



**City Council Special Meeting Agenda
Thursday, July 16, 2026 7:00 PM
Kyle City Hall, Council Chambers,
100 W. Center Street, Kyle, TX 78640**

I. Call Meeting to Order and Roll Call

II. Citizen Comment Period with City Council

The City Council welcomes comments from Citizens. Those wishing to speak are encouraged to sign in before the meeting begins. Speakers may be provided with an opportunity to speak during this time period on any agenda item or any other matter concerning City Council business, and they must observe the three-minute time limit.

III. Consider and Possible Action

1. Receive a report, hold a discussion, and provide staff direction regarding the Budget Performance Report for the nine-month period ending June 30, 2026, for the City's four major operating funds, including:
 - Review budget status for revenues, expenditures, and fund balances as of June 30, 2026, for the City's General Fund, Water Utility Fund, Wastewater Utility Fund, and Storm Drainage Utility Fund.
 - Review estimated savings anticipated from the cost-containment measures implemented by the Interim City Manager to begin mitigating the combined projected deficit of \$14.2 million in the City's General Fund for Fiscal Year 2025-26. The projected deficit results from a lower than budgeted beginning fund balance, revenues projected to be below budgeted levels, and a resulting fund balance projected to be below the City's minimum required reserve level, as previously presented to the City Council on May 16, 2026.
(Item Presenter: Holly Holt-Torres, Assistant Director of Finance)
[Exhibit 1 - Staff Memo](#)
[Exhibit 2 - Presentation](#)
2. Receive a report, hold a discussion, and provide staff feedback regarding the 2026 Council Compensation Committee's recommendation for amendments to Council Compensation and related policies.
(Item Presenter: Jesse Elizondo, Assistant City Manager)
[Exhibit 1 - Staff Memo](#)
[Exhibit 2 - Presentation](#)
3. Receive a report, hold a discussion, and provide staff direction related to the phased installation of an emergency audible outdoor warning system for the City of Kyle, Texas.
(Item Presenter: Jeff Barnett, Chief of Police)

[Exhibit 1 - Staff Memo](#)
[Exhibit 2 - Presentation](#)
[Exhibit 3 - Kyle Siren Feasibility Report](#)

4. Receive a report, hold a discussion, and provide staff feedback regarding permanent driveway design options for the Kyle Senior Community Center.
(Item Presenter: Ravali Kosaraju, PE, AICP, PTOE, Assistant Director of Traffic & Transportation Management)
[Exhibit 1 - Staff Memo](#)
[Exhibit 2 - Presentation](#)
5. Receive a report, hold a discussion, and provide staff feedback regarding the aesthetic components on the retaining walls of the Kohlers Crossing Overpass project.
(Item Presenter: Lu Zhang, PhD, PE, Assistant Director of CIP and Planning)
[Exhibit 1 - Staff Memo](#)
[Exhibit 2 - Presentation](#)
6. Receive a report, hold a discussion, and provide staff feedback regarding Safe Routes to School initiative walk audits summary report.
(Item Presenter: Ravali Kosaraju, PE, AICP, PTOE, Assistant Director of Traffic & Transportation Management)
[Exhibit 1 - Staff Memo](#)
[Exhibit 2 - Presentation](#)
[Exhibit 3 - SRTS Report](#)
[Exhibit 4 - CoK Walk Audit Worksheet](#)
7. *(Tabled 6/16/2026)* Receive a report, hold a discussion, and provide staff direction on a proposed Code of Conduct for members serving on City boards, commissions, and advisory bodies that establishes standards for professional conduct, public communication, and engagement with residents, colleagues, staff and Council, including enforcement mechanisms and a process for removal.
(Item Presenter: Jesse Elizondo, Assistant City Manager)
[Exhibit 1 - Staff Memo](#)
[Exhibit 2 - Presentation](#)
[Exhibit 3 - Ethics Code](#)

IV. Adjourn

One or more members of the board may participate in the meeting by videoconference pursuant to Section 551.127, Texas Government Code, provided that a quorum of the board will be present at Kyle City Hall.

Posted this 10th day of July, 2026, prior to 5:00 p.m.

At any time during the City Council meeting, the City Council may elect to go into an Executive Session to discuss any item on the agenda for which state law authorizes an Executive Session to be held. If the City Council elects to go into an Executive Session regarding an agenda item, the presiding officer will first announce the section of the law authorizing a closed meeting. The description of an item in Executive Sessions constitutes the written interpretation by the City Attorney of Chapter 551 of the Texas Government Code and the legal opinion of the City Attorney that said item may be discussed in a

closed meeting.

Under the Americans with Disabilities Act, an individual with a disability must have equal opportunity for effective communication and participation in public meetings. Kyle City Hall is wheelchair accessible. Individuals who require auxiliary aids, interpretive services, and/or other services for this meeting should submit a request at <https://forms.cityofkyle.gov/Public-Meetings-ADA-Accommodation-Request-Form> or call (512) 262-1010, 48 hours in advance of the meeting.



Council Contact Information

Mayor Yvonne Flores-Cale
Mayor Pro Tem Michael Tobias
Council Member Courtney Goza
Council Member Melisa Medina
Council Member Claudia Zapata
Council Member Dr. Lauralee Harris
Council Member Marc McKinney

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City Council Special Meeting

DEPARTMENT: Financial Services

FROM: Holly R. Holt-Torres, Assistant Director

MEETING: July 16, 2026

SUBJECT:

Receive a report, hold a discussion, and provide staff direction regarding the Budget Performance Report for the nine-month period ending June 30, 2026, for the City's four major operating funds, including:

- Review budget status for revenues, expenditures, and fund balances as of June 30, 2026, for the City's General Fund, Water Utility Fund, Wastewater Utility Fund, and Storm Drainage Utility Fund.
- Review estimated savings anticipated from the cost-containment measures implemented by the Interim City Manager to begin mitigating the combined projected deficit of \$14.2 million in the City's General Fund for Fiscal Year 2025-26. The projected deficit results from a lower than budgeted beginning fund balance, revenues projected to be below budgeted levels, and a resulting fund balance projected to be below the City's minimum required reserve level, as previously presented to the City Council on May 16, 2026.

SUMMARY:

The purpose of this briefing is to provide the Mayor and City Council with a comprehensive monthly financial update regarding the City's four major operating funds: the General Fund, Water Utility Fund, Wastewater Utility Fund, and Storm Drainage Utility Fund.

This report represents the continuation of a series of recurring monthly financial updates and is intended to strengthen financial transparency, further enhance fiscal oversight, and provide timely information regarding the City's financial position.

The June 2026 update reflects financial activity through June 30, 2026, and includes budget-to-actual performance, current revenue and expenditure trends, and estimated fund balance information based upon the most recently available financial data.

Additionally, this report will review estimated savings anticipated from the cost-containment measures implemented by the Interim City Manager to begin mitigating the combined projected deficit of \$14.2 million in the City's General Fund for Fiscal Year 2025-26, as previously presented to the City Council on May 16, 2026

PRIOR ACTION/INPUT (Council, Boards, Citizens):

On May 16, 2026, City Council received a Special Budget Workshop presentation regarding the City's FY2026 Current Year Estimate and FY2027-FY2031 Five-Year Financial Forecast.

During that workshop, Council expressed a desire for increased financial transparency and more frequent reporting regarding the City's fiscal condition, including regular updates on revenues, expenditures, fund balances, and budget performance.

In response, Financial Services continues to closely monitor revenues, expenditures, and fund balances across all major funds. Staff is actively evaluating opportunities to improve financial sustainability, identify operational efficiencies, reduce expenditures where appropriate, and develop recommendations that support the City's long-term financial health while maintaining essential service levels.

The information presented in this monthly update is intended to provide Council with a transparent assessment of current financial conditions and support informed policy discussions regarding future budgetary decisions.

FISCAL IMPACT:

- | | |
|------------------------------------|------------------------------------|
| 1. City Department: | Financial Services |
| 2. Project Name: | June 2026 Monthly Financial Update |
| 3. Budget/Accounting Code(s): | |
| 4. Funding Type: | |
| 5. Funding Source: | |
| 6. Current Appropriation: | \$ - |
| 7. Unencumbered Available Balance: | \$ - |
| 8. Amount of This Action: | \$ - |
| 9. Unencumbered Balance Remaining: | \$ - |

10. Special Note/Comment:

This item is to receive a report, hold a discussion, and provide staff direction regarding the June 2026 Monthly Financial Update - Major Funds, Revenue and Expenditure Performance and Estimated Fund Balance. There is no fiscal impact at this time.

- | | | |
|-----------------------------|-----------------------------------|----------|
| 11. Prepared & Verified By: | Angel Avila, Budget Analyst | 7/7/2026 |
| 12. Reviewed & Approved By: | Dillon Saunderson, Budget Manager | 7/7/2026 |

STAFF CONTACT:

Name: Holly R. Holt-Torres
Title: Assistant Director of Finance
Email: htorres@cityofkyle.com

Report to City Council:

June 2026 Monthly Financial Update

City Council Meeting - July 16, 2026





Presentation Outline

1. Purpose of Monthly Financial Briefing
2. How Monthly Financial Briefings Help Council
3. General Fund Summary
4. Water Utility Fund Summary
5. Wastewater Utility Fund Summary
6. Storm Drainage Utility Fund Summary
7. FY 2026 Cost Containment Measures Implemented by ICM

FY 2025-26 MONTHLY FINANCIAL BRIEFING

JUNE 2026





Purpose of Monthly Financial Briefing

- The City of Kyle is committed to maintaining transparency, accountability, and proactive financial stewardship.
- Monthly financial reporting provides City Council with timely information regarding the City's financial position and budget performance throughout the fiscal year.



Monthly Financial Briefings Help Council...

- **Monitor Financial Performance** by comparing actual revenues and expenditures to the adopted budget throughout the year.
- **Identify Emerging Trends Early** to detect revenue shortfalls, expenditure pressures, or operational changes before they become significant financial challenges.
- **Support Informed Decision-Making** by providing current financial information to assist with policy discussions, budget amendments, and strategic priorities.
- **Enhance Fiscal Transparency** by providing consistent, routine reporting on the City's major operating funds and overall financial condition.
- **Evaluate Fund Balance Health** through ongoing monitoring of reserves and projected year-end financial positions to ensure long-term fiscal sustainability.
- **Improve Financial Accountability** by promoting regular review of departmental spending and revenue collection activity against approved budgets.
- **Support Long-Term Planning** by identifying trends that may impact future budgets, service levels, and financial forecasts.
- **Ensure Compliance with Financial Policies** by monitoring progress toward adopted financial targets, reserve policies, and budgetary controls.

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General Fund Summary

						Budget to Actual Variance		
		Actual	Actual	Approved	Year to Date	YTD As % of	Budget	% of Budget
		2023-24	2024-25	Budget	w/Encumbrance			
					6/30/2026	Budget	Remaining	Remaining
BEGINNING FUND BALANCE		\$ 34,218,420	\$ 25,832,912	\$ 19,244,259	\$ 14,977,707			
EXPENDITURES								
Mayor and Council								
1	Mayor	\$ 57,276	\$ 42,313	\$ 33,292	\$ 19,324	58.04%	\$ 13,968	41.96%
2	Council District 1	43,958	28,308	29,417	13,419	45.62%	15,998	54.38%
3	Council District 2	44,212	24,910	29,417	15,331	52.12%	14,086	47.88%
4	Council District 3	24,672	20,046	29,417	17,179	58.40%	12,238	41.60%
5	Council District 4	32,740	23,849	29,417	16,759	56.97%	12,658	43.03%
6	Council District 5	32,225	25,302	29,417	14,143	48.08%	15,274	51.92%
7	Council District 6	24,058	21,495	29,417	12,954	44.04%	16,463	55.96%
Total Mayor and Council:		\$ 259,141	\$ 186,222	\$ 209,794	\$ 109,110	52.01%	\$ 100,684	47.99%
8	City Attorney's Office	\$ 196,817	\$ 575,224	\$ 653,331	\$ 463,258	70.91%	\$ 190,073	29.09%
9	City Manager's Office	1,573,079	1,596,073	1,996,558	1,484,184	74.34%	512,373	25.66%
10	Animal Services	-	3,250	1,035,521	804,102	77.65%	231,419	22.35%
11	Administration	440,726	515,677	-	1,386	0.00%	(1,386)	0.00%
12	Human Resource & Civil Service	924,838	964,613	1,337,271	862,147	64.47%	475,124	35.53%
13	City Secretary's Office	525,475	608,903	726,678	541,327	74.49%	185,351	25.51%
14	Communications	755,912	1,085,482	1,299,569	891,644	68.61%	407,926	31.39%
15	Information Technology Services	1,436,091	4,847,785	5,748,613	4,580,714	79.68%	1,167,898	20.32%
16	Building and Code Enforcement	4,397,673	3,357,499	3,296,452	1,871,965	56.79%	1,424,487	43.21%
17	Planning Division	1,143,301	892,114	1,438,959	1,021,462	70.99%	417,497	29.01%
18	Economic Development	575,363	567,425	837,715	375,306	44.80%	462,409	55.20%
19	Financial Services Department	2,272,240	3,121,906	4,349,467	3,089,658	71.04%	1,259,809	28.96%
20	Parks and Recreation:	6,816,107	9,696,542	9,756,586	7,247,241	74.28%	2,509,345	25.72%
21	Library Services	1,178,777	1,669,606	1,702,806	1,310,687	76.97%	392,119	23.03%
22	Kyle Police Department:	17,550,473	21,259,562	20,320,039	16,299,682	80.21%	4,020,357	19.79%
23	Council Initiated Programs	582,517	1,032,902	-	-	0.00%	-	0.00%
24	Transportation & Public Works	6,920,013	8,266,649	14,784,772	9,211,202	62.30%	5,573,571	37.70%
25	Solid Waste Services (Contract)	4,252,341	4,552,277	4,565,251	3,138,837	68.75%	1,426,415	31.25%
Departmental Total:		\$ 51,800,883	\$ 64,801,414	\$ 74,059,382	\$ 53,303,910	71.97%	\$ 20,755,472	28.03%
26	Non Departmental	\$ 1,528,290	\$ 2,425,155	\$ 1,492,628	\$ 783,795	52.51%	\$ 708,833	47.49%
27	Economic Incentive Program	1,923,380	1,232,136	1,580,000	501,555	31.74%	1,078,445	68.26%
TOTAL EXPENDITURES:		\$ 55,252,553	\$ 68,458,705	\$ 77,132,009	\$ 54,589,260	70.77%	\$ 22,542,750	29.23%
TOTAL TRANSFERS OUT:		\$ 15,768,195	\$ 15,244,472	\$ 2,107,968	\$ 1,580,976	75.00%	\$ 526,992	25.00%
TOTAL EXPENDITURES & TRANSFERS OUT		\$ 71,020,748	\$ 83,703,177	\$ 79,239,977	\$ 56,170,336	70.89%	\$ 23,069,642	29.11%



General Fund Summary



	Actual 2023-24	Actual 2024-25	Approved Budget 2025-26	Year to Date w/Encumbrance 6/30/2026	Budget to Actual Variance		
					YTD As % of Budget	Budget Remaining	% of Budget Remaining
BEGINNING FUND BALANCE	\$ 34,218,420	\$ 25,832,912	\$ 19,244,259	\$ 14,977,707			
TOTAL REVENUE AND TRANSFERS IN:	\$ 62,635,240	\$ 72,847,974	\$ 78,601,915	\$ 62,415,881	79.41%	\$ 16,186,034	20.59%
TOTAL EXPENDITURES & TRANSFERS OUT	\$ 71,020,748	\$ 83,703,177	\$ 79,239,977	\$ 56,170,336	70.89%	\$ 23,069,642	29.11%
TOTAL REVENUE & TRANSFERS-IN IN EXCESS (DEFICIT) OVER EXPENDITURES	\$ (8,385,508)	\$ (10,855,204)	\$ (638,062)	\$ 6,245,545			
ESTIMATED ENDING FUND BALANCE	\$ 25,832,912	\$ 14,977,707	\$ 18,606,197	\$ 21,223,252			

Water Utility Fund Summary



	Actual 2023-24	Actual 2024-25	Approved Budget 2025-26	Year to Date w/Encumbrance 6/30/2026	Budget to Actual Variance		
					YTD As % of Budget	Budget Remaining	% of Budget Remaining
BEGINNING FUND BALANCE	\$ 13,738,534	\$ 15,005,254	\$ 15,506,580	\$ 18,197,866			
REVENUE:							
1 Water Sales	\$ 18,196,116	\$ 22,829,557	\$ 26,823,975	\$ 22,142,723	82.55%	\$ 4,681,252	17.45%
2 Misc Water Charges	1,078,311	843,898	855,000	921,106	107.73%	(66,106)	-7.73%
3 Interest and Other	1,233,138	1,172,994	950,000	234,284	24.66%	715,716	75.34%
TOTAL REVENUE:	\$ 20,507,565	\$ 24,846,449	\$ 28,628,975	\$ 23,298,113	81.38%	\$ 5,330,862	18.62%
4 Transfer In	\$ -	\$ 4,946,490	\$ -	\$ -	0.00%	\$ -	0.00%
TOTAL REVENUE AND TRANSFERS IN:	\$ 20,507,565	\$ 29,792,939	\$ 28,628,975	\$ 23,298,113	81.38%	\$ 5,330,862	18.62%
EXPENDITURES:							
5 City Attorney's Office	\$ -	\$ 2,048	\$ 129,750	\$ 66,015	50.88%	\$ 63,735	49.12%
6 Administrative Services	1,589,903	1,251,990	917,326	453,640	49.45%	463,687	50.55%
7 Information Technology	-	396,239	349,508	350,066	100.16%	(558)	-0.16%
8 Transportation & Public Works	415,428	548,373	340,113	201,394	59.21%	138,719	40.79%
9 Water Utilities	14,472,523	15,863,086	23,500,817	13,816,083	58.79%	9,684,733	41.21%
10 Non-Departmental	107,352	119,243	407,822	149,233	36.59%	258,588	63.41%
11 General Debt I&S	-	-	3,202,000	-	0.00%	3,202,000	100.00%
TOTAL EXPENDITURES:	\$ 16,585,205	\$ 18,180,978	\$ 28,847,335	\$ 15,036,431	52.12%	\$ 13,810,905	47.88%
TOTAL TRANSFERS OUT:	\$ 1,548,326	\$ 3,113,656	\$ 4,670,417	\$ 3,502,812	75.00%	\$ 1,167,604	25.00%
TOTAL EXPENDITURES & TRANSFERS OUT	\$ 18,133,531	\$ 21,294,634	\$ 33,517,752	\$ 18,539,243	55.31%	\$ 14,978,509	44.69%
TOTAL REVENUE & TRANSFERS-IN IN EXCESS (DEFICIT) OVER EXPENDITURES	\$ 2,374,034	\$ 8,498,305	\$ (4,888,777)	\$ 4,758,870			
ESTIMATED ENDING FUND BALANCE	\$ 15,005,254	\$ 18,197,866	\$ 10,617,803	\$ 22,956,737			

Wastewater Utility Fund Summary



					Budget to Actual Variance		
	Actual 2023-24	Actual 2024-25	Approved Budget 2025-26	Year to Date w/Encumbrance 6/30/2026	YTD As % of Budget	Budget Remaining	% of Budget Remaining
BEGINNING FUND BALANCE	\$ 10,232,900	\$ 14,146,013	\$ 15,152,117	\$ 18,892,948			
REVENUE:							
1 Wastewater Service Charges	\$ 12,414,644	\$ 14,832,064	\$ 15,088,836	\$ 12,780,126	84.70%	\$ 2,308,710	15.30%
2 Misc Wastewater Charges	443,026	348,871	235,000	414,763	176.49%	(179,763)	-76.49%
3 Interest and Other	714,480	1,810,119	520,000	245,641	47.24%	274,359	52.76%
TOTAL REVENUE:	\$ 13,572,150	\$ 16,991,054	\$ 15,843,836	\$ 13,440,530	84.83%	\$ 2,403,306	15.17%
4 Transfer In	\$ -	\$ -	\$ -	\$ -	0.00%	-	0.00%
TOTAL REVENUE AND TRANSFERS IN:	\$ 13,572,150	\$ 16,991,054	\$ 15,843,836	\$ 13,440,530	84.83%	\$ 2,403,306	15.17%
EXPENDITURES:							
5 City Attorney's Office	\$ -	\$ 385	\$ 149,750	\$ 71,092	47.47%	\$ 78,658	52.53%
6 Administrative Services	1,071,402	1,188,194	875,006	344,143	39.33%	530,863	60.67%
7 Information Technology	-	368,848	338,310	347,374	102.68%	(9,063)	-2.68%
8 Transportation & Public Works:	423,937	542,241	840,853	198,405	23.60%	642,448	76.40%
9 Water Utilities	4,474,882	4,762,100	7,095,891	4,043,863	56.99%	3,052,028	43.01%
10 Non-Departmental	36,414	99,668	336,588	101,290	30.09%	235,298	69.91%
11 Debt Service	1,022,614	990,865	1,744,600	403,069	23.10%	1,341,531	76.90%
TOTAL EXPENDITURES:	\$ 7,029,249	\$ 7,952,301	\$ 11,380,998	\$ 5,509,236	48.41%	\$ 5,871,763	51.59%
TOTAL TRANSFERS OUT:	\$ 1,212,173	\$ 1,997,651	\$ 2,637,860	\$ 1,978,395	75.00%	\$ 659,465	25.00%
TOTAL EXPENDITURES & TRANSFERS OUT	\$ 8,241,422	\$ 9,949,952	\$ 14,018,858	\$ 7,487,631	53.41%	\$ 6,531,228	46.59%
TOTAL REVENUE & TRANSFERS-IN IN EXCESS (DEFICIT) OVER EXPENDITURES	\$ 5,330,728	\$ 7,041,102	\$ 1,824,978	\$ 5,952,899			
ESTIMATED ENDING FUND BALANCE	\$ 14,146,013	\$ 18,892,948	\$ 16,977,095	\$ 24,845,847			

Storm Drainage Utility Fund



	Actual 2023-24	Actual 2024-25	Approved Budget 2025-26	Year to Date w/Encumbrance 6/30/2026	Budget to Actual Variance		
					YTD As % of Budget	Budget Remaining	% of Budget Remaining
BEGINNING FUND BALANCE	\$ 1,257,406	\$ 1,299,041	\$ 1,572,771	\$ 1,714,526			
REVENUE:							
1 Drainage Fee - Residential	\$ 901,122	\$ 942,189	\$ 1,186,920	\$ 719,165	60.59%	\$ 467,755	39.41%
2 Drainage Fee - Commercial	995,026	1,202,902	885,281	894,612	101.05%	(9,331)	-1.05%
3 Floodplain Development Application Review Fee	-	750	1,500	-	0.00%	1,500	100.00%
4 Interest Income	34,731	73,840	39,727	9,326	23.48%	30,401	76.52%
5 Misc Drainage Fee	51,866	27,294	27,377	23,453	85.67%	3,924	14.33%
TOTAL REVENUE:	<u>\$ 1,982,744</u>	<u>\$ 2,246,975</u>	<u>\$ 2,140,805</u>	<u>\$ 1,646,556</u>	<u>76.91%</u>	<u>\$ 494,249</u>	<u>23.09%</u>
6 Transfer In - G/F	\$ -	\$ -	\$ -	\$ -	0.00%	-	0.00%
TOTAL REVENUE AND TRANSFERS IN:	<u>\$ 1,982,744</u>	<u>\$ 2,246,975</u>	<u>\$ 2,140,805</u>	<u>\$ 1,646,556</u>	<u>76.91%</u>	<u>\$ 494,249</u>	<u>23.09%</u>
EXPENDITURES:							
7 City Attorney's Office	\$ -	\$ 245	\$ 15,000	\$ -	0.00%	\$ 15,000	100.00%
8 Information Technology	-	33,189	44,000	85,643	194.64%	(41,643)	-94.64%
9 Transportation & Pubic Works	1,435,922	1,585,630	2,649,308	2,135,949	80.62%	513,359	19.38%
10 Non-Departmental	(3,861)	5,471	64,319	-	0.00%	64,319	100.00%
TOTAL EXPENDITURES:	<u>\$ 1,432,061</u>	<u>\$ 1,624,536</u>	<u>\$ 2,772,627</u>	<u>\$ 2,221,592</u>	<u>80.13%</u>	<u>\$ 551,035</u>	<u>19.87%</u>
TOTAL TRANSFERS OUT:	<u>\$ 500,000</u>	<u>\$ 217,957</u>	<u>\$ 239,753</u>	<u>\$ 179,815</u>	<u>75.00%</u>	<u>\$ 59,938</u>	<u>25.00%</u>
TOTAL EXPENDITURES & TRANSFERS OUT	<u>\$ 1,932,061</u>	<u>\$ 1,842,493</u>	<u>\$ 3,012,380</u>	<u>\$ 2,401,407</u>	<u>79.72%</u>	<u>\$ 610,973</u>	<u>20.28%</u>
TOTAL REVENUE & TRANSFERS-IN IN EXCESS (DEFICIT) OVER EXPENDITURES	<u>\$ 50,683</u>	<u>\$ 404,483</u>	<u>\$ (871,574)</u>	<u>\$ (754,850)</u>			
ESTIMATED ENDING FUND BALANCE	<u>\$ 1,299,041</u>	<u>\$ 1,714,526</u>	<u>\$ 701,197</u>	<u>\$ 959,675</u>			

FY 2025-26 GENERAL FUND COST CONTAINMENT MEASURES IMPLEMENTED



Current Year Estimates - Gene

Revenues & Expenditures Fiscal Year 2025-26

1100- GENERAL FUND		
	Approved Budget 2025-2026	Current Year Estimate 2025-2026
Beginning Fund Balance	\$ 19,244,259	\$ 14,977,707
REVENUE		
Property Tax	\$ 21,669,253	\$ 20,828,940
Sales Tax	\$ 21,946,333	\$ 20,207,728
Development Revenues	\$ 6,998,336	\$ 4,933,181
Other Revenues	\$ 12,855,995	\$ 13,409,235
TOTAL REVENUES	\$ 63,469,916	\$ 59,379,084
Transfers-In	\$ 15,131,999	\$ 15,132,015
TOTAL TRANSFERS-IN	\$ 15,131,999	\$ 15,132,015
TOTAL REVENUES & TRANSFERS-IN	\$ 78,601,915	\$ 74,511,099
TOTAL ESTIMATED FUNDS AVAILABLE	\$ 97,846,174	\$ 89,488,806
EXPENDITURES		
Operations & Maintenance	\$ 77,132,010	\$ 77,079,710
Future Supplemental	\$ -	\$ -
Cash Funding - CIP	\$ -	\$ -
Cash Funding- Equipment/Other	\$ -	\$ -
2% Increase Per Meet and Confer (FY27 and FY28) + 2% Step Increase	\$ -	\$ -
TOTAL EXPENDITURES	\$ 77,132,010	\$ 77,079,710
Transfers-Out - TIRZ	\$ 2,107,968	\$ 2,107,969
TOTAL TRANSFERS-OUT	\$ 2,107,968	\$ 2,107,969
TOTAL EXPENDITURES & TRANSFERS-OUT	\$ 79,239,978	\$ 79,187,679
REVENUE IN EXCESS OF REQUIREMENTS	\$ (638,063)	\$ (4,676,580)
ESTIMATED ENDING FUND BALANCE	\$ 18,606,196	\$ 10,301,127
<i>Required Minimum Fund Balance Per Policy (25% of Operating Expenses)</i>	<i>\$ 19,809,994</i>	<i>\$ 19,796,920</i>
\$ Fund Balance in Excess of Minimum Required Per Policy	\$ (1,203,798)	\$ (9,495,792)
% Fund Balance in Excess of Minimum Required Per Policy	-6.08%	-47.97%
TOTAL GAP REQUIRING BALANCING		\$ (14,172,372)



FY2025-26 COST CONTAINMENT MEASURES

1. Redundancy Based Position Eliminations
2. Positions on Temporary Freeze
3. Support Cost Containment
4. Purchase Order Purge

REDUNDANCY BASED POSITION ELIMINATIONS GENERAL FUND



Eliminated Position	FY 2026 Savings
Chief Communications Officer	\$35,828
Executive Director of Strategic Development	\$57,736
Chief Development Officer	\$51,823
Assistant Finance Director	\$41,583
Deputy Parks and Recreation Director	\$32,385
Business and Strategic Planning Manager	\$23,368
Total Savings (6 FTEs):	\$242,723

POSITIONS ON TEMPORARY FREEZE GENERAL FUND



Frozen Position	FY 2026 Savings
Director, Animal Services	\$82,988
Building Inspector	\$45,334
Code Enforcement Officer	\$38,377
Procurement Specialist	\$18,303
Budget Analyst	\$14,873
Human Resources Business Partner	\$45,334
Assistant Director, Library Services	\$72,304
Circulation Assistant- Part-Time (2)	\$24,140
Parks Aquatic Maintenance Technician	\$30,116
Senior Parks Technician	\$12,323
Emergency Planner	\$53,730
Records Specialist (2)	\$70,731

POSITIONS ON TEMPORARY FREEZE GENERAL FUND



Frozen Position	FY 2026 Savings
Engineering Technician	\$41,783
Engineering Associate	\$53,730
Street Technician (2)	\$70,731
City Manager	\$64,102
Assistant Parks Director	\$26,410
Recreation Coordinator	\$16,617
Director, Transportation and Public Works	\$46,189
Recreation Divisional Manager	\$18,770
Total Savings (23 FTEs)	\$846,782

GENERAL FUND COST CONTAINMENT SUMMARY



1. Redundancy Based Position Eliminations: \$242,723
2. Positions on Temporary Freeze: \$846,782
3. Support Cost Containment: \$3,434,215
4. Purchase Order (PO) Purge: \$671,252

FY 2025-26 GENERAL FUND COST CONTAINMENT SAVINGS: \$5,195,972



QUESTIONS?



Council Contact Information

Mayor Yvonne Flores-Cale
Mayor Pro Tem Michael Tobias
Council Member Courtney Goza
Council Member Melisa Medina
Council Member Claudia Zapata
Council Member Dr. Lauralee Harris
Council Member Marc McKinney

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CZapata@cityofkyle.com
LHarris@cityofkyle.com
MMcKinney@cityofkyle.com

City Council Special Meeting

DEPARTMENT: City Manager's Office

FROM: Jesse Elizondo, Assistant City Manager

MEETING: July 16, 2026

SUBJECT:

Receive a report, hold a discussion, and provide staff feedback regarding the 2026 Council Compensation Committee's recommendation for amendments to Council Compensation and related policies.

SUMMARY:

In accordance with Section 3.09 of the City Charter, the City Council appointed the Council Compensation Committee to conduct a comprehensive review of the current Council compensation and determine a recommendation. Over the course of four public meetings, the committee reviewed the Charter requirements governing Council compensation, current compensation and budget structures, comparable city compensation data, reimbursement policies, line-item budgets, and other compensation-related considerations before developing its final recommendation.

The Council Compensation Committee will present its final recommendation to the City Council for consideration. The committee will provide an overview of its evaluation process, summarize its findings and recommendations, and respond to any questions from the City Council regarding the recommendation presented.

OPTIONS:

Receive presentation and recommendation from the Council Compensation Committee.

RECOMMENDATION:

N/A

PRIOR ACTION/INPUT (Council, Boards, Citizens):

In accordance with Section 3.09 of the City Charter, the City Council appointed the Council Compensation Committee to conduct a comprehensive review of the current Council compensation and determine a recommendation.

FISCAL IMPACT:

1. City Department:	Office of the City Manager
2. Project Name:	Code of Conduct
3. Budget/Accounting Code(s):	
4. Funding Type:	
5. Funding Source:	
6. Current Appropriation:	\$ -
7. Unencumbered Available Balance:	\$ -
8. Amount of This Action:	\$ -
9. Unencumbered Balance Remaining:	<u>\$ -</u>

10. Special Note/Comment:

This item is to receive a report, hold a discussion, and provide staff feedback regarding the 2026 Council Compensation Committee's recommendation for amendments to Council Compensation and related policies. This item has no fiscal impact at this time.

11. Prepared & Verified By:	Angel Avila, Budget Analyst	7/7/2026
12. Reviewed & Approved By:	Dillon Saunderson, Budget Manager	7/7/2026

STAFF CONTACT:

Name: Jesse Elizondo
Title: Assistant City Manager
Email: jelizondo@cityofkyle.com
Phone: (737) 273-4898

Compensation Committee Recommendation

City Council Special Meeting - July 16, 2026





City Council's Charge to Committee

The Council Compensation Committee is tasked by the City Council with conducting a review of the current council compensation to identify whether changes to the compensation are recommended.

The committee held four public meetings, March to July, and developed recommendations for amendments. It will present its findings and recommendation to the City Council tonight, at which time the committee will be dissolved.



Overview of Committee Discussions

Charter and Legal Framework (Meeting #1)

- Review governing requirements, limitations, process, and compliance
- Establish compensation guidelines, what is outlined compensation by charter

Compensation & Budget Structure (Meeting #2)

- Review compensation mechanisms, policies, and ordinances
- Review existing salary levels, compensation structure, and line budgets
- Analyze and discuss comparable city compensation
- Evaluate current compensation, responsibilities, workloads and expectations

Expense, Reimbursement, & Allowable Cost Review (Meeting #3)

- Review current reimbursement policy and allowable expenses
- Discussion of stipend, travel, per diem, expense breakdown and structure
- Review and discussion of line-item budgets and controls

Recommendation Development and Final Report (Meeting #4)

- Formulate committee recommendation to be presented to City Council
- Secure City Council recommendation date
- Review timing and implementation requirements



Committee Recommendation

Personnel Services (Pay/Wages)

- Base Wage Amounts Remain the Same
- Remove \$500 Stipend and Add to Base Wage Amount

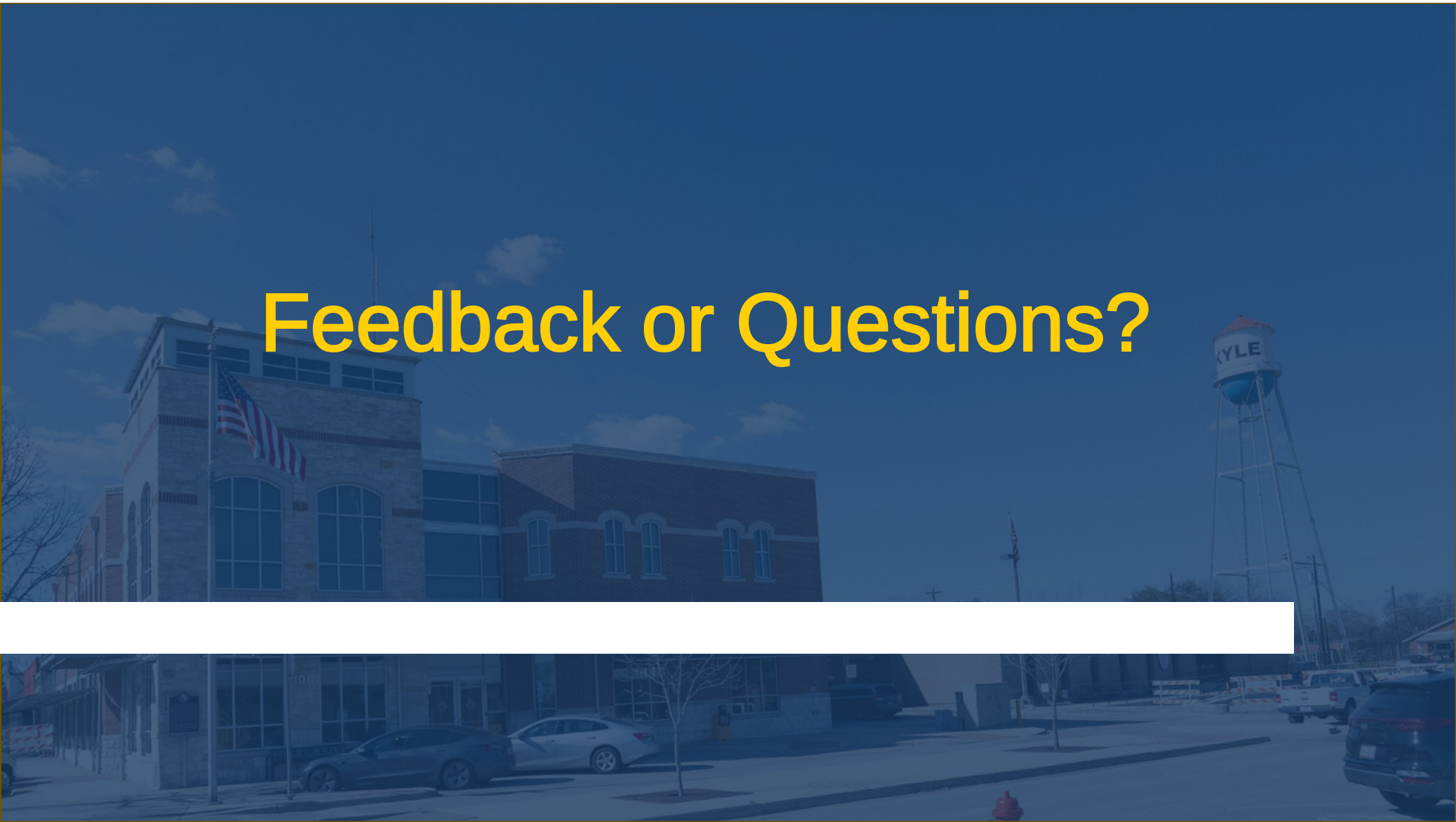
Services & Commodities (Expenses/Reimburse/Budgets)

- Keeping the expense reimbursement budget as presented
- Council Members stay within specific budget categories without overages
- Reimbursements must be submitted within 30 days with the finance director able to approve extraordinary circumstances

Additional Recommendations

- Strike legal expenses from allowable expenses in policy
- Remove “dry cleaning” line item from Mayor’s budget
- Update reference in policy from the IRS rate for travel to the GSA rate for meals and lodging
- Recommend requiring a report summarizing any out-of-town travel

Feedback or Questions?



Comparable Cities Chart



City	Population	Council (Annual)	Structure Type
San Antonio	1,450,000	\$70,200	Salary
Austin	975,000	\$137,288	Salary + allowances
Pasadena	151,000	\$3,600	Salary
Round Rock	130,000	\$11,400	Salary + allowance
The Woodlands	120,000	\$0	Volunteer
New Braunfels	110,000	\$15,600	Salary
Conroe	101,000	\$13,500	Salary
Temple	85,000	\$0	Volunteer
Pharr	80,000	\$3,600	Salary
Cedar Park	80,000	\$0	Volunteer
Missouri City	75,000	\$6,000	Salary
Georgetown	75,000	\$16,800	Salary
Leander	70,000	\$0	Volunteer
San Marcos	67,000	\$17,400	Salary
Pflugerville	65,000	\$0	Volunteer
Kyle	~62,000	\$18,000	Salary + allowances
Friendswood	42,000	\$0	Volunteer
Rosenberg	40,000	\$4,800	Salary
Copperas Cove	35,000	\$600	Stipend
Deer Park	34,000	\$2,100	Salary
Hutto	30,000	\$9,600	Stipend
Lake Jackson	28,000	\$900	Salary
Katy	23,000	\$12,360	Salary
Dickinson	21,000	\$1,800	Salary
Angleton	20,000	\$1,200	Stipend
Bellaire	18,000	\$2,400	Salary + stipends
Buda	18,000	\$2,400	Per-meeting est.
Seabrook	15,000	\$0	Volunteer
Lockhart	15,000	\$3,600	Stipend
Port Neches	13,000	\$3,600	Salary + stipends
Webster	12,000	\$4,800	Salary
Manvel	12,000	\$4,800	Salary
Wharton	9,000	\$1,680	Stipend
Jersey Village	8,000	\$0	Volunteer
Hempstead	7,000	\$6,000	Salary
Nassau Bay	4,000	\$0	Volunteer

General Tier Breakdown

Tier 1 (Volunteer \$0) – 10 cities

Tier 2 (\$1 – \$6,000) – 14 cities

Tier 3 (\$6,001 - \$12,000) – 4 cities

Tier 4 (\$12,001 - \$18,000) – 5 cities

Tier 5 (>\$50,000) – 2 cities (outliers)

- Kyle is at the highest tier (minus outliers) comparable to San Marco or Georgetown.
- No standard approach, policy decision
- Kyle's current compensation structure aligns with a smaller group of higher compensated comparable cities, while many peer cities continue to operate under lower stipend or volunteer models. This reflects differing policy approaches rather than a single prevailing standard.

City	Population	Council (Annual)	Structure Type
Austin	975,000	\$137,288	Salary + allowances
San Antonio	1,450,000	\$70,200	Salary
Kyle	~62,000	\$18,000	Salary + allowances
San Marcos	67,000	\$17,400	Salary
Georgetown	75,000	\$16,800	Salary
New Braunfels	110,000	\$15,600	Salary
Conroe	101,000	\$13,500	Salary
Katy	23,000	\$12,360	Salary
Round Rock	130,000	\$11,400	Salary + allowance
Hutto	30,000	\$9,600	Stipend
Missouri City	75,000	\$6,000	Salary
Hempstead	7,000	\$6,000	Salary
Rosenberg	40,000	\$4,800	Salary
Webster	12,000	\$4,800	Salary
Manvel	12,000	\$4,800	Salary
Pasadena	151,000	\$3,600	Salary
Pharr	80,000	\$3,600	Salary
Lockhart	15,000	\$3,600	Stipend
Port Neches	13,000	\$3,600	Salary + stipends
Bellaire	18,000	\$2,400	Salary + stipends
Buda	18,000	\$2,400	Per-meeting est.
Deer Park	34,000	\$2,100	Salary
Dickinson	21,000	\$1,800	Salary
Wharton	9,000	\$1,680	Stipend
Angleton	20,000	\$1,200	Stipend
Lake Jackson	28,000	\$900	Salary
Copperas Cove	35,000	\$600	Stipend
The Woodlands	120,000	\$0	Volunteer
Temple	85,000	\$0	Volunteer
Cedar Park	80,000	\$0	Volunteer
Leander	70,000	\$0	Volunteer
Pflugerville	65,000	\$0	Volunteer
Friendswood	42,000	\$0	Volunteer
Seabrook	15,000	\$0	Volunteer
Jersey Village	8,000	\$0	Volunteer
Nassau Bay	4,000	\$0	Volunteer

Current Compensation Overview



Component	Mayor	Councilmembers	Notes / Detail
Base Salary	\$1,300/Month \$15,600/Annually	\$1,000/Month \$12,000/Annually	Fixed compensation for Council service, with a higher amount allocated to the Mayor.
Expense Stipend	\$500/Month \$6000/Annually	\$500/Month \$6000/Annually	Flat monthly amount provided as part of total compensation intended to offset general Council related expenses, separate from reimbursement based expenses.
Health Insurance Access	None	None	Health insurance is not available to Mayor and Councilmembers.
Mileage/Travel/Training Reimbursement	Reimbursement is policy based	Reimbursement is policy based	Expenses are reimbursed in accordance with adopted policy and subject to eligibility, documentation, and approval requirements.
Other Budgeted Expenses	Reimbursement is policy based	Reimbursement is policy based	Additional expenses (memberships, supplies, training) are funded through approved line item budgets and governed by reimbursement policies.
Attendance Impact	Yes	Yes	Compensation is subject to

Mayor Budget Report



Kyle, TX

Budget Report

Account Summary

For Fiscal: 2025-2026 Period Ending: 03/31/2026



	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 1100 - General Fund							
Expense							
Department: 10000 - Mayor							
Category: 51 - Personnel Services							
1100-10000-511130 Temporary/Seasonal Wages	15,600.00	15,600.00	1,300.00	5,850.00	0.00	9,750.00	62.50 %
1100-10000-511321 Council Expense Stipend	6,000.00	6,000.00	1,000.00	2,500.00	0.00	3,500.00	58.33 %
1100-10000-511410 FICA/Social Security	1,652.00	1,652.00	137.70	600.53	0.00	1,051.47	63.65 %
Category: 51 - Personnel Services Total:	23,252.00	23,252.00	2,437.70	8,950.53	0.00	14,301.47	61.51%
Category: 52 - Contractual Services							
1100-10000-511621 Dry Cleaning/Uniform Cleaning Services	0.00	0.00	0.00	154.69	0.00	-154.69	0.00 %
1100-10000-511710 Travel - City Business	4,125.00	5,500.00	0.00	1,240.33	0.00	4,259.67	77.45 %
1100-10000-511730 Travel - Training & Conferences	0.00	0.00	0.00	1,868.07	0.00	-1,868.07	0.00 %
1100-10000-511750 Mileage - Reimbursement	300.00	300.00	0.00	0.00	0.00	300.00	100.00 %
1100-10000-511830 Memberships and Dues	300.00	300.00	0.00	0.00	0.00	300.00	100.00 %
1100-10000-511840 Subscription and Books	300.00	300.00	0.00	334.68	0.00	-34.68	-11.56 %
1100-10000-553261 Community & Public Relations Sponsorship	300.00	300.00	0.00	0.00	0.00	300.00	100.00 %
Category: 52 - Contractual Services Total:	5,325.00	6,700.00	0.00	3,597.77	0.00	3,102.23	46.30%
Category: 53 - Commodities							
1100-10000-521000 Uniforms (Buy)	180.00	180.00	0.00	33.38	0.00	146.62	81.46 %
1100-10000-521110 General Office Supplies	960.00	960.00	0.00	20.90	0.00	939.10	97.82 %
1100-10000-521410 City Sponsored Event Supplies	400.00	400.00	0.00	0.00	0.00	400.00	100.00 %
1100-10000-521730 Food/Meals	1,800.00	1,800.00	0.00	115.65	0.00	1,684.35	93.58 %
Category: 53 - Commodities Total:	3,340.00	3,340.00	0.00	169.93	0.00	3,170.07	94.91%
Department: 10000 - Mayor Total:	31,917.00	33,292.00	2,437.70	12,718.23	0.00	20,573.77	61.80%
Expense Total:	31,917.00	33,292.00	2,437.70	12,718.23	0.00	20,573.77	61.80%
Fund: 1100 - General Fund Total:	31,917.00	33,292.00	2,437.70	12,718.23	0.00	20,573.77	61.80%
Report Total:	31,917.00	33,292.00	2,437.70	12,718.23	0.00	20,573.77	61.80%

Council District 1-6 Budget Report



Kyle, TX

Budget Report Account Summary

For Fiscal: 2025-2026 Period Ending: 03/31/2026



	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 1100 - General Fund							
Expense							
Department: 10001 - Council District 1							
Category: 51 - Personnel Services							
1100-10001-511130 Temporary/Seasonal Wages	12,000.00	12,000.00	1,000.00	4,500.00	0.00	7,500.00	62.50 %
1100-10001-511321 Council Expense Stipend	6,000.00	6,000.00	500.00	2,000.00	0.00	4,000.00	66.67 %
1100-10001-511410 FICA/Social Security	1,377.00	1,377.00	114.75	497.25	0.00	879.75	63.89 %
Category: 51 - Personnel Services Total:	19,377.00	19,377.00	1,614.75	6,997.25	0.00	12,379.75	63.89%
Category: 52 - Contractual Services							
1100-10001-511710 Travel - City Business	5,500.00	5,500.00	0.00	591.20	0.00	4,908.80	89.25 %
1100-10001-511730 Travel - Training & Conferences	0.00	0.00	0.00	873.18	0.00	-873.18	0.00 %
1100-10001-511750 Mileage - Reimbursement	300.00	300.00	0.00	0.00	0.00	300.00	100.00 %
1100-10001-511830 Memberships and Dues	300.00	300.00	0.00	0.00	0.00	300.00	100.00 %
1100-10001-511840 Subscription and Books	300.00	300.00	0.00	0.00	0.00	300.00	100.00 %
1100-10001-553261 Community & Public Relations Sponsorship	300.00	300.00	0.00	0.00	0.00	300.00	100.00 %
Category: 52 - Contractual Services Total:	6,700.00	6,700.00	0.00	1,464.38	0.00	5,235.62	78.14%
Category: 53 - Commodities							
1100-10001-521000 Uniforms (Buy)	180.00	180.00	0.00	33.38	0.00	146.62	81.46 %
1100-10001-521110 General Office Supplies	960.00	960.00	0.00	0.00	0.00	960.00	100.00 %
1100-10001-521410 City Sponsored Event Supplies	400.00	400.00	0.00	0.00	0.00	400.00	100.00 %
1100-10001-521730 Food/Meals	1,800.00	1,800.00	0.00	0.00	0.00	1,800.00	100.00 %
Category: 53 - Commodities Total:	3,340.00	3,340.00	0.00	33.38	0.00	3,306.62	99.00%
Department: 10001 - Council District 1 Total:	29,417.00	29,417.00	1,614.75	8,495.01	0.00	20,921.99	71.12%
Expense Total:	29,417.00	29,417.00	1,614.75	8,495.01	0.00	20,921.99	71.12%
Fund: 1100 - General Fund Total:	29,417.00	29,417.00	1,614.75	8,495.01	0.00	20,921.99	71.12%
Report Total:	29,417.00	29,417.00	1,614.75	8,495.01	0.00	20,921.99	71.12%

Reimbursement & Allowable Expenses



Travel, Training and Transportation

Allowable:

- Transportation, Mileage, Parking, Tolls, Registration, Seminars/Training, Official Council Related Meetings, Reasonably Priced Lodging (host hotel), Limited Overnight Local, Per Diem Meals, Economic Development related travel (majority vote of council).

Conditions:

- Must be city related, must include documentation/receipts, mileage needs destination, purpose, miles and dates, official duties, subject to budget limits, overnight generally discouraged within 50 miles, reduced per diem if meals are provided, partial day per diem on travel days.

Memberships, Subscriptions, Supplies and Legal

Allowable:

- Memberships, Dues, Subscriptions, Books/Professional Materials, General Office Supplies, City Event Supplies, Postage (related to city functions), Legal Services, Consulting/Facilitator Services (related).

Conditions:

- Must be city related and tied to city business, must include documentation/receipts, must relate to official council duties, subject to budget limits,

Extraordinary Expenses: There may be isolated occasions when extraordinary expenses beyond ordinary costs can be justified as having a direct bearing upon city programs or which otherwise could be of benefit to the city. Expenses not specifically addressed in this policy that are incurred by City Council members are allowable when determined by the full council to be reasonable and necessary for the conduct of city business.

Unallowed Expenses



Entertainment and Recreational Expenses

Unallowed:

- Movies, Concerts, Theatre, Museums, Entertainment, Car Shows, Social Events, Cultural Events, Hunting Events, Fishing Events, Hot Air Balloon Rides, Sporting Events, Golf Games, Sports Tournaments, Food Tasting Events, Drink Tasting Events, Similar Entertainment Excursions.

Personal Expenses

Unallowed:

- Personal Purchases, Personal Travel, Non City Related Expenses, Expenses Without Public Purpose, Expenses Unrelated to Official Duties.

Additionally

Unallowed:

- Expenses without itemized receipts, Incomplete reimbursement requests, Expenses lacking business justification, Expenses not approved under policy, Extraordinary expenses without council authorization, Expenses outside line item budgets, Dedicated staff or assistants, Does not further city business, Is not tied to official duties, Lacks a demonstrated public purpose.

* The reimbursement framework is intentionally structured to prohibit personal, entertainment, unsupported, or non City related expenses while ensuring public funds are used only for documented and authorized official business purposes.



Council Contact Information

Mayor Yvonne Flores-Cale
Mayor Pro Tem Michael Tobias
Council Member Courtney Goza
Council Member Melisa Medina
Council Member Claudia Zapata
Council Member Dr. Lauralee Harris
Council Member Marc McKinney

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MMedina@cityofkyle.com
CZapata@cityofkyle.com
LHarris@cityofkyle.com
MMcKinney@cityofkyle.com

City Council Special Meeting

DEPARTMENT: Police Department

FROM: Jeff Barnett, Chief of Police

Jimmy Johnson, Emergency Management Coordinator

MEETING: July 16, 2026

SUBJECT:

Receive a report, hold a discussion, and provide staff direction related to the phased installation of an emergency audible outdoor warning system for the City of Kyle, Texas.

SUMMARY:

City Council instructed staff to research design and construction criteria for the implementation of an audible outdoor warning system (OWS) for the City of Kyle as part of a comprehensive redundant emergency notification system.

City Council approved funding for the design element in the amount of \$125,243 (2024) and contracted Mission Critical Partners to create a feasibility report to be the basis of an RFP for installation of a system; identifying scope of work and recommended site selection to provide audible coverage within the city.

Additionally, City Council approved funding for Phase I OWS construction in the amount of \$150,000 (2025).

City staff identified, through a feasibility study and design agreement, criteria for solicitation of vendors for the construction of a phased build-out of the city's outdoor warning siren system. The city released a solicitation on January 21, 2026, which closed on March 3, 2026. Five (5) solicitors submitted proposals for consideration and through thorough evaluation, the recommended contractor submitted the best evaluated responsive offer.

OPTIONS:

Receive a report, hold a discussion, and provide staff direction related to the phased installation of an emergency audible outdoor warning system

RECOMMENDATION:

Solicit discussion and feedback related to the OWS project and provide staff direction on the proposed project.

PRIOR ACTION/INPUT (Council, Boards, Citizens):

In 2024 City Council approved initial funding of \$125,243 for the design element, and in 2025, funding in the amount of \$150,000 for the construction of Phase I of the OWS.

Total project cost as defined in current scope of work is estimated at \$411,103

- Design - \$98,549
- Controller station/base unit - \$15,448
- Phase I - four (4) OWS locations - \$148,553
- Phase II - four (4) OWS locations - \$148,553

FISCAL IMPACT:

1. City Department:	Kyle Police Department	
2. Project Name:	Emergency Audible Outdoor Warning System	
3. Budget/Accounting Code(s):		
4. Funding Type:		
5. Funding Source:		
6. Current Appropriation:	\$	-
7. Unencumbered Available Balance:	\$	-
8. Amount of This Action:	\$	-
9. Unencumbered Balance Remaining:	\$	-
10. Special Note/Comment:	This item is to receive a report, hold a discussion, and provide staff direction related to the phased installation of an emergency audible outdoor warning system for the City of Kyle, Texas. There is no fiscal impact associated with this item at this time; however, future Council direction regarding system implementation and additional phases may result in additional project costs.	
11. Prepared & Verified By:	Angel Avila, Budget Analyst	7/8/2026
12. Reviewed & Approved By:	Dillon Saunderson, Budget Manager	7/8/2026

STAFF CONTACT:

Name: Jeff Barnett
Title: Chief of Police
Email: jbarnett@cityofkyle.com
Phone: 512-268-0859

Name: Jimmy Johnson
Title: Emergency Management Coordinator
Email: jjohnson@cityofkyle.com
Phone: 512-887-9668

Kyle Police Department

Receive a report, hold a discussion, and provide staff direction related to the phased installation of an audible emergency outdoor warning system for the City of Kyle, Texas.



Outdoor Warning System



Overview

- Outdoor Warning Systems provide an essential redundant notification methodology in the event of an emergency
- They save lives by providing notification in advance of an event
- OWS allow communities to minimize the potential negative impact of disasters within their communities
- The City of Kyle currently does not have an outdoor early warning system as part of a comprehensive emergency notification program



Outdoor Warning System

Summary

- City Council instructed staff to research design and construction criteria for the implementation of an audible outdoor warning system (OWS) for the City of Kyle as part of a comprehensive redundant emergency notification system.
- City Council approved funding for the design element in the amount of \$125,243 (2024) and contracted Mission Critical Partners to create a feasibility report to be the basis of an RFP for installation of a system; identifying scope of work and recommended site selection to provide audible coverage within the city.
- City Council approved funding for Phase I OWS construction in the amount of \$150,000 (2025) .
- City staff has identified, through a comprehensive bidding process, a vendor of choice for installation of the OWS.

Outdoor Warning System

Fiscal Impact



- **Total Project estimates (pre-bid):**
 - Design - \$125,000
 - Phase I construction - \$150,000
 - Phase II construction - \$150,000
 - Phase III construction - \$150,000
 - **Total project estimate - \$575,000**
- **Total Project cost actuals (based on bid & billing):**
 - Design - \$98,549
 - Controller station/base - \$15,448
 - Phase I - four (4) OWS locations - \$148,553
 - Phase II - four (4) OWS locations - \$148,553
 - **TPC actuals - \$411,103**



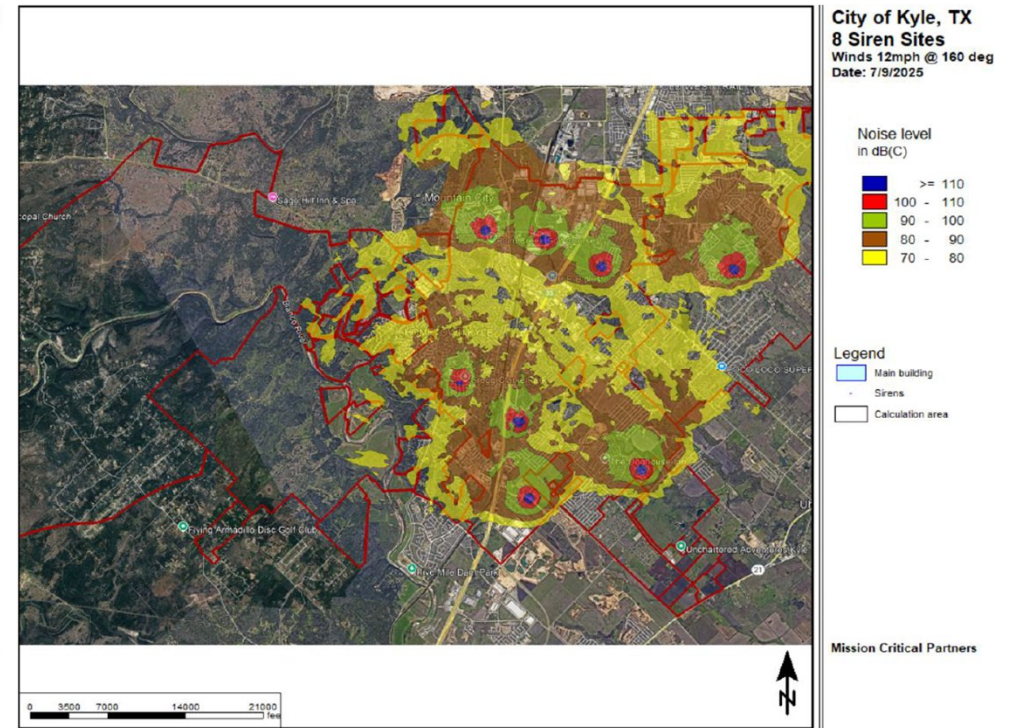
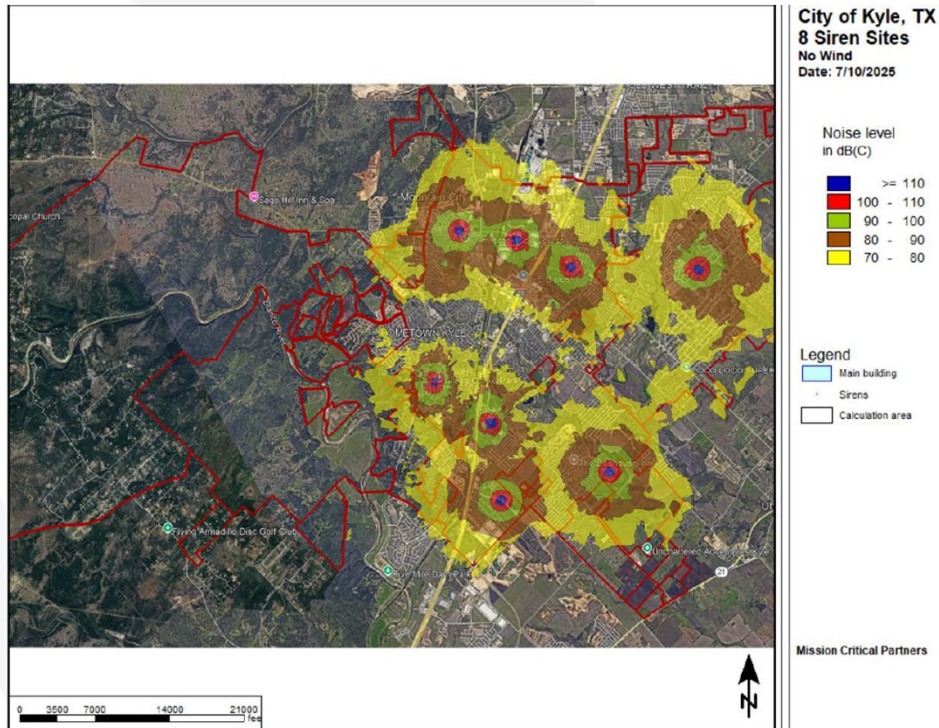
Outdoor Warning System

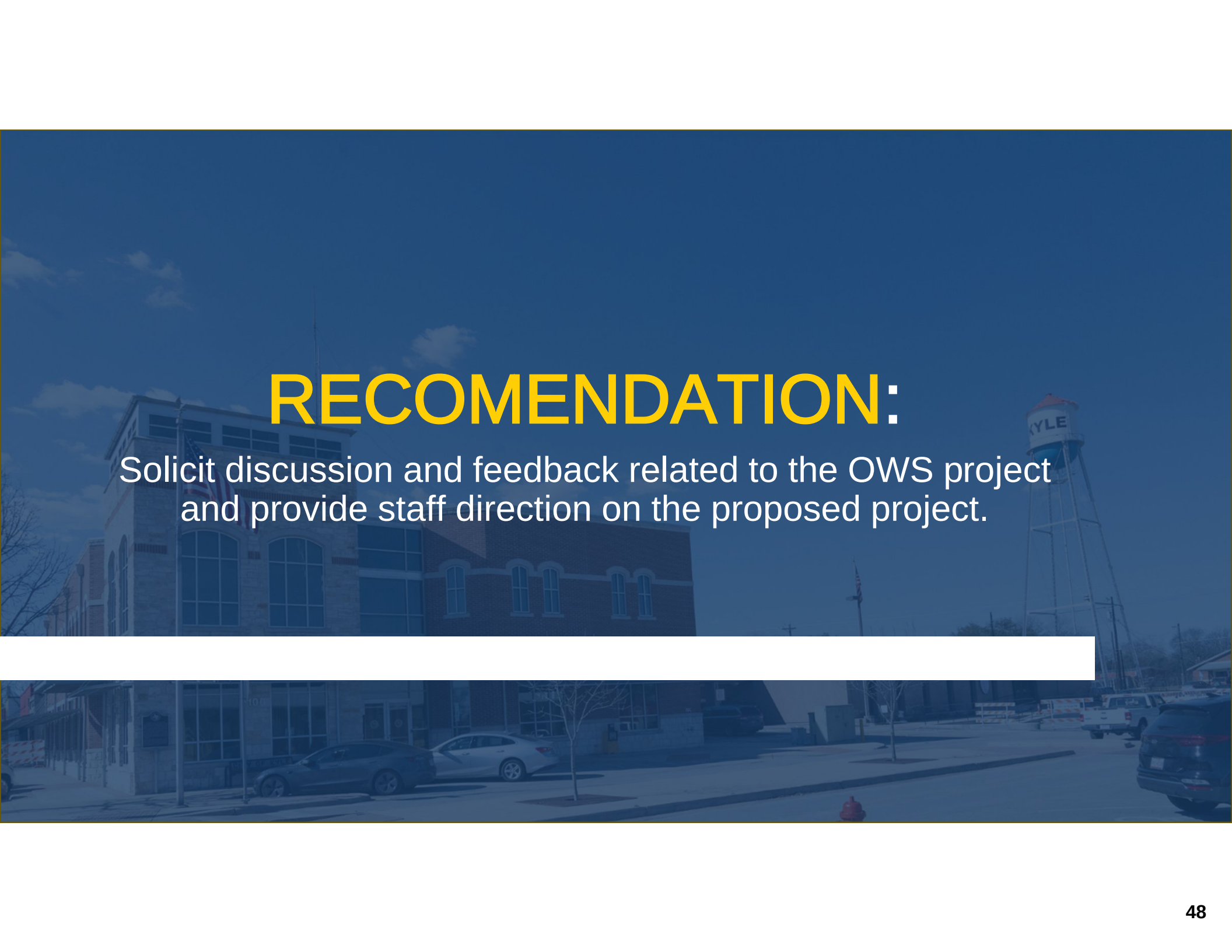
Proposed geographical sites

- Sites are based on scientific data for anticipated audible coverage, city owned property, and public use. All geographical locations are subject to change and may or may not affect coverage.

OWS Locations	Latitude	Longitude
Site 1 – 208/246 Republic Dr.	30°01'08.96"N	97°50'46.48"W
Site 2 – 1700 Kohler Crossing (PSC)	30°01'34.44"N	97°51'43.95"W
Site 3 – La Verde Park or Water Tower	30°01'43.8"N	97°52'43.4"W
Site 4 – Goforth and Foster	30°01'23.7"N	97°47'56.9"W
Site 5 – Plum Creek Water Facility	30°00'44.8 "N	97°53'24.3 "W
Site 6 – Lehman Water Facility	29°59'52.2"N	97°50'55.0"W
Site 7 – PW 520 Ranch-Mkt Rd 150	29°58'44.26"N	97°52'12.93"W
Site 8 – 941 Waste Water New Bridge	29°57'58.55"N	97°50'07.61"W

Outdoor Warning System





RECOMENDATION:

Solicit discussion and feedback related to the OWS project and provide staff direction on the proposed project.



Siren Feasibility Report

Final Report

Prepared August 2025

City of Kyle, Texas

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Executive Summary

Mission Critical Partners® (MCP) was retained by the City of Kyle, Texas, (City) to assess the feasibility of implementing a siren alerting and warning system. The purpose of this system is to provide mass notification in the event of natural disasters such as high winds, severe weather, hail, and tornados. MCP extends its sincere thanks to the City's Emergency Management team for their outstanding support throughout this assessment.

A siren alerting system is a form of outdoor warning system (OWS) intended to notify the public of a current or potential emergency, depending on how it is configured and activated. While sirens may sometimes be audible indoors—depending on building construction, location, and proximity to the siren—they are not designed for indoor notification¹. Sirens serve as one component of a broader public safety alerting strategy and are most effective when integrated with other communication tools.

Siren systems can be tone-only or incorporate both tone and voice capabilities. Voice-enabled systems, while beneficial for delivering clear messages, are more challenging to deploy across large areas. Factors such as siren location, terrain, obstructions (both natural and manmade), and atmospheric conditions all influence the clarity (intelligibility) of voice messages. When integrated with additional equipment and configuration, the voice and tone elements of siren systems can also be extended to indoor mass notification systems for enhanced coverage.

Siren systems are designed to warn the public of an imminent threat. In tone-only systems, activation prompts the public to seek additional information. In contrast, tone/voice systems can deliver immediate alerts along with spoken instructions. However, intelligibility and effective coverage for voice systems vary greatly depending on multiple variables. As a result, voice-enabled systems require greater investment and careful planning to ensure proper implementation.

MCP collaborated with City personnel to identify City-owned properties suitable for siren installations. Following this, MCP and Emergency Management staff conducted site visits to assess each location's feasibility. Sound propagation studies were performed to model and maximize coverage within the city limits of Kyle. These models were then refined to enhance coverage within city boundaries while minimizing sound spillover into adjacent jurisdictions. While complete elimination of cross-boundary coverage is not possible, every effort was made to reduce unintended reach.

MCP estimates that eight sirens will be necessary to adequately cover critical areas identified by the City. However, the final siren count may vary once detailed design work is completed. The estimated budget for implementing an eight-siren system ranges from \$500,000 to \$650,000, depending on factors such as final site selection, siren features, and external costs. A detailed cost table is included in this assessment.

¹ Indoor notification is not within the scope of this assessment.

1 Background

The City of Kyle, Texas, (City) requested an assessment for an outdoor warning system (OWS), specifically focused on pole-mounted sirens, including the identification of multiple siren sites to ensure that alerts are audible in designated areas of the city when the system is activated.

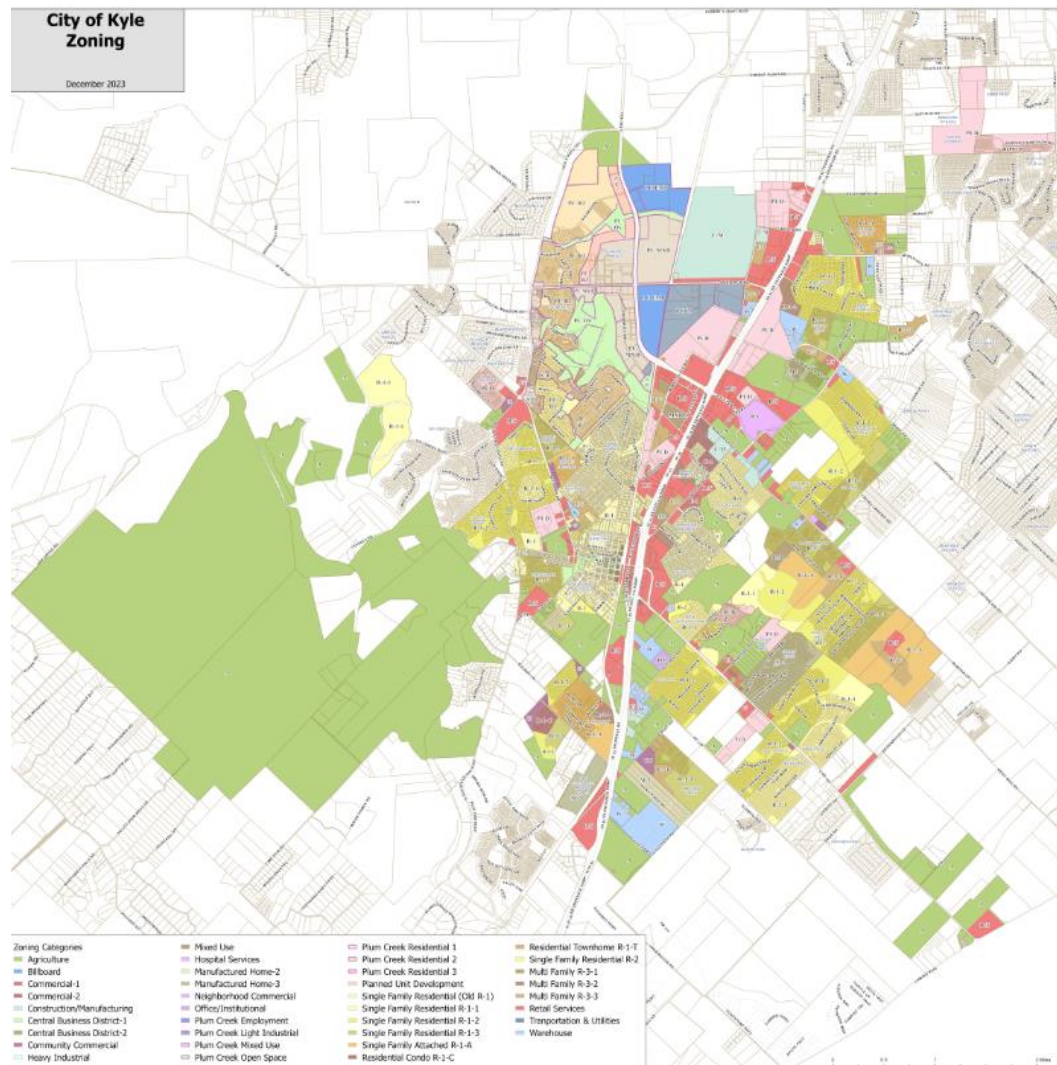


Figure 1: City of Kyle Zoning Map

Of particular interest to the City are the Gregg-Clarke Parks Sports Complex, the Cool Springs Park trailhead, and the downtown area, all of which are frequently visited by tourists and out-of-town guests, as well as other high-use outdoor spaces.



Figure 2: Gregg-Clarke Parks Sports Complex

Like many communities, the City has limited means of communication during a disaster. These methods include web-based alerts, reverse 911-style notifications, and Wireless Emergency Alerts (WEA).

One critical component in the design of an OWS is the choice of power source. Commercial alternating current (AC) power is often the most convenient and reliable option. Some siren manufacturers offer OWS units that operate solely on AC power from the electrical grid. This configuration has several advantages: it eliminates the need for costly batteries that require periodic maintenance and replacement, and it enables the siren to operate continuously as long as commercial power is available. However, a significant drawback is that the system becomes inoperative if commercial power is lost—an event that may occur during or even before severe weather incidents.

Many OWS units are powered by deep-cycle, marine-style batteries that are trickle-charged by a small power supply. This configuration allows the system to remain operational even if commercial power is interrupted. The tradeoff, however, is that recharging the batteries to full capacity can take several hours to days. Additionally, battery-powered sirens have a limited alert duration, typically around 30 minutes (standard in the industry), depending on several factors such as battery charge level, age, temperature, load, and overall capacity.

The falling price of solar panels offers benefits as well. Solar-powered sirens are a variation of the battery-powered system, with solar panels providing the charging mechanism instead of the commercial power grid. While this solution is advantageous in areas where electrical infrastructure is limited or environmental considerations are prioritized, it comes with important limitations. Solar panels require daylight to recharge the batteries, and in overcast or winter conditions—such as those occasionally experienced in Texas—fully recharging a depleted battery system may take several days.

Environmental conditions must be carefully assessed when planning and designing an OWS to ensure the system can deliver clear, timely alerts to both residents and visitors. If a system is designed to rely primarily on solar energy, it must include sufficient battery storage to guarantee critical alerts can be issued at night or during extended periods of limited sunlight due to weather, smoke, or other obstructions. For these reasons, many agencies opt for a hybrid approach incorporating both electrically powered and solar-powered OWS sites depending on local power availability, environment constraints, or strategic system design considerations.

2 Methodology

2.1 Project Kickoff Meeting

In April 2025, MCP conducted a project kickoff meeting with Emergency Management personnel to establish mutual acquaintance, clarify roles, and confirm the desired outcomes and deliverables for the project. This meeting served as an opportunity to align expectations and gain a shared understanding of the City's vision for the proposed OWS.

2.2 On-Site Information Gathering

MCP spent time on site collecting information to fully understand the system's operational and technical requirements. The City provided relevant site data in geographic information system (GIS) format.

During on-site interviews, MCP systemically reviewed each component of an OWS and documented the City's expectations and system requirements. A central focus of these meetings was evaluating siren technology and identifying areas with high vulnerability among residents. MCP visited each proposed siren site to assess construction feasibility. A list of siren addresses is included below.

MCP's analysis prioritized City-owned sites but also considered all available siting options. While the City expressed support for placing sirens in parks and on public property, MCP evaluated additional City-owned parcels and potential alternative sites for feasibility. The objective was to develop an actionable and realistic plan for siren placement.

In collaboration with Emergency Management personnel, MCP identified locations best suited to achieve full OWS coverage across the city. Each potential siren site was modeled using SoundPLAN software under both calm and typical wind conditions to assess optimal placement and anticipated coverage.

Areas prioritized by City staff were analyzed to determine a reliable, serviceable, and constructable siren configuration.

2.3 Sound Propagation Analysis

MCP conducted a comprehensive sound propagation analysis to ensure sirens would be optimally distributed across the city. Using field data, MCP developed sound coverage maps with SoundPLAN software to estimate sound levels and coverage for each proposed site. The modeling incorporated topographical variation and environmental factors such as ground absorption and building density.

Key environmental considerations included:

- Ambient temperature
- Ambient humidity
- Wind speed and direction
- Building height
- Terrain variations

Special attention was given to conditions typical of extreme weather events, including the impact of roads, railways, and economic activity. The City's rapid growth and mixed land—residential, commercial, and agricultural—were also considered.

The resulting analysis produced recommendations for the most efficient siren distribution, including:

- Sound coverage zones for each proposed siren site based on environmental inputs
- Identification of areas where siren effectiveness may be limited due to terrain or other constraints
- Sound pressure level analysis and combined siren activations

2.4 Design Analyses

MCP performed a design analysis considering multiple OWS siren models, power levels, and mounting heights. The analysis resulted in specific recommendations for siren locations and technical configurations. Alternatives were presented for a variety of siren features, including:

- Omni-directional and rotating sirens
- High-, low-, and multi-pitch sirens
- Mechanical versus electronic sirens
- Power source options
- Mounting height variations

These factors were analyzed to determine the most cost-effective configuration that would provide reliable alerting coverage for the community.

2.5 OWS Planning Study

MCP compiled all collected data into this report, which provides a comprehensive baseline assessment. The planning study includes the following:

- Available design options
- Estimated costs for each alternative
- Projected ongoing maintenance expenses
- Maps illustrating the effective range of each proposed siren
- Descriptions and visuals of recommended siren models with detailed technical specifications
- Identified limitations of OWS effectiveness within specific areas of Kyle

3 Findings

3.1 Emergency Management Division

The City of Kyle Emergency Management Division is responsible for managing a wide range of emergencies, including natural disasters and hazardous incidents. It operates from the Emergency Operations Center (EOC)

located at the Kyle Public Safety Center, which functions as a central logistics hub for disseminating critical information to the public and coordinating the deployment of resources during emergency situations.

The division is engaged in all phases of emergency management: prevention, preparedness, response, and recovery. The Emergency Management Coordinator collaborates with local, state, and federal agencies to assess risks and develop comprehensive emergency management plans for significant events. In addition to strategic planning and coordination, the division provides support, tools, and resources to the community and key stakeholders to enhance resilience and readiness.²

Weather Station

In March 2025, a weather monitoring station was officially installed at the Kyle Public Safety Center as part of the City's enhanced weather preparedness initiative. This installation marks a historic milestone—it will generate the first official weather data recorded in the Kyle community in 145 years.

The real-time weather data collected from this station will play a crucial role in forecasting inclement weather conditions that may impact the area. Paired with the expertise of an incident response meteorologist, the Emergency Management Division is setting a new standard for local weather monitoring and emergency readiness.

The public can access real-time weather conditions—including temperature, humidity, wind speed, and rainfall—through the WEATHERSTEM platform.³

3.2 Alert and Notification Current State

The City does not currently have an OWS, although it does maintain reverse 911 capabilities. However, these services do not reach out-of-town visitors or individuals without access to a phone.

In the event that evacuation, shelter-in-place, or other protective actions are necessary, the City disseminates this information through multiple communication channels. The City may employ one or more of the following methods to issue emergency notices:

- Integrated Public Alert and Warning System (IPAWS), which includes:
 - Wireless Emergency Alerts (WEA)
 - Emergency Alert System (EAS)
 - National Oceanic and Atmospheric Administration (NOAA) Weather Radio
- Everbridge
- Public address (PA) systems and vehicle-mounted sirens
- City sirens (as addressed in this assessment)
- Door-to-door notifications and neighborhood flyers

These alert and warning systems are designed to provide timely, accurate information during emergencies. Many of the platforms used for emergency communications are also regularly employed for day-to-day City communications, helping ensure familiarity and improved community responsiveness when emergencies occur.

² [Emergency Management | Kyle TX](#)

³ Ibid.

IPAWS

"The Integrated Public Alert and Warning System (IPAWS) is FEMA's national system for local alerting that provides authenticated emergency and life-saving information to the public through mobile phones using Wireless Emergency Alerts (WEA), to radio and television via the Emergency Alert System (EAS), on the National Oceanic and Atmospheric Administration's NOAA Weather Radio, and to digital devices and services via the IPAWS All-Hazards Information Feed."⁴

IPAWS also includes capabilities for unique alert systems, which includes dissemination of alerts through third-party applications such as Everbridge and future system development.

EAS

"The Emergency Alert System (EAS) is a national public warning system that requires radio and TV broadcasters, cable TV, wireless cable systems, satellite and wireline operators to provide the President with capability to address the American people within 10 minutes during a national emergency.

"Broadcast, cable, and satellite operators are the stewards of this important public service in close partnership with state, local, tribal, and territorial authorities.

"FEMA, in partnership with the [Federal Communications Commission](#) and National Oceanic and Atmospheric Administration, is responsible for implementing, maintaining and operating the EAS at the federal level."⁵

WEA

"Wireless Emergency Alerts (WEAs) are short emergency messages from authorized federal, state, local, tribal and territorial public alerting authorities that can be broadcast from cell towers to any WEA-enabled mobile device in a locally targeted area. Wireless providers primarily use cell broadcast technology for WEA message delivery. WEA is a partnership among FEMA, the Federal Communications Commission (FCC) and wireless providers to enhance public safety.

"WEAs can be sent to your mobile device when you may be in harm's way, without the need to download an app or subscribe to a service. WEAs are messages that warn the public of an impending natural or human-made disaster. The messages are short and can provide immediate, life-saving information."⁶

NOAA Weather Radio

"NOAA Weather Radio is a nationwide network of radio stations broadcasting continuous weather information directly from National Weather Service (NWS) offices across the country. The broadcasts include warnings, watches, forecasts, current weather observations, and other hazard information, 24 hours a day.

"Working with the Federal Communications Commission's Emergency Alert System, NOAA Weather Radio is an "all hazards" radio network, making it the single source for the most comprehensive weather and emergency information available to the public. It broadcasts warning and post-event information for all types of hazards - both natural (such as tornadoes, earthquakes and tsunamis) and technological (such as chemical releases or oil spills). NOAA Weather Radio will also be used to broadcast AMBER alerts for missing children."⁷

⁴ [IPAWS Myths vs. Facts | FEMA.gov](#)

⁵ [Emergency Alert System | FEMA.gov](#)

⁶ [Wireless Emergency Alerts | FEMA.gov](#)

⁷ [NOAA Weather Radio Frequently Asked Questions](#)

While the City does not currently utilize NOAA Weather Radio, it works closely with NWS and NOAA to receive continuous updates during weather-related incidents, such as rainstorms or fire watches. These alerts are disseminated through commercial radio and television broadcasts, as well as smartphone notifications.

Everbridge

Everbridge is a critical event management and emergency notification system used by government agencies, municipalities, hospitals, universities, and businesses to rapidly communicate urgent information to targeted groups of people during emergencies or disruptive events.

Everbridge is employed by Hayes County as the official emergency notification system and is typically used to communicate urgent information. The platform can be used to contact city residents, businesses, and employees. During emergencies and disasters, Everbridge delivers alert notifications through voice messages, short message service (SMS)/text messages, and email.

PA System and Vehicle Sirens

The City has the capability to issue warnings using loudspeakers and sirens mounted on public safety vehicles. This method is particularly effective in scenarios such as:

- Widespread evacuation
- Hazardous materials incidents
- Civil disturbances
- Crowd control situations

While this approach can be highly effective in reaching residents in immediate proximity, it may not be accessible to individuals with hearing impairments. Therefore, it is recommended that this method be used in conjunction with other mass notification systems—such as WEA and Everbridge—when appropriate, to ensure comprehensive coverage and accessibility.

City Sirens

The City plans to install sirens throughout its jurisdiction, with particular emphasis on areas where outdoor activities or large gatherings are common. These sirens will be capable of issuing a variety of alerts, including evacuation orders and shelter-in-place warnings, among others. Designed to provide broad coverage, the sirens will have the capacity to notify the entire community when necessary.

Following the initial emergency notification via siren, the City will use a variety of communication channels to relay additional information and updates to the public, including:

- Social media platforms
 - Twitter
 - Facebook
 - Instagram
 - Nextdoor
 - Warn Central Texas
- Media releases and E-blasts
- City website
- Television broadcasts

- AM/FM radio stations
- Electronic changeable message signs

3.3 Potential Sites

The City provided a list of properties that could serve as potential sites for siren placement, including:

- City parks
- City facilities
- Properties within the business district
- Components of the City's water system, including pumps stations

This site information proved invaluable during the assessment, allowing the use of City-owned locations—rather than arbitrary or privately-owned sites—to determine the optimal number and distribution of required sirens. Leveraging these identified properties places the project's design phase in a strong position to proceed to the next step in acquiring and implementing the OWS.

Site information is provided in Appendix B.

4 Assessment

4.1 Technology Overview

During times of emergency, effective communication is essential to saving lives. There are multiple methods for disseminating information to the public during such situations—one of the most effective being outdoor warning sirens. An OWS can alert individuals to the presence of a hazard and, depending on system capabilities, provide guidance on the appropriate protective actions to take.

Although all outdoor warning sirens share the fundamental purpose of alerting people to natural or manmade hazards, they can differ significantly in design, functionality, features, and performance.

4.1.1 Principle of Sound

Sound is a form of mechanical energy created by pressure oscillations in the air, fluctuating above and below ambient atmospheric pressure. Humans perceive sound through three key characteristics:

- Loudness⁸
- Pitch⁹
- Tone¹⁰

⁸ The attribute of a sound that determines the magnitude of the auditory sensation produced and that primarily depends on the amplitude of the sound wave involved. <https://www.merriam-webster.com/dictionary/loudness>

⁹ The property of a sound and especially a musical tone that is determined by the frequency of the waves producing it; highness or lowness of sound. <https://www.merriam-webster.com/dictionary/pitch>

¹⁰ Vocal or musical sound of a specific quality. <https://www.merriam-webster.com/dictionary/tone>

Sound travels through air at an average speed of approximately 1,000 feet per second. However, environmental conditions such as wind, turbulence, humidity, and temperature can cause fluctuations in the speed and direction of sound.

- Loudness is measured in decibels (dB), with reference to the carrier signal (dBc).
- Pitch refers to the frequency of the sound, expressed in hertz (Hz). Human hearing typically ranges from 20 Hz to 20,000 Hz.
- Lower frequency sounds travel farther than high-frequency sounds, as higher frequencies attenuate more quickly over distance.

As sound travels away from its source, it loses intensity—a phenomenon known as attenuation. The rate of attenuation is influenced by factors such as:

- Sound frequency
- Terrain characteristics
- Wind conditions
- Temperature and atmospheric stability
- Humidity

It is important to note that sound does not dissipate linearly over distance; its propagation is highly influenced by environmental variables.

4.1.2 Outdoor Sound Propagation

When sound is transmitted from an OWS into an outdoor environment, several physical and environmental factors affect how it propagates and how far it travels:

- Divergence
 - As sound radiates outward from the siren, its intensity decreases with distance because the original sound energy is distributed over an increasingly larger area.
- Sound Absorption — Both the terrain and the atmosphere significantly influence how sound is absorbed as it travels.
 - Refraction — Variations in temperature and wind velocity create atmospheric gradients that bend or refract sound waves, often in unpredictable ways.
 - Ground Absorption — Surfaces near the sound propagation path also affect sound levels.
 - Acoustically “soft” surfaces (e.g., grass-covered soil) absorb more sounds and contribute to greater attenuation.
 - Acoustically “hard” or reflective surfaces (e.g., asphalt, ice, or concrete) reflect sound, resulting in lower attenuation.
- Obstructions
 - Natural and manmade barriers—such as trees, buildings, and terrain—can block or reflect sound. The effectiveness of a siren in reaching people indoors depends on factors such as:
 - Building construction materials

- Presence and type of windows (open or closed)
- Insulation levels and structural design

A table outlining sound loss across various building construction types is provided below to illustrate how architectural features affect indoor audibility of outdoor sirens.

Table 1: Sound Loss Indoors¹¹

Building or Construction Type	Sound Loss (dB)	
	Open Window	Closed Window
Residences – light frame, single-pane windows	12	20
Residences – light frame, dual-pane or storm windows	12	25
Schools	12	25
Churches	20	30
Hospitals/Convalescent Homes	17	25
Offices	20	30
Theaters	17	25
Hotels/Motels	17	25
Masonry wall construction – single-pane windows	12	25
Masonry wall construction – dual-pane windows	12	35
Sealed glass wall – ¼-inch glass thickness more than 50 percent of exterior wall area	-	28
20 lb/ft ² solid wall – no windows, no cracks, no openings	-	30
50 lb/ft ² solid wall – no windows, no cracks, no openings	-	38

¹¹ Reproduced from FEMA, Outdoor Warning Systems, Technical Bulletin (Version 2.0), January 12, 2006. Pg 8.

The combined effects of the aforementioned factors on outdoor sound attenuation are complex and often unpredictable.

4.1.3 Siren Sound Generation

Outdoor warning sirens can be categorized into two primary types: pneumatic and electronic.

- **Pneumatic**
 - Pneumatic sirens generate tones through the mechanical interaction of two main components: a rotor and a stator. Both the rotor and stator are machined with evenly spaced vanes. As the rotor spins, it draws air into the siren and forces it through the stator. Sound is produced as air is expelled in bursts when the vanes (or openings) of the rotor align with those of the stator. This alternating process of allowing and interrupting airflow creates sound waves. The pitch of the siren is determined by the frequency of these air bursts.



- **Electronic**
 - Electronic sirens rely on internal circuitry—such as oscillators, transistors, modulators, and speaker drivers (e.g., woofers and tweeters)—to generate, amplify, and produce sound waves. These systems project sound through horn-mounted speakers. Electronic sirens are capable of emitting a wide range of synthesized tones, including traditional signals like “wail” and “high-low” found in pneumatic models. Additionally, they can broadcast both live and pre-recorded voice messages, offering greater flexibility in communication.

4.1.4 Siren Sound Propagation/Coverage

Typically, there are three types of siren coverage patterns: directional, rotating, and omni-directional.

- **Directional**
 - These sirens emit a highly focused cone of sound in the specific direction the device is aimed. They are most effective when the coverage area is limited to a defined sector.
- **Rotating**
 - Some directional sirens are equipped with mechanical components that allow them to rotate 360 degrees around a vertical mounting structure, such as a pole. This rotation expands their sound coverage by sequentially projecting sounds across the full horizontal plane.

- Omni-directional
 - These sirens emit sound uniformly in all horizontal directions from a fixed point, ensuring broad and simultaneous coverage around the siren's location without mechanical movement.



Figure 3: DSA Directional Speaker Array (Federal Signal)



Figure 4: WPS4000 Series Rotating Siren (Whelen)



Figure 5: WPS2900 Series Omni-directional Siren (Whelen)

4.1.5 Siren Performance Measurements

The performance of outdoor warning sirens can be evaluated using several key metrics. Common measurements include:

- Sound output — The sound pressure level (SPL) produced by the siren, typically measured in dB at a standardized distance—most commonly, 100 feet from the source.
- Effective range — The maximum distance at which the siren can maintain a specified SPL, generally between; 60 to 70 dB(C), which is considered the minimum threshold for audibility in outdoor environments.
- Sound radius or sound circle — An estimated coverage area representing the audible range of omni-directional and rotating sirens.
- Beam width or sound emission arc — The horizontal dispersion angle of sound output for directional sirens, measured in degrees. This determines how wide the sound is projected from a fixed direction.
- Intelligibility — The degree to which spoken voice announcements can be clearly understood by listeners. This metric applies only to sirens equipped with voice broadcast capabilities and is influenced by factors such as distance, background noise, and environmental conditions.

4.1.6 OWS Considerations

4.1.6.1 *Tone versus Voice*

Outdoor warning siren systems have the capability to produce a variety of tones, each designed to convey a specific message or directive to the public. However, this versatility comes with a critical requirement: a substantial investment in public education to ensure that community members fully understand the procedures associated with each tone. An effective educational campaign must bridge differences in language, dialect, and cultural background to ensure the alert message is universally understood.

In areas with high transient populations—such as seasonal workers, tourists, and campers—it is especially important to implement systems that clearly instruct listeners on the appropriate action to take during an emergency. If voice announcements are used, messages may need to be delivered in multiple languages to accommodate diverse demographics. Voice alerts are also valuable when complex or situational instructions are necessary. However, real-world experience has shown that voice announcements are vulnerable to echo, distortion, and other acoustic challenges in outdoor environments, which can reduce their effectiveness.

The most widely recognized siren tone in the U.S. is the NOAA alert tone used for severe weather warnings, often heard on television or radio. Many members of the older population are familiar with this tone due to years of regular exposure during weekly tests. In contrast, younger generations, whose media consumption habits differ significantly, may not recognize or associate meaning with these tones. Likewise, foreign nationals and recent arrivals may be unfamiliar with U.S.-based alert signals altogether.

It is likely that people who hear unfamiliar tones will seek clarification. Therefore, an initial public outreach campaign, followed by ongoing education, will be essential—particularly if the system uses multiple distinct tones for different emergency scenarios. To support public understanding, the City may consider posting tone explanations in high-traffic public areas, such as parks, transit stops, and community centers. These postings could include a brief description of the tone's meaning along with a website URL, QR code, or icon (favicon) for more information.

Lastly, the number of distinct tones used should be kept to a minimum. This simplifies public education and improves the likelihood of clear recognition and appropriate response during an emergency.

4.1.6.2 *Strobes*

For individuals who are hearing impaired or reside in locations beyond the audible or intelligible range of outdoor sirens, visual alerts serve as a valuable supplemental warning method. Strobe lights can be integrated into OWSs to provide visual cues, helping to meet Americans with Disabilities Act (ADA) requirements for inclusive emergency notification.

Strobes offer an important complementary alerting mechanism, especially in areas where sound-based warnings may be insufficient. However, their effectiveness is limited to areas with direct line of sight to the strobe. If the strobe is obstructed or out of view, the visual alert will not reach the intended audience. Additionally, the effective range of a strobe is significantly smaller than the sound coverage area of a typical outdoor siren.

As such, strobes should be considered a targeted supplement—not a replacement—for audible sirens and should be strategically placed in high-traffic, open areas where visibility can be maximized.

4.1.6.3 Control System

In the event of an emergency, communication between the central control center and the OWS is essential for activation. In addition to initial activation, ongoing operations, testing, and system monitoring all depend on reliable communication with each siren unit. This communication can occur in either a one-way or two-way configuration.

- One-way — In this setup, the central control center can transmit commands to activate the sirens, but the sirens themselves do not send any feedback. The primary advantage of this configuration is its lower startup and implementation cost. However, the absence of feedback requires manual inspection and monthly testing to confirm operational status, which increases labor demands and reduces situational awareness.
- Two-way — With two-way communication, sirens can both receive commands and transmit data back to the central control center. This allows for enhanced features such as real-time status reporting, tamper detection, and battery condition monitoring. While the initial investment is higher, the ability to remotely monitor and maintain the system can reduce long-term maintenance costs and improve overall system reliability.

4.1.6.4 Inter-connecting Network

Most outdoor warning sirens require an activation and control system to manage their operation. Modern activation systems often utilize digital control units, enabling remote operation from a computer via wired Ethernet connection or through various wireless technologies, including cellular, satellite, and radio networks.

Sophisticated digital activation systems offer advanced features such as:

- Cloud-based access — Allows users to manage the siren system from any internet-connected computer or mobile device
- User-friendly applications — Supports iOS and Android devices through mobile applications and a web-based console with a responsive graphical user interface (GUI) for seamless interaction across platforms
- Weather activation — Enables automatic siren activation in response to specific weather events or alerts, often integrated with data from NWS
- Map-based activation — Provides visual, location-based control of sirens, allowing users to activate specific sirens directly from a digital map interface for precise and targeted notifications

4.1.6.5 Power Sources

Outdoor warning sirens can be powered using various methods; however, larger models designed for mass notification typically operate on direct current (DC) power as their primary source. To ensure continuous operations during power outages, these systems are often equipped with rechargeable battery backup or, in some cases, a generator. The batteries are charged by connection to the commercial grid, generator, or solar power.

Recent advancements in renewable energy technologies, including solar and wind power, have also been adopted by some siren manufacturers to supplement or replace traditional power sources. These renewable options provide greater flexibility for siren placement—especially in remote or infrastructure-limited areas—and enhance system resilience during extended emergency situations.

4.1.6.6 Installation

There are three primary installation methods for mounting poles used in OWSs: direct buried, pier, and ballasted.

- **Direct Buried** — Commonly used with wood or fiberglass poles, this method involves burying a portion of the pole directly into the ground. A typical pole is 50 feet in length, with 8 to 10 buried and 40 to 42 feet remaining above ground. The hole diameter is approximately 15 inches.
- **Pier** — Typically used for steel or concrete poles, this installation method involves embedding the pole in a pier footing. Although the depth is similar to direct-bury installations, more soil is displaced due to the larger diameter of steel or concrete poles, requiring a wider excavation.
- **Ballasted** — This non-penetrating method is used for galvanized steel mounts and is ideal for locations where soil disturbance is not permitted. The base measures approximately 11 feet square and is held in place using stone ballast. No digging is required, making it suitable for sensitive or impervious surface areas.

Once the pole is installed, the siren system components can be mounted.

- Amplifiers are typically installed lower on the pole for ease of access and maintenance.
- Strobe light and speakers, if applicable, are mounted near the top of the pole to maximize visibility and sound coverage.
- Solar panels, if used, are installed above the equipment cabinet and angled based on the city's latitude for optimal solar exposure.
- Equipment cabinets and batteries are mounted on the lower half of the pole, with placement varying based on the owner's preference.

Some agencies choose to install equipment at a height accessible from the ground, simplifying serviceability. Others prefer a higher mounting position to minimize the risk of tampering or theft—though this may require the use of a bucket truck for maintenance.

4.1.7 Market Research

Several outdoor warning siren manufacturers are identified in Table 2. Additional information on the siren models referenced in this report can be obtained directly from the vendors, which are listed alphabetically in the table for ease of reference.

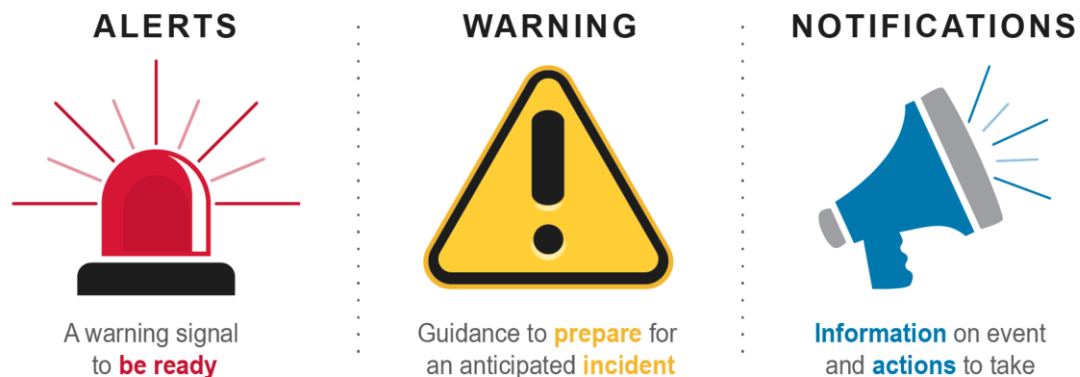
Table 2: Siren Manufacturers

Vendor	Phone	Website/Email
Acoustic Technology Inc (ATI)	(617) 567-4969	https://www.atisystems.com/ info@atisystem.com
American Signal Corporation	(414) 358-8000	www.americansignal.com https://www.americansignal.com/sales/
Eaton	(800) 631-2148	https://www.eaton.com/us/en-us.html

Vendor	Phone	Website/Email
Edwards Signaling	(800) 336-4206	www.edwards-signals.com
Federal Signal Corporation	(800) 446-6809 (708) 534-4756	www.fedsig.com/warning-mass-notification-systems
Sentry Siren, Inc.	(866) 427-4736	www.sentrysiren.com mail@sentrysiren.com
Whelen Engineering Company, Inc.	(860) 526-9504	www.whelen.com https://www.whelen.com/contact-us#modal_ContactSales

4.2 Alert and Notification Operational Overview

Alerting the public is one of the core responsibilities of government during emergencies. To perform this function effectively, it is essential to understand the components of a comprehensive public alerting strategy. While often used interchangeably, the terms alert, warning, and notification represent distinct actions, each playing a vital role in protecting public safety.



- An alert draws immediate attention to the presence of a potential or actual threat.
- A warning provides specific details about the nature of the threat and may include recommended protective actions.
- A notification delivers supporting or follow-up information to keep the public informed as the situation evolves.

Recognizing and implementing all three elements as part of an integrated public communication system ensures a more effective emergency response and enhances community resilience.

4.2.1 Operationalizing Alerting

Effectively alerting the public depends on multiple factors and requires coordinated action by the alerting authority. Several key components contribute to a successful public alerting strategy:

- **Plans** — Pre-established alerting plans define which systems will be used, by whom, and under what circumstances. These plans should identify both primary and alternate alerting systems, and account for systems used by partner agencies to ensure coordination and redundancy.
- **Policies and Procedures** — Clearly defined policies and procedures establish which entity or person is authorized to issue alerts, when and how alerts are to be issued, and why certain systems are chosen for specific scenarios. These guidelines ensure consistency and accountability during emergency communications.
- **Pre-defined Tones** — Standardized siren tones should be developed in collaboration with public information professionals to ensure they are intuitive, recognizable, and effectively convey the appropriate sense of urgency.
- **Training** — Ongoing training is essential for ensuring personnel are familiar with the systems and confident in their use. It is also important to train multiple staff members across different roles to ensure system operability during any shift or staffing level.
- **Exercise** — Regular use of alerting systems through drills and simulated exercises improves operational readiness and system effectiveness. This process supports continuous improvement by allowing plans to be practiced, evaluated, and refined over time, while also helping users retain critical procedures and responsibilities.

4.2.1.1 Plans

Alerting plans must be tailored to both known populations and anticipated threats. Effective planning requires a clear understanding of the community's demographics, geographic vulnerabilities, and the types of emergencies most likely to occur. Focusing on what is known—and what can be reasonably expected—ensures that alerting strategies are targeted, inclusive, and operationally effective.

An excellent source for developing plans is the Federal Emergency Management Agency's (FEMA) *Developing and Maintaining Emergency Operations Plans, Comprehensive Preparedness Guide (CPG) 101*, Version 3.1, May 2025.¹²



Comprehensive Preparedness Guide (CPG) 101 provides guidance from FEMA on the fundamentals of planning and developing emergency operations plans. The guide describes the steps to produce an emergency operations plan, possible plan structures and components of a base plan and its annexes.

¹² FEMA. Developing and Maintaining Emergency Operations Plans, Comprehensive Preparedness Guide (CPG) 101. Version 3.1. May 2025. https://www.fema.gov/sites/default/files/documents/fema_npd_developing-and-maintaining-emergency_052125.pdf

*CPG 101 is a key resource in the emergency management community. While much of the core content in CPG 101 Version 2.0, released in 2010, remains fundamentally valid, a refresh of the document allows for inclusion of additional concepts, principles and strategies. The updated content in CPG 101 Version 3.1 is based on practitioner feedback, identified lessons learned and successful practices from real-world events and exercises that can inform the planning process.*¹³

Threats

The first step in planning for public alerting is to conduct a thorough assessment of potential threats. The City has identified its top three threats as:

- Severe weather
- Tornadoes
- Hail events

An effective alert and notification plan should categorize each identified threat and provide detailed information across the following key criteria:

- Preparation time — Does the threat allow for advance warning? For example, hurricanes and winter storms often provide lead time in hours or days, while tornadoes and hail may develop rapidly. Each threat should include an estimate of how much preparation time is typically available.
- Onset — Once the event begins, how quickly must alerts be issued? This considers the response window available to issue warnings after the event is detected or confirmed.
- Geographic impact area — What is the scope of the area likely to be affected by the threat? Some hazards may be localized, while others could impact a broader region.
- Severity — If the event occurs, how significant is the impact on life, safety, and property? Severity helps prioritize which alerting tools to use based on urgency and potential consequences.
- Likelihood — What is the probability of the threat occurring? Expressed as a percentage or qualitative assessment, likelihood influences planning decisions and resource allocation.

Understanding and documenting these characteristics for each threat type helps determine the most appropriate alerting tools and communication methods. The top three threats identified for the city vary widely in preparation time, with some allowing for days of advance notice, while others, such as tornadoes and hail, may have rapid or near-instantaneous onset. This variation necessitates a flexible and layered alerting strategy that can adapt to different timelines and levels of severity.

Community Populations

Effectively communicating during an emergency begins with a clear understanding of the intended audience. This knowledge helps in selecting the most appropriate alerting applications and communication systems. It is important to recognize that no single system will reach every audience equally; therefore, the City may need to utilize multiple alerting systems simultaneously to ensure comprehensive coverage.

¹³ Ibid.

Residents

Residents typically have some level of awareness of local hazards due to prior public education efforts. While they are not formally trained in emergency response, they may recognize certain tones or alerts (e.g., a tone associated with "SIP" — Shelter in Place) based on community outreach and preparedness messaging.

Visitors

Visitors often have no prior knowledge of local threats or emergency protocols. This audience requires more detailed and explicit instructions than residents. Messaging for this group should be clear, concise, and avoid reliance on previously known codes or signals.

Access and Functional Needs Populations

This group includes individuals with hearing or speech impairments, non-English speakers, the elderly, and children. While their general communication needs may align with those of residents or visitors, they often require additional considerations, such as:

- Alternative communication formats (e.g., visual alerts or multi-language messages)
- Plain language instructions
- Assistive technologies

Understanding the demographics and transit patterns of these groups within the community is essential when developing inclusive and accessible emergency messages.

Currently, the City's public information materials do not specifically address the needs of the access and functional needs community. This population represents a high-risk group and must be proactively included in future alerting plans and public education efforts.

Critical Facility Staff

This audience includes individuals responsible for managing essential infrastructure and vulnerable populations—such as schools, nursing homes, and utilities. These personnel require:

- More detailed information than the general public
- Advance notice when possible
- Additional time to act, given the logistics involved in protecting large groups of people or maintaining critical systems

For example, sheltering a five-person family is significantly less complex than moving 200 individuals in a nursing facility. As such, communication with this audience must account for their time-sensitive decision-making responsibilities.

Community Capabilities — Alert Technologies

A variety of alerting technologies are available today, and selecting the right combination is essential to ensuring effective public communication during emergencies. The City must choose technologies that align with its specific threats, geographic characteristics, and population demographics. A comprehensive planning process can help identify the most appropriate mix of alerting systems.

Each alerting system has unique advantages and limitations. It is critical to evaluate the capabilities of each option and select technologies that offer broad coverage, reliable delivery, and compatibility with the City's

infrastructure and operational needs. Some modern systems also support integration, allowing multiple platforms to be activated from a single user interface, thereby improving efficiency and consistency.

Alert systems generally operate as either one-way or two-way communication platforms:

- One-way systems deliver alerts without feedback from the public. These messages must be clear, concise, and self-contained, including essential information such as:
 - Who is sending the alert
 - What is happening
 - Where the event is occurring
 - When it is occurring
 - Why action is needed

These messages should use plain language and indicate where to find additional information.

- Two-way systems allow for interaction and feedback from recipients, such as confirmation of receipt or situational reports. While more complex, these systems provide valuable real-time data to emergency managers.

Alerting Plan Contents

The alert and notification plan should clearly define the use and governance of alerting tools, including IPAWS and other technologies. At a minimum, the plan should address:

- What criteria trigger the issuance of an alert?
- What tones and message types are authorized for use?
- What training is required for personnel operating the system?
- What alerting tools will be deployed?
- What security protocols must be followed to protect system access and data integrity?
- What are the procedures for testing the alerting systems—what can be tested, how often, and under what conditions?
- What level of public and media outreach or coordination is permitted before, during, and after alert issuance?
- What is the activation process for sending alerts, including authorization requirements?
- What actions should be taken in the event of a false or accidental alert?

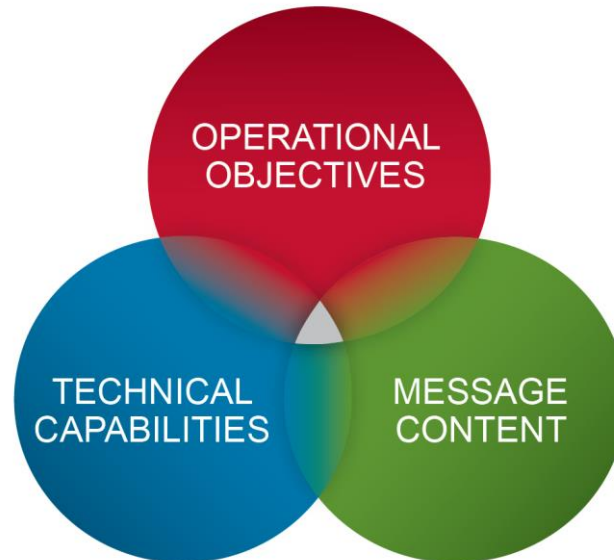
Alerting Plan Roles and Responsibilities

To ensure accountability and coordination, the plan should clearly define the roles and responsibilities at each level of authority. This includes:

- Defined roles for each level of jurisdiction (e.g., city, county, regional, state)
- Specific duties and functions of each participating jurisdiction
- Clarification of restrictions or limitations placed on each authority's use of alerting systems
- Established procedures for inter-jurisdictional coordination

4.2.1.2 Policies and Procedures

Policies and procedures are built upon the foundation of the public alerting plan and are tailored to address the specific threats and alerting tools relevant to the jurisdiction. To support an effective public alerting strategy, policies and procedures should be grounded in three essential components:



- Operational Objectives
 - Define what is needed on the ground to support the response to a specific threat. This includes identifying response actions, coordinating resources, and ensuring alerting supports life-safety operations.
- Technical Capabilities
 - Assess the benefits and limitations of each alerting tool. Considerations should include message reach, speed of delivery, target audience, interoperability, and system reliability under varying conditions.
- Message Content
 - The message must be tailored to both the operational need and the technical constraints of the delivery system. This includes adhering to character limits, using clear and concise language, and ensuring compatibility with alerting protocols such as IPAWS or WEA.

Procedures should be detailed enough to support real-time use, effective training, and ease of implementation. Each procedure should be supplemented with a checklist to guide users during emergencies and reduce the likelihood of omissions under pressure.

To maintain effectiveness and relevance, all plans, policies, and procedures should be reviewed and updated at least annually. This review process ensures the materials remain current with evolving technologies, staffing, community demographics, and emerging threats.

4.2.1.3 Training

To effectively execute the critical functions of public alerting, all users must have a thorough understanding of the systems and procedures involved. This is achieved through a structured training program that includes both initial and recurring training components.

Initial training is typically conducted during the deployment of a new alerting system or when onboarding new personnel. It includes:

- Vendor-provided instruction on both basic and advanced system operations
- Training on agency-specific operational procedures
- Orientation for all staff and end-users, including new hires during onboarding

This foundational training ensures that all personnel are capable of operating the system confidently and in alignment with organizational protocols.

Recurring training is conducted at regular intervals to refresh and reinforce user skills and system knowledge. The frequency of this training should be based on how often the system is used and the complexity of the tools involved. Key considerations include:

- Skills, especially technical ones, are perishable and must be reinforced. For example, using a telecommunications device for the deaf (TDD) should be practiced routinely.
- The more a skill is used, the better it is retained—therefore, hands-on use and scenario-based training are beneficial.
- For systems like IPAWS, training should include the use of the IPAWS Technical Support Services Facility (TSSF, formerly known as the IPAWS Lab)¹⁴, which provides feedback to users and helps meet the monthly testing requirements outlined in the IPAWS Collaborative Operating Group (COG)¹⁵ Memorandum of Understanding (MOA).

Regardless of the system used, alert and notification training should cover the following areas:

- Technology operation and system interface usage
- Agency alerting procedures, including initiation and activation protocols
- Post-alert actions, such as follow-up notifications and deactivation procedures
- Message composition, including formatting, clarity, tone, and character limits
- System security protocols, such as login procedures, role-based access, and incident response

Maintaining comprehensive training records is an essential part of program accountability. These records should include:

- Names of trainers and participants
- Detailed curriculum or course outlines

¹⁴ [The IPAWS Technical Support Services Facility | FEMA.gov](#)

¹⁵ “An Alerting Authority that applies for authorization to use the Integrated Public Alert and Warning System (IPAWS) to send emergency alerts and warnings to the public, is designated as a Collaborative Operating Group or “COG.” There are currently numerous types of COGs affiliated with IPAWS varying in size, structure and governance styles.” [IPAWS Registration and Login | FEMA.gov](#)

- Records of quizzes, tests, or performance evaluations
- Dates and formats of all training sessions conducted

Local legal counsel should be consulted to determine any applicable open records requirements and record retention policies to ensure compliance with state and local regulations.

4.2.1.4 Exercise and Regular Use

To ensure the effective use of alert and notification systems, it is essential that skills, plans, policies, and procedures remain current and actionable. This is best achieved through routine system use, regular exercises, and integration into pre-planned events.

Beginning in 2019, alerting authorities have been required to conduct periodic testing with the IPAWS Lab to maintain their Collaborative Operating Group (COG) status. This requirement should be incorporated into the agency's testing and training plans to ensure compliance and operational readiness.

One of the most effective ways to maintain alerting proficiency is through regular system testing. Many alerting platforms require weekly or monthly tests, providing recurring opportunities for hands-on experience. To maximize the value of these tests:

- Conduct tests at varying times of day and on different days of the week to ensure multiple users have the opportunity to practice.
- Avoid relying solely on automated testing, which, while convenient, removes the critical element of user engagement and decision-making.
- Treat scheduled tests as training opportunities by encouraging users to follow full activation protocols and document performance.

Another effective strategy is to incorporate alerting systems into regular drills, exercises, and community events. This approach ensures procedures remain familiar and that personnel retain critical skills. It also reinforces multi-agency collaboration by integrating alerting with various partners, such as:

- Transportation departments (highways, roads, public transit)
- Utilities (water, sewer, electricity)
- Parking and facility management teams
- Emergency management and public safety agencies at all levels

These partnerships provide:

- Diverse messaging scenarios to develop and deploy
- Opportunities to select appropriate alerting methods based on context
- Practice using real equipment to distribute live or test notifications to the public

Maintaining a culture of routine use, practical application, and continuous improvement helps ensure that alert and notification tools are deployed accurately and effectively when truly needed.

One effective method for exercising IPAWS and other alerting systems is to use them during pre-planned events where public safety communication is appropriate. Examples include drills, planned power outages, public fairs, parades, and races. According to regulatory guidance, the use of public alerting systems during such events is permissible if the alerting authority determines that it is appropriate.

As part of the planning process for these events—whether emergency exercises or public gatherings—the potential risks to the public should be thoroughly evaluated. If the event involves any identifiable risk to public safety or may cause confusion, disruption, or hazard, then the use of alerts to communicate critical information or updates may be warranted. Examples include:

- Communicating emergency access routes
- Notifying of weather-related delays or hazards
- Providing shelter-in-place instructions during heat advisories or sudden incidents
- Issuing crowd control or evacuation notices if needed

Using IPAWS in these real-world but controlled scenarios provides valuable training opportunities, reinforces interagency coordination, and builds public familiarity with the alerting system—enhancing both preparedness and confidence in the system’s effectiveness.

4.2.2 Public Education

Public education is a vital component of emergency management, and incorporating alert and notification systems into the existing outreach programs is one of the most effective ways to prepare the community. Agencies should proactively educate the public about the use and purpose of IPAWS and WEA before an emergency occurs. Familiarity with these systems increases the likelihood that individuals will recognize alerts and take protective actions when it matters most.

A valuable resource for developing public education materials is available through the IPAWS website: <https://www.fema.gov/emergency-managers/practitioners/integrated-public-alert-warning-system>. The site contains myths and facts about IPAWS, webinars, and tools for specific audiences, such as alerting people with disabilities.

In addition to general outreach, it is essential to customize educational efforts to reflect the diverse populations within the community. This includes:

- Translating materials into the primary languages spoken in the area
- Providing accessible formats for those with access and functional needs, including individuals who are deaf or hard of hearing, visually impaired, elderly, or non-English speakers
- Utilizing formats that reach a wide range of audiences, including digital, print, video, and in-person presentations

Tailoring education in this way helps ensure equitable access to emergency information and better protects all members of the public.

4.2.3 Additional Information

Additional resources are provided below.

Developing an AWN Program Plan.

<https://www.fema.gov/emergency-managers/practitioners/integrated-public-alert-warning-system/public-safety-officials/toolkit/system-information>

A Guide for Alerts and Warnings Social Media Toolkit: Captions and Alt Text. February 2022

https://fema-community-files.s3.amazonaws.com/protective-actions/fema_guide-for-alerts-and-warnings_social-media-toolkit.pdf

Public Safety Communications, Ten Keys to Improving Emergency Alerts, Warnings, & Notifications. April 2019

https://www.cisa.gov/sites/default/files/publications/safecom-ncswic_ten_keys_to_improving_awns_4.26.19_-_final_section_508_compliant.pdf

Essentials of Alerts, Warnings, & Notifications. April 2020

https://www.cisa.gov/sites/default/files/publications/CISA%20Essentials%20of%20AWNs_4.27.20%20-%20FINAL%20%28508c%29.pdf

IPAWS Best Practices. Integrated Public Alert & Warning System (IPAWS) Guidance and Techniques for Sending Successful Alerts, Warnings, and Notifications. June 2023

https://www.fema.gov/sites/default/files/documents/fema_ipaws-best-practices-guide.pdf

Be Aware. Be Prepared. Take Action. A Guide for Alerts and Warnings. August 2021

https://www.ready.gov/sites/default/files/2022-02/fema_guide-for-alerts-and-warnings_2021.pdf.pdf

Know Your Alerts and Warnings.

https://www.ready.gov/sites/default/files/2020-03/ready_know-your-alerts-and-warnings.pdf

4.3 Siren Coverage Predictions

MCP conducted a feasibility-level sound propagation and coverage analysis to assess outdoor warning siren needs across the city. This study identified the estimated number of sirens required to provide adequate coverage; however, additional phases of development may be necessary in the future to account for growth or changing infrastructure. The final siren count may vary depending on final site selections made during the detailed design phase and in response to vendor proposals submitted through the request for proposal (RFP) process.

Coverage maps were generated using SoundPLAN software, which simulated sound pressure levels across the city of Kyle. The model accounted for varying terrain characteristics by assigning higher absorption values to hilly areas and higher reflectivity values to the flatter regions in the central and eastern portions of the city.

In addition, the model incorporated several environmental and meteorological factors, including:

- Temperature
- Humidity
- Barometric pressure
- Wind speed and direction

- Building height
- Terrain variations

The meteorological assumptions applied in the model are presented in the table below.

Temperature	77° F
Humidity	65%
Winds	Prevailing southerly winds and calm conditions
Barometric Pressure	29.92 inches Hg
Siren Height	50 ft

The coverage maps developed for this assessment were based on potential siren sites provided by the City. MCP used these locations to model multiple coverage scenarios, incorporating both prevailing southerly winds and calm wind conditions. The modeling focused on three primary variables:

- Number of sites (or site density) — Multiple site count scenarios were evaluated to assess coverage across different population densities. This included models showing minimal site configurations for basic coverage and optimal site designs that provide broader coverage across the city.
- Siren power (or loudness) — Scenarios were modeled using high-power sirens to minimize the total number of sites required. This approach helps reduce overall system costs while maximizing the number of residents reached within the city limits.
- Wind effects — Environmental conditions, particularly wind, play a critical role in sound propagation. Both calm day and high-wind scenarios were modeled to evaluate the effect of meteorological conditions on siren coverage. This analysis helped visualize potential coverage variability during severe weather events, such as those involving strong winds.

Appendix A, Siren Coverage Maps, contains visual representations of the modeled scenarios described above. Each map displayed color-coded sound pressure thresholds, with each color representing a specific dB(C) range—commonly referred to as loudness:

- Yellow: 70-80 dB(C) (lowest audible threshold used in the model)
- Brown: 80-90 dB(C)
- Green: 90-100 dB(C)
- Red: 100-110 dB(C)
- Blue: greater than 110 dB(C)

Noise level
in dB(C)

	>= 110
	100 - 110
	90 - 100
	80 - 90
	70 - 80

These maps illustrate only those audio levels that are nominally higher than typical ambient conditions.

Most siren manufacturers recommend a minimum audible threshold of 60 to 70 dB(C). According to FEMA guidelines, siren systems should be designed to exceed ambient noise levels by at least 10 dB(C) to be considered effective. For a city the size and type of Kyle, typical ambient sound levels range between 40 dB(C)

and 60 dB(C). To ensure a conservative and effective design, MCP used a minimum threshold of 70 dB(C)—represented by the yellow shaded areas—in all coverage modeling scenarios.

To help contextualize the decibel levels used in the maps, a reference table of common sounds and their associated dB ratings is included below.

Table 3: Sound Levels (dB) and Relative Loudness of Typical Noise Sources¹⁶

dB	Outdoor Noise Levels
120	Military jet aircraft take-off from aircraft carrier with afterburner at 50 ft. – 130 dB
110	Turbo-fan aircraft at takeoff power at 200 ft. – 118 dB
100	Boeing 707 or DC-8 aircraft at one nautical mile (6,080 ft) before landing – 106 dB Jet Flyover at 1,000 ft. – 103 dB Bell J-2A helicopter at 100 ft. – 100 dB
90	Boeing 737 or DC-9 aircraft at one nautical mile (6,080 ft) before landing – 97 dB Motorcycle at 25 feet – 90 dB
80	Car wash at 20 ft. – 89 dB Propeller plane flyover at 1,000 ft. – 88 dB Diesel train 45 m.p.h. at 100 ft. – 83 dB
70	Passenger car 65 m.p.h. at 25 ft. – 77 dB Freeway at 50 ft. from pavement edge 10 a.m. – 76 dB
60	Air conditioning unit at 100 ft. – 60 dB
40	Bird calls – 44 dB

4.3.1 Phase 1 Coverage Scenarios

Scenario #1 illustrates an eight-site design utilizing high-power sirens, aimed at achieving effective citywide coverage with the fewest number of siren installations, thereby reducing costs. This scenario includes seven sites provided by the City, with an eighth site added by MCP for investigative purposes. It is important to note that the eighth site has not been vetted for constructability. Siren coverage was modeled under both calm and typical wind conditions to assess the design’s reliability under varying environmental factors.

¹⁶ Reproduced from FEMA, Outdoor Warning Systems, Technical Bulletin (Version 2.0), January 12, 2006. Pg 8.

Scenario #2 uses the same eight-site configuration but specifically models coverage during prevailing southerly wind conditions. Both scenarios are considered valid planning models, as calm conditions often precede storm events, and wind direction can significantly affect sound propagation.

It will be up to the City to determine which scenario best meets its operational, geographic, and budgetary needs. The overarching goal of this assessment is to propose a cost-effective solution that serves the greatest number of citizens, particularly in high-risk or high-density population areas.

Ultimately, the final number and locations of siren sites will depend on the City's priorities, population distribution, and infrastructure constraints. The coverage maps provided by MCP are intended for planning purposes and represent anticipated outdoor sound coverage, not guaranteed indoor audibility.

4.4 Inter-connecting Network

To enable control and monitoring of the siren system, a network infrastructure is required to connect each siren and provide reliable communication back to one or more control points. There are several network options available to the City, which may be implemented using wireless, wireline, City-owned, or leased infrastructure. Common options include:

- Radio
- Cellular
- Fiber/Wireline
- Satellite

Most vendors offer products/solutions that support one or more of these network types. It will be the City's responsibility to determine which communications method—or combination of methods—best meets its operational, geographic, and budgetary requirements.

Each option has its advantages and disadvantages.

Table 4: Network Solutions Advantages and Disadvantages

	Advantages	Disadvantages
Radio	• City would own/control • Return on investment (ROI) long term • Reliable; redundancies built-in	• Higher capital expense up front • Requires encryption (recommended) • Requires FCC license and additional service requirements • Single point of failure
Cellular	• Quick deployment • Minimal capital up-front • Minimal maintenance costs	• May require redundancy, such as using a second cellular provider • City does not own/control the network
Fiber/Wireline	• Can be advantageous if already in place • May be lower cost depending on agreements with fiber owner	• Usually not available at all locations • Expensive to deploy if not in place • Bandwidth offered is not required for this application

	Advantages	Disadvantages
		• Subject to cuts and disruption by construction crews • Can be slow to restore if damaged
Satellite	• Quick deployment • Medium-level capital up front	• Most expensive on-going expense • City does not own/control • Subject to weather/rain fade

Most siren systems utilize a dedicated radio network for connectivity and communication between siren sites and the central control point. MCP understands that the City does not currently operate a very high frequency (VHF) or ultra-high frequency (UHF) radio system, which would otherwise be a conventional choice for siren activation.

Radio systems are generally simple, reliable, and owned by the municipality, which allows for full control over frequency use. If the City procures a radio-based network, it would need to secure a dedicated channel from the Federal Communications Commission (FCC). However, due to spectrum congestion in the Austin area, acquiring an available frequency may prove challenging.

Typical configurations use VHF or UHF ranges—common choices for public safety communication. One key consideration is the cost of required encryption: implementing AES-256 encryption, a standard for secure communications, can double the cost of the radio network.

If the City chooses a radio system, MCP recommends placing the transmitter at City Hall, given its central location and ease of integration into existing infrastructure. However, to ensure full coverage of all planned siren sites, the solution require the construction of a radio tower, and the radio system must be carefully designed to provide adequate signal coverage to city boundaries. These additional components can add significant cost to the project.

Based on the City’s existing infrastructure and operational needs, MCP recommends a public safety cellular network as the preferred solution for siren system connectivity. Cellular solutions offer several advantages:

- Built-in encryption (AES-256) at no additional cost
- Prioritization and preemption services, specifically designed for emergency communication
- Widespread coverage, likely suitable for all current and future siren locations
- Cost-effectiveness, especially when compared to the development and licensing costs of a custom radio network
- Rapid deployment and scalability

The City may choose between a single cellular provider or implement a redundant solution using both AT&T FirstNet and Verizon Frontline. Both networks are engineered for public safety and provide robust communication capabilities during high-demand events.

Following discussions with City staff, cellular connectivity appears to be the most viable option, offering the best balance of coverage, cost, deployment speed, and long-term flexibility.

5 Options

Based on the data collected and MCP's comprehensive assessment, the following implementation option recommended for the City.

5.1 Phased Approach

The first phase of the project would focus on deploying sirens at sites identified and prioritized by the City. These locations encompass areas with the highest concentration of people requiring notification, including:

- Residential neighborhoods
- Business districts
- Tourist attractions and recreational venues, such as sports complexes and public parks

To provide effective coverage for these priority areas, MCP recommends the deployment of eight sirens, consistent with the modeling presented in Scenario #1.

The goal is to have sirens operational in these key areas by the end of 2026. To support timely implementation, the City identified locations that offer ease of access to commercial (grid) power and placement on City-owned land to avoid permitting or acquisition delays. Commercial power may not be cost-effective at some sites.

While permanent electrical wiring to grid power is preferred for reliability, it is not mandatory. Solar power may be considered as a practical energy source, with caveats noted earlier in this report regarding its limitations and recharge times under low sunlight conditions.

A budgetary cost breakdown for the recommended Phase 1 deployment is provided below. Pricing reflects a fully installed, turnkey system, inclusive of site preparation, installation, and integration. Some cost elements may vary between vendors, and certain components or features may be optional or proprietary, depending on the selected solution. Not all cost elements listed below will be required.

Table 5: Cost Estimates – Mechanical Sirens

Mechanical Sirens	Quantity	Unit Cost	Extended Cost
Electro-mechanical rotating	8	\$12,000	\$96,000
Remote terminal unit (RTU)	8	\$13,000	\$104,000
Solar power kit	8	\$3,500	\$28,000
Batteries (4 for each siren)	32	\$375	\$12,000
Siren alerting system interface	8	\$2,625	\$21,000
Siren installation and system startup	8		\$31,500
Cellular modem	9	\$875	\$7,875
Antennas	9	\$160	\$1,440

Mechanical Sirens	Quantity	Unit Cost	Extended Cost
Cellular (monthly) – single carrier	9	\$10	\$90
Siren poles (concrete)	8	\$9,600	\$76,800
Central controller (software and hardware)	1	\$32,000	\$32,000
License	1	\$600	\$600
IPAWS interface	1	\$9,500	\$9,500
PC and software (included)	1	\$1,300	\$1,300
Uninterruptible power supply (UPS)	1	\$880	\$880
Optimization, configuration, and training	1	\$11,500	\$11,500
Freight	1	\$12,000	\$12,000
Documentation, engineering, and design	1	\$75,000	\$75,000
Total			\$521,485

Table 6: Cost Estimates – Electronic Sirens

Electronic Siren	Quantity	Unit Cost	Extended Cost
OWS speakers, cabinet	8	\$26,300	\$210,400
Remote terminal unit (RTU)	8	\$3,526	\$28,208
Solar power kit	8	\$4,787	\$38,296
Batteries (4 for each siren)	32	\$375	\$12,000
Siren alerting system interface	8	\$2,625	\$21,000
Monitoring and interface	8	\$860	\$6,880
Siren installation and system startup	8		\$31,500
Cellular modem	9	\$850	\$7,650
Antennas	9	\$160	\$1,440
Cellular (monthly) – single carrier	9	\$10	\$90
Siren poles (concrete)	8	\$9,600	\$76,800

Electronic Siren	Quantity	Unit Cost	Extended Cost
Central controller (hardware and software)	1	\$32,000	\$32,000
License	1	\$600	\$600
IPAWS interface	1	\$9,500	\$9,500
PC and software (included)	1	\$1,300	\$1,300
Uninterruptible power supply (UPS)	1	\$880	\$880
Cloud-based control w/satellite	1	\$10,000	\$10,000
Optimization, configuration, and training	1	\$11,500	\$11,500
Freight	1	\$12,000	\$12,000
Documentation, engineering, and design	1	\$75,000	\$75,000
Total			\$587,044

The following assumptions have been made in the development of this assessment and associated cost estimates:

- Costs for site acquisition are excluded; it is assumed that sites are City-owned and available.
- Electrical services will be available at most siren sites as the alternate power source.
- All sirens will be equipped with a battery backup system. These batteries will be charged by commercial power and are expected to provide a minimum of 30 minutes of continuous alerting, which is considered standard for operational reliability.
- It is acknowledged that some OWS models do not utilize batteries, relying solely on commercial power. These models are not included unless specifically noted.
- Legal costs and FCC licensing fees (if required) are excluded.
- Costs for electrical service and meter base connections are excluded.
- Annual maintenance is estimated at approximately 7% of the system's capital cost.
- Internet connectivity will be available at the controller for vendor support and cloud application access, provided by the City IT Department.
- No cost for the Everbridge interface is included.

The budgetary cost estimate provided assumes the use of concrete poles, selected for their durability and long service life. If the City elects to use steel poles instead, an additional cost of approximately \$10,000 per siren should be anticipated. In addition to the increased pole cost, steel poles require pier foundations, which are not included in the base estimate. These foundations are typically installed by a City-preferred local contractor, and are estimated to cost between \$3,000 and \$5,000 per site, depending on site-specific conditions and contractor rates.

6 Conclusions and Recommendations

An eight-site OWS network offers strong initial coverage for the majority of the City's current population. With a well-designed foundation, the network can be expanded over time to meet future growth and evolving boundary lines. Once the central infrastructure is in place, additional sites can be integrated seamlessly as the city expands and needs change. Alternatively, the City may choose to begin with fewer than eight sites and add more in future years. This flexibility will be reflected in the OWS technical design.

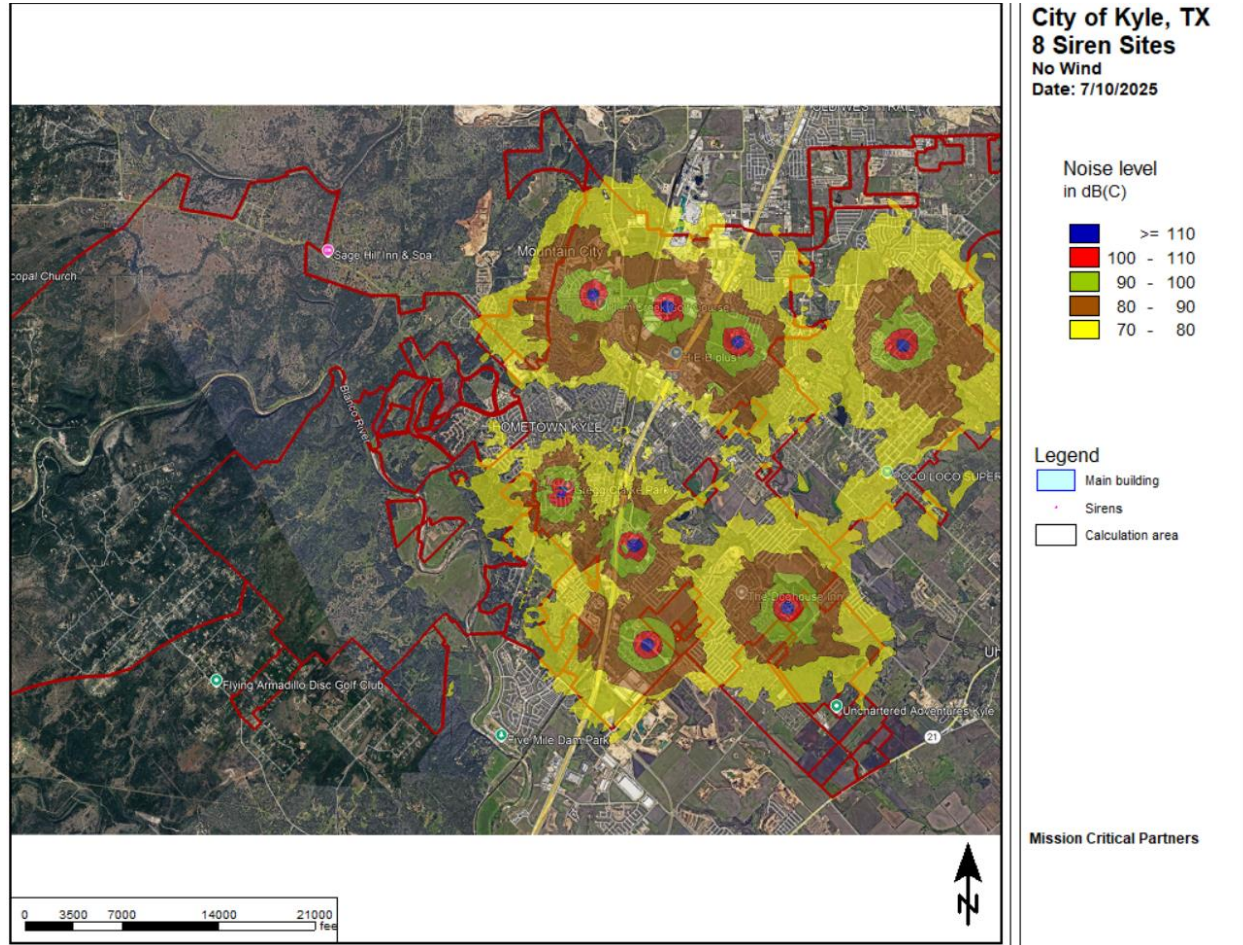
The proposed OWS network provides the following key advantages:

- The design offers good coverage with moderate overlap, creating redundancy in key areas. If a single siren fails, its absence will have minimal impact on the overall coverage footprint.
- Achieving consistent SPLs in a city is challenging due to varying construction types and economic activity. Utilizing high-powered sirens ensures greater audibility and more effective public attention. If the City selects a single-tone warning system, MCP recommends simulcasting alerts across multiple sirens in and around the affected area. This approach maximizes system effectiveness and reduces the risk of missed alerts.
- The proposed system supports polygon-based targeting, which enables alerting to be restricted to specific geographic areas. When integrated with the NWS, this feature allows automated alerts, removing the human factor and shortening response time. The network is capable of supporting this and other advanced features as outlined in this report.
- Based on discussions with Emergency Management staff, MCP recommends implementing a single-tone network. These tones typically consist of a rising and falling frequency pattern centered around 500 Hz, and are effective for a broad range of hazards. Most OWS manufacturers offer this capability, giving City flexibility in selecting a tone profile that best suits its needs. A single-tone system simplifies public education efforts, reduces costs, and allows for greater equipment flexibility—whether using electronic or pneumatic sirens. However, an increase in calls to the public safety answering point (PSAP) may occur, especially from individuals unfamiliar with the siren system.
- Based on informed by discussions with Emergency Management staff and the results of MCP's technical assessment, it is recommended that the City develop an RFP specifying single-tone OWS equipment. These systems allow the City the option of purchasing mechanical or electronic siren sound generating hardware. Depending on the design, fewer electronic components may result in lower maintenance costs and increased reliability. Furthermore, MCP recommends using deep-cycle batteries for backup power, ensuring continuous operation in the event of commercial power failure.
- The City may consider solar power to simplify siren placement and reduce costs. Solar-powered sites can shorten the timeline from OWS installation to operation, lower monthly expenses, and deliver a strong ROI.

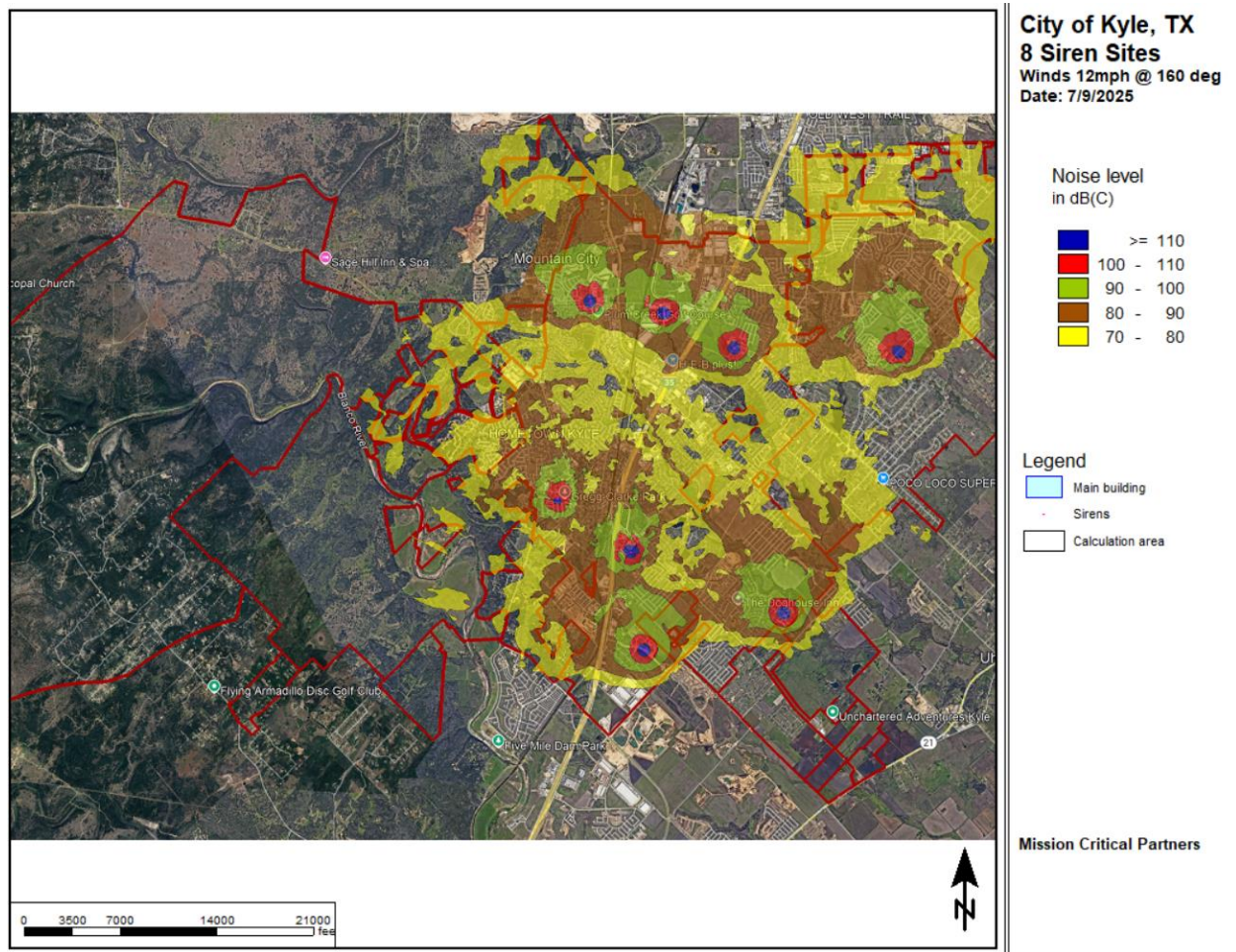
The OWS should be viewed as a flexible, evolving infrastructure that adapts alongside the City's growth. The proposed phased solution can be executed within a compressed timeline, assuming the City can secure the necessary approvals (e.g., NEPA compliance, building permits, easements) and that the preliminary selected sites remain viable through the final design. Once the RFP is released and awarded, Phase 1 implementation could proceed quickly, delivering essential coverage while enabling scalability for future phases.

Appendix A: Siren Coverage Maps

Scenario #1 – 8 high-power sirens at 50-foot height with calm winds



Scenario #2 – 8 high-power sirens at 50-foot height with typical prevailing southerly winds



Appendix B: Site Information

OWS Locations	Latitude	Longitude
Site 1 – 208/246 Republic Dr.	30°01'08.96"N	97°50'46.48"W
Site 2 – 1700 Kohler Crossing (PSC)	30°01'34.44"N	97°51'43.95"W
Site 3 – La Verde Park or Water Tower	30°01'43.8"N	97°52'43.4"W
Site 4 – Goforth and Foster	30°01'23.7"N	97°47'56.9"W
Site 5 – Plum Creek Water Facility	30°00'44.8 "N	97°53'24.3 "W
Site 6 – Lehman Water Facility	29°59'52.2"N	97°50'55.0"W
Site 7 – PW 520 Ranch-Mkt Rd 150	29°58'44.26"N	97°52'12.93"W
Site 8 – 941 Waste Water New Bridge	29°57'58.55"N	97°50'07.61"W

Appendix C: Alerting Technologies and Audiences

Technology	Alert (A), Notification (N), or Both (A/N)	Intended User/Audience	Time Frame	Description
Sirens	A	Outdoor and open space public	Immediate	- One-way system for alerting the public of emergencies - Limited information available - Must be followed up with where to get detailed information - Visitors may not know what messages may mean
Public Address (PA)	A/N	Indoor and outdoor open space public	Immediate	- One-way system for alerting the public of emergencies - Limited information available - Must be followed up with where to get detailed information - Visitors may not know what messages may mean
Tone Alert Radios (TARs)	A/N	Indoor public	Immediate	- One-way system that can be used to alert the public - Provides some additional information regarding actions required - Limited to fixed sites that have these devices
Emergency Telephone Notification Systems (ETNS)	N	Landline or pre-registered wireless phones	Near-term	- One-way system that can be used to notify users of actions needed - Systems are often best effort and have some latency based on the system and usage at the time of use - Transmission of Teletypewriter (TTY) signals required for equal access

Technology	Alert (A), Notification (N), or Both (A/N)	Intended User/Audience	Time Frame	Description
Legacy EAS	A/N	Commercial media watching public	Near-term	- One-way system for alerting the public - Provides a limited amount of information - Constrained by available types of messages the system allows - Local messages are not required to be broadcast by the media outlets
IPAWS		Various—see below	Immediate	- Acts as a gateway to several other alerting methods - Allows users to create a single message that is disseminated via multiple methods
IPAWS–EAS	A/N	Commercial media watching public	Near-term	- One-way system for inputting messages to other systems - Used for alerting the public and providing a limited amount of information - Constrained by available types of messages the system allows.
IPAWS–WEA	A	Wireless phone public	Immediate	- One-way system for alerting the public - Provides a limited amount of information - Constrained by the available types of messages the system allows - Use cellular radio broadcast of a short text to wireless phones and, as such, may reach visitors more easily - Not all phones receive these messages - The public can disable this from their phones

Technology	Alert (A), Notification (N), or Both (A/N)	Intended User/Audience	Time Frame	Description
IPAWS–NWEM	A/N	Weather radio users	Immediate	- One-way system for alerting the public - Allow more detailed information - Constrained by available transmitters in the area - The public must tune to these stations - Added benefit of using weather radio county codes for notifications
IPAWS–All-Hazards Information Feed	N	Private service users	Near-term	- Used by several commercial systems - Include popular mapping and search engines and commercial alerting services
Highway traffic radios	A	Traveling public	Near-term	- One-way system for alerting the public - Allow more detailed information - Constrained by available transmitters in the area - The public must tune to these stations
Alert translation services	A/N	Non-English Speaking/Deaf and Hard of Hearing Public	Near-term	- One-way system usually accepts the IPAWS feed - Translates to American Sign Language (ASL) or other languages and then posted to a public website or sent via ETNS
Roadside message boards	A	Traveling Public	Near-term	- One-way system for alerting the public - Provides a limited amount of information - Constrained by size of the sign and ability of a driver to read the sign

Technology	Alert (A), Notification (N), or Both (A/N)	Intended User/Audience	Time Frame	Description
Route alerting	A/N	Public in fixed locations along the route	Near-term	- Generally, a one-way system for alerting the public along a route - It takes time and resources to cover relatively small areas - Sound (e.g., sirens) may not penetrate modern buildings
Drone route alerting	A/N	Outdoor and open space public	Delayed	- One-way system for alerting the outdoor public - Similar difficulties as sirens with penetrating into buildings - Time needed to get into service - Limited alerting time due to battery life - Federal Aviation Administration (FAA) rules limit use - Not useable in the event of wildfire as it prevents fire-fighting activities
Cable system interrupt	A/N	Cable viewers	Immediate	- One-way system for alerting the public - Allow more detailed information - Constrained by the available access - Being replaced by other more-focused systems as cable system areas expand
Social media	N	Internet Connected Public	Delayed	- Used to provide information to the public and sample public reactions - Can help reduce rumors - Can be used in some cases as a method to get reports from the public

Technology	Alert (A), Notification (N), or Both (A/N)	Intended User/Audience	Time Frame	Description
Press Release	N	Media	Delayed	- One-way system that allows for more information to be sent to the media - Information is sent, but that does not mean it will be relayed to the public
Press Conference	N	Media	Delayed	- A two-way system that allows the media to give feedback and expand their understanding of the situation - Not all information may be given to the public



Council Contact Information

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Mayor Pro Tem Michael Tobias	MTobias@cityofkyle.com
Council Member Courtney Goza	CGoza@cityofkyle.com
Council Member Melisa Medina	MMedina@cityofkyle.com
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Council Member Dr. Lauralee Harris	LHarris@cityofkyle.com
Council Member Marc McKinney	MMcKinney@cityofkyle.com

City Council Special Meeting

DEPARTMENT: Transportation & Public Works

FROM: Ravali Kosaraju, Assistant Director of Traffic & Transportation Management

MEETING: July 16, 2026

SUBJECT:

Receive a report, hold a discussion, and provide staff feedback regarding permanent driveway design options for the Kyle Senior Community Center.

SUMMARY:

The City of Kyle is constructing a new senior community center at 1500 Dacy Lane. The existing driveway onto Dacy Lane has limited sight distance, creating safety concerns for vehicles exiting the driveway. Interim improvements will be installed at the end of July before the facility opens to the public while a permanent solution is being developed.

The permanent driveway will be designed to provide direct ingress and egress from Dacy Loop instead of Dacy Lane. There are two (2) options for the location of the permanent driveway: (A) north side and (B) south side. The existing driveway on Dacy Lane will remain for ingress only once the permanent driveway is complete.

During the design process, the following factors were considered: the number of required Pedernales Electric Cooperative, Inc. (PEC) utility relocations, impacts to existing parking spaces, drainage requirements, removal of existing pavement, project cost, driveway slope, compliance with the Americans with Disabilities Act (ADA), and the closure of Dacy Loop using jersey barriers and signage.

The table below summarizes the pros and cons for each option:

Option	Pros	Cons	Estimated Cost
A	- No removal of parking spaces anticipated - Minimal amount of pavement removal along Dacy Loop	- Requires 2 or 3 complex PEC utility pole relocations and may require use of steel/concrete utility poles - Removal of existing area inlet	\$154,409.00 <i>*Estimate only reflects 2 pole relocations</i>
B	One PEC utility pole is anticipated to require relocation	- Drainage patterns indicate culvert may be required to run underneath proposed driveway 6 parking spaces impacted	\$189,412.00

Both cost estimates include a 20% contingency. Following Council feedback, the final design is anticipated to be completed in September 2026.

OPTIONS: N/A

RECOMMENDATION:

Staff recommends Option B due to the reduced complexity of required PEC utility relocations. This option also provides a better circulatory pattern within the parking lot for vehicles ingress and egress.

PRIOR ACTION/INPUT (Council, Boards, Citizens):

- June 17, 2025 – Staff presented a potential solution to Council and was directed to move forward with the driveway design
- December 2, 2025 – Council approved Task Order No. 9 with BGE to prepare an interim design that provides safe and functional access to the Kyle Community Center as well as a new driveway design for a long-term solution to ensure safe and full access onto Dacy Lane.
- April 7, 2026 – Staff presented analysis and recommendations to Council for interim improvements
- April 21, 2026 – Council approved a resolution to include the Dacy Lane striping as a contract amendment with DIJ Construction, Inc.

FISCAL IMPACT: N/A

1. City Department:	Transportation & Public Works	
2. Project Name:	Driveway Design Options for the Kyle Senior Community Center.	
3. Budget/Accounting Code(s):		
4. Funding Type:		
5. Funding Source:		
6. Current Appropriation:	\$	-
7. Unencumbered Available Balance:	\$	-
8. Amount of This Action:	\$	-
9. Unencumbered Balance Remaining:	\$	-
10. Special Note/Comment:	This item is to receive a report, hold a discussion, and provide staff feedback regarding permanent driveway design options for the Kyle Senior Community Center. There is no fiscal impact at this time; however, future Council direction regarding driveway design alternatives may result in additional project costs.	
11. Prepared & Verified By:	Angel Avila, Budget Analyst	7/8/2026
12. Reviewed & Approved By:	Dillon Saunderson, Budget Manager	7/8/2026

STAFF CONTACT:

Name: Ravali Kosaraju
Title: Assistant Director, Traffic & Transportation Management
Email: rkosaraju@cityofkyle.com
Phone: 512-612-5450 Ext. 81406

Kyle Senior Community Center Permanent Driveway Improvement

Transportation & Public Works



Project Background

- The City of Kyle is constructing a new senior community center at 1500 Dacy Lane
- The existing driveway onto Dacy Lane has limited sight distance, creating safety concerns for vehicles exiting the driveway
- Interim improvements will be installed at the end of July before the facility opens to the public while a permanent solution is being developed



Permanent Driveway Design

- The permanent driveway will be designed to provide direct ingress and egress from Dacy Loop instead of Dacy Lane
- There are (2) options for the location of the permanent driveway
 - A: North side
 - B: South side
- The existing driveway on Dacy Lane will remain for ingress only



Design Considerations & Challenges



- Number of Pedernales Electric Cooperative, Inc. (PEC) utility relocations required
- Impact to the number of existing parking spaces
- Drainage requirements
- Removal of existing pavement
- Slope of the driveway
- American Disabilities Act (ADA) compliance
- Cost
- Closure of Dacy Loop utilizing jersey barriers and signage

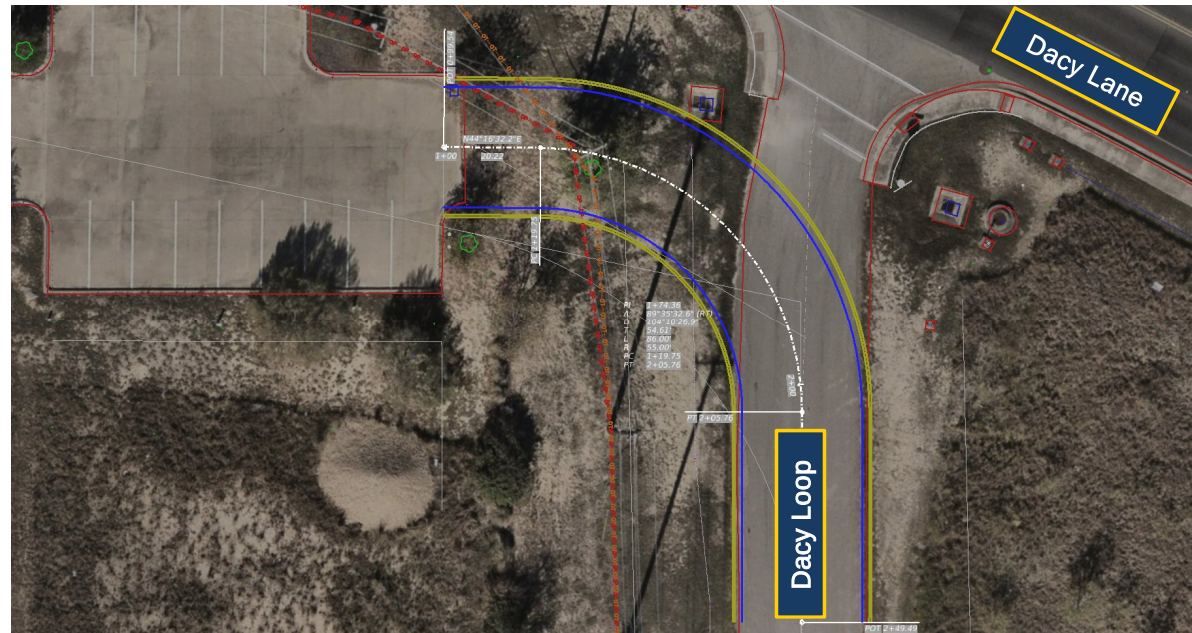


Jersey Barrier



Driveway Design Option A

- **Location:** North tie-in to existing parking lot
- **Pros:**
 - No removal of parking spaces anticipated
 - Minimal amount of pavement removal along Dacy Loop
- **Cons:**
 - Requires 2 or 3 PEC utility pole relocations
 - May require use of steel/concrete utility poles, which will increase cost further
 - Removal of existing area inlet
- **Estimated Cost: \$154,409.00**
 - *This cost reflects only 2 pole relocations per initial estimate provided by PEC*
 - *Includes 20% contingency*



3 Poles Subtotal:
\$48,931.50
Overall Subtotal:
\$144,984.50
20% Contingency:
\$28,996.90

Driveway Design Option A

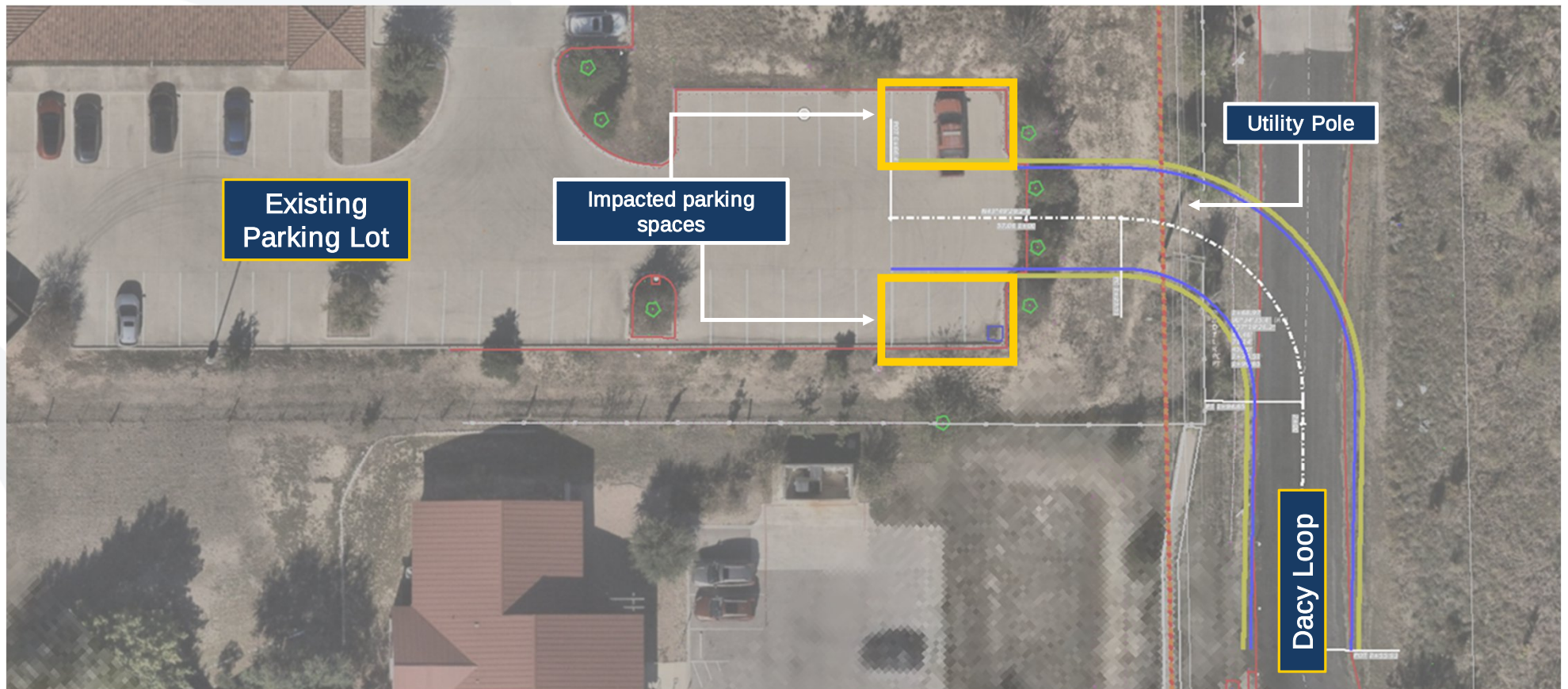


Driveway Design Option B

- **Location:** South tie-in to existing parking lot
- **Pros:**
 - One PEC utility pole is anticipated to require relocation
- **Cons:**
 - Drainage patterns indicate culvert may be required to run underneath proposed driveway
 - 6 parking spaces impacted
- **Estimated Cost: \$189,412.00**
 - *Includes 20% contingency*



Driveway Design Option B



Timeline & Next Steps



- **June 17, 2025** - Staff presented a potential solution to Council and was directed to move forward with the driveway design
- **December 2, 2025** - Council approved Task Order No. 9 with BGE to prepare an interim design that provides safe and functional access to the Kyle Community Center as well as a new driveway design for a long-term solution to ensure safe and full access onto Dacy Lane.
- **April 7, 2026** - Staff presented analysis and recommendations to Council for interim improvements
- **April 21, 2026** - Council approved a resolution to include the Dacy Lane striping as a contract amendment with DIJ Construction, Inc.

Timeline & Next Steps



- **July 16, 2026** - Staff to present design options for a permanent driveway
- **July 2026** - At the end of July, City crews will begin to remove current striping and install the interim improvements. Estimated duration is 2-3 days.
- **September 2026** - Final design of permanent driveway complete

Feedback & Recommendation



- Staff is requesting Council feedback regarding design options
- Staff recommends Driveway Option B:
 - Reduced number of required PEC utility relocations
 - Provides better circulatory pattern within the parking lot for vehicles ingress and egress.



Thank you!

Questions?



Council Contact Information

Mayor Yvonne Flores-Cale
Mayor Pro Tem Michael Tobias
Council Member Courtney Goza
Council Member Melisa Medina
Council Member Claudia Zapata
Council Member Dr. Lauralee Harris
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City Council Special Meeting

DEPARTMENT: Transportation & Public Works

FROM: Lu Zhang, PhD, PE, Assistant Director CIP & Planning

MEETING: July 16, 2026

SUBJECT:

Receive a report, hold a discussion, and provide staff feedback regarding the aesthetic components on the retaining walls of the Kohlers Crossing Overpass project.

SUMMARY:

The City's railway siding currently extends from Roland Lane to Center Street and causes significant traffic delays in the downtown area. The proposed new location for the rail siding will extend from north of Burleson Street to north of Kohlers Crossing. The rail siding will block Kohlers Crossing instead of Center Street.

The siding relocation plan, developed by Union Pacific following new siding standards, determined that a longer siding track is needed. An overpass is necessary to eliminate the traffic delays on Kohlers Crossing due to the rail siding relocation and corresponding train blockage.

The partnerships developed for this project include Union Pacific, Hays County, TxDOT, and the City of Kyle. Union Pacific is the owner of the railroad track and is in charge of plan review and construction oversight. Hays County is responsible for the Preliminary Engineering Report (PER), environmental assessments, and project management. TxDOT is responsible for the development of the Plans, Specifications, and Estimates (PS&E). Finally, the City of Kyle is responsible for right-of-way (ROW) acquisition, utility relocation, and construction costs.

The City of Kyle entered an Interlocal Agreement with Hays County for the development of plans for this project in November 2022. Then, Hays County contracted HDR Engineering, Inc. (HDR) for preliminary engineering and environmental assessments. In January 2025, Hays County entered an agreement with TxDOT to complete the design of the overpass structure. In March 2025, TxDOT resumed the project, and the 30% design plans were submitted in July 2025. The final design plans are expected to be completed by August 2026.

In December 2025, City Council requested City staff to seek aesthetic visual enhancement options for the overpass retaining walls. HDR was tasked to include the overpass retaining wall aesthetics in the final design plans. Three (3) design concepts were provided to the City for discussion, selection, and direction. The three (3) concepts were *Option 1: Flora Design*, *Option 2: Oak Tree Design*, and *Option 3: Vin Fiz Flyer Landing*. Each of these design concepts highlighted significant aspects of the history of the City of Kyle.

In March 2026, the Arts and Cultural Board recommended *Option 1: Flora Design* and *Option 3: Vin Fiz Flyer Landing* as the two design concepts to be incorporated on the retaining walls aesthetics. Based on this direction, HDR prepared a detailed design for each retaining wall for further discussion and feedback.

After reviewing the proposed visual enhancement concepts and layouts, City staff identified three (3) possible courses of action. The table below summarizes the three (3) approaches for the visual enhancements of the overpass project along with the associated costs.

Option	Description	Added cost to estimated construction costs	% Increase in Construction Costs	Total Construction Cost
1	No visual enhancements on retaining walls	\$0	0%	\$1,500,452.85
2	Reduced imagery on retaining walls	\$231,000.00	0.66%	\$1,731,452.85
3	All proposed imagery on retaining walls	\$351,000.00	1.01%	\$1,851,452.85

On June 17, 2026, these options were presented to the Arts and Cultural Board. The Board recommended the implementation of Option 3 on the retaining walls of this overpass project.

OPTIONS: N/A

RECOMMENDATION: N/A

PRIOR ACTION/INPUT (Council, Boards, Citizens):

- November 15, 2016: Council approved an agreement with Union Pacific for the preliminary engineering phase for siding relocation
- December 5, 2017: Council approved request to include the rail siding in the Capital Area Metropolitan Planning Organization (CAMPO) 2019-2022 Call for Projects
- June 5, 2018: CAMPO awarded \$15M for the siding relocation project
- December 2, 2025: Council selected the standard pedestrian railing aesthetics designed by TxDOT to be implemented on the overpass structure and gave direction to seek aesthetic visual enhancement options for the overpass retaining walls
- March 18, 2026: Arts and Culture Board recommended *Option 1: Flora Design* and *Option 3: Vin Fiz Flyer Landing* as the two concepts to be incorporated on the retaining walls aesthetics
- June 17, 2026: Arts and Cultural Board recommended to include all visual enhancements in the Kohlers Crossing overpass retaining walls

FISCAL IMPACT: N/A

1. City Department:	Transportation & Public Works	
2. Project Name:	Retaining Walls Kohlers Crossing Overpass Project.	
3. Budget/Accounting Code(s):		
4. Funding Type:		
5. Funding Source:		
6. Current Appropriation:	\$	-
7. Unencumbered Available Balance:	\$	-
8. Amount of This Action:	\$	-
9. Unencumbered Balance Remaining:	\$	-
10. Special Note/Comment:	This item is to receive a report, hold a discussion, and provide staff feedback regarding the aesthetic components on the retaining walls of the Kohlers Crossing Overpass project. There is no fiscal impact at this time; however, future Council direction regarding aesthetic enhancements may result in additional project costs.	
11. Prepared & Verified By:	Angel Avila, Budget Analyst	7/8/2026
12. Reviewed & Approved By:	Dillon Saunderson, Budget Manager	7/8/2026

STAFF CONTACT:

Name: Lu Zhang, PhD, PE
Title: Assistant Director, CIP & Planning
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Phone: (512) 906-7101

Kohlers Crossing Grade Separation

Visual Enhancements on Retaining Walls
Transportation & Public Works

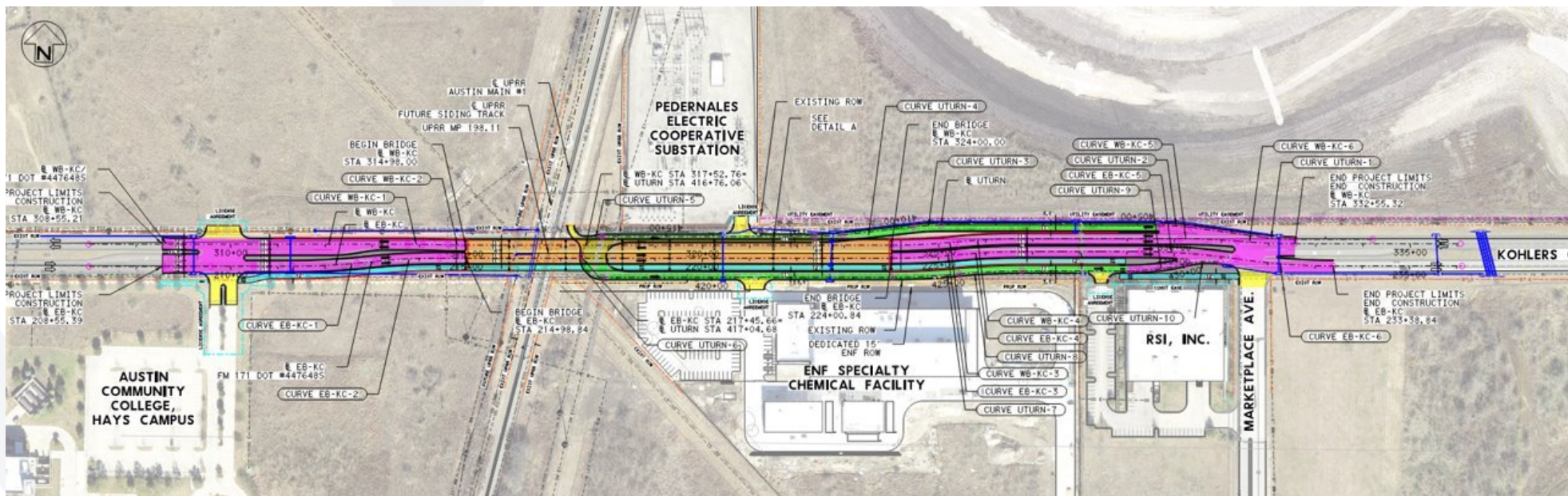


Project Background

- The City's railway siding currently extends from Roland Ln to Center St and causes significant traffic delays in the downtown area. This traffic concern identified the need for relocation of the rail siding
- The proposed new location for the rail siding will extend from north of Burleson St to the north of Kohlers Crossing
 - Rail siding will block Kohlers Crossing instead of Center St
- The siding relocation plan, developed by Union Pacific following the new siding standards, determined that a longer siding track is needed
- An overpass is necessary to eliminate the traffic delays on Kohlers Crossing due to the rail siding relocation and corresponding train blockage



Proposed Railroad Overpass Project



Project Background



- On November 15, 2016, City Council approved an agreement with Union Pacific for the preliminary engineering phase for siding relocation
- On December 5, 2017, City Council approved a request to include the rail siding in the Capital Area Metropolitan Planning Organization (CAMPO) 2019-2022 Call for Projects
- On June 5, 2018, CAMPO awarded the City of Kyle \$15M for the siding relocation project
- On December 2, 2025, City Council selected the standard pedestrian railing aesthetics designed by TxDOT to be implemented on the overpass structure
- On November 1, 2022, City of Kyle entered Interlocal Agreement with Hays County for plan development of this project
- Hays County then contracted with HDR Engineering, Inc. (HDR) for preliminary engineering and environmental assessments
- On January 24, 2025, Hays County entered agreement with TxDOT to complete design of overpass
- In March 2025, TxDOT resumed project, and on July 31, 2025, the 30% design plans were submitted
- The final design plans are expected to be completed by August 2026

Partnership



Union Pacific

- Owner of railroad track
- Plan review
- Construction oversight

Hays County

- PER & environmental assessments
- Project management

TxDOT

- PS&E plan development

City of Kyle

- ROW acquisition
- Utility relocation
- Construction costs

Previous Action

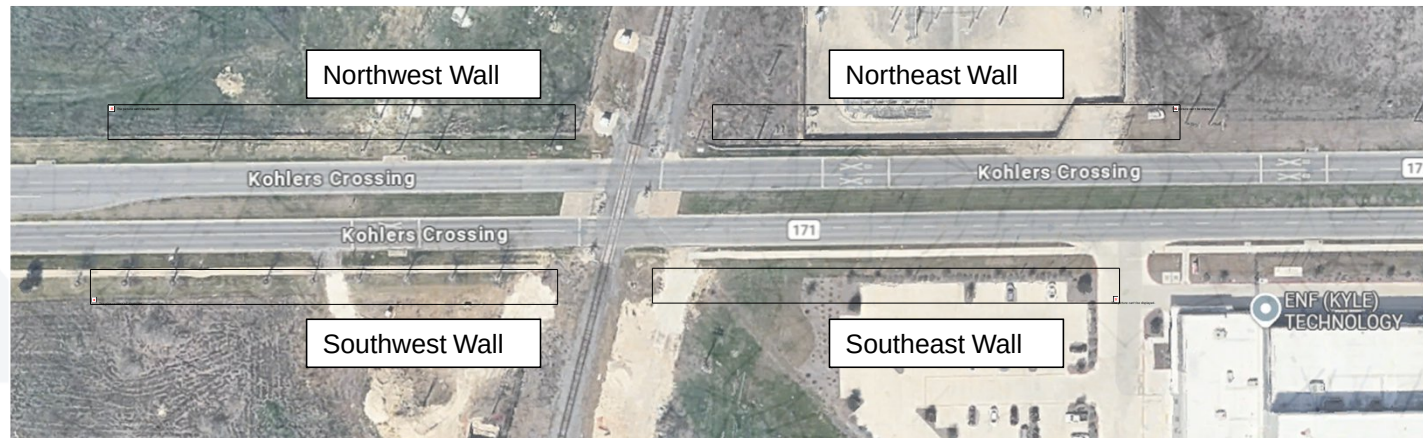


- On December 2, 2025, City Council gave direction to seek aesthetic visual enhancement options for the overpass retaining walls.
- HDR was tasked to include the overpass wall aesthetics in the final design
- HDR provided three (3) design concepts to the City for discussion, selection, and direction
- City staff presented the three (3) design options for the overpass retaining walls aesthetics and requested feedback and recommendations on concepts selection
- On March 18, 2026, the Arts and Culture Board recommended Option 1: Flora Design and Option 3: Vin Fiz Flyer Landing as the two concepts to be incorporated on the retaining walls aesthetics
- Based on this direction, HDR prepared detailed designs for each retaining wall using the selected concepts for City Council feedback
- On June 17, 2026: Arts and Cultural Board recommended to include all visual enhancements in the Kohlers Crossing overpass retaining walls (Option 3)

Proposed Railroad Overpass Beautification Points



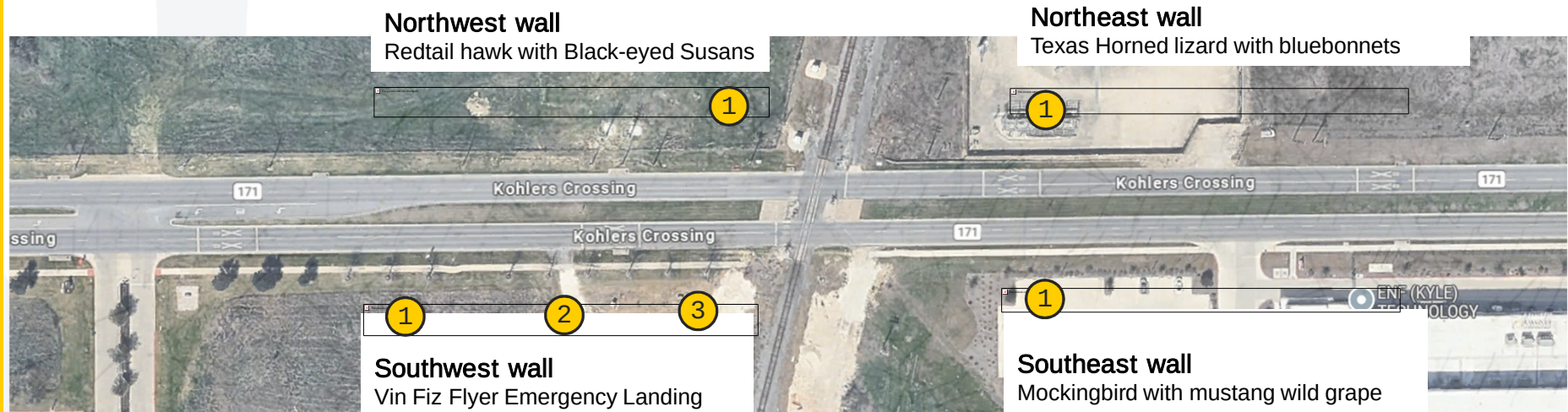
No Visual Enhancements: Option 1



Imagery Cost: \$0

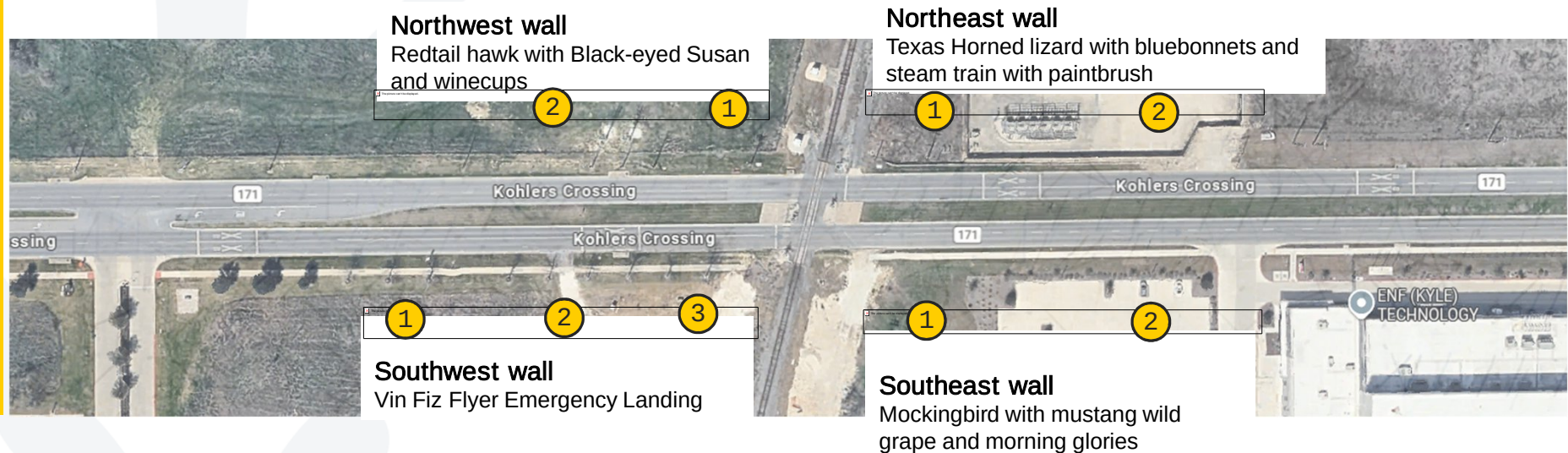
Estimated Total Cost: \$1,500,452.85

Visual Enhancements: Option 2 Installation Locations



Imagery Cost: \$231,000.00
Estimated Total Cost: \$1,731,452.85

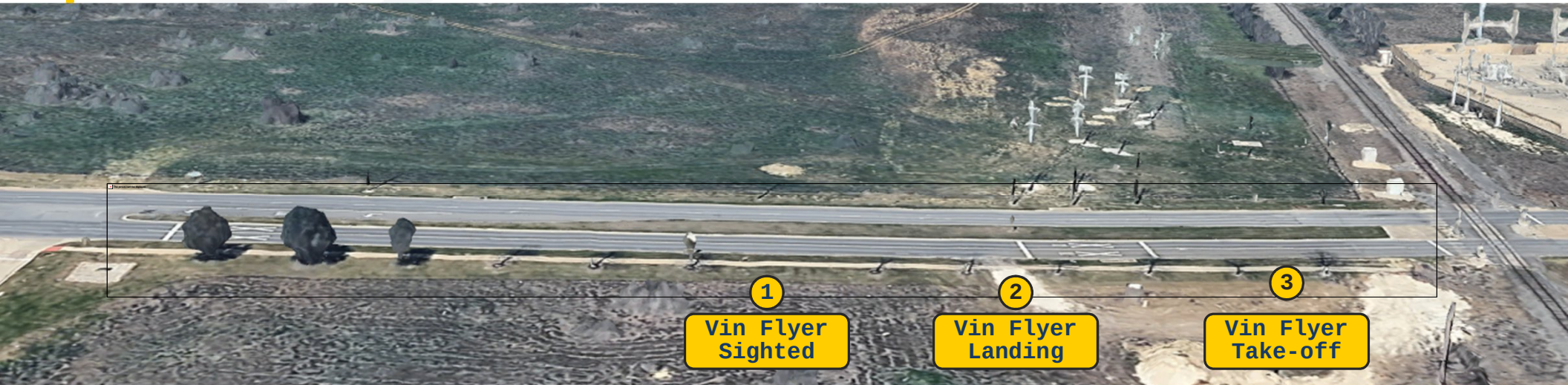
Visual Enhancements: Option 3 Installation Locations



Imagery Cost: \$351,000.00
Estimated Total Cost: \$1,731,452.85

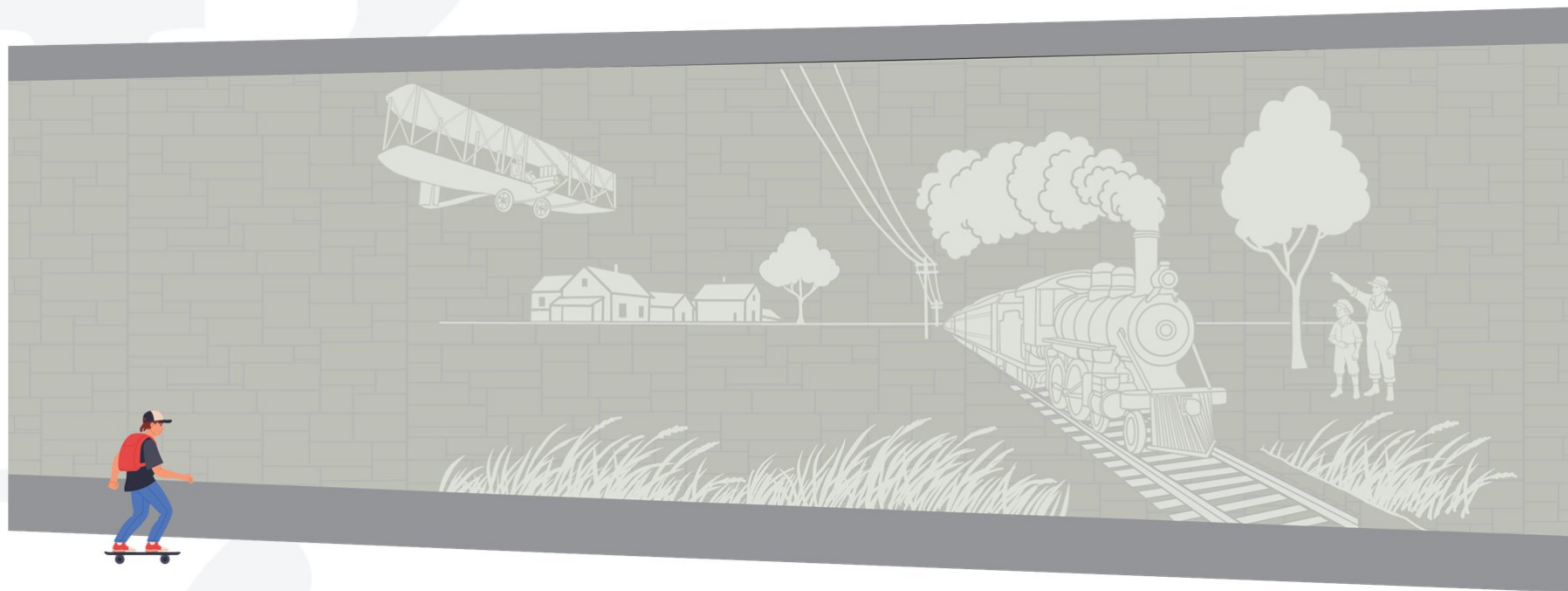
Southwest Wall

Flight of the Vin Flyer



Eastbound →
Looking north

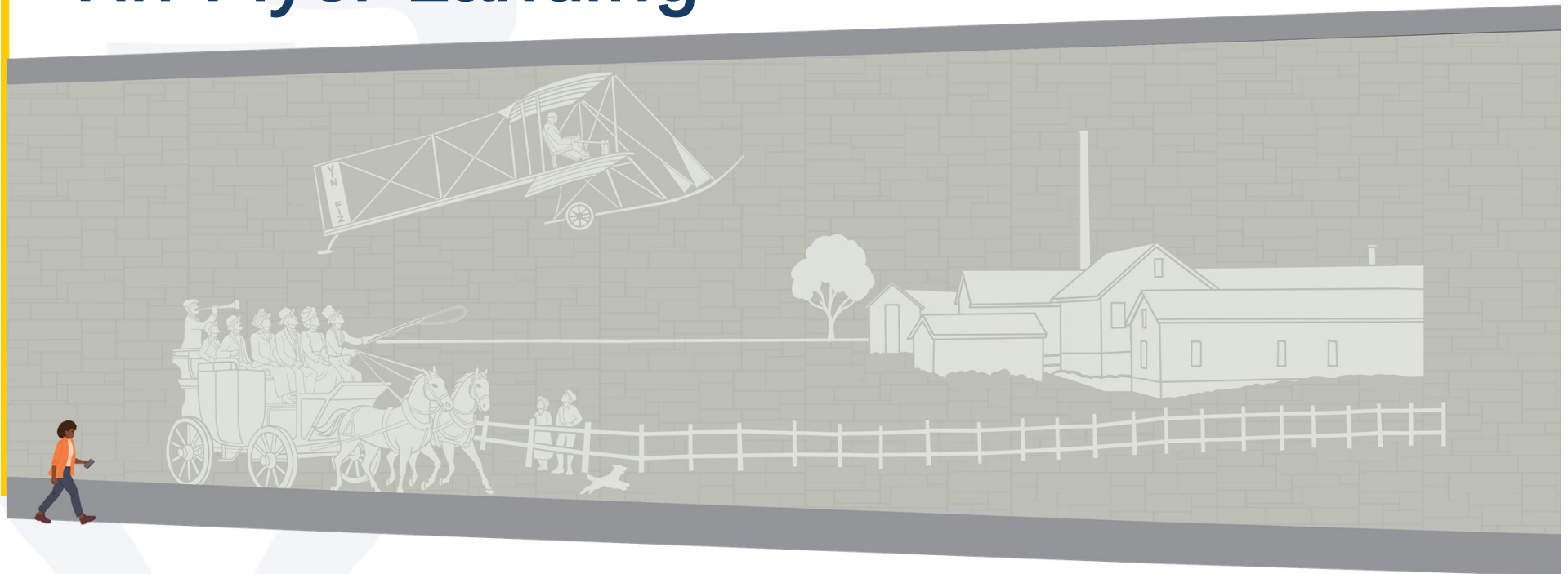
Southwest Wall Vin Flyer Sighted



Installation Length: ~40'

Eastbound →
Looking north

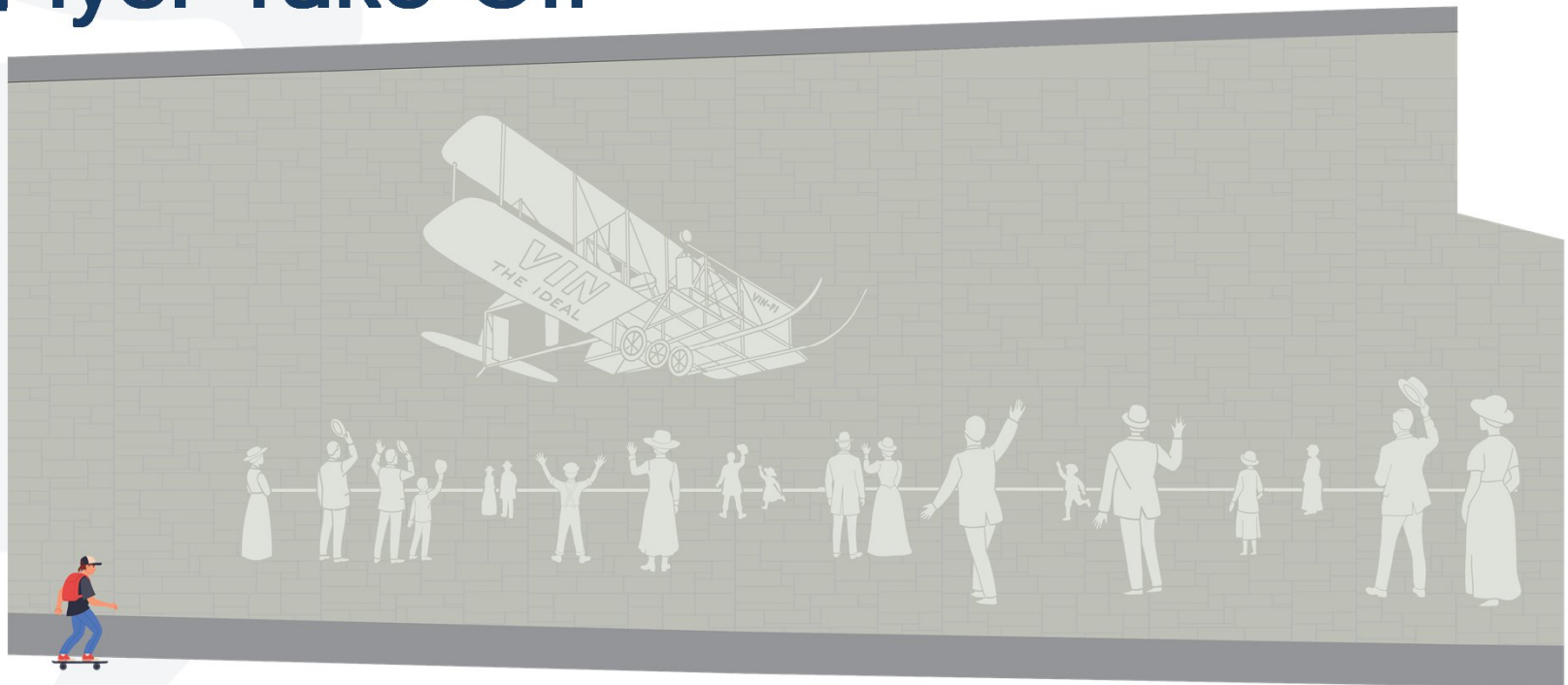
Southwest Wall Vin Flyer Landing



Installation Length: ~60'

Eastbound →
Looking north

Southwest Wall Vin Flyer Take-Off

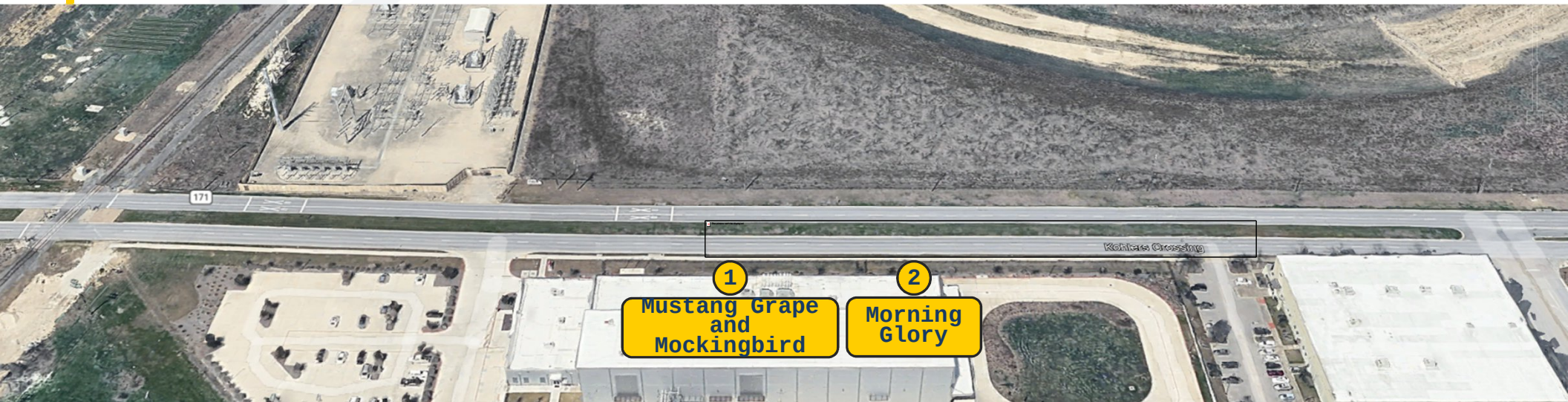


Installation Length: ~65'

Eastbound →
Looking north

Southeast Wall (looking north)

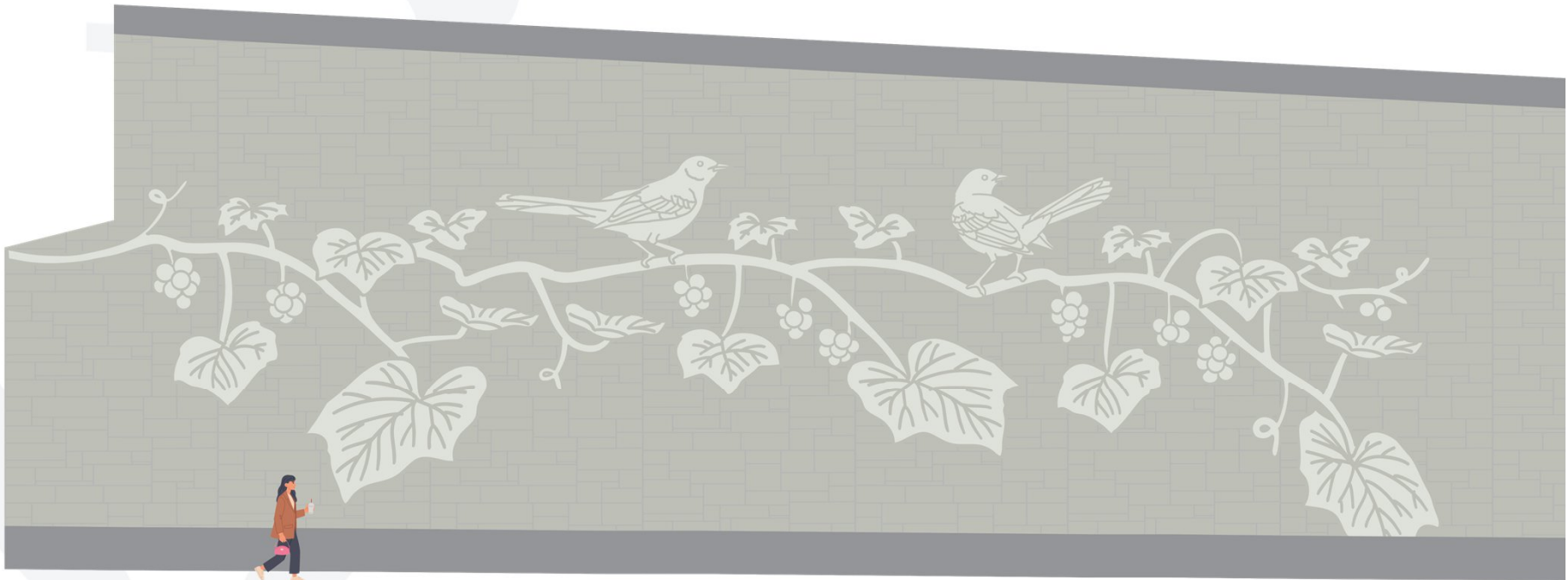
Mockingbird with Mustang Grape and Morning Glory



Eastbound →
Looking north

Southeast Wall

Mustang Grape and Mockingbird



Installation Length: ~65'

Mustang Grape (*Vitis mustangensis*)
Northern Mockingbird (*Mimus polyglottos*)

Eastbound →
Looking north

Southeast Wall Morning Glory



Installation Length: ~90'

Morning Glory (*Ipomoea cordatotriloba*)

Eastbound →
Looking north

Northeast Wall (looking south)

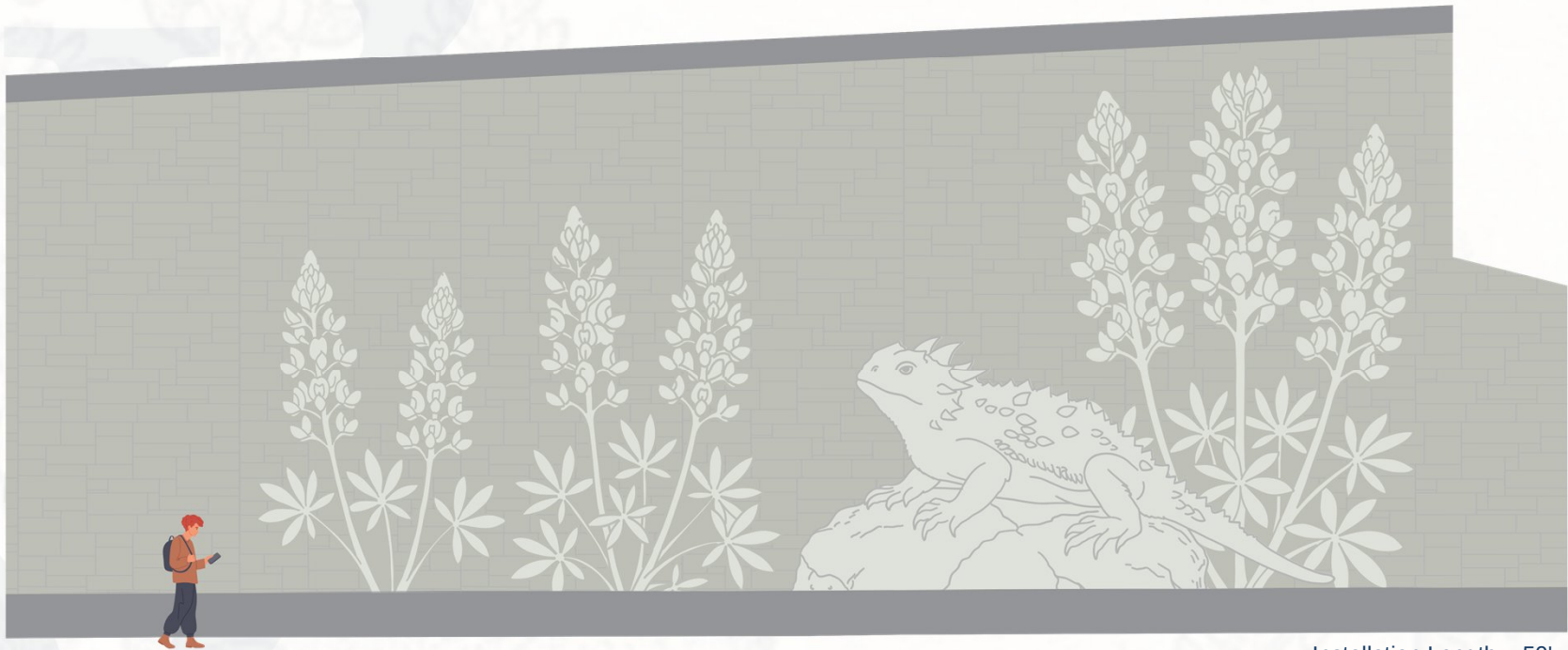
Texas Horned Lizard, Bluebonnets, and Steam Train with Paintbrush



Westbound →
Looking south

Northeast Wall

Texas Horned Lizard and Bluebonnets



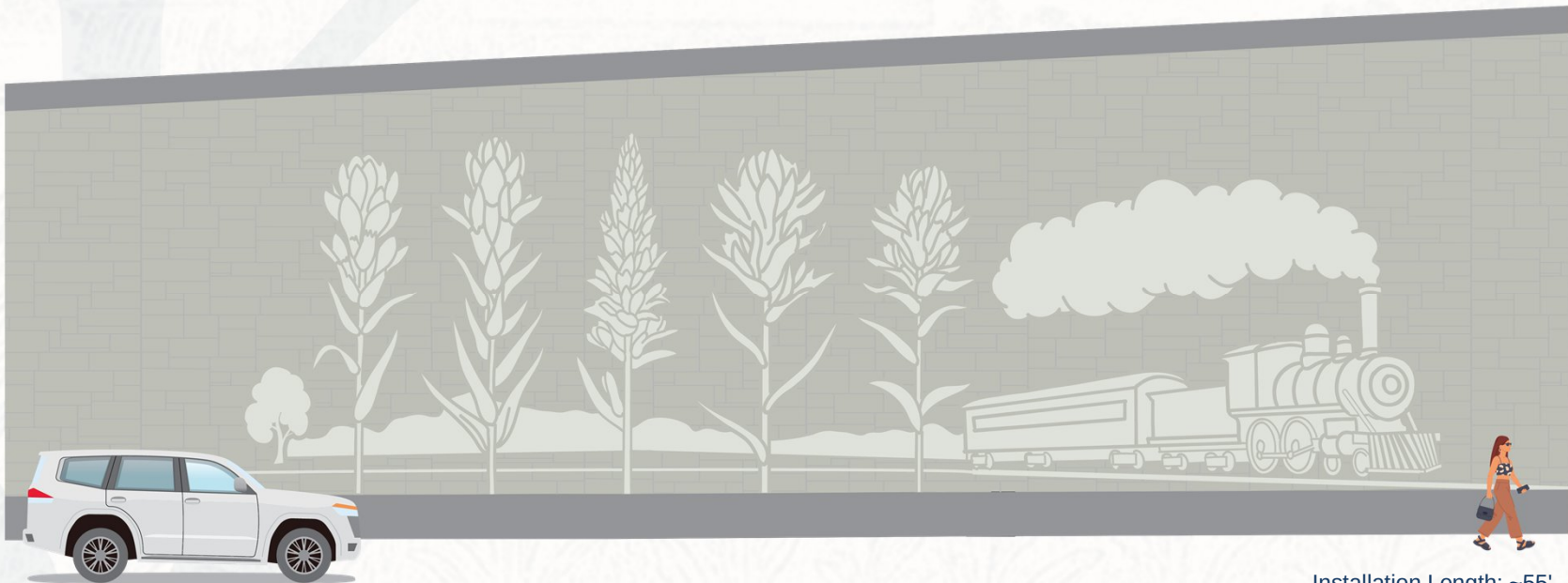
Installation Length: ~50'

Texas bluebonnet (*Lupinus texensis*)
Texas horned lizard (*Phrynosoma cornutum*)

Westbound →
Looking south

Northeast Wall

Steam Train with Paintbrush



Installation Length: ~55'

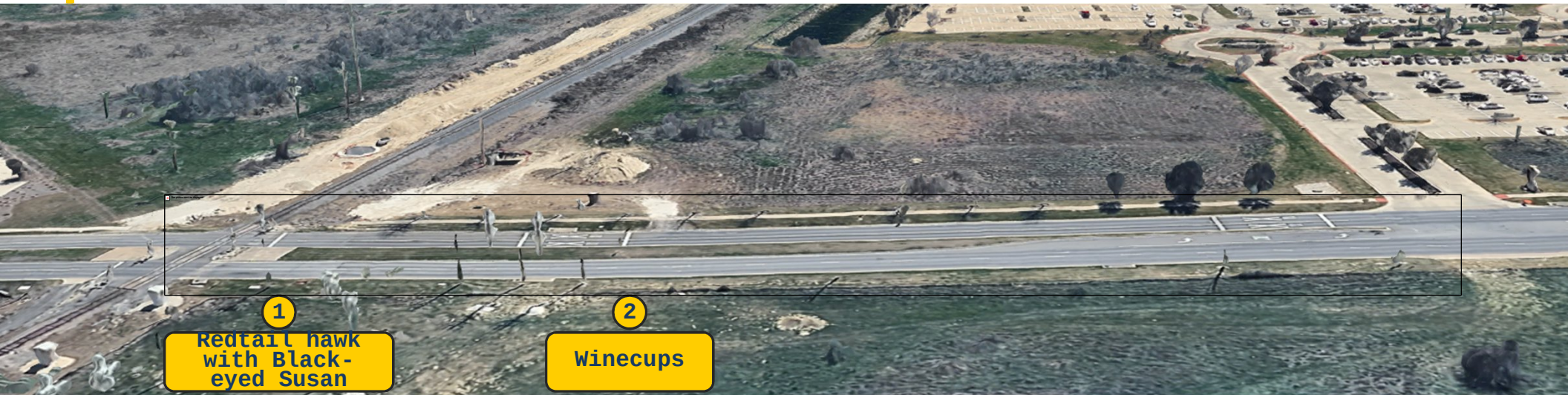
Texas Indian Paintbrush (*Castilleja indivisa*)

Westbound →
Looking south



Northwest Wall (looking south)

Winecups and Redtail Hawk with Black-eyed Susan



Westbound →
Looking south

Northwest Wall

Redtail Hawk and Black-eyed Susan



Installation Length: ~55'

Black-eyed Susan (*Rudbeckia hirta*)
Redtail hawk (*Buteo jamaicensis*)

Westbound →
Looking south

Northwest Wall Texas Winecups



Texas Winecup (*Callirhoe leiocarpa*)

Westbound →
Looking south

Options and Cost Impacts



Option1: No visual enhancements

- ~\$65 per sqft of retaining wall
- 23,083.89 sqft
- **Total Cost: \$1,500,452.85**

Option 2: Reduced Imagery

- All 3 panels of imagery on Southwest wall
- Only 1 panel of imagery on Southeast wall, Northeast wall, and Northwest wall
- **Total Cost: \$1,731,452.85**

Option 3: All Proposed Imagery

- ~\$80 per sqft of retaining wall
- 23,083.89 sqft
- **Arts and Cultural Board Recommendation**
- **Total Cost: \$1,851,452.85**

Cost increase associated with addition of all visual enhancements: **\$231,000.00**
(0.66% of estimated project construction costs)

Cost increase associated with addition of all visual enhancements: **\$351,000.00**
(1.01% of estimated project construction costs)

Funding Process



- This project is currently awaiting a funding decision from the FRA (Federal Railroad Administration) Federal State Partnership Program
- The construction of the Kohlers Crossing Overpass Project is contingent on grant funding decision



Thank you!

Questions?



Council Contact Information

Mayor Yvonne Flores-Cale
Mayor Pro Tem Michael Tobias
Council Member Courtney Goza
Council Member Melisa Medina
Council Member Claudia Zapata
Council Member Dr. Lauralee Harris
Council Member Marc McKinney

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City Council Special Meeting

DEPARTMENT: Transportation & Public Works

FROM: Ravali Kosaraju, PE, AICP, PTOE, PMP, Assistant Director of
Traffic & Transportation Management

MEETING: July 16, 2026

SUBJECT:

Receive a report, hold a discussion, and provide staff feedback regarding Safe Routes to School initiative walk audits summary report.

SUMMARY:

The Safe Routes to School (SRTS) program was developed with the goal to encourage children to use active modes of transportation, such as walking, biking, and rolling, to arrive and leave school campuses while also prioritizing the safety and comfort of the paths taken by these students. This program's efforts seek to promote physical activity, build independence, and add an exciting factor to the daily commute to and from school.

The City of Kyle Transportation and Public Works (TPW) Department identified the SRTS program as an integral step to pedestrian safety. Elementary schools were determined to be the highest priority for the first round of safe routes identification and evaluation since these establishments serve younger students. Discussions between TPW City staff and Hays Consolidated Independent School District (CISD) established walk audits as the most appropriate approach for data collection.

A walk audit is a systematic process for collecting data on environmental conditions that influence walking and bicycling. The goal is to identify and document factors that support or hinder safe and accessible walking and bicycling. The walking route for each elementary school evaluated in this process was provided to the City of Kyle by Hays CISD. Each walk audit worksheet package included a map of the walking route, a general information section where individuals identified posted speed limits, number of lanes, traffic flow, median/pedestrian island conditions, and general sidewalk needs. Additionally, a questionnaire with a series of yes/no questions was provided for participants to evaluate the street conditions as well as the existence and conditions of sidewalks, pedestrian crossings, signals, etc. Finally, space for individual comments and observations was also provided.

The schools for which walk audits were performed are Fuentes Elementary School (ES), Science Hall ES, Rosalio Tobias ES, Laura B. Negley ES, Hemphill ES, Kyle ES, and Lamont Ramage ES. The walk audits were initiated in November 2025 and continued on a bi-weekly basis until March 2026, evaluating one school's walking route per occurrence. The walk audit participants represented TPW, Kyle Police Department (KPD), and Hays CISD.

The items listed for evaluation during each walk audit were organized by City staff into an Issue Category Matrix, which tracked the frequency and location of issue occurrences, to categorize each issue as either general or school specific. The general issues are those observed in at least four (4) schools out of the seven schools audited while the specific issues are those observed at three (3) schools or less.

The general issues observed throughout the walk audits performed are listed below:

- Sidewalks are not sufficiently wide
- No tactile ground surface indicators (i.e. detectable warning surface indicators) present to aid vision-impaired pedestrians
- No shade available along the walking routes
- No crosswalks present
- No streetlights present or not sufficient streetlights present
- Crosswalks in place are not visible or not properly marked
- No dedicated bicycle lanes
- No pedestrian crossing treatments, signage, or signals
- No audible prompts to aid vision-impaired pedestrians

The Issue Category Matrix was created by City staff to track the frequency and location of each issue observed during the walk audits is shown below. The matrix organizes the issues observed by component, listing the issues pertaining to sidewalks, streets, and pedestrian crossing treatments.

SAFE ROUTES TO SCHOOL WALK AUDITS ISSUE CATEGORY MATRIX					
COMPONENT	ISSUE	SPECIFIC		GENERAL	
			SCHOOL(S)		SCHOOLS
SIDEWALK	No protection from street	X	Science Hall Tobias		
	Surface material not smooth/consistent	X	Tobias		
	Cracks/raised sections; overall bad condition	X	Tobias Negley Kyle		
	Obstacles present	X	Negley Kyle		
	Driveway interruptions	X	Science Hall Negley Kyle		
	Missing segments/abrupt endings or breaks	X	Science Hall Kyle ES		
	Less than 5 feet wide			X	Science Hall Tobias Negley Kyle
	No tactile ground surface for vision-impaired pedestrians			X	Science Hall Negley Hemphill/Simon Kyle
	No curb cut ramps where interrupted by street	X	Science Hall Hemphill/Simon Kyle		
	No shade			X	Fuentes Science Hall Tobias Hemphill/Simon Kyle Ramage

SAFE ROUTES TO SCHOOL WALK AUDITS
ISSUE CATEGORY MATRIX

COMPONENT	ISSUE	SPECIFIC		GENERAL	
			SCHOOL(S)		SCHOOLS
STREET	No traffic signals/stop signs at intersections/crossings	X	Hemphill/Simon Ramage		
	Traffic signals/stop signs are not visible for drivers/pedestrians	X	Hemphill/Simon Ramage		
	No crosswalks			X	Negley Hemphill/Simon Kyle Ramage
	Too few or no streetlights present			X	Science Hall Tobias Negley Kyle
	Crosswalks are not well-marked/visible			X	Science Hall Negley Hemphill/Simon Kyle Ramage
	No pedestrian signage			X	Science Hall Tobias Negley Hemphill/Simon Kyle Ramage
	No dedicated bicycle lane			X	All schools
	No pedestrian cross signals			X	Fuentes Science Hall Negley Hemphill/Simon Kyle Ramage
	Road is too wide to cross comfortably	X	Science Hall Hemphill/Simon Ramage		

SAFE ROUTES TO SCHOOL WALK AUDITS

ISSUE CATEGORY MATRIX					
COMPONENT	ISSUE	SPECIFIC		GENERAL	
			SCHOOL(S)		SCHOOLS
PEDESTRIAN CROSSING SIGNALS	Signals not working properly	X	Fuentes Negley		
	No push-to-walk mechanism	X	Fuentes Negley Kyle		
	No audible prompts for vision-impaired pedestrians			X	Fuentes Science Hall Tobias Negley Kyle
	Not enough time to cross provided	X	Kyle		
	Signal not placed at appropriate location	X	Science Hall		
	No suitable opportunities to cross provided	X	Science Hall Tobias Kyle		

Each of the issues shown on the matrix above was also assigned to an issue type, represented by a specific color. The issue types, along with their corresponding colors, are shown in the color legend below:

Color Legend	
Color	Issue Type
Pink	Sidewalk Conditions
Red	ADA Compliance
Blue	Path Continuity
Green	Shading
Yellow	Traffic Signals
Purple	Pedestrian Crossing Conditions
Brown	Bicycle Lanes
Orange	Streetlights
Black	Pedestrian Crossing Locations

Additionally, City staff developed a Funding Priority Matrix, where each item's priority level was ranked based on projected funding availability and feasibility timelines for design, construction, and stakeholder coordination. This matrix also shows the estimated design and construction costs required to address each of the issues observed. These estimated construction costs are based on historical cost data from Fiscal Year 2024 and Fiscal Year 2025 observed when performing similar tasks using the TPW in-house staff. Construction costs, if outsourced, may become higher. The estimated design costs are assumed to be 15% of the estimated construction costs; this assumption was made for budgeting purposes. For any identified issues that require additional studies (traffic, feasibility, preliminary assessment), a \$25,000.00 average cost has been assumed based on previously awarded contracts of similar scope. The total estimated cost to address each of the issues observed along the walking routes is approximately \$4.2 million.

The Funding Priority Matrix developed by City staff organizes the issues observed by component, listing the issues pertaining to sidewalks, streets, and pedestrian crossing treatments. This matrix is shown below:

SAFE ROUTES TO SCHOOL WALK AUDITS PRIORITY MATRIX											
COMPONENT	ISSUE	CONSTRUCTION COST	DESIGN COST	TOTAL COST	OCCURANCE				PRIORITIZATION		
					SPECIFIC		GENERAL				
					SCHOOL(S)		SCHOOLS				
SIDEWALK	No separation from street	\$353,000.00	\$52,950.00	\$405,950.00	X	Science Hall ES Tobias ES					3
	Surface material not smooth/consistent	\$176,500.00	\$26,475.00	\$202,975.00	X	Tobias ES					2
	Cracks and/or raised sections; overall bad condition	\$529,500.00	\$79,425.00	\$608,925.00	X	Tobias ES Negley ES Kyle ES					2
	Obstacles present (utilities, trees, etc.)		\$0.00	\$0.00	X	Negley ES Kyle ES					3
	Driveway interruptions	\$24,000.00	\$3,600.00	\$27,600.00	X	Science Hall ES Negley ES Kyle ES					2
	Missing segments and/or abrupt endings/breaks	\$706,000.00	\$105,900.00	\$811,900.00	X	Science Hall ES Kyle ES					3
	Less than 5-ft wide; cannot accomodate 2 people walking comfortably	\$706,000.00	\$105,900.00	\$811,900.00			X	Science Hall ES Tobias ES Negley ES Kyle ES			3
	No tactile ground surface indicators for vision-impaired pedestrians	\$64,000.00	\$9,600.00	\$73,600.00			X	Science Hall ES Negley ES Hemphill ES - Simon MS Kyle ES			2
	No curb cut ramps when interrupted by street	\$96,000.00	\$14,400.00	\$110,400.00	X	Science Hall ES Hemphill ES - Simon MS Kyle ES					2
	No shade from canopies/trees/awnings	-	\$25,000.00	\$25,000.00		-	X	Fuentes ES Science Hall ES Tobias ES Hemphill ES - Simon MS Kyle ES Ramage ES			3

Prioritization Legend	
Index	Resolution Timeline
1	0-1 year
2	1-3 years
3	3+ years

SAFE ROUTES TO SCHOOL WALK AUDITS PRIORITY MATRIX											
COMPONENT	ISSUE	CONSTRUCTION COST	DESIGN COST	TOTAL COST	OCCURANCE				PRIORITIZATION		
					SPECIFIC		GENERAL				
SCHOOL(S)		SCHOOLS									
STREET	No traffic signals at intersections and crossings	-	\$25,000.00	\$25,000.00	X	Hemphill ES - Simon MS Ramage ES					3
	No stop signs at intersections and crossings	-	\$25,000.00	\$25,000.00	X	Hemphill ES - Simon MS Ramage ES				2	
	Traffic signals and/or stop signs are not visible for drivers and pedestrians	-	\$25,000.00	\$25,000.00	X	Hemphill ES - Simon MS Ramage ES				2	
	No crosswalks	\$40,000.00	\$6,000.00	\$46,000.00			X	Negley ES Hemphill ES - Simon MS Kyle ES Ramage ES	1		
	Too few or no street lights present	-	\$25,000.00	\$25,000.00			X	Science Hall ES Tobias ES Negley ES Kyle ES			3
	Crosswalks are not well-marked/visible	\$50,000.00	\$7,500.00	\$57,500.00			X	Science Hall ES Negley ES Hemphill ES - Simon MS Kyle ES Ramage ES	1		
	No pedestrian signage	\$6,000.00	\$900.00	\$6,900.00			X	Science Hall ES Tobias ES Negley ES Hemphill ES - Simon MS Kyle ES Ramage ES	1		
	No dedicated bicycle lane	-	\$25,000.00	\$25,000.00			X	All schools			3
	No pedestrian crossing signal (RRFBs, PHBs, etc)	-	\$25,000.00	\$25,000.00			X	Fuentes ES Science Hall ES Negley ES Hemphill ES - Simon MS Kyle ES Ramage ES	1		
	Road is too wide to cross easily/comfortably	-	\$25,000.00	\$25,000.00	X	Science Hall ES Hemphill ES - Simon MS Ramage ES					3

Prioritization Legend	
Index	Resolution Timeline
1	0-1 year
2	1-3 years
3	3+ years

SAFE ROUTES TO SCHOOL WALK AUDITS PRIORITY MATRIX											
COMPONENT	ISSUE	CONSTRUCTION COST	DESIGN COST	TOTAL COST	OCCURANCE				PRIORITIZATION		
					SPECIFIC		GENERAL				
					SCHOOL(S)		SCHOOLS				
PEDESTRIAN CROSSING SIGNALS	Signals are not working properly	-	-	-	X	Fuentes ES Negley			1		
	No push-to-walk mechanism	\$240,000.00	\$36,000.00	\$276,000.00	X	Fuentes ES Negley Kyle ES				2	
	No audible prompts for vision-impaired pedestrians	\$400,000.00	\$60,000.00	\$460,000.00			X	Fuentes ES Science Hall ES Tobias ES Negley Kyle ES		2	
	Not enough time to cross provided	-	-	-	X	Kyle ES			1		
	Not placed at appropriate locations	\$30,000.00	\$4,500.00	\$34,500.00	X	Science Hall ES			1		
	No suitable opportunities to cross provided	-	-	-	X	Science Hall ES Tobias ES Kyle ES			1		

Prioritization Legend	
Index	Resolution Timeline
1	0-1 year
2	1-3 years
3	3+ years

Once the issues observed were categorized as general or specific and color-coded into an issue type, City staff utilized this information to accurately outline the conditions of each walking route as shown on the example below.



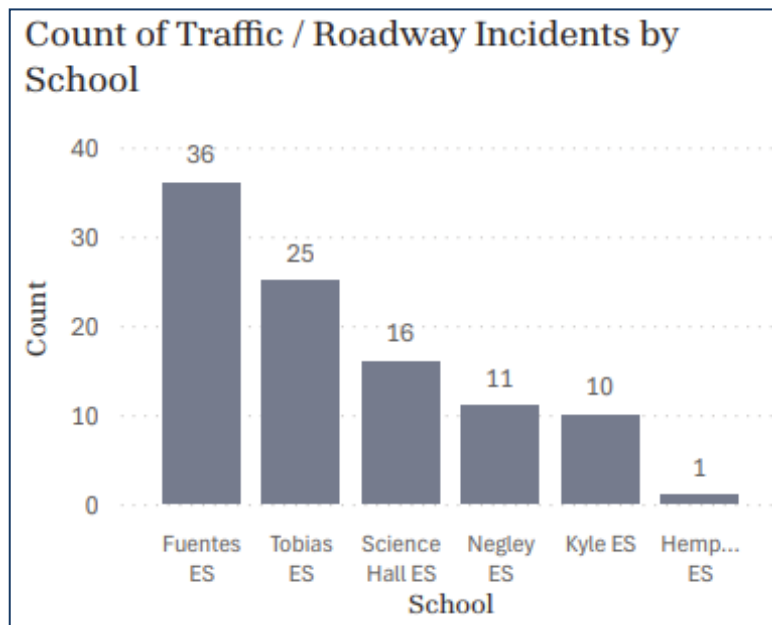
Figure 1: Negley ES Walking Route

The Kyle Police Department conducted an analysis of Calls for Service (CFS) related to elementary schools during the 2023–2024 academic year. The analysis included incidents that occurred within a 0.25-mile radius of any elementary school between August 15, 2023, and May 23, 2024. Data was limited to weekdays during peak school arrival and dismissal periods: 6:45 AM–7:45 AM and 2:15 PM–3:25 PM.

During the 2023–2024 school year, a total of 245 incidents were reported across seven elementary schools. These incidents were grouped into four categories:

- 1) Accidents: all accident-related calls, including hit-and-run incidents, were grouped together.
- 2) Patrol/Premise Check: these checks are typically initiated following citizen complaints submitted through the non-emergency line, 311 requests or email. This metric provides a rough estimate of complaint frequency at each school.
- 3) Reckless Driving: Calls reporting unsafe driving behaviors such as speeding, failure to maintain lane, or other hazardous actions.
- 4) Traffic/Roadway Incidents: Primary citizen complaints regarding parking or roadway concerns, reported through the non-emergency line.

Of the 245 total incidents reported, 99 were identified as traffic/roadway incidents. The table below provides a breakdown of traffic/roadway incidents reported at each school. Ramage Elementary School opened for the 2025–2026 school year; therefore, no data were available for inclusion in this analysis.



Traffic and Roadway Incidents compared to Total Incidents observed per school (%)	
Fuentes ES	55%
Tobias ES	45%
Science Hall ES	48%
Negley ES	52%
Kyle ES	29%
Hemphill ES	3%
Ramage ES	No data available; school first opened for 2025-2026 academic year

The next steps for the Safe Routes to School program include establishing a solutions implementation plan, incorporating necessary projects into the Fiscal Year 2027 budget, and performing walk audits for the middle school and high school campuses in Kyle.

OPTIONS: N/A

RECOMMENDATION: N/A

PRIOR ACTION/INPUT (Council, Boards, Citizens): N/A

FISCAL IMPACT:

1. City Department:	Transportation & Public Works	
2. Project Name:	Safe Routes to School Initiative	
3. Budget/Accounting Code(s):		
4. Funding Type:		
5. Funding Source:		
6. Current Appropriation:	\$	-
7. Unencumbered Available Balance:	\$	-
8. Amount of This Action:	\$	-
9. Unencumbered Balance Remaining:	\$	-
10. Special Note/Comment:	This item is to receive a report, hold a discussion, and provide staff feedback regarding Safe Routes to School initiative walk audits summary report. There is no fiscal impact at this time; however, there may be a fiscal impact in the future.	
11. Prepared & Verified By:	Angel Avila, Budget Analyst	7/8/2026
12. Reviewed & Approved By:	Dillon Saunderson, Budget Manager	7/8/2026

STAFF CONTACT:

Name: Ravali Kosaraju, PE, AICP, PTOE, PMP

Title: Assistant Director of Traffic & Transportation Management

Email: rkosaraju@cityofkyle.com

Phone: 737-292-6146

Safe Routes to School

Transportation & Public Works



Overview

1. SRTS Introduction
2. Data Collection: Walk Audits
3. Data Collection: Timeline and Locations
4. Walk Audits: Content and Routes
5. Walk Audits: Participants
6. Issue Category Matrix
7. Summary of General Findings
8. Project Funding Priority
9. Walk Audit Visual Analysis
10. Site Photos
11. Count of Traffic & Roadway Incidents per School
12. Next Steps



Safe Routes to School: Introduction

The goal of the Safe Routes to School (SRTS) program is to encourage children to use active modes of transportation, such as walking, biking, and rolling, to arrive and leave school campuses while also prioritizing the safety and comfort of the paths taken by these students. This program's efforts seek to promote physical activity, build independence, and add an exciting factor to the daily commute to and from school.

"We all want to live in thriving, connected communities. Thriving communities have safe places for walking and biking, starting with the trip to school. By starting with children and the trip to school, communities become safer places for everyone to walk and bike."

- National Center for Safe Routes to School

Data Collection: Walk Audits

The City of Kyle Transportation & Public Works (TPW) Department identified Safe Routes to School as an integral step to pedestrian safety

Elementary schools were determined to be the highest priority in the first round of safe routes identification and evaluation since these establishments serve younger students

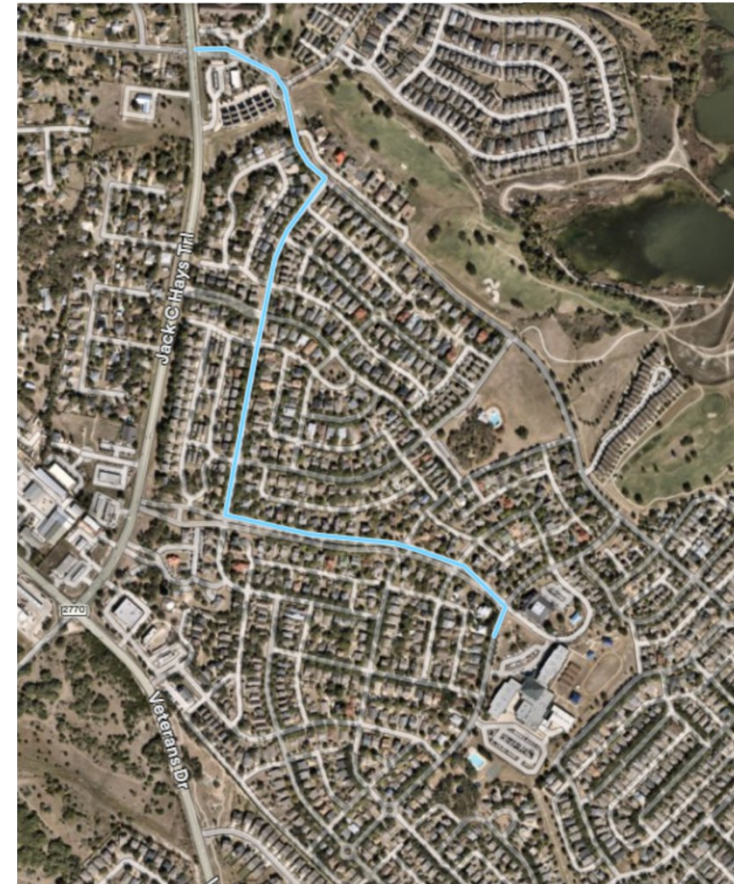
Discussion between TPW staff and Hays CISD established walk audits as the most appropriate approach for data collection

Walk audits were conducted from November 2025 to March 2026

Walk Audits: Content and Routes



- **Walk Audit:** A process of collecting data on environmental conditions that influence walking and bicycling. The goal is to identify and document factors that support or hinder safe and accessible walking and bicycling.
- The walking route for each elementary school was provided by Hays CISD
- Each walk audit worksheet package included:
 - Map of the walking route
 - General information area to identify posted speed limit, number of lanes, traffic flow, median/pedestrian islands, and general sidewalk needs
 - Questionnaire asking participants to evaluate:
 - Conditions of streets
 - Existence and conditions of sidewalks, pedestrian crossings, signals, etc
 - Space for individual comments and/or observations



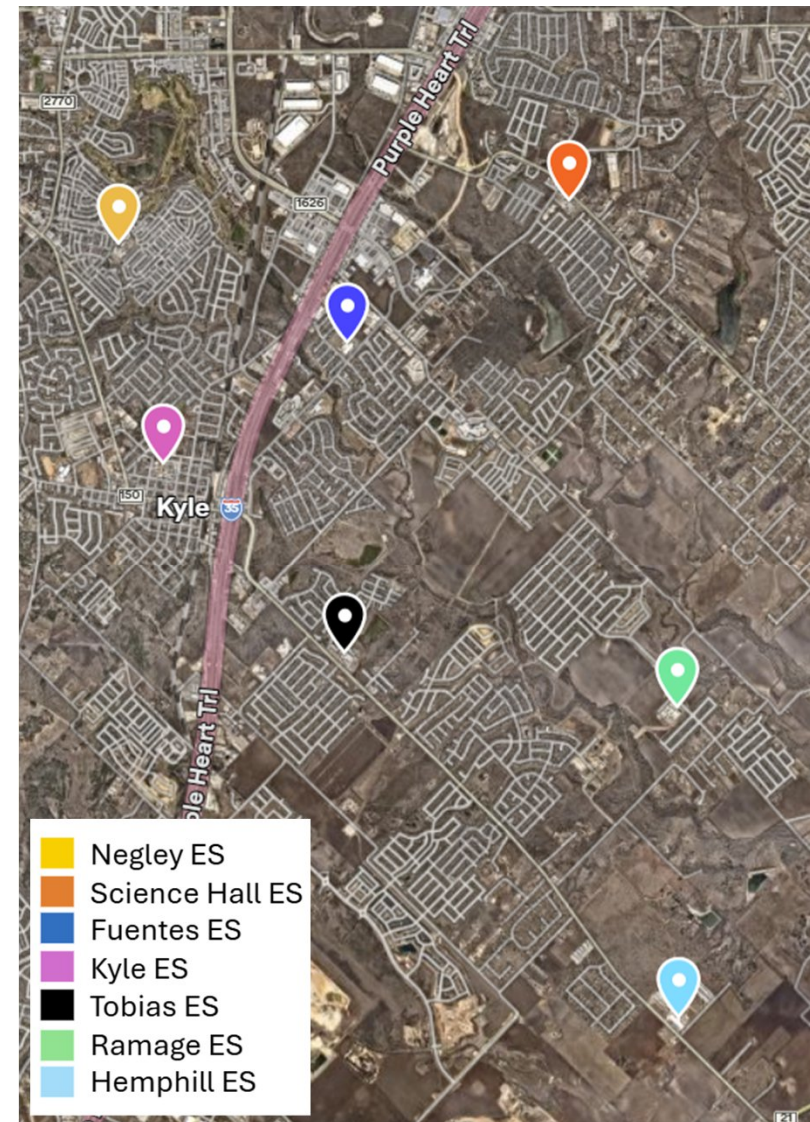
Data Collection: Timeline & Locations

Locations

- Fuentes ES
- Science Hall ES
- Rosalio Tobias ES
- Laura B. Negley ES
- Hemphill ES
- Kyle ES
- Lamont Ramage ES

Timeline

- November 2025 - March 2026
- One school route evaluated on a biweekly basis



Walk Audits: Participants



Transportation &
Public Works
(TPW)
Department



Kyle Police
Department
(KPD)



Hays
Consolidated
Independent
School District
(HCISD)

Issue Category Matrix

- The Issue Category Matrix was created to track the frequency and location of issues for items listed for evaluation during the walk audit
- Each issue was categorized as either general or school specific
 - **General Issues:** Observed in at least four out of the seven schools
 - **Specific Issues:** Observed at three schools or less
- Each issue shown on the Matrix was assigned to an Issue Type that is represented by a specific color.

Color Legend:	
Color	Issue
Pink	Sidewalk Conditions
Red	ADA Compliance
Blue	Path Continuity
Green	Shading
Yellow	Traffic Treatments
Purple	Pedestrian Crossing Conditions
Brown	Bicycle Lanes
Orange	Street Lights

Summary of General Findings

The summary of general issues observed across the elementary schools based on the Issue Category Matrix and color legend are as follows:

Sidewalk Conditions

- Sidewalks are less than 5 ft wide

ADA Compliance

- No tactile ground surface indicators (i.e. detectable warning surface indicators) present to aid vision-impaired pedestrians
- No audible prompts to aid vision-impaired pedestrians

Shading

- No shade available along the walking routes

Pedestrian Crossing Conditions

- No crosswalks present
- Crosswalks present are not visible or not properly marked
- No pedestrian signage present
- No pedestrian crossing treatments or signals

Bicycle Lanes

- No dedicated bicycle lanes

Street Lights

- No streetlights present or streetlights not sufficient

Funding Priority Matrix

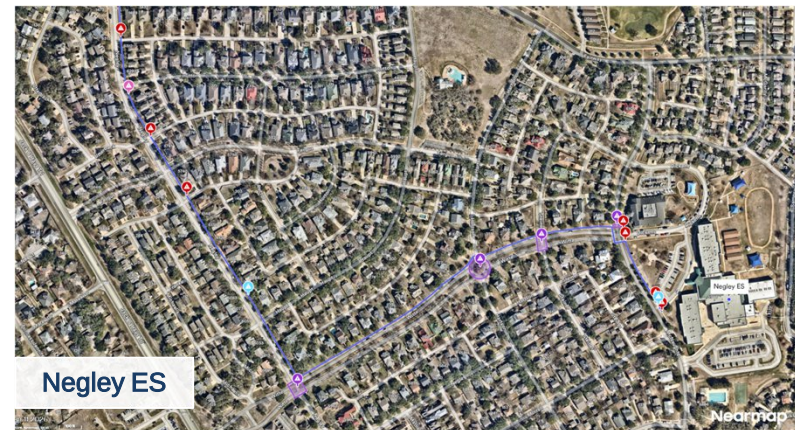
- The Funding Priority Matrix will serve as a decision-making tool for City staff to evaluate projects.
- Each item was assigned either a 1, 2, or 3 priority index based on projected funding availability and feasibility timelines for design, construction, and stakeholder coordination.
- Estimated construction costs are based on historical cost data from Fiscal Years 2024 and 2025 for similar tasks performed by TPW in-house staff. Construction costs may be higher if work is outsourced.
- Estimated design costs are assumed to be 15% of the estimated construction costs
- For any identified issues that require additional studies (traffic, feasibility, preliminary assessment, etc.) a \$25,000.00 average cost was assumed based on previously awarded contracts of similar scope.

Prioritization Index	Resolution Timeline	Estimated Total Cost
1	0-1 Year	\$169,000
2	1-3 Years	\$1,809,500
3	3+ Years	\$2,154,750

Walk Audit Route: Visual Analysis



The Issue Category Matrix was also used to develop a color-coded symbol legend that identifies the types of issues observed along each walking route



Walk Audit Photos

1. Kyle ES

No sidewalk on Blanco St from Veterans Drive to N Wallace St; no ADA ramp present



2. Negley ES

Tree roots adjacent to the sidewalk have caused the panels to displace, creating an uneven surface



3. Kyle ES

Sidewalk along Blanco St between N Wallace and N Meyer is experiencing severe cracking



4. Ramage ES

Intersection on Gristmill Rd lacks crosswalk markings or signage to alert drivers of the presence of pedestrians



Walk Audit Photos Cont.



KPD Safe Routes Analysis: Count of Incidents per School

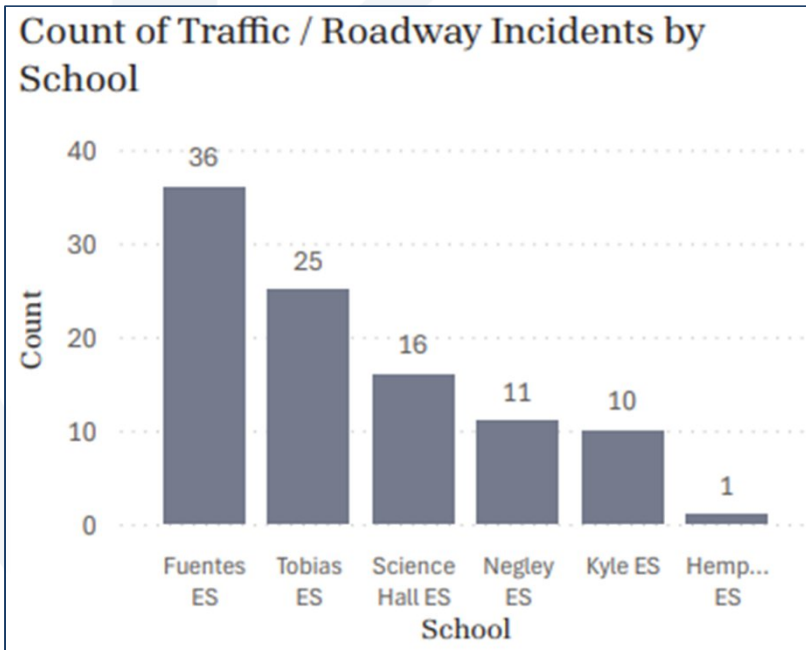


- Kyle Police Department (KPD) conducted an analysis on the Calls for Service (CFS) received in relation to schools for the academic year 2023-2024
- The analysis considered data collected from incidents that occurred within a 0.25-mile radius from any elementary school from August 15, 2023 to May 23, 2024 on weekdays from 6:45AM to 7:45AM and from 2:15PM to 3:45PM
- Traffic and Roadway incidents, one of the incident types considered in KPD's analysis, refers to citizen complaints reported through the non-emergency number about parking or roadway concerns

KPD Safe Routes Analysis: Count of Incidents per School



Calls for Service related to traffic and roadway concerns observed around elementary schools in the City of Kyle in the 2023-2024 school year are summarized as follows:



Traffic and Roadway Incidents compared to Total Incidents observed per school (%)	
Fuentes ES	55%
Tobias ES	45%
Science Hall ES	48%
Negley ES	52%
Kyle ES	29%
Hemphill ES	3%
Ramage ES	No data available; school first opened for 2025-2026 school year

Next Steps



Establish solutions implementation plan



Incorporate projects into FY 27-31 Budget



Perform walk audits for Middle & High Schools

Thank you!

Questions?





WALK AUDIT SUMMARY REPORT

SAFE ROUTES TO SCHOOL

City of Kyle Transportation & Public Works

Acknowledgements

This report was made possible through the collaborative efforts of multiple agencies that participated in walk audits at various elementary schools. We sincerely thank each participating agency and each individual for their time, expertise, and perspectives throughout the walk audit process. The shared commitment and collaboration of all partners were essential in shaping the observations and findings presented in this report, and in advancing efforts to improve safety, accessibility, and walkability for students and the surrounding community.

Participating Agencies & Contributors

Hays Consolidated Independent School District:

- Cassandra Behr
- Andrew Tilton
- Brittany Hector
- Max Cleaver

Kyle Police Department:

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- Sergeant Tracy Vrana
- Assistant Chief of Police Pedro Hernandez

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- Ravali Kosaraju
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Safe Routes to School

Program Background Information

The goal of the Safe Routes to School (SRTS) program is to encourage children to use active modes of transportation, such as walking, biking, and rolling, to arrive and leave school campuses while also prioritizing the safety and comfort of the paths taken by these students. This program's efforts seek to promote physical activity, build independence, and add an exciting factor to the daily commute to and from school.

According to the Safe Routes Partnership, less than 15 percent of students in the United States walk or bike to school. Additionally, as much as 14 percent of morning traffic is composed of parents and guardians commuting to and from their children's schools. Since 2005, when Congress initially approved program funding, more than 14,000 schools across all 50 states have benefited from the Safe Routes to School program.

"We all want to live in thriving, connected communities.

Thriving communities have safe places for walking and biking, starting with the trip to school. By starting with children and the trip to school, communities become safer places for everyone to walk and bike." (saferoutesinfo.org)

Hays CISD

Transportation Department Services

Hays Consolidated Independent School District (CISD) offers bus service to students who live more than two miles from their school. Generally, those who live within two miles are considered part of the “walk zone” and are not eligible for transportation. However, an exception is made for students within this two-mile range if their route to school is deemed deficient.

Each year, the district Board of Trustees identifies which routes qualify as deficient based on criteria established by State Law (Texas Education Code, Sec. 42.155). According to the law, deficient conditions may include situations where no sidewalk is available and students must walk along or cross areas such as freeways, expressways, underpasses, overpasses, bridges, busy traffic arteries without controls, industrial or commercial zones, or similar concerns.

As the district continues to grow, the list of deficient routes is updated. New residential developments can lead to the creation of additional bus routes, and improvements to sidewalks and pedestrian pathways may remove previously identified issues to allow more students to safely walk to school.

School districts receive state funding, known as transportation allotments, to operate bus services. The primary portion of this funding covers students living more than two miles from school. Additionally, the state provides up to 10 percent of that allotment to support transportation for students who live within two miles of their school and face deficient walking conditions. If a route no longer meets the criteria for being deficient, it becomes ineligible for this additional funding.

Walk Audit

Walk Audit Introduction

In November 2025, the City of Kyle Transportation and Public Works (TPW) Department identified the Safe Routes to School program as an integral part of pedestrian safety. Elementary schools were determined to be the highest priority for the first round of safe routes identification and evaluation since these establishments serve younger students. Discussion between TPW and Hays CISD established walk audits as the most appropriate approach for data collection.

The walking route for each elementary school was identified by Hays CISD and provided to the City of Kyle staff. The walk audit worksheet package provided to each individual included a map of the walking route and an area to identify the posted speed limits, the number of lanes, traffic flow, median/pedestrian islands, and general sidewalk needs. Additionally, it included a questionnaire asking participants a series of yes-or-no questions to evaluate the conditions of streets as well as the existence and conditions of sidewalks, pedestrian crossings, signals, etc. Finally, space for individuals to leave comments and observations was also provided.

The walk audits were performed on the walking routes to and from several elementary schools throughout the City of Kyle. The schools audited are as follows:

- Fuentes Elementary School
- Science Hall Elementary School
- Rosalio Tobias Elementary School
- Laura B. Negley Elementary School
- Hemphill Elementary School (incl. Simon Middle School due to proximity)
- Kyle Elementary School
- Lamont Ramage Elementary School

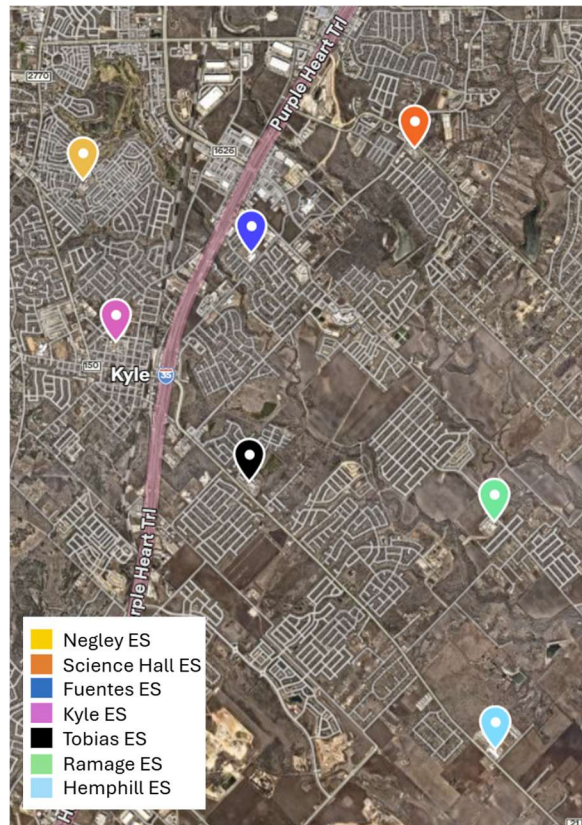


Figure 1 - Map of all schools

The walk audits occurred on a bi-weekly basis, evaluating one school route per occurrence, from November 2025 through March 2026. The audits were performed by representatives from the City of Kyle Transportation and Public Works Department, Hays CISD, and Kyle Police Department.

General Information

The elementary school reduced speed limit hours range from 6AM - 4:15PM along roadway segments adjacent to the school campuses. Currently, reduced speed limit City ordinances are in place to protect students during peak arrival and departure times, which are approximately between 6AM - 8AM and 2:30PM - 4:15PM, respectively.

The items listed for evaluation during each walk audit were organized by City staff into an Issue Category Matrix, which tracked the frequency and location of issue occurrences, to categorize each issue as either general or school specific. The general issues are those observed in at least four schools out of the seven schools audited while the specific issues are those observed at three schools or less. In addition to being categorized based on frequency and location of occurrence, each of the issues shown on the Issue Category Matrix, found in Appendix B of this report, was assigned to an issue type represented by a specific color for easy identification on the walking route maps throughout this report.

City staff developed a Funding Priority Matrix, where each item was assigned either a 1, 2, or 3 priority index based on projected funding availability and feasibility timelines for design, construction, and stakeholder coordination. This matrix, found in Appendix B of this report, also shows the estimated design and construction costs required to address each of the issues found. The estimated construction costs are based on historical cost data from Fiscal Year 2024 and Fiscal Year 2025 observed when performing similar tasks using the TPW in-house staff. Construction costs, if outsourced, may be higher. The estimated design costs are assumed to be 15% of the estimated construction costs; this assumption was made for budgeting purposes. For any identified issues that require additional studies (traffic, feasibility, preliminary assessment), a \$25,000.00 average cost has been assumed for this effort based on previously awarded contracts of similar scope. The total estimated cost to address each of the issues observed along the walking routes is approximately \$4.2 million.

The Funding Priority Matrix serves as a decision-making tool for City staff when evaluating the projects to be considered for funding, determining the order in which projects should be planned throughout the next few years, and verifying the necessary funds are available. Moreover, as additional funds become available, City staff can easily identify the highest priority issues and ensure projects effectively address these deficiencies in a timely manner.

The general issues observed across the elementary schools of the City of Kyle based on the Issue Category Matrix are as follows:

- **Sidewalks are not sufficiently wide**
 - Science Hall
 - Rosalio Tobias
 - Laura B. Negley
 - Kyle
- **No tactile ground surface indicators (i.e. detectable warning surface indicators) present to aid vision-impaired pedestrians**
 - Science Hall
 - Laura B. Negley
 - Hemphill
 - Kyle
- **No shade available along the designated walking routes**
 - Fuentes
 - Science Hall
 - Rosalio Tobias
 - Hemphill
 - Kyle
 - Lamont Ramage
- **No crosswalks present**
 - Laura B. Negley
 - Hemphill
 - Kyle
 - Lamont Ramage
- **Too few or no streetlights along the routes**
 - Science Hall
 - Rosalio Tobias
 - Laura B. Negley
 - Kyle
- **Crosswalks in place are not visible or not properly marked**
 - Science Hall
 - Laura B. Negley
 - Hemphill
 - Kyle
 - Lamont Ramage
- **No pedestrian signage present**
 - Science Hall
 - Rosalio Tobias
 - Laura B. Negley
 - Hemphill
 - Kyle
 - Lamont Ramage
- **No dedicated bicycle lanes**
 - Fuentes
 - Science Hall
 - Rosalio Tobias
 - Laura B. Negley
 - Hemphill
 - Kyle
 - Lamont Ramage
- **No pedestrian crossing treatments or signals**
 - Fuentes
 - Science Hall
 - Laura B. Negley
 - Hemphill
 - Kyle
 - Lamont Ramage

- **No audible prompts to aid vision-impaired pedestrians**
 - Fuentes
 - Science Hall
 - Rosalio Tobias
 - Laura B. Negley
 - Kyle

In the sections to follow, the specific issues observed at each school are listed.

Fuentes Elementary School

901 Philomena Dr., Kyle, TX 78640

Fuentes Elementary School, located east of IH-35 on Philomena Drive, serves as the primary school for several nearby subdivisions. The school opened in 2000 and enrolled about 750 students during the 2023-2024 school year. Identified areas of concern for this campus include Dacy Lane, the Casetta Ranch subdivision, and the South Lake Ranch subdivision. For the 2025-2026 academic year, roughly 150 students reside within these areas.

Road & Sidewalk Description

The posted speed limit along this route is 35 MPH. The roadway consists of four lanes supporting two-way traffic, with no median or pedestrian refuge island. Sidewalks are available on only one side of the street. Observations also indicate that some drivers exceed the speed limit and fail to stop at a posted stop sign, increasing the urgency of addressing pedestrian safety concerns along this corridor.

The concerns observed specifically along this school's walking route are as follows:

- Pedestrian crossing signals not working properly
- Absence of push-button (push-to-walk) mechanisms to assist with pedestrian crossings



Figure 2 Map View of walking route, including primary locations of issues

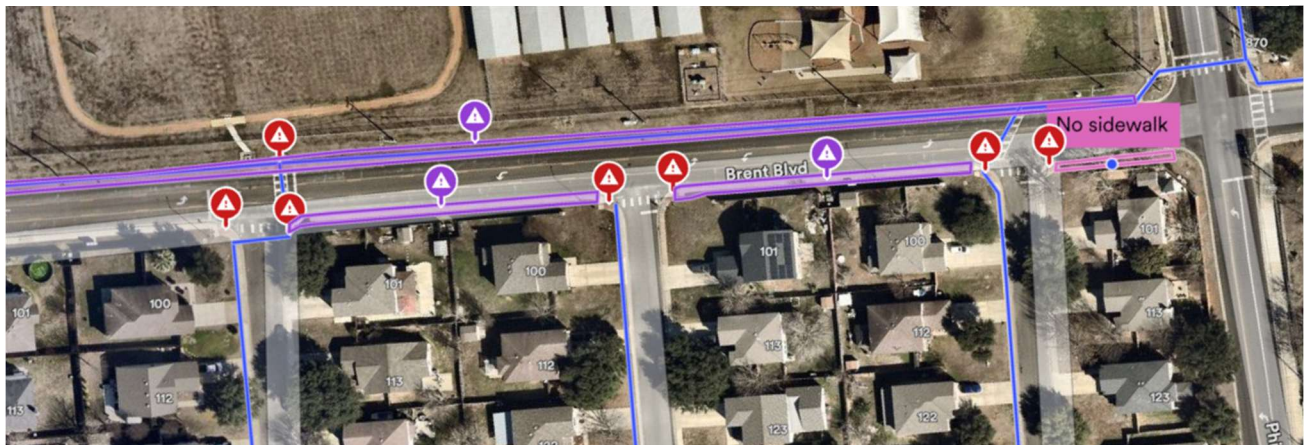


Figure 3 Primary location of issues along Brent Blvd

Comments and Observations:

- Streetlights do not provide adequate illumination
- Drivers run stop sign on Brent Blvd

Pictures:



Outdated style of detectable warning surface indicators



Deficient, uneven sidewalk sections

Science Hall Elementary

1510 Bebee Road, Kyle, TX 78640

Science Hall Elementary School, located east of IH-35 on Bebee Road, opened in 2006 and served approximately 663 students during the 2023-2024 school year. This school's identified areas of concern include Bebee Road and Dacy Lane. For the 2025-2026 academic year, about 35 students are considered to reside within these zones.

Road & Sidewalk Description

The posted speed limit along this route is 45 MPH. Bebee Road consists of two lanes while Dacy Lane has five lanes, both accommodating two-way traffic. There is no median or pedestrian refuge island, and sidewalks are only present on one side of the street.



Figure 4 Map View of walking route, including primary locations of issues

The concerns observed along this school's designated walking route include:

- Sidewalks lack protective a barrier or buffer separating them from the roadway
- Sidewalks are discontinuous, with driveway interruptions, missing segments and abrupt endings
- No curb cut ramps present when sidewalk interrupted by street
- Road is too wide for pedestrians to cross comfortably
- Pedestrian signals are not optimally placed, resulting in inadequate and inconvenient crossing locations

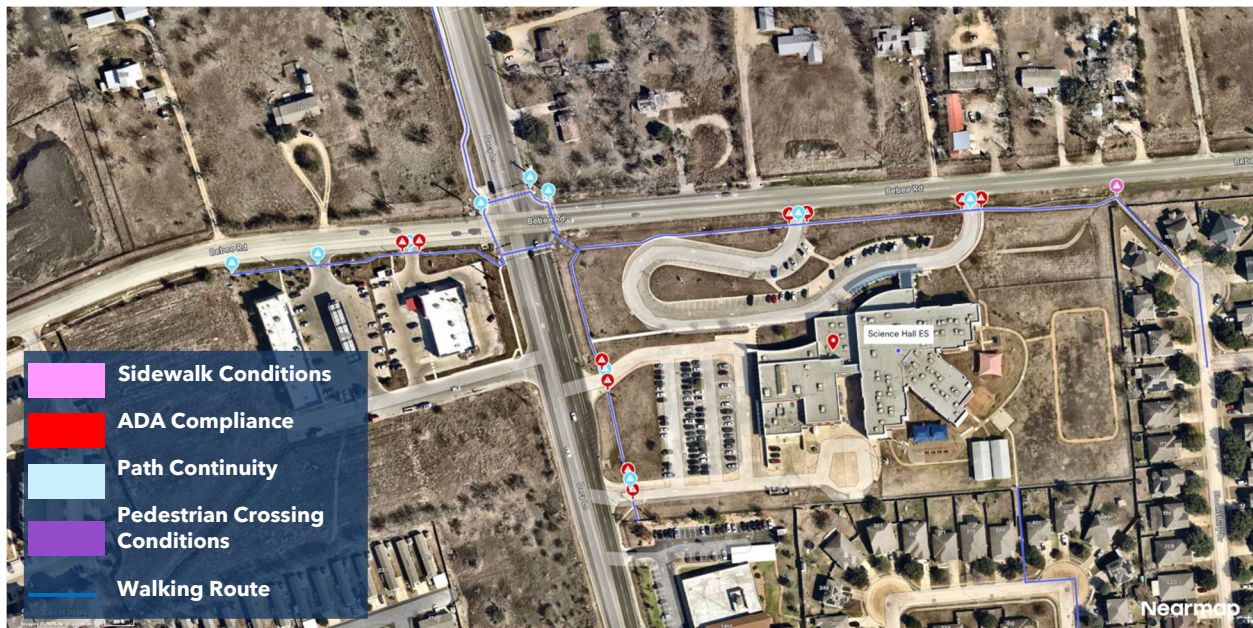


Figure 5 Map view of primary issues located along Bebee Rd and the intersection of Dacy Ln & Bebee Rd

Comments and Observations:

- The ground in some areas adjacent to sidewalks along Bebee Road is uneven and sunken
- Dacy Lane has a bicycle lane, but Bebee Road does not
- A culvert is present on the NE side of Dacy & Bebee with no guardrail

Pictures:



Abrupt endings to sidewalks



Push-to-walk mechanism not optimally placed and shows signs of damage.



Sidewalk is not continuous; driveway interruptions

Rosalio Tobias Elementary School

1005 E FM 150, Kyle, TX 78640

Tobias Elementary School is located on Ranch to Market Road 150, east of IH-35. The school opened in 2003 and had an enrollment of approximately 723 students during the 2023-2024 school year. This school's areas of concern extends along FM 150, except for the Post Oak neighborhood, where a traffic signal, marked crosswalk, and crossing guard are in place to support safer student crossings. For the 2025-2026 academic year, about 350 students are identified as residing within the areas of concern.

Road & Sidewalk Description

The route has a posted speed limit of 45 MPH along FM 150 and consists of three lanes accommodating two-way traffic with a shared center turn lane. There is no median or pedestrian island along this street, and sidewalks are available on only one side of the roadway. The posted speed limit on Lox Lane is 30 MPH and consists of two lanes supporting two-way traffic. There is a landscaped pedestrian island, and sidewalks are present on both sides of the street.

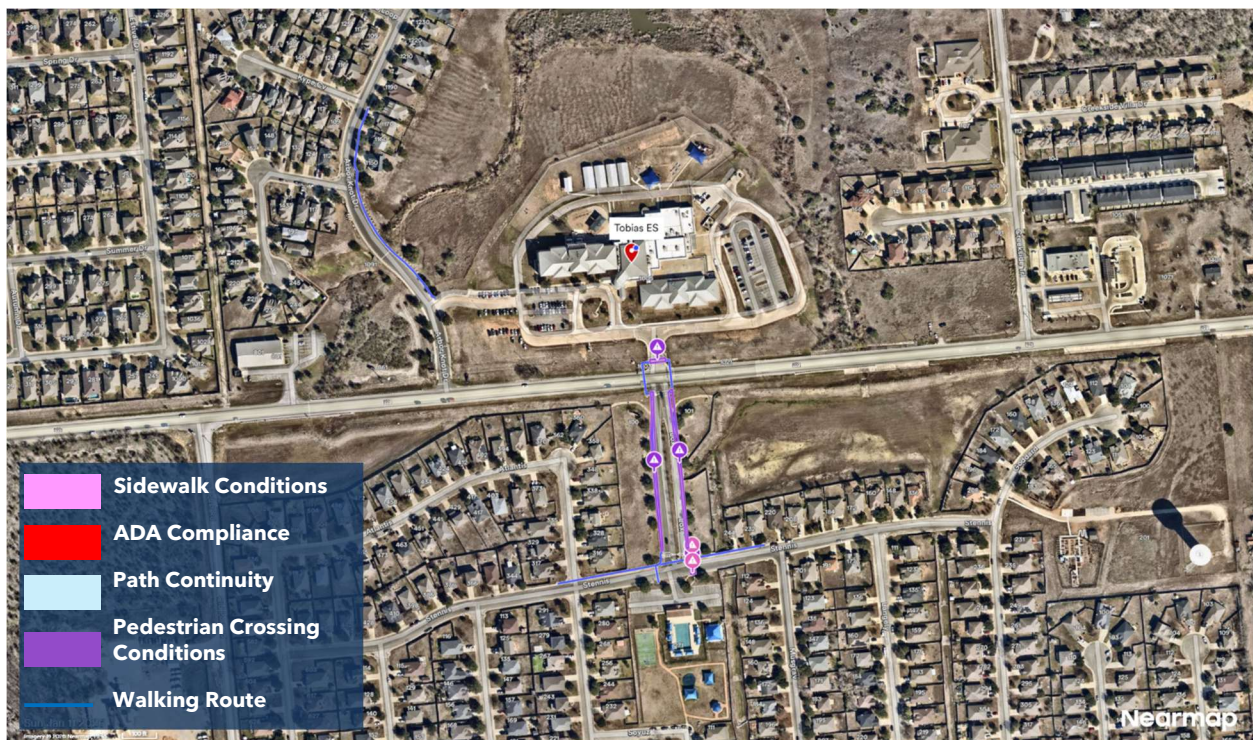


Figure 6 Map view walking route, including view of primary issues

The concerns observed along the designated walking route include:

- Sidewalks lack a protective barrier or buffer from street
- Sidewalk surface is not smooth or consistent
- Sidewalk is not in good condition; concrete has cracks and/or raised sections
- Pedestrian crossing signals do not provide suitable opportunities to cross



Figure 7 Map view of issues primarily located within the Post Oak Subdivision

Comments & Observations:

- The intersection at FM 150 and Lox Lane in front of the school experiences heavy traffic
- There are no sidewalks along FM 150 on either side of the road
- Sidewalks within the Post Oak Subdivision are inconsistent and uneven

Pictures:



Sidewalk does not have a protective barrier or buffer from the street.



Sidewalk is not in good condition; it has cracks and raised sections.

Laura B. Negley Elementary School

5940 McNaughton, Kyle, TX 78640

Negley Elementary School is located on McNaughton Drive within the Plum Creek subdivision, west of IH-35. The school opened in 2006 and served approximately 1,015 students during the 2023-2024 school year. The campus' areas of concern include FM 2770 and the Mountain City area. For the 2025-2026 school year, about 70 students are considered to reside within these areas.

Road & Sidewalk Description

Along the walking route, no speed limit signs were observed. Negley Street, Witte Road, and McNaughton Drive each have two lanes supporting two-way traffic. While Negley and McNaughton lack a median or pedestrian island, Witte does have a median. Sidewalks are present on both sides of the street throughout the route.



Figure 8 Map view of walking route, including overview of locations with issues

The concerns observed throughout this school's walking route are as follows:

Negley Street:

- Sidewalk is not in good condition; concrete has cracks and/or raised sections
- Sidewalk has obstacles along walking path
- Sidewalk is not free of interruptions; driveways interruptions present

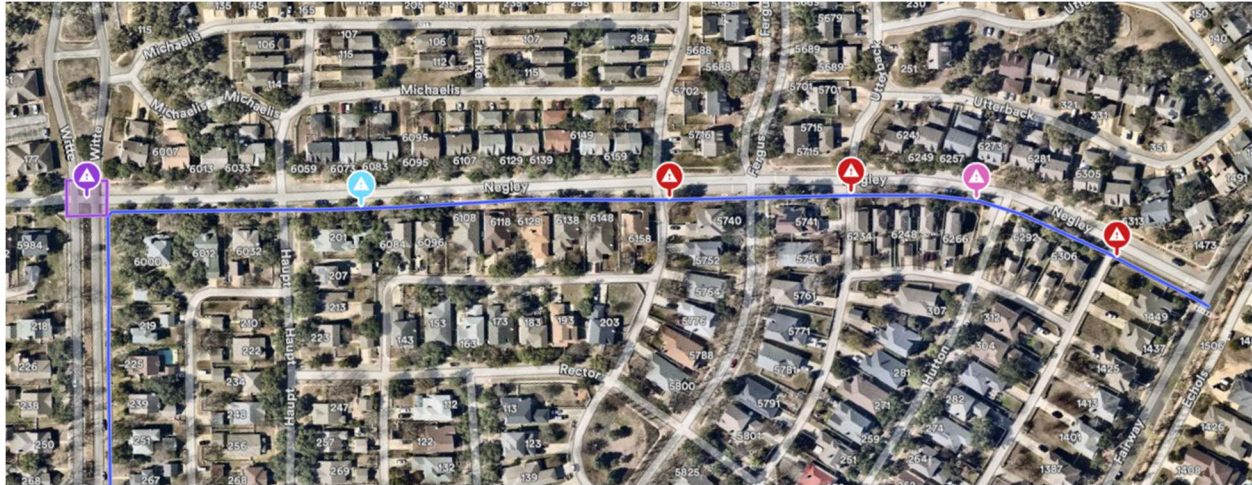


Figure 9 View of locations where concerns were identified along Negley St

Witte Road:

- Sidewalk is not in good condition; concrete has cracks and/or raised sections
- Sidewalk has obstacles along walking path
- Sidewalk is not free of interruptions; driveway interruptions present
- This roadway is too wide for comfortable crossing

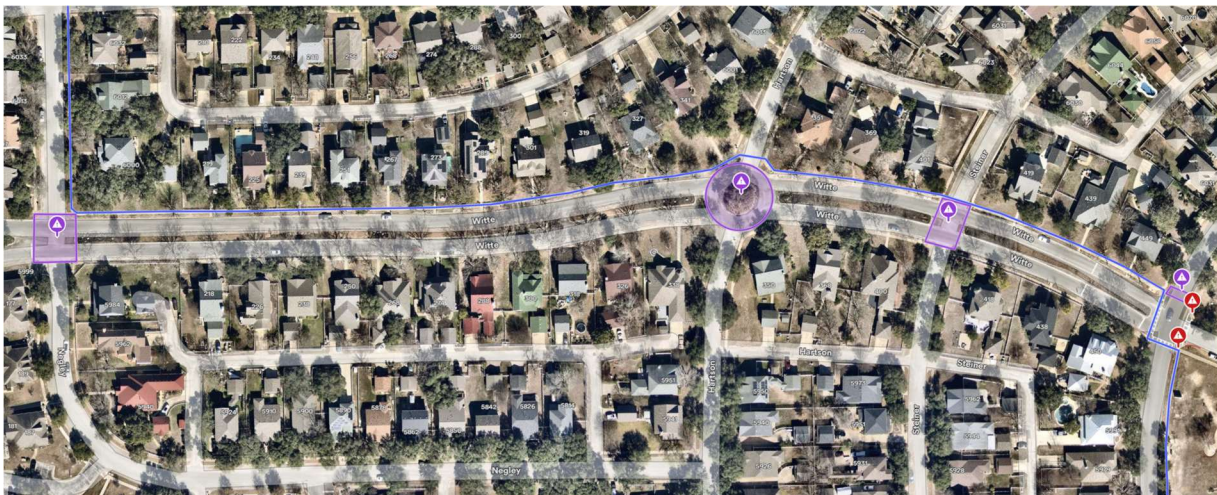


Figure 10 View of locations where concerns were identified along Witte Rd

McNaughton Drive:

- Sidewalk is not in good condition; concrete has cracks and/or raised sections
- Sidewalk is not free of interruptions; driveway interruptions present
- Pedestrian crossing signals are not working properly
- No push-to-walk mechanisms present
- No audible prompts present at crosswalks to aid vision-impaired pedestrians
- Pedestrian crossing signals are not placed at appropriate location; suitable crossing opportunities are not provided
- Pedestrian signals do not provide enough time to cross



Figure 11 Map of locations where concerns were identified along McNaughton Dr

Comments and Observations:

- Multiple sidewalk panels have exposed rebar
- Several wastewater cleanout lids are located within sidewalk panels; some are raised and create obstacles while others have loose lids
- Street parking on residential streets creates narrow drive lanes
- Speed limit signs are not posted frequently
- There is an ADA ramp that does not connect to a usable path
- In some areas, low-hanging tree branches pose a hazard to pedestrians
- Tree roots adjacent to sidewalks have caused cracking and displacement of the panels, resulting in uneven surfaces
- Planters and bricks were observed to pose a tripping hazard at some locations

Pictures:



ADA ramp on Negley does not connect to a usable path.



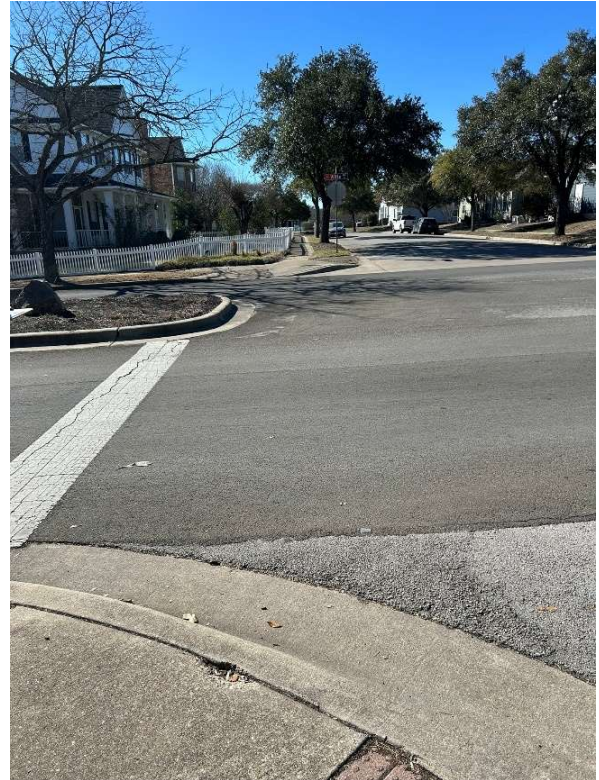
Curb cut ramp does not align with crosswalk and lacks tactile surface to aid vision-impaired pedestrians.



Wastewater cleanout lids located within sidewalk



Tree roots causing sidewalk panel displacement, creating an uneven surface



No crosswalk markings provided at main intersections

Hemphill Elementary School

3995 E East FM 150, Kyle, TX 78640

Hemphill Elementary School and Simon Middle School are located on FM 150, east of IH-35. Hemphill Elementary School opened in 2000 and had approximately 609 students during the 2023-2024 school year while Simon Middle School opened in 2009 and had approximately 824 students during the same school year.

The identified area of concern for both schools is along East FM 150. For the 2025-2026 school year, approximately 45 Hemphill Elementary students and 40 Simon Middle School students are considered to live within this area.

Road & Sidewalk Description

The route has a posted speed limit of 50 MPH along FM 150, which is reduced to 35 MPH during school hours, and consists of three lanes accommodating two-way traffic

with a shared center turn lane. There is no median or pedestrian island, and sidewalks are present on only one side of the street within school property.

The concerns observed along the designated walking route include:

- No curb ramps when interrupted by a street
- No traffic signals and/or stop signs at intersections and crossings
- Where traffic signals and/or stop signs are present, they not visible for drivers and pedestrians
- Roadway is too wide to cross comfortably

General Comments & Observations:

- Speeding along FM 150
- Vehicles parking in designated walking path within school property parking lot
- Sidewalk ends at school property with no other sidewalks located along FM 150 on either side of the road
- Elementary school sign is obstructing the sidewalk
- Parking spots without wheel stops can cause cars to partially obstruct the sidewalk
- Driveway median obstructs walking path at Simon MS



Figure 12 Map of the walking route and overview of location where concerns were identified

Simon MS - Hemphill ES Expansion:

Both Simon Middle School and Hemphill Elementary School are currently undergoing expansion construction, and landscaping has not yet been installed on the properties. Certain concerns related to the sidewalk may be addressed upon final completion of the construction. Substantial completion is currently anticipated by July 31, 2026.

Pictures:



Sidewalk has grade difference between the top of the sidewalk and the elevation of landscaping. However, landscaping has not been completed yet as part of the reconstruction project at both schools.



Sidewalk path is interrupted by Hemphill Elementary School sign, which may pose as a hazard to individuals walking on the path.



Parking spots do not include wheel stops which may cause vehicles to encroach on the sidewalk. Sidewalk path is interrupted by vehicles.



Sidewalk path is interrupted by median in driveway at Simon MS. Additionally, trench drain grates do not appear to be ADA-compliant if individuals needed to walk around the median.



Vehicles were observed to be parking in "no parking" areas that are part of the designated walking path.



No tactile ground surface indicators or curb ramps observed at either school.

Kyle Elementary School

500 W Blanco St, Kyle, TX 78640

Kyle Elementary School is located on Blanco Street, west of IH-35. It opened in 1939 and originally served as Kyle High School before becoming an elementary school once Jack C. Hays High School opened in 1964. The school had approximately 614 students during the 2023-2024 school year.

Areas of concern for this campus include Veterans Drive/FM 150, Old Stagecoach Road, IH-35, nearby railroad tracks, Scott Street from Opal Lane to Hitching Post Drive, the Marketplace Apartments, and the Bradford Meadows neighborhood. For the 2025-2026 school year, approximately 200 students are considered to live within these zones.

Road & Sidewalk Description

No standard speed limit signs were observed on Gregg Drive or Blanco Street, aside from school zone limits. Veterans Drive has a regular speed limit of 40 MPH, reduced to 25 MPH during school zone hours, and Chaparro Drive has a speed limit of 30 MPH. Each street – Gregg, Veterans, Blanco, and Chaparro – has two lanes supporting two-way traffic. There are no medians or pedestrian islands on these streets, except for a partial pedestrian island on Veterans Drive where a crosswalk flashing indicator is present. Sidewalks are located on both sides of Gregg Drive, on one side of Veterans Drive, and partially along Blanco Street.

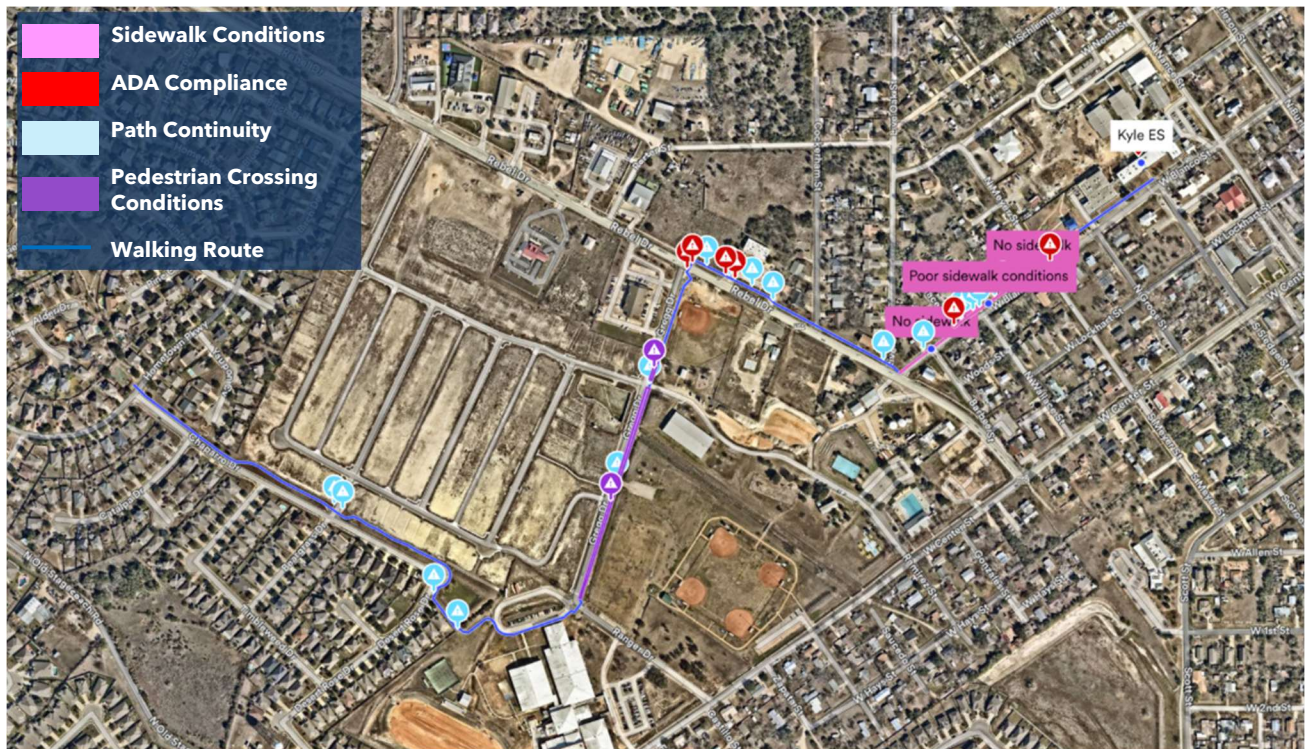


Figure 13 Map view of overall walking route

The concerns observed along this school's walking route are as follows:

Blanco Street:

- Sidewalk surface is not composed of smooth and/or consistent material
- Sidewalk is not in good condition; concrete has cracks and/or raised sections
- Sidewalk is not free of obstacles
- Sidewalk is not free of interruptions; driveway interruptions present
- Sidewalk is not continuous
- Sidewalk does not have curb cut ramp where it's interrupted by street

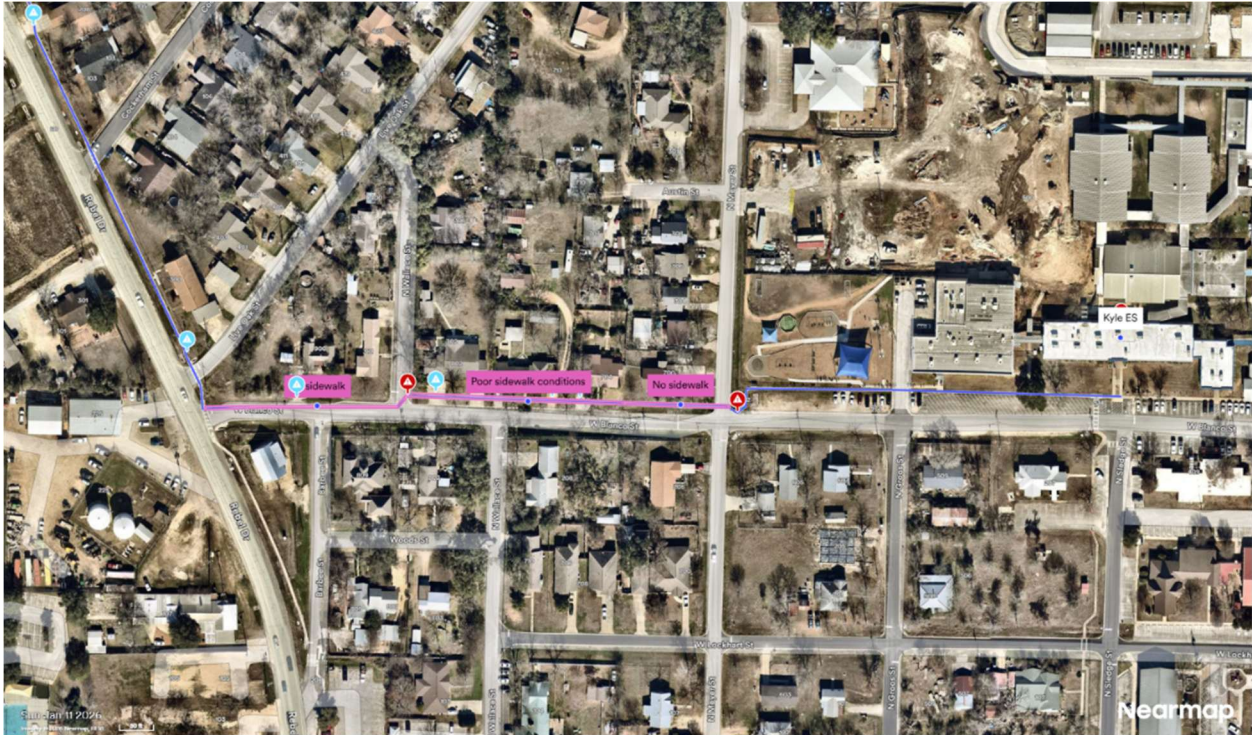


Figure 14 View of locations where concerns were identified along Blanco St

Veterans Drive:

- Sidewalk is not in good condition; concrete has cracks and/or raised sections
- Sidewalk is not free of obstacles
- Sidewalk is not free of interruptions; driveway interruptions present
- Sidewalk is not continuous
- Sidewalk does not have curb cut ramp where it's interrupted by street
- No push-to-walk mechanisms present
- Pedestrian crossing treatment is not placed at appropriate locations; suitable locations to cross are not provided
- Pedestrian treatment does not provide enough time to cross

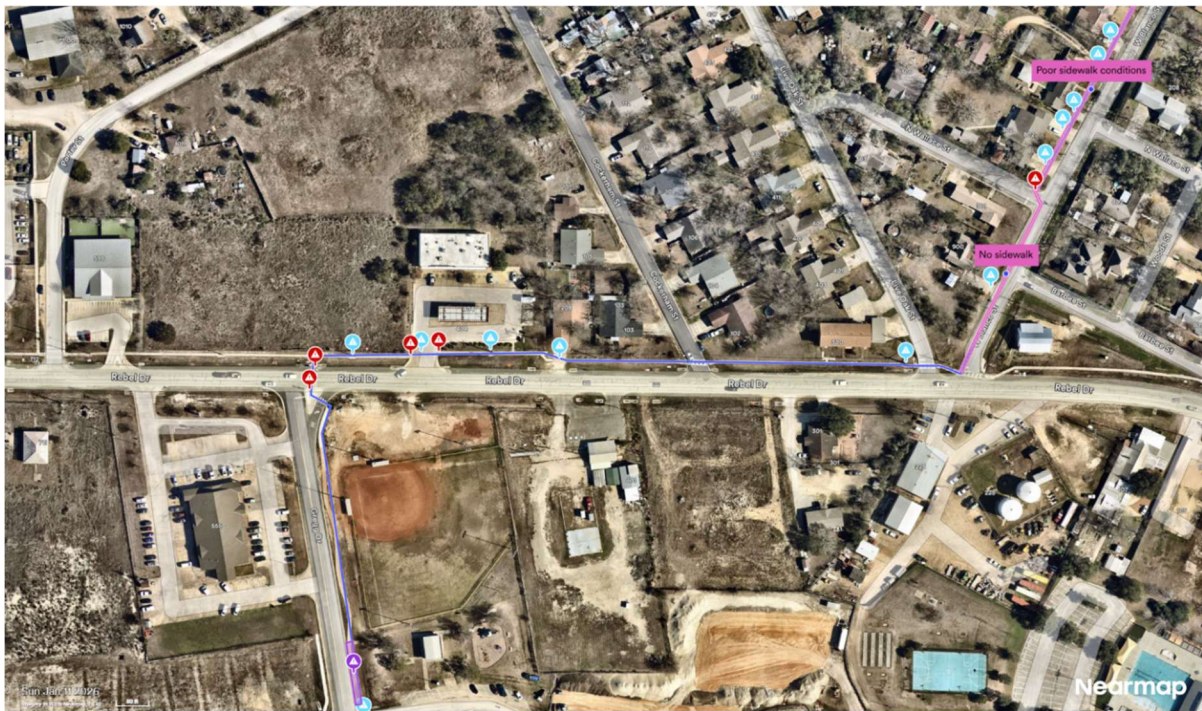


Figure 15 View of locations where concerns were identified along Veterans Dr

Gregg Drive:

- Sidewalk is not free of interruptions; driveway interruptions present



Figure 16 View of locations where concerns were identified along Gregg Dr

Chaparro Drive:

- No additional issues were observed on this roadway, except for the general issues listed in the “General Information” section of this report.



Figure 17 View of locations where concerns were identified along Chaparro Dr

General Comments & Observations:

- Speeding on Veterans Drive/FM 150
- Multiple culverts without guardrail adjacent to sidewalk along Gregg Dr that create steep slopes
- Crosswalk flashers on Veterans Dr are active only during designated school zone hours and do not include a push-button for public use outside of those times
- Newer sidewalk on school property at Wallace Middle School doubles the width of the existing path. However, the sidewalk ends abruptly in several areas and lacks a smooth transition back to the standard 5-foot width

Pictures:
Chaparro Dr:



Sidewalk located on Wallace Middle School property ends abruptly without a smooth transition to 5-ft sidewalk width.

Gregg Dr:



Sidewalk located on Wallace Middle School property ends abruptly and forces pedestrians to cross the roadway.



(Top & Bottom)
Driveway interruption
located at parking lot
to Gregg-Clarke Park,
curb ramp in poor
condition.





Sidewalk crosses drainage pathway and has sediment buildup.

Veterans Dr:



Pedestrian beacon at crosswalk on Veterans Drive is not push-button activated and only operates during school zone hours. Crossing guard is present during school zone hours to alert drivers when pedestrians are crossing the roadway.



Multiple interruptions along sidewalk on Veterans Drive, such as utility poles and driveways. Sidewalk alignment changes when crossing Exxon Mobil gas station driveway.



Sidewalk alignment changes when crossing a private driveway and sidewalk material changes from concrete to gravel and broken pavement across driveway.

Blanco Street:



No sidewalk on Blanco Street from Veterans Drive to N Wallace St. No ADA ramp is present at the start of sidewalk on N Wallace St.



Sidewalk along Blanco Street between N Wallace and N Meyer is in very poor condition, with severe cracking.



Sidewalk ends before intersection of Blanco Street and N Meyer Street.

Blanco Street Interim Improvements:

In March 2026, the City of Kyle initiated Phase One of a two-phase improvement project along Blanco Street between Veterans Drive and North Meyer Street. The project was identified as a priority in the City's Sidewalk Master Plan.

Phase One introduced interim safety improvements using signage, pavement markings, and delineators. These measures converted Blanco Street to one-way eastbound traffic while the former westbound lane was repurposed as a dedicated corridor for pedestrians and cyclists. This temporary configuration will remain in place while the City completes utility work and finalizes the design of the permanent sidewalk.

Phase Two will deliver the permanent improvements, including construction of a new sidewalk and restoration of Blanco Street to two-way traffic operations.



Interim improvements were installed on Blanco Street by City of Kyle Public Works Department in March 2026.

Lamont Ramage Elementary School

575 Gristmill Road, Kyle, TX 78640

Ramage Elementary School is located on Gristmill Road, east of IH-35 in Kyle. It opened in 2025 and was designed with a capacity of 900 students. Designated areas of concern

include Heidenreich and the northeast side of Gristmill Road (even addresses 200 through 68). For the 2025-2026 school year, approximately 15 students are considered to live within these zones.

Road & Sidewalk Description

The speed limit along Gristmill varies by segment, with a posted limit of 35 MPH from Bunton Reserve to Andover Lane and 30 MPH from Bunton Reserve to Violet Lane. The roadway consists of two vehicle lanes and has a total width of approximately 40 feet. There is no median or pedestrian island present. Sidewalks are available on both sides of the street along most of Gristmill Road; however, there are some isolated sections where a sidewalk is only provided on one side.

The concerns observed along the designated walking route include:

Gristmill Road (Ramage ES to Bunton Reserve):

- No traffic signals and/or stop signs present at intersections and crossings
- Where traffic signals and/or stop signs are present, they are not visible to drivers or pedestrians
- Roadway is too wide to cross comfortably

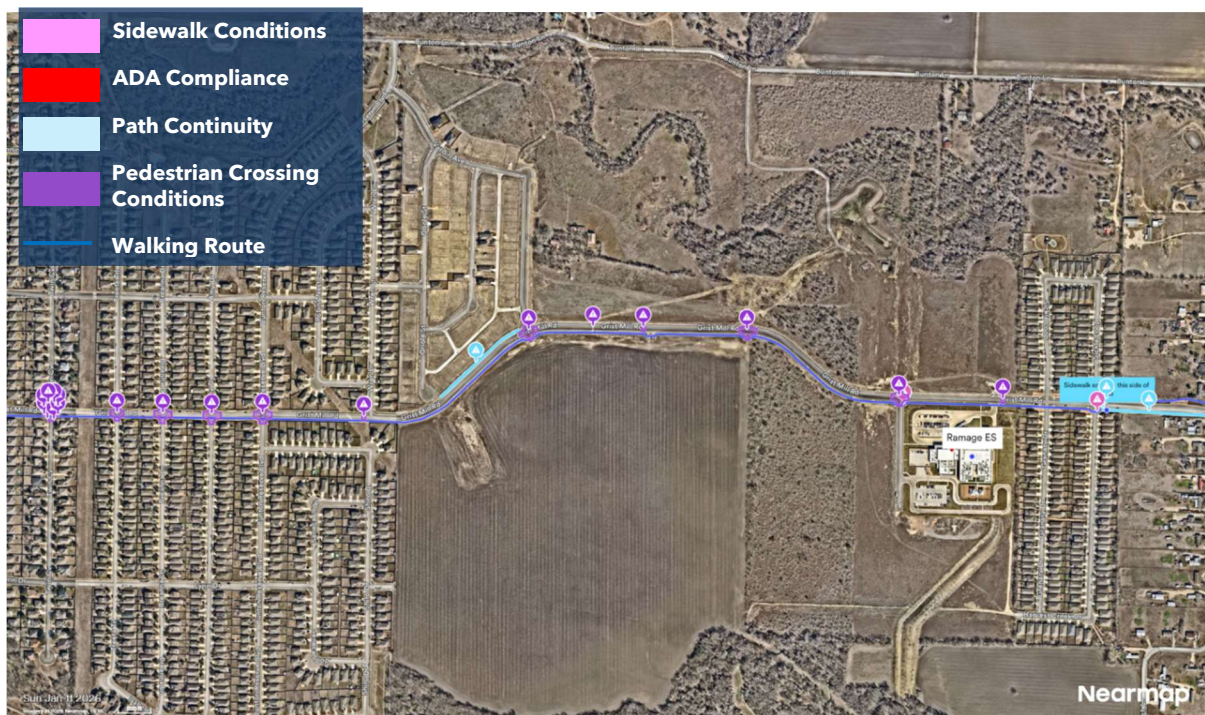


Figure 18 View of locations where concerns were identified along Gristmill Rd from Ramage ES to Bunton Reserve

Gristmill Road (Bunton Reserve to Violet Lane):

- No additional issues were observed on this roadway, except for the general issues listed in the "General Information" section of this report.



Figure 19 View of locations where concerns were identified between Bunton Reserve & Violet Ln

Gristmill Road (Granary Drive to Andover Lane):

- Isolated instances of sidewalk segments with cracks and/or raised sections
- No traffic signals and/or stop signs present at intersections and crossings
- Where traffic signals and/or stop signs are present, they are not visible to drivers and pedestrians
- Roadway is too wide to cross comfortably

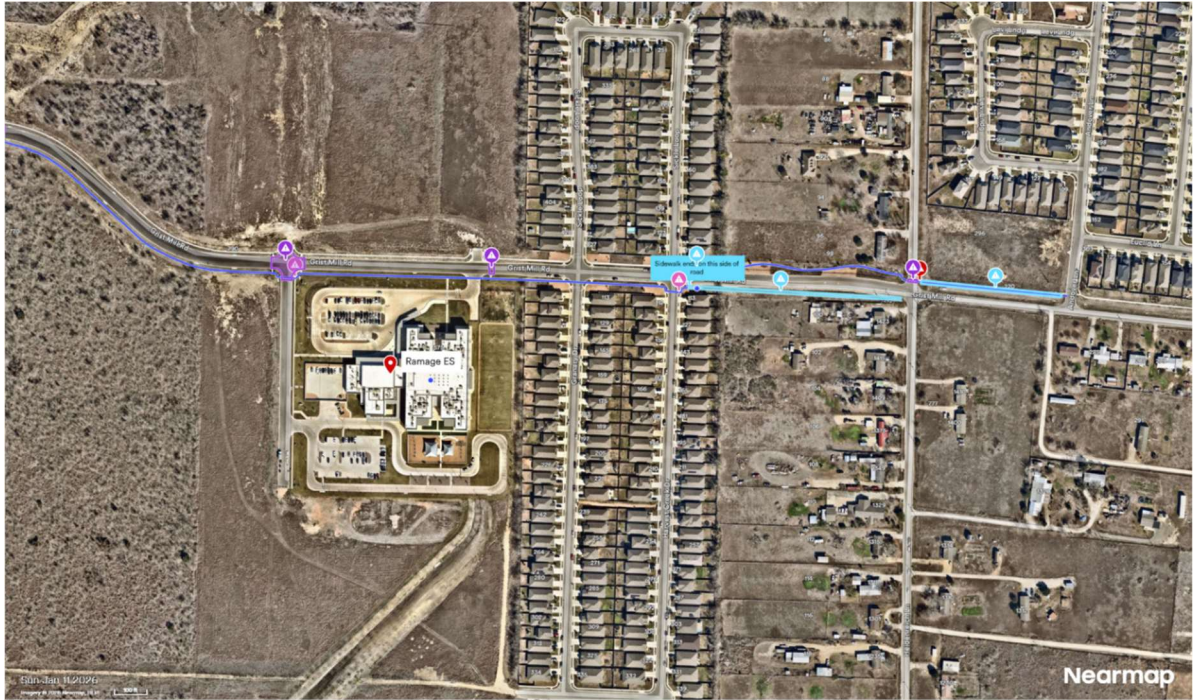


Figure 20 View of locations where concerns were identified along Gristmill Rd from Granary Dr to Andover Ln

General Comments & Observations:

- The sidewalk is missing segments or has abrupt lane endings, specifically on Grist Mill between Heidenreich and Andover Ln as well as Wren Ln and Verdin Ave
- Few instances of wastewater cleanouts and water valve lids located along the sidewalk
- Silt fence T-posts missing safety caps
- Streetlights are present but do not provide adequate lighting
- Several isolated sidewalk panels and curb ramps experiencing cracking
- No tactile ground surface indicators for vision impaired pedestrians at the intersection of Twin Cv and Grist Mill Rd

Pictures:

Ramage ES to Bunton Reserve:



Cracked sidewalk panel on Ramage school property.



Intersection lacks crosswalk markings.



No signage present to alert drivers of pedestrian crossing. Crosswalk is large and roadway is 40 feet wide.



(Left) Missing protective caps on silt fence

Bunton Reserve to Violet Lane:



Intersections lack crosswalk markings.



Intersection lacks crosswalk markings, and there is no stop bar striping or tactile ground surface indicators on the curb ramps.

Granary Drive to Andover Lane:



Wastewater cleanout lid present on ADA ramp and sediment build up at bottom of curb ramp.



ADA ramp with cracks present.



ADA ramp with cracks present and tactile indicators in poor condition.



Crosswalk striping has faded at the intersection of Gristmill and Heidenreich Lane, and there is no signage to alert drivers of the presence of pedestrians. Additionally, concrete sidewalk ends and transitions to a gravel path to Andover Lane.

School Safety Analysis

Kyle Police Department

The Kyle Police Department conducted an analysis of Calls for Service (CFS) related to elementary schools during the 2023-2024 academic year. The analysis included incidents that occurred within a 0.25-mile radius of every elementary school between August 15, 2023, and May 23, 2024. Data was limited to weekdays during peak school arrival and dismissal periods: 6:45 AM-7:45 AM and 2:15 PM-3:25 PM.

Incident Types:

- **Accidents:**
 - All accident-related calls, including hit-and-run incidents, were grouped together.
- **Patrol/Premise Check**
 - These checks are typically initiated following citizen complaints submitted through the non-emergency line, 311 requests or email. This metric provides a rough estimate of compliant frequency at each school.
- **Reckless Driving:**
 - Calls reporting unsafe driving behaviors such as speeding, failure to maintain lane, or other hazardous actions.
- **Traffic/Roadway Incidents:**
 - Primary citizen complaints regarding parking or roadway concerns, reported through the non-emergency line.

Incident Analysis

During the 2023-2024 school year, a total of 245 incidents were reported across seven elementary schools. Out of 245 total incidents, 99 were traffic/roadway incidents. The table below provides a breakdown of the number of traffic/roadway incidents reported at each school. Ramage Elementary School first opened for the 2025-2026 school year; therefore, no data was available to be included in this analysis.

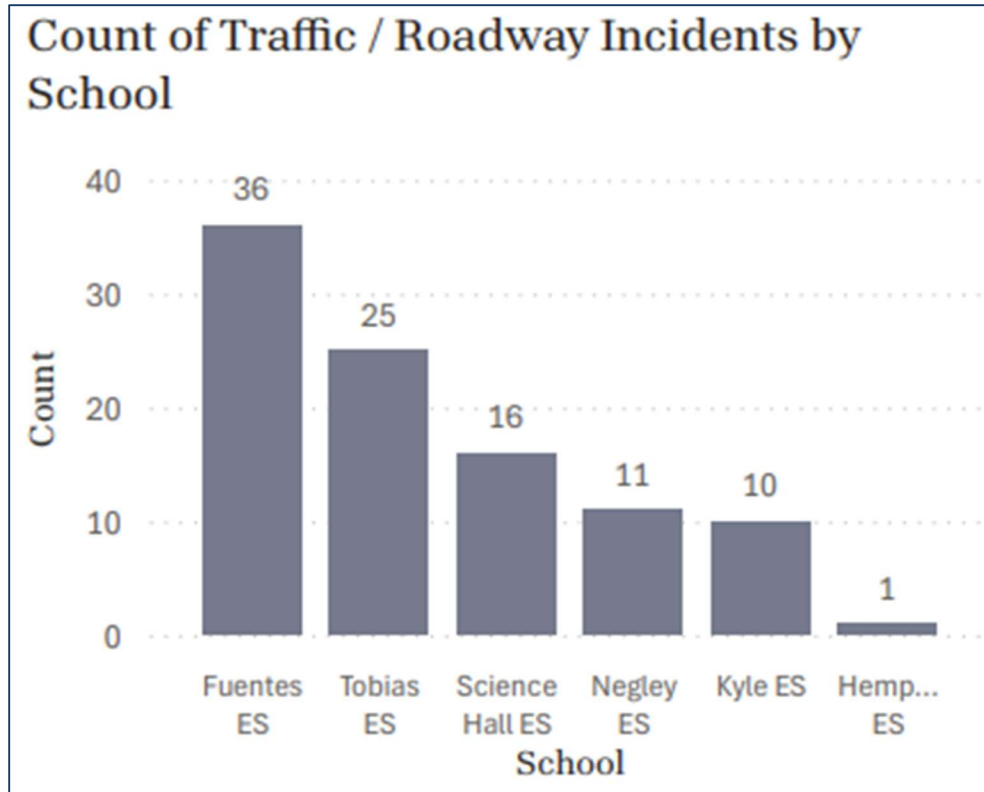


Figure 21 Traffic/Roadway Incidents by School

Traffic and Roadway Incidents compared to Total Incidents observed per school (%)	
Fuentes ES	55%
Tobias ES	45%
Science Hall ES	48%
Negley ES	52%
Kyle ES	29%
Hemphill ES	3%
Ramage ES	No data available; school first opened for 2025-2026 academic year

Appendix A: Additional Photos of Current Conditions

Fuentes Elementary School



Science Hall Elementary School





Rosalio Tobias Elementary School



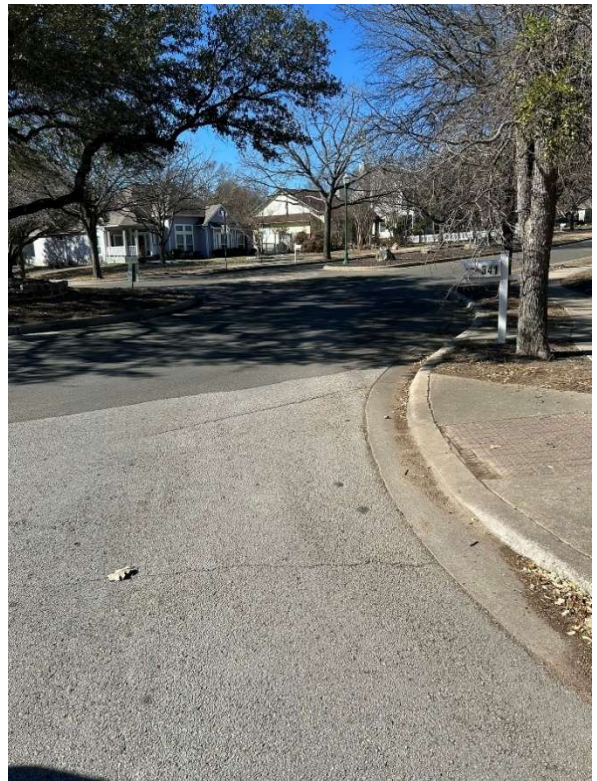
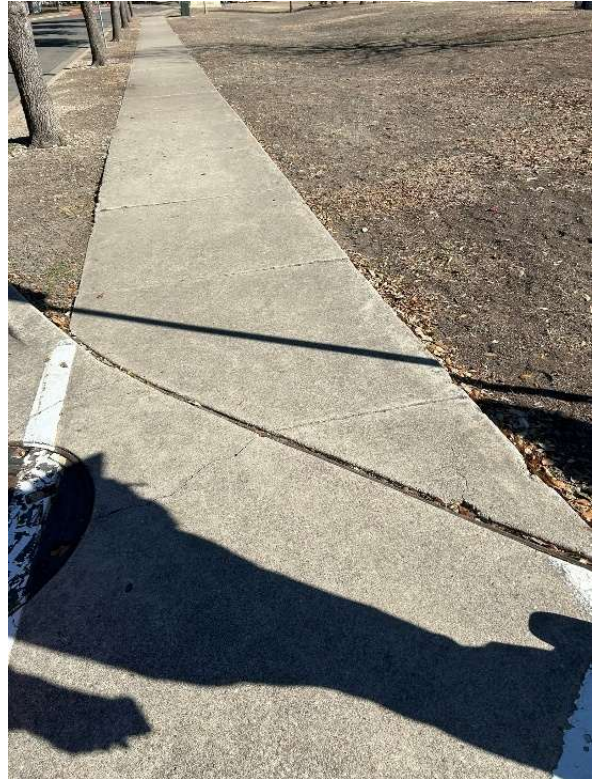
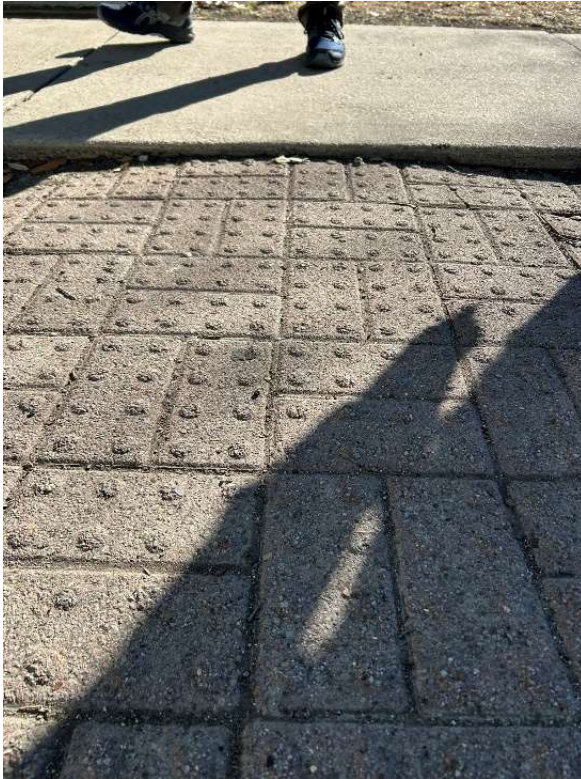




Laura B. Negley Elementary School







Hemphill Elementary School







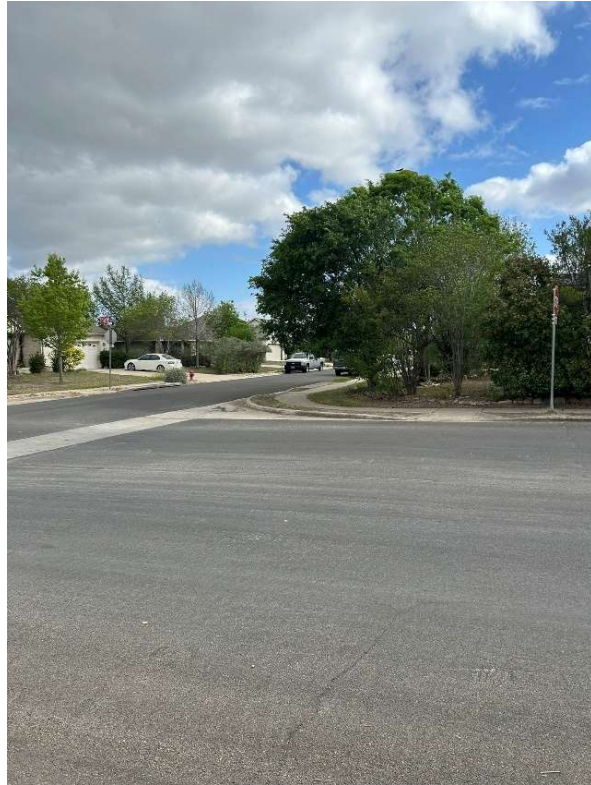
Kyle Elementary School







Lamont Ramage Elementary School





Appendix B: Issue Category Matrices

SAFE ROUTES TO SCHOOL WALK AUDITS
ISSUE CATEGORY MATRIX

COMPONENT	ISSUE	OCCURANCE			
		SPECIFIC		GENERAL	
			SCHOOL(S)		SCHOOLS
SIDEWALK	No separation from street	X	Science Hall ES Tobias ES		
	Surface material not smooth/consistent	X	Tobias ES		
	Cracks and/or raised sections; overall bad condition	X	Tobias ES Negley ES Kyle ES		
	Obstacles present (utilities, trees, etc.)	X	Negley ES Kyle ES		
	Driveway interruptions	X	Science Hall ES Negley ES Kyle ES		
	Missing segments and/or abrupt endings/breaks	X	Science Hall ES Kyle ES		
	Less than 5-ft wide; cannot accomodate 2 people walking comfortably			X	Science Hall ES Tobias ES Negley ES Kyle ES
	No tactile ground surface indicators for vision-impaired pedestrians			X	Science Hall ES Negley ES Hemphill ES - Simon MS Kyle ES
	No curb cut ramps when interrupted by street	X	Science Hall ES Hemphill ES - Simon MS Kyle ES		
	No shade from canopies/trees/awnings		-	X	Fuentes ES Science Hall ES Tobias ES Hemphill ES - Simon MS Kyle ES Ramage ES

Color Legend:	
Color	Issue
Pink	Sidewalk Conditions
Red	ADA Compliance
Blue	Path Continuity
Green	Shading
Yellow	Traffic Treatments
Purple	Pedestrian Crossing Conditions
Brown	Bicycle Lanes
Orange	Street Lights

SAFE ROUTES TO SCHOOL WALK AUDITS					
ISSUE CATEGORY MATRIX					
COMPONENT	ISSUE	OCCURANCE			
		SPECIFIC		GENERAL	
			SCHOOL(S)		SCHOOLS
STREET	No traffic signals at intersections and crossings	X	Hemphill ES - Simon MS Ramage ES		
	No stop signs at intersections and crossings	X	Hemphill ES - Simon MS Ramage ES		
	Traffic signals and/or stop signs are not visible for drivers and pedestrians	X	Hemphill ES - Simon MS Ramage ES		
	No crosswalks			X	Negley ES Hemphill ES - Simon MS Kyle ES Ramage ES
	Too few or no street lights present			X	Science Hall ES Tobias ES Negley ES Kyle ES
	Crosswalks are not well-marked/visible			X	Science Hall ES Negley ES Hemphill ES - Simon MS Kyle ES Ramage ES
	No pedestrian signage			X	Science Hall ES Tobias ES Negley ES Hemphill ES - Simon MS Kyle ES Ramage ES
	No dedicated bicycle lane			X	All schools
	No pedestrian cross signal			X	Fuentes ES Science Hall ES Negley ES Hemphill ES - Simon MS Kyle ES Ramage ES
	Road is too wide to cross easily/comfortably	X	Science Hall ES Hemphill ES - Simon MS Ramage ES		

Color Legend:	
Color	Issue
Pink	Sidewalk Conditions
Red	ADA Compliance
Blue	Path Continuity
Green	Shading
Yellow	Traffic Treatments
Purple	Pedestrian Crossing Conditions
Brown	Bicycle Lanes
Orange	Street Lights

SAFE ROUTES TO SCHOOL WALK AUDITS
ISSUE CATEGORY MATRIX

COMPONENT	ISSUE	OCCURANCE			
		SPECIFIC		GENERAL	
			SCHOOL(S)		SCHOOLS
PEDESTRIAN CROSSING SIGNALS	Signals are not working properly	X	Fuentes ES Negley		
	No push-to-walk mechanism	X	Fuentes ES Negley Kyle ES		
	No audible prompts for vision-impaired pedestrians			X	Fuentes ES Science Hall ES Tobias ES Negley Kyle ES
	Not enough time to cross provided	X	Kyle ES		
	Not placed at appropriate locations	X	Science Hall ES		
	No suitable opportunities to cross provided	X	Science Hall ES Tobias ES Kyle ES		

Color Legend:	
Color	Issue
Pink	Sidewalk Conditions
Red	ADA Compliance
Blue	Path Continuity
Green	Shading
Yellow	Traffic Treatments
Purple	Pedestrian Crossing Conditions
Brown	Bicycle Lanes
Orange	Street Lights

SAFE ROUTES TO SCHOOL WALK AUDITS PRIORITY MATRIX											
COMPONENT	ISSUE	CONSTRUCTION COST	DESIGN COST	TOTAL COST	OCCURANCE				PRIORITIZATION		
					SPECIFIC		GENERAL				
					SCHOOL(S)		SCHOOLS				
SIDEWALK	No separation from street	\$353,000.00	\$52,950.00	\$405,950.00	X	Science Hall ES Tobias ES					3
	Surface material not smooth/consistent	\$176,500.00	\$26,475.00	\$202,975.00	X	Tobias ES				2	
	Cracks and/or raised sections; overall bad condition	\$529,500.00	\$79,425.00	\$608,925.00	X	Tobias ES Negley ES Kyle ES				2	
	Obstacles present (utilities, trees, etc.)		\$0.00	\$0.00	X	Negley ES Kyle ES					3
	Driveway interruptions	\$24,000.00	\$3,600.00	\$27,600.00	X	Science Hall ES Negley ES Kyle ES				2	
	Missing segments and/or abrupt endings/breaks	\$706,000.00	\$105,900.00	\$811,900.00	X	Science Hall ES Kyle ES					3
	Less than 5-ft wide; cannot accomodate 2 people walking comfortably	\$706,000.00	\$105,900.00	\$811,900.00			X	Science Hall ES Tobias ES Negley ES Kyle ES			3
	No tactile ground surface indicators for vision-impaired pedestrians	\$64,000.00	\$9,600.00	\$73,600.00			X	Science Hall ES Negley ES Hemphill ES - Simon MS Kyle ES		2	
	No curb cut ramps when interrupted by street	\$96,000.00	\$14,400.00	\$110,400.00	X	Science Hall ES Hemphill ES - Simon MS Kyle ES				2	
	No shade from canopies/trees/awnings	-	\$25,000.00	\$25,000.00		-	X	Fuentes ES Science Hall ES Tobias ES Hemphill ES - Simon MS Kyle ES Ramage ES			3

Prioritization Legend	
Index	Resolution Timeline
1	0-1 year
2	1-3 years
3	3+ years

SAFE ROUTES TO SCHOOL WALK AUDITS PRIORITY MATRIX											
COMPONENT	ISSUE	CONSTRUCTION COST	DESIGN COST	TOTAL COST	OCCURRENCE				PRIORITIZATION		
					SPECIFIC		GENERAL				
					SCHOOL(S)		SCHOOLS				
STREET	No traffic signals at intersections and crossings	-	\$25,000.00	\$25,000.00	X	Hemphill ES - Simon MS Ramage ES					3
	No stop signs at intersections and crossings	-	\$25,000.00	\$25,000.00	X	Hemphill ES - Simon MS Ramage ES				2	
	Traffic signals and/or stop signs are not visible for drivers and pedestrians	-	\$25,000.00	\$25,000.00	X	Hemphill ES - Simon MS Ramage ES				2	
	No crosswalks	\$40,000.00	\$6,000.00	\$46,000.00			X	Negley ES Hemphill ES - Simon MS Kyle ES Ramage ES	1		
	Too few or no street lights present	-	\$25,000.00	\$25,000.00			X	Science Hall ES Tobias ES Negley ES Kyle ES			3
	Crosswalks are not well-marked/visible	\$50,000.00	\$7,500.00	\$57,500.00			X	Science Hall ES Negley ES Hemphill ES - Simon MS Kyle ES Ramage ES	1		
	No pedestrian signage	\$6,000.00	\$900.00	\$6,900.00			X	Science Hall ES Tobias ES Negley ES Hemphill ES - Simon MS Kyle ES Ramage ES	1		
	No dedicated bicycle lane	-	\$25,000.00	\$25,000.00			X	All schools			3
	No pedestrian crossing signal (RRFBs, PHBs, etc)	-	\$25,000.00	\$25,000.00			X	Fuentes ES Science Hall ES Negley ES Hemphill ES - Simon MS Kyle ES Ramage ES	1		
	Road is too wide to cross easily/comfortably	-	\$25,000.00	\$25,000.00	X	Science Hall ES Hemphill ES - Simon MS Ramage ES					3

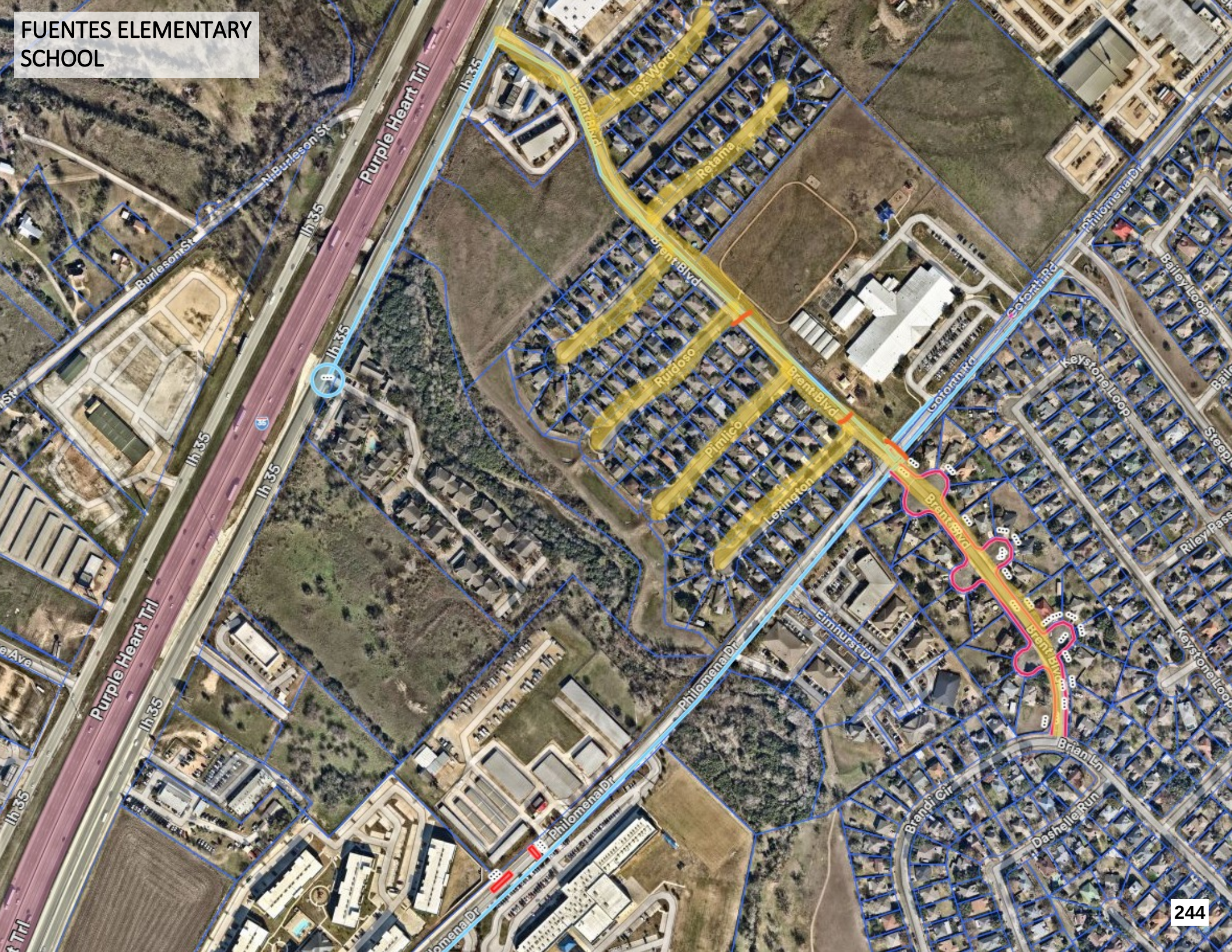
Prioritization Legend	
Index	Resolution Timeline
1	0-1 year
2	1-3 years
3	3+ years

SAFE ROUTES TO SCHOOL WALK AUDITS											
PRIORITY MATRIX											
COMPONENT	ISSUE	CONSTRUCTION COST	DESIGN COST	TOTAL COST	OCCURANCE				PRIORITIZATION		
					SPECIFIC		GENERAL				
					SCHOOL(S)		SCHOOLS				
PEDESTRIAN CROSSING SIGNALS	Signals are not working properly	-	-	-	X	Fuentes ES Negley			1		
	No push-to-walk mechanism	\$240,000.00	\$36,000.00	\$276,000.00	X	Fuentes ES Negley Kyle ES					2
	No audible prompts for vision-impaired pedestrians	\$400,000.00	\$60,000.00	\$460,000.00			X	Fuentes ES Science Hall ES Tobias ES Negley Kyle ES			2
	Not enough time to cross provided	-	-	-	X	Kyle ES			1		
	Not placed at appropriate locations	\$30,000.00	\$4,500.00	\$34,500.00	X	Science Hall ES			1		
	No suitable opportunities to cross provided	-	-	-	X	Science Hall ES Tobias ES Kyle ES			1		

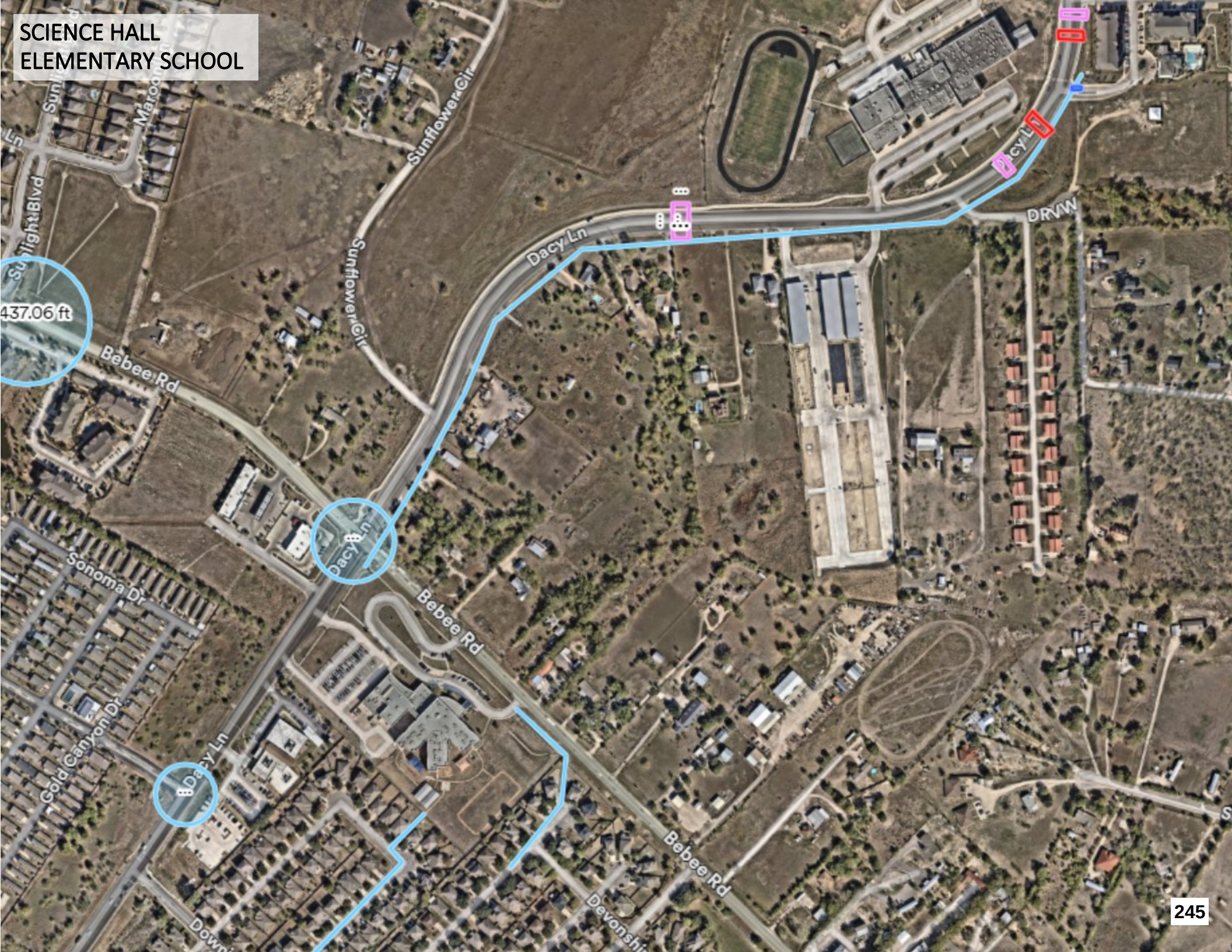
Prioritization Legend	
Index	Resolution Timeline
1	0-1 year
2	1-3 years
3	3+ years

Appendix C: Walking Route Maps

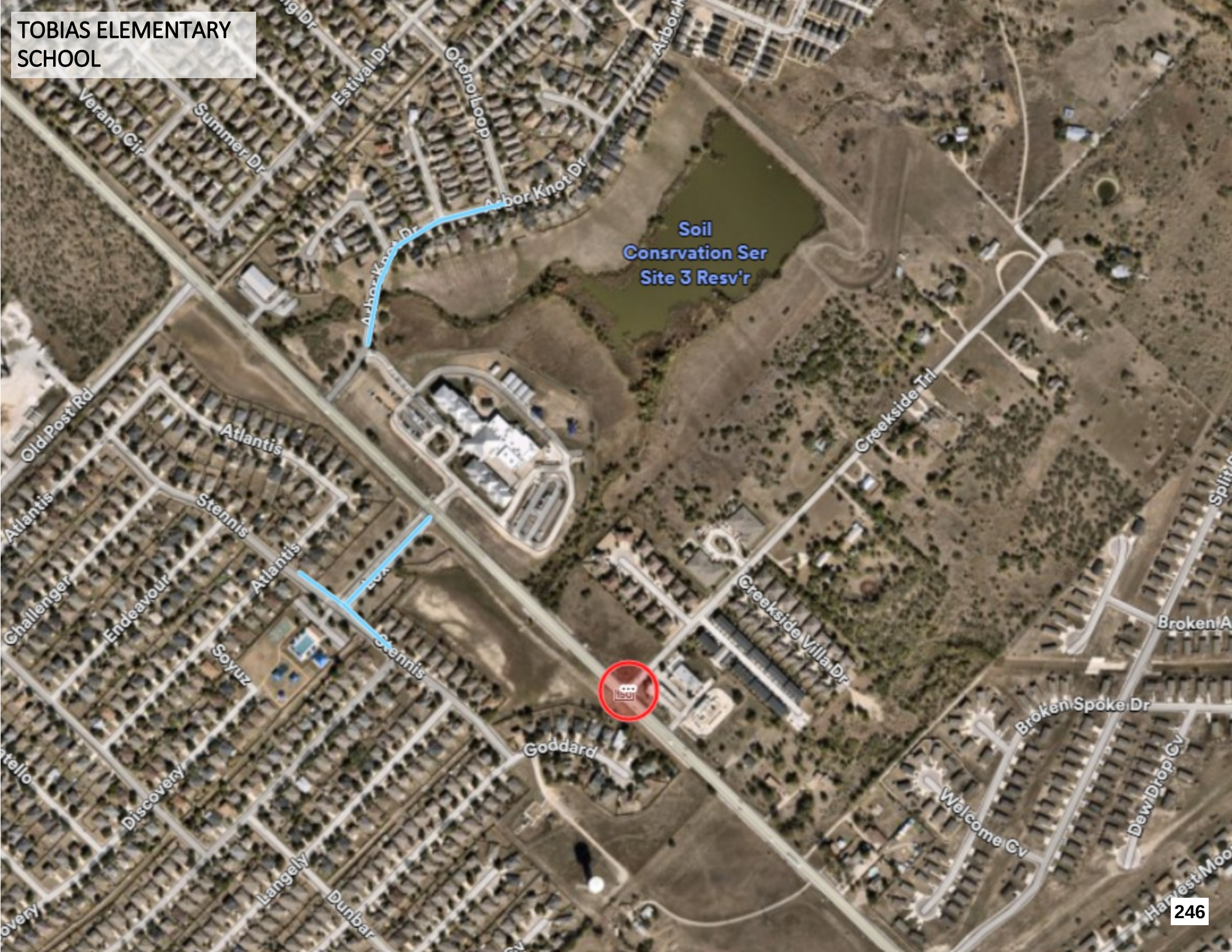
FUENTES ELEMENTARY SCHOOL



SCIENCE HALL
ELEMENTARY SCHOOL

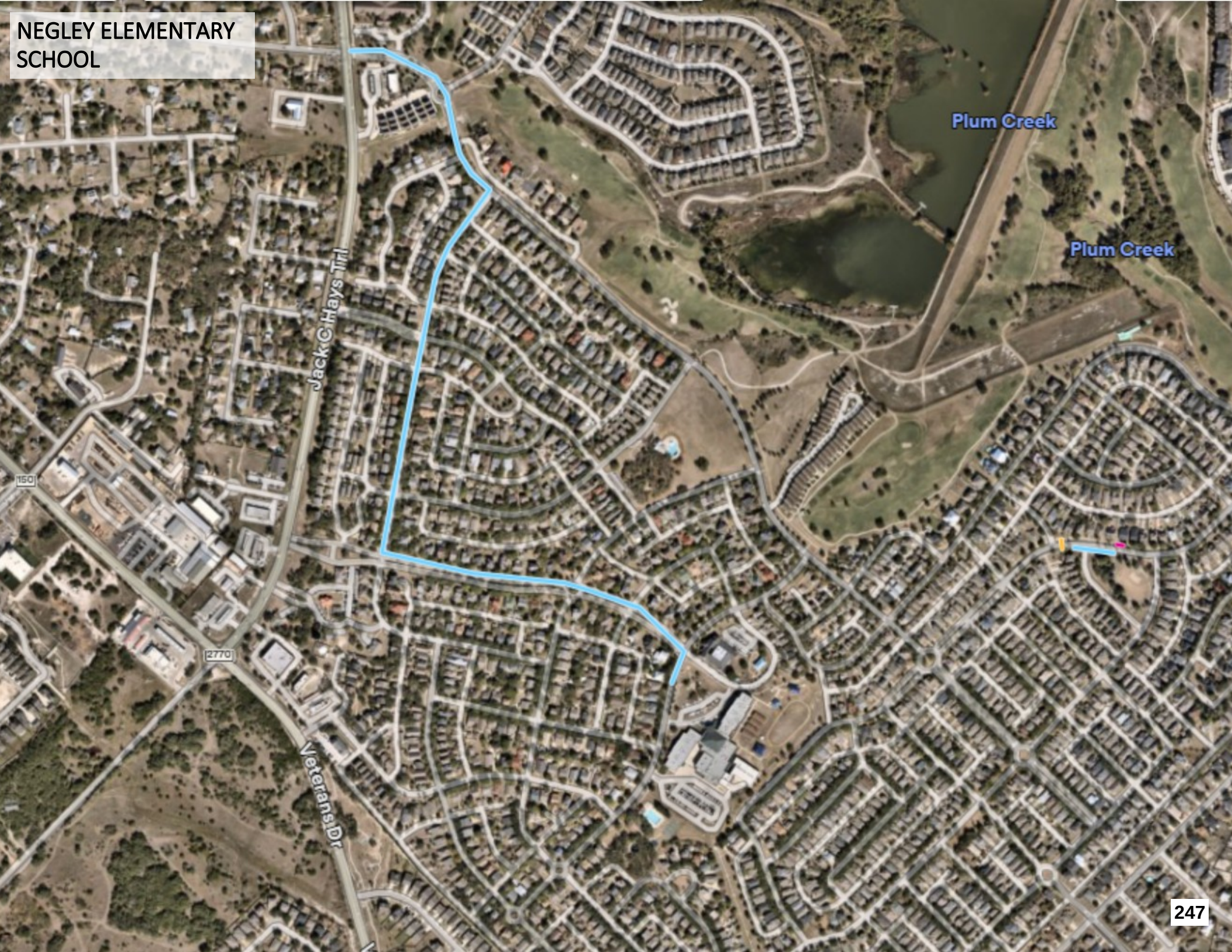


TOBIAS ELEMENTARY
SCHOOL



Soil
Conservation Ser
Site 3 Resv'r

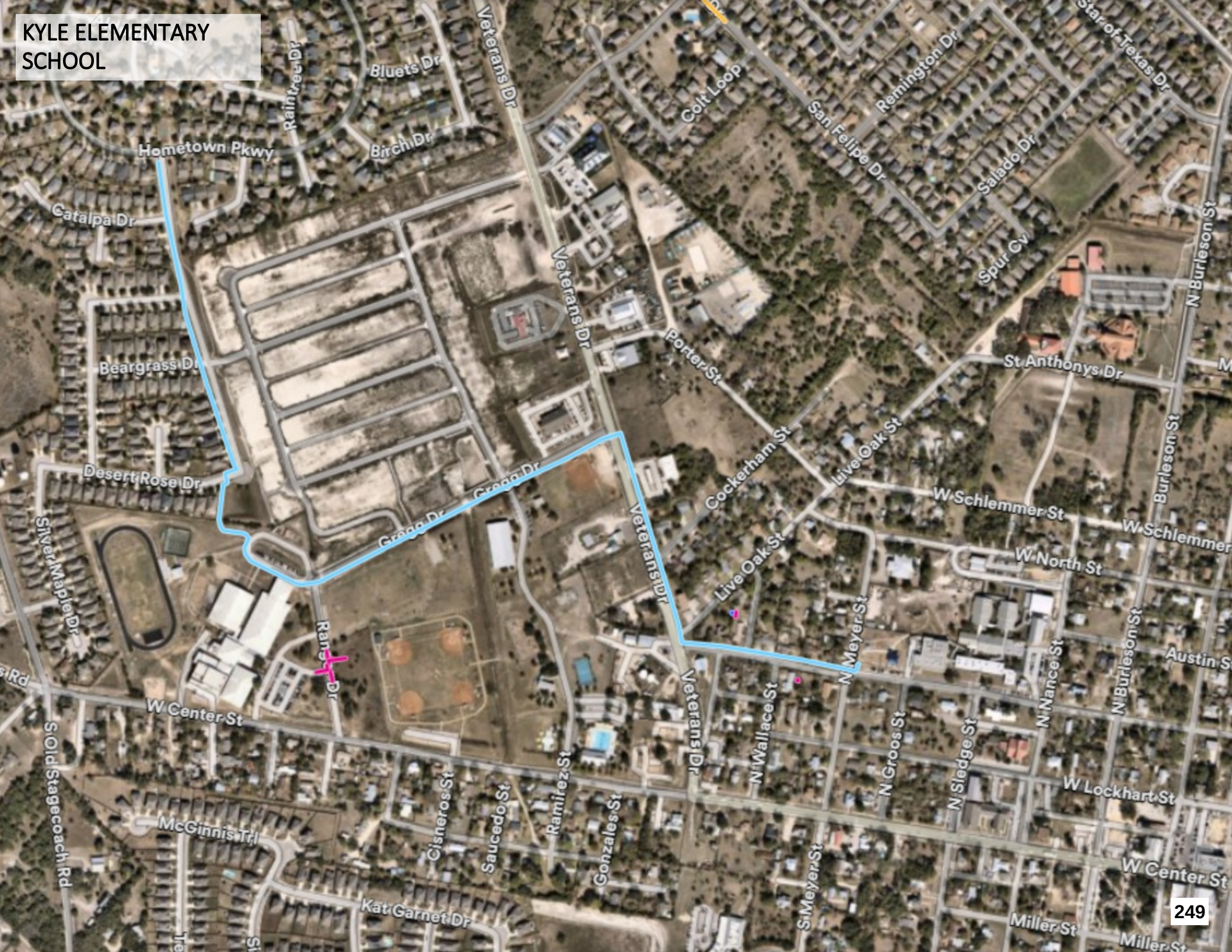
NEGLEY ELEMENTARY
SCHOOL



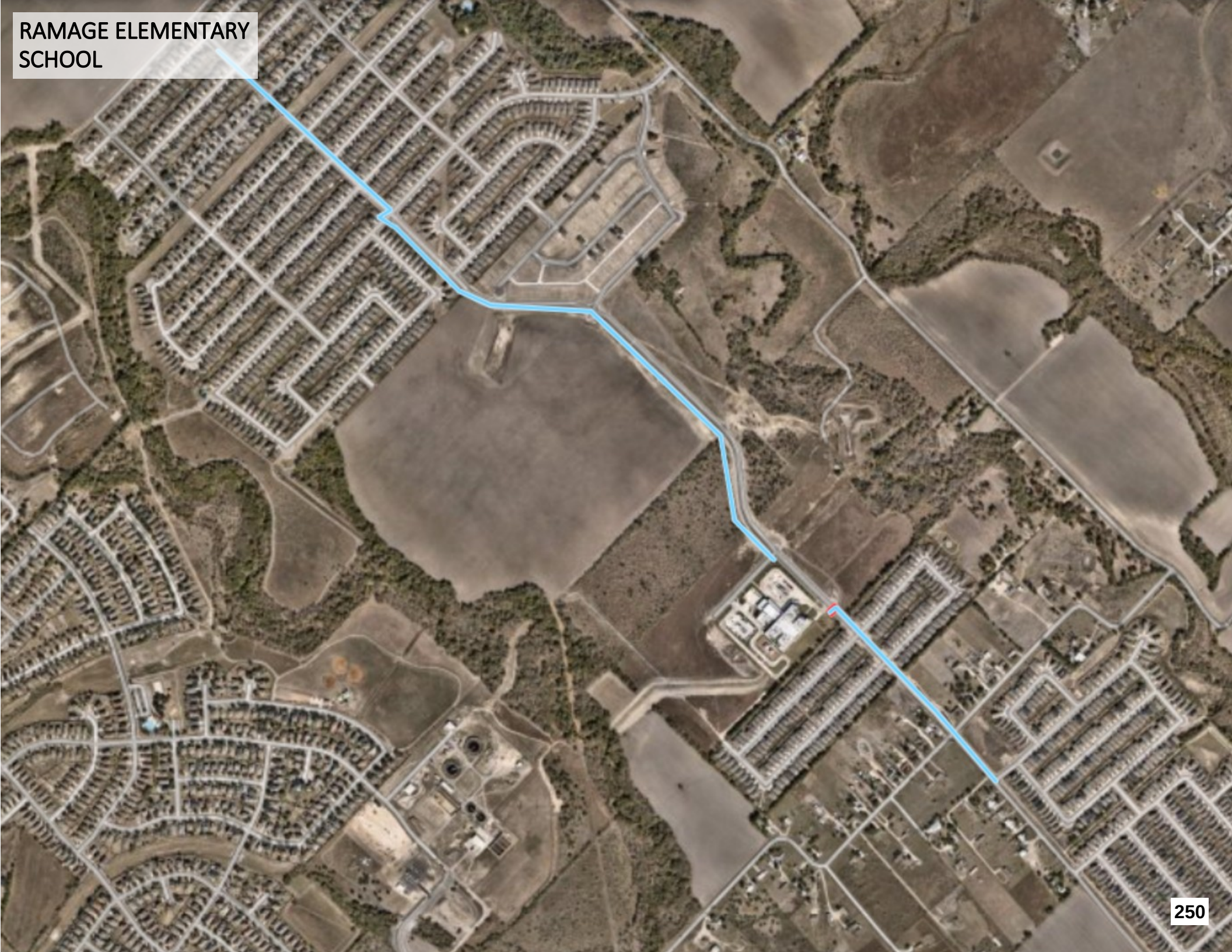
HEMPHILL
ELEMENTARY SCHOOL



KYLE ELEMENTARY
SCHOOL



RAMAGE ELEMENTARY
SCHOOL





Safe Routes to School

WALKING AUDIT

School Name: _____

Starting location: _____ Ending location: _____

Route: _____

Audit date: _____ Start time: _____ AM | PM End time: _____ AM | PM

Posted speed limit(s): _____ Do the motorists appear to be obeying the speed limit(s)? _____

Total number of vehicle lanes: _____ The street is: ☐ one-way ☐ two-way

If more than one lane: Does the roadway have ☐ a median and/or ☐ a pedestrian island?

The street has: ☐ no sidewalk ☐ no sidewalk but needs one ☐ no sidewalk but needs two
☐ partial sidewalks ☐ a sidewalk on one side of the street ☐ sidewalks on both sides of the street

YES | NO | OTHER Skip any statements that don't apply

THE SIDEWALK:

☐	☐	☐
☐	☐	☐
☐	☐	☐
☐	☐	☐
☐	☐	☐
☐	☐	☐
☐	☐	☐
☐	☐	☐

1. Is separated from the street by a barrier or buffer (a curb, grass, landscaping)
2. Is surfaced with a material that is smooth and consistent (e.g., concrete or asphalt rather than bricks)
3. Is in good condition, without cracks or raised sections
4. Is free of obstacles (hydrants, utility poles, overgrown landscaping, trash receptacles)
5. Is free of interruptions from driveways . (such as to/from homes, parking lots, etc.)
6. Is continuous (no segments are missing) and complete(it doesn't randomly end)
7. Is wide enough (at least 5 feet) for two people to walk side by side or pass one another
8. Has tactile ground surface indicators so pedestrians with vision impairment will know when the path is ending

☐	☐	☐
☐	☐	☐

9. Has a curb cut ramp (for use by wheelchairs, baby strollers, etc.) wherever it is interrupted by a street
10. Has shade from canopies, awnings, or trees

THE STREET:

☐	☐	☐
☐	☐	☐
☐	☐	☐
☐	☐	☐
☐	☐	☐
☐	☐	☐
☐	☐	☐
☐	☐	☐
☐	☐	☐

1. Has traffic signals and/or stop signs at intersections and crossings
2. The traffic lights and/or stop signs are clearly visible to drivers and pedestrians
3. Has crosswalks
4. Street lights are few or not present
5. The crosswalks are well marked and clearly visible to drivers and pedestrians
6. Has signage alerting drivers to the presence of pedestrians
7. Has a designated bicycle lane
8. Has a pedestrian crossing signal
9. The road is too wide to cross easily



THE PEDESTRIAN CROSSING SIGNALS:

☐	☐	☐
☐	☐	☐
☐	☐	☐
☐	☐	☐
☐	☐	☐
☐	☐	☐
☐	☐	☐
☐	☐	☐

1. Are working
2. Have a "push-to-walk" mechanism, meaning pedestrians can stop the vehicle traffic
3. Have audible prompts for people with vision impairment
4. Provide enough time to cross (indicate the time provided _____ minutes _____ seconds)
5. Are placed in appropriate locations (if not, make note of where more are needed)
6. Provide suitable opportunities to cross (indicate the amount of time pedestrians must wait for a traffic light change in order to cross) _____ minutes _____ seconds

Walkability of the area, based on the findings above: ☐ Great ☐ Acceptable ☐ Mixed ☐ Poor



Council Contact Information

Mayor Yvonne Flores-Cale
Mayor Pro Tem Michael Tobias
Council Member Courtney Goza
Council Member Melisa Medina
Council Member Claudia Zapata
Council Member Dr. Lauralee Harris
Council Member Marc McKinney

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MMedina@cityofkyle.com
CZapata@cityofkyle.com
LHarris@cityofkyle.com
MMcKinney@cityofkyle.com

City Council Special Meeting

DEPARTMENT: City Manager's Office

FROM: Jesse Elizondo, Assistant City Manager

MEETING: July 16, 2026

SUBJECT:

Receive a report, hold a discussion, and provide staff direction on a proposed Code of Conduct for members serving on City boards, commissions, and advisory bodies that establishes standards for professional conduct, public communication, and engagement with residents, colleagues, staff and Council, including enforcement mechanisms and a process for removal.

SUMMARY:

At its April 7 and April 16, 2026 meetings, City Council directed staff to research options for establishing a Code of Conduct for members serving on City boards, commissions, and advisory bodies. Council's discussion focused on creating consistent expectations for appointed members, improving onboarding and accountability, and ensuring respectful engagement with residents, staff, fellow board members, and Council while balancing constitutional and free speech considerations. Council requested that staff first review existing practices and research approaches used by other municipalities before developing a formal policy.

Staff researched governance frameworks used by other cities and found that many communities establish expectations related to professionalism, communication, ethics, transparency, attendance, and accountability. The presentation outlines several policy structure options, including a standalone code of conduct, incorporation into the City Code or ethics ordinance, board-specific bylaws, or a hybrid approach that combines multiple elements. Staff also identified varying levels of enforcement, ranging from educational guidance and voluntary compliance to formal complaint processes and removal procedures. Council's discussion is intended to provide high level direction on the preferred framework, scope, and level of accountability before staff prepares a draft policy.

Following Council's feedback, staff will prepare a draft governance framework and code of conduct that reflects Council's policy direction. The draft will return to Council for review and discussion, allowing Council to refine expectations, enforcement mechanisms, and applicability across boards and commissions. After receiving additional feedback, staff will present a final policy for formal Council consideration and potential adoption.

OPTIONS:

Receive a report, hold a discussion, and provide staff direction on a proposed Code of Conduct for members serving on City boards, commissions, and advisory bodies.

RECOMMENDATION:

None at this time

PRIOR ACTION/INPUT (Council, Boards, Citizens):

At its April 7 and April 16, 2026 meetings, City Council directed staff to research options for establishing a Code of Conduct for members serving on City boards, commissions, and advisory bodies.

FISCAL IMPACT:

1. City Department:	Office of the City Manager	
2. Project Name:	Code of Conduct	
3. Budget/Accounting Code(s):		
4. Funding Type:		
5. Funding Source:		
6. Current Appropriation:	\$	-
7. Unencumbered Available Balance:	\$	-
8. Amount of This Action:	\$	-
9. Unencumbered Balance Remaining:	\$	-
10. Special Note/Comment:	This item is to receive a report, hold a discussion, and provide staff direction on a proposed Code of Conduct for members serving on City boards, commissions, and advisory bodies that establishes standards for professional conduct, public communication, and engagement with residents, colleagues, staff and Council, including enforcement mechanisms and a process for removal. This item has no fiscal impact at this time.	
11. Prepared & Verified By:	Angel Avila, Budget Analyst	7/7/2026
12. Reviewed & Approved By:	Dillon Saunderson, Budget Manager	7/7/2026

STAFF CONTACT:

Name: Jesse Elizondo
Title: Assistant City Manager
Email: jelizondo@cityofkyle.com
Phone: (737) 273-4898

Boards & Commissions Policy Framework Discussion

City Council Regular Meeting - July 16, 2026



Purpose and Overview



Directing the City Manager to research and return to Council with a proposed Code of Conduct for members serving on City boards, commissions, and advisory bodies that establishes standards for professional conduct, public communication, and engagement with residents, colleagues, staff and Council, including enforcement mechanisms and a process for removal.

Council Discussions April 7, 2026 & April 16, 2026

- Establish consistent expectations for members serving
- Balancing accountability with constitutional protections
- Ensuring respectful public engagement without suppressing speech
- Providing clearer expectations and onboarding for boards/commissions
- Research first approach before policy adoption

Council Direction and Presentation

- Review existing policies first
- Research other board and commission policy approaches
- Discussion should focus on options and framework before policy creation



What Currently Exists in City of Kyle?

What currently applies to boards and commissions?

The city's Code of Ethics ordinance, under statement of purpose, it says, "the code establishes standards of conduct, disclosure requirements, and enforcement mechanisms relating to city officers and employees and others whose actions inevitably affect public faith in city government, such as former city officers and employees, candidates for public office, and persons doing business with the city."

According to the definitions: Officer. The term "officer" or "city officer" includes, but is not limited to, the following persons:

Mayor and city council members; city manager; Municipal judge; Members of all standing boards and commissions appointed by the city council; Department heads; and Sworn law enforcement personnel

* Standing boards and commissions does not appear to include members of any committees.



What Currently Exists in City of Kyle?

What the Current Ethics Code is:

The current Ethics Code is primarily an integrity, conflict-of-interest, and public trust framework. It focuses on ensuring that public officials, employees, and board members do not misuse their positions for personal gain and that government decisions remain impartial. It addresses:

- Conflicts of interest and recusals
- Financial disclosures
- Gifts and benefits
- Nepotism
- Confidential information
- Improper use of city resources
- Political activity restrictions in official capacities
- Representation of private interests before the city
- Ethics complaints and investigations
- Ethics Commission oversight and enforcement

What the Current Ethics Code is not:

The Ethics Code is not a board and commission governance framework. It does not provide:

- Board member onboarding expectations
- Professionalism standards
- Civility expectations
- Public communication guidelines
- Social media guidance
- Expectations for interactions with residents
- Expectations for interactions with staff
- Expectations for interactions with fellow board members
- Board culture standards
- Meeting participation expectations
- Role clarity and operational boundaries
- Training acknowledgments
- Board-specific conduct guidance



What are other cities doing?

Various Layered Governance Frameworks for Boards and Commissions

- Signed acknowledgment with training and handbooks
- Signed acknowledgment statement or form
- Written into ethics ordinance / signed acknowledgment
- Written into establishing ordinances
- Individual board and commission bylaws
- Most frameworks establish expectations for professionalism, communication, ethics, and accountability
- Cities vary widely in how formal or enforceable their frameworks are true policy decision



Key Framework Question #1

How should the foundational policy be structured?

Standalone Code of Conduct or Handbook

- Separate policy document that applies to all boards and commissions (signed)
- This would include professionalism standards, civility expectations, and communication protocols, etc.
- Could be written into the overarching city ethics ordinance
- + flexible, easy to update, consistent citywide
- - broad, less enforceable unless tied to ordinance authority

Incorporated Into City Ordinance / Code

- Requirements codified directly into city ordinance or code
- + strongest enforcement authority and formal governance structure; clearly establishes authority and applicability of enforcement
- - less flexibility, rigid, amendment (if needed) is more formal



Key Framework Question #1

How should the foundational policy be structured?

Board Specific Bylaws

- Each board adopts conduct standards and procedures tailored to its role
- More of a deep dive, but useful for quasi judicial or highly specialized boards
- + flexible, customized by board
- - harder to administer, evaluate; inconsistent across the board

Hybrid Model

- Some combination of citywide handbook/code, signed acknowledgment forms, and/or ethics ordinance
- Could help balance flexibility and enforceability
- Generally, the most common approach



Key Framework Question #2

How Strong or Prescriptive Should the Policy Be?

Educational / Guiding Model

- High level focus on professionalism, civility, and best practices
- Relies primarily on voluntary compliance, minimal formal enforcement
- Best suited for expectation setting and board/commission culture building

Standardized Governance Model

- Includes more prescriptive conduct standards and progressive accountability
- May include specific steps, reprimands, or removal mechanisms
- Useful for creating consistency citywide, less flexible and larger administratively

Formal Enforcement Model

- Highest prescriptive level violations, complaint procedures, and hearing processes
- May include formal investigations and removal procedures
- Strongest accountability structure, highly formal and administratively heavy



Additional Framework Considerations

What Types of Conduct Should Be Addressed?

Professional Conduct

Communication Expectations

Operational Boundaries

Ethics and/or Transparency

Participation and/or Attendance Expectations

Background Evaluation



Enforcement, Accountability & Scope

How should enforcement be addressed?

Informal Administrative Approach

Progressive Discipline Approach

Formal Complaint Process

What is the applicability and scope?

Should the framework apply to all boards?

Should some (quasi-judicial) boards be treated differently?

Should task force or ad hoc committees be included?

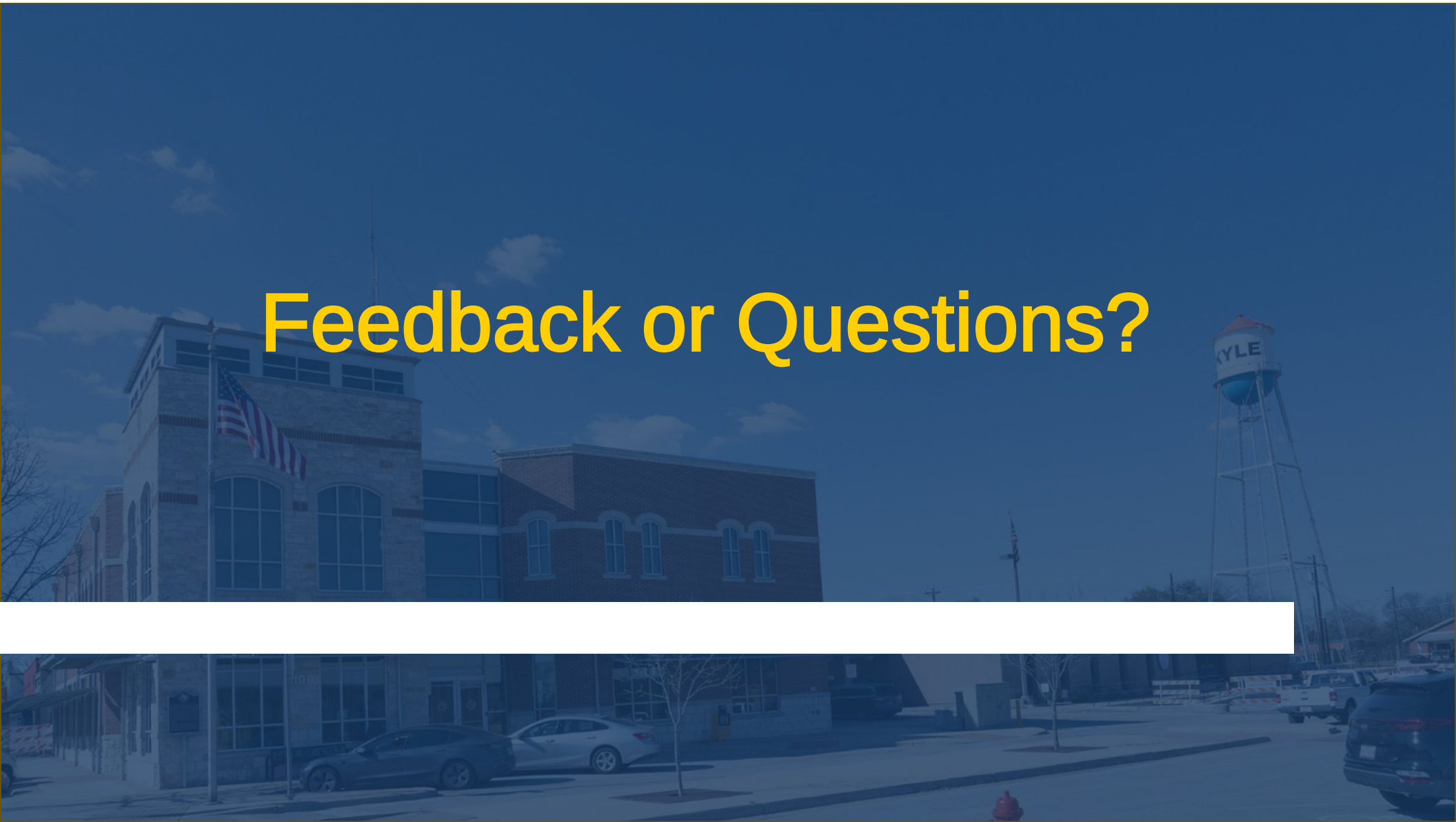
Uniform city wide or separate for different boards?



Next Steps

- Council provides high level direction on policy framework
- Staff prepares draft framework utilizing feedback
- Staff will bring back draft policy for council review and direction
- Formal consideration and adoption

Feedback or Questions?



Subdivision I Declaration of Policy

§ 2-142. Statement of purpose.

It is essential in a democratic system that the public have confidence in the integrity, independence, and impartiality of those who act on their behalf in government. Such confidence depends not only on the conduct of those who exercise official power, but on the availability of aid or redress to all persons on equal terms and on the accessibility and dissemination of information relating to the conduct of public affairs. For the purpose of promoting confidence in the government of the City of Kyle and thereby enhancing the city's ability to function effectively, this code of ethics is adopted. The code establishes standards of conduct, disclosure requirements, and enforcement mechanisms relating to city officers and employees and others whose actions inevitably affect public faith in city government, such as former city officers and employees, candidates for public office, and persons doing business with the city. By prohibiting conduct incompatible with the city's best interests and minimizing the risk of any appearance of impropriety, this code of ethics furthers the legitimate interests of democracy.

Appearance of impropriety: Public service is a public trust. All city officers and employees are stewards of the public trust. They have a responsibility to the citizens of Kyle to enforce and adhere to the City Charter and the associated ordinances and codes. To ensure and enhance public confidence in City Government, each city officer must not only adhere to the principles of ethical conduct set forth in this Code and technical compliance therewith, but they must scrupulously avoid the appearance of impropriety at all times.

(Ordinance 1279, § 4(Exh. 3), adopted 9/5/2023; Ordinance 1360 adopted 5/6/2025)

§ 2-143. Definitions.

As used in this code of ethics, the following words and phrases have the meaning ascribed to them in this section, unless the context requires otherwise or more specific definitions set forth elsewhere in this Code apply:

Acceptance. A written or verbal indication that someone agrees [to]; "acceptance" of an offer of subsequent employment or business opportunities includes legally binding contracts and all informal understandings that the parties expect to be carried out. An agreement, either by express act or by implication from conduct, to the terms of an offer so that a binding contract is formed.

Affiliated. Business entities are "affiliated" if one is the parent or subsidiary of the other or if they are subsidiaries of the same parent business entity.

Affinity. Relationship by "affinity" (by marriage) is defined in Section 573.024 and 573.025 of the Texas Government Code.

Allegation. The act of declaring something to be true, something declared or asserted as a matter of fact, formal statement of a factual matter as being true or provable, without its having yet been proved.

Before the city. Representation or appearance "before the city" means before the city council;

before a board, commission, or other city entity; or before a city officer or employee.

Benefit. "Benefit" means anything reasonably regarded as pecuniary gain or pecuniary advantage, including a benefit to any other person in whose welfare the beneficiary has a direct and substantial interest.

Business entity. "Business entity" means a sole proprietorship, partnership, firm, corporation, holding company, joint-stock company, receivership, trust, unincorporated association, or any other entity recognized by law.

Candidate. "Candidate" means a person who knowingly and willingly takes affirmative action for the purpose of gaining nomination or election to public office or for the purpose of satisfying financial obligations incurred by the person in connection with the campaign for nomination or election. Examples of affirmative action include:

- (1) The filing of an application for a place on a ballot;
- (2) The making of a public announcement of a definite intent to run for public office in a particular election, regardless of whether the specific office is mentioned in the announcement;
- (3) Before a public announcement of intent, the making of a statement of definite intent to run for public office and the soliciting of support by letter or other mode of communication; and
- (4) The soliciting or accepting of a campaign contribution or the making of a campaign expenditure.

City. "City" means the City of Kyle, Texas.

Code of ethics. "Code of ethics," "ethics code," "the code" or "this code" means subdivisions I—IX of this division, its amendment(s) and/or enhanced definitions.

Complainant. "Complainant" means an individual who has filed a sworn complaint with the city secretary.

Confidential government information. "Confidential government information" includes all information held by the city that is not available to the public under the Texas Open Records Act and any information from a meeting closed to the public pursuant to the Texas Open Meetings Act, regardless of whether disclosure violates the Act.

Consanguinity. Relationship by "consanguinity" (by blood) is defined in Sections 573.022 and 573.023 of the Texas Government Code.

Discretionary contract. "Discretionary contract" means any contract other than those which by law must be awarded on a low or high qualified bid basis. Discretionary contracts do not include those contracts subject to Section 252.022 of the Texas Local Government Code or those contracts not involving an exercise of judgment or choice.

Economic interest. "Economic interest" includes, but is not limited to, legal or equitable property interest in land, chattels, and intangibles, and contractual rights having more than nominal value. Service by a city officer or employee as an officer, director, advisor, or otherwise active participant in an educational, religious, charitable, fraternal, or civic organization does not create for that city officer or employee an economic interest in the

property of the organization. Ownership of an interest in a mutual or common investment fund that holds securities or other assets is not an economic interest in such securities or other assets unless the person in question participates in the management of the fund.

Employee. The term "employee" or "city employee" is any person listed on the City of Kyle payroll as an employee, whether part-time or full-time.

Employment. The term "employment" means the performance of work or services for remuneration and includes work or services performed by independent contractors.

Former city officer or Employee. A "former city officer" or "former city employee" is a person whose city duties terminate on or after the effective date of this code.

Gift. "Gift" means a voluntary transfer of property (including the payment of money) or the conferral of a benefit having pecuniary value (such as the rendition of services or the forbearance of collection on a debt), unless consideration of equal or greater value is received by the donor.

Indirect ownership. A person "indirectly owns" an equity interest in a business entity where the interest is held through a series of business entities, some of which own interests in others.

Intentionally. A person acts intentionally, or with intent, with respect to the nature of his conduct or to a result of his conduct when it is his conscious objective or desire to engage in the conduct or cause the result.

Knowingly. A person acts knowingly, or with knowledge, with respect to the nature of his or her conduct or to circumstances surrounding his or her conduct when he or she is aware of the nature of his or her conduct or that the circumstances exist. A person acts knowingly, or with knowledge, with respect to a result of his or her conduct when he or she is aware that his or her conduct is reasonably to cause the result.

Officer. The term "officer" or "city officer" includes, but is not limited to, the following persons:

Mayor and city council members; city manager;

Municipal judge;

Members of all standing boards and commissions appointed by the city council;

Department heads; and

Sworn law enforcement personnel

Official action. "Official action" includes:

- (1) Any affirmative act (including the making of a recommendation) within the scope of, or in violation of, an officer or employee's duties; and
- (2) Any failure to act, if the officer or employee is under a duty to act and know that inaction is likely to affect substantially an economic interest of the officer or employee.

Official information. "Official information" includes information gathered pursuant to the power or authority of city government.

Ownership. Ownership of an interest in a mutual or common investment fund that holds

securities or other assets, does not constitute direct or indirect ownership of such securities, or other assets unless the person in question participates in the management of the fund.

Partner. Someone who engages in an activity or undertaking with another; "Partner" includes partners in general partnerships, limited partnerships, and joint ventures. One who shares or takes part with another especially in a venture with shared benefits and shared risks.

Person. Means any individual, human being or business entity, excluding the City of Kyle.

Personally and substantially participated. "Personally and substantially participated" means to have taken action as an officer or employee through decision, approval, disapproval, recommendation, giving advice, investigation or similar action. The fact that the person had responsibility for a matter does not by itself establish that the person "personally and substantially participated" in the matter.

Recklessly. A person acts recklessly, or is reckless, with respect to circumstances surrounding his conduct or the result of his conduct when he is aware of but consciously disregards a substantial and unjustifiable risk that the circumstances exist or the result will occur. The risk must be of such a nature and degree that its disregard constitutes a gross deviation from the standard of care that an ordinary person would exercise under all the circumstances as viewed from the actor's standpoint.

Representation. "Representation" is a presentation of fact ? either by words or by conduct ? made to induce someone to act. Representation does not include appearance as a witness in litigation or other official proceedings.

Respondent. "Respondent" means an individual identified in a sworn complaint to have allegedly violated the Ethic Code of the City of Kyle.

Solicitation. "Solicitation" of subsequent employment of business opportunities includes all forms of proposals and negotiations relating thereto.

Sponsor. "Sponsor" of an event is the person or persons primarily responsible for organizing the event. A person who simply contributes money or buys tickets to an event is not considered a sponsor.

Public servant(s). "Public servant(s)" means the elected and the appointed officers of the city, the members of boards, commissions and committees appointed or created by the city council, and all volunteer and paid employees of the city.
(Ordinance 1279, § 4(Exh. 3), adopted 9/5/2023; Ordinance 1360 adopted 5/6/2025)

§ 2-144. through § 2-170. (Reserved)

Subdivision II
Present City Officers and Employees

§ 2-171. Improper economic benefit.

- (a) General rule. To avoid the appearance and risk of impropriety, a city officer or employee shall not take any official action that he or she knows is likely to affect the economic interests of:
- (1) The officer or employee;
 - (2) His or her partner, child, spouse, or other family member within the second degree of consanguinity or affinity;
 - (3) His or her outside client;
 - (4) A member of his or her household;
 - (5) The outside employer of the officer or employee or of his or her parent, child, or spouse;
 - (6) A business entity in which the officer or employee knows that any of the persons listed in subsections (a)(1) or (a)(2) holds an economic interest;
 - (7) A business entity which the officer or employee knows is an affiliated business or partner of a business entity in which any of the persons listed in subsections (a)(1) or (a)(2) holds an economic interest;
 - (8) A business entity or nonprofit entity for which the city officer or employee serves as an officer or director or in any other policy making position; or
 - (9) A person or business entity from whom, within the past 12 months, the officer or employee, or his or her spouse, directly or indirectly has:
 - a. Solicited an offer of employment;
 - b. Received and not rejected an offer of employment;
 - c. Accepted an offer of employment; or
 - (10) A person or business entity with whom the officer or employee, or his or her spouse, directly or indirectly is engaged in negotiations pertaining to business opportunities.
- (b) Recusal and disclosure. A city officer or employee whose conduct would otherwise violate subsection (a) must recuse himself or herself. From the time that the conflict is or should have been recognized, he or she shall:
- (1) Immediately refrain from further participation in the matter, including discussions with any person likely to consider the matter; and
 - (2) Promptly file with the city secretary a disclosure stating the nature of the conflict. In addition:

- (3) A supervised employee shall promptly bring the conflict to the attention of his or her supervisor, who will then, if necessary, reassign responsibility for handling the matter to another person; and
 - (4) A member of a board or commissioner shall promptly disclose the conflict to other members of the board or commission and shall not vote on the matter.
- (c) Definitions. For purposes of this section:
- (1) An action is likely to affect an economic interest if it is likely to have an effect on that interest that is distinguishable from its effect on members of the public in general or a substantial segment thereof; and
 - (2) The term "client" includes business relationships of a highly personalized nature, but not ordinary business-customer relationships.
- (d) Non-profit board membership. A member of the council who serves in an unpaid position with, or on the board of, a public or private non-profit organization shall have a voice but no vote on any funding request or contract with the city by that organization, unless the organization has a board of directors or trustees appointed in whole or in part by the city council; provided further that members of the council appointed to serve on the board of a non-profit corporation or other legal entity created by the city shall, unless another conflict exists, have the authority and duty to fully participate in any discussion and vote at the city council regarding the organization.
- (Ordinance 1279, § 4(Exh. 3), adopted 9/5/2023; Ordinance 1360 adopted 5/6/2025)

§ 2-172. Unfair advancement of private interests.

- (a) General rule. Except when performing a duty or responsibility of the position held, to serve the health, welfare or public safety of the city, to accomplish a public purpose, or to benefit the public in general, a city officer or employee may not use his or her official position to unfairly advance or impede private interests, or to grant or secure, or attempt to grant or secure, for any person (including himself or herself) any form of special consideration, treatment, exemption, or advantage beyond that which is lawfully available to other persons. A city officer who represents to a person that he or she may provide an advantage to that person based on the officer's position violates this rule.
- (b) Special rules. The following special rules apply in addition to the general rule:
 - (1) Acquisition of interest in impending matters. A city officer or employee shall not acquire an interest in or affected by, any contract, transaction, zoning decision, or other matter, if the officer or employee knows, or has reason to know, that the interest will be directly or indirectly affected by impending official action by the city.
 - (2) Reciprocal favors. A city officer or employee may not enter into an agreement or understanding with any other person that official action by the officer or employee will be rewarded or reciprocated by the other person, directly or indirectly.
 - (3) Appointment of relatives. A city officer or employee shall not appoint or employ or

vote to appoint or employ any relative within the third degree of consanguinity or affinity to any office or position of employment within the city.

- (4) Supervision of relatives. No officer or employee shall be permitted to be in the line of supervision of a relative within the third degree of consanguinity or second degree of affinity. Department heads are responsible for enforcing this policy. If an employee, by reason of marriage, promotion, reorganization, or otherwise, is placed into the line of supervision of a relative, one of the employees will be reassigned or other appropriate arrangements will be made for supervision.
 - (c) Recusal and disclosure. A city officer or employee whose conduct would otherwise violate Subsection (b)(3), "Appointment of Relatives" shall adhere to the recusal and disclosure provisions provided in section 2-171(b) (Improper Economic Benefit) of subdivision II.
- (Ordinance 1279, § 4(Exh. 3), adopted 9/5/2023)

§ 2-173. Gifts.

(a) General rule.

- (1) A city officer or employee shall not solicit, accept, or agree to accept any gift or benefit for himself or herself or his or her business:
 - a. That reasonably tends to influence or reward official conduct; or
 - b. That the officer or employee knows or should know is being offered with the intent to influence or reward official conduct.
- (2) A city officer or employee shall not accept, or agree to accept any gift or benefit, save and except for items or meals received that are of nominal value.
- (3) A city officer or employee shall not solicit any gift or benefit in conjunction with city business.

(b) Special applications. Subsections (a)(1) and (a)(2) do not include:

- (1) A gift to a city officer or employee relating to a special occasion, such as a wedding, anniversary, graduation, birth, illness, death, or holiday, provided that is commensurate with the occasion and the relationship between the donor and recipient;
- (2) Reimbursement of reasonable travel-related expenses authorized in accordance with city policies;
- (3) A public award or reward for meritorious service or professional achievement, provided that the award or reward is reasonable considering the occasion;
- (4) A loan from a lending institution made in its regular course of business on the same terms generally available to the public;
- (5) A scholarship or fellowship awarded on the same terms and based on the same

criteria that are applied to other applicants;

- (6) Admission to an event in which the city officer or employee is participating in connection with official duties;
 - (7) Any solicitation for civic or charitable causes;
 - (8) Admission to an event in which the city officer or employee is participating in connection with his or her spouse's position;
 - (9) Ceremonial and protocol gifts presented to city officers from other governmental entities and accepted for the City of Kyle;
 - (10) Admission to a widely attended event, such as a convention, conference, symposium, forum, panel discussion, dinner, viewing, reception or similar event, offered by the sponsor of the event, and unsolicited by the city officer or employee, if:
 - a. The officer or employee participates in the event as a speaker or panel participant by presenting information related to matters before the city; or
 - b. The officer or employee perform a ceremonial function appropriate to that individual's position with the city; or
 - c. Attendance at the event is appropriate to the performance of the official duties or representative function of the officer or employee;
 - (11) Admission to a charity event provided by the sponsor of the event, where the offer is unsolicited by the city officer or employee; or
 - (12) Admission to a training or education program, including meals and refreshments furnished to all attendees, if such training is related to the officer or employee's official duties.
- (c) Campaign contribution exception. The general rule stated in subsection (a) does not apply to a campaign contribution made pursuant to the Texas Election Code.
- (d) Gifts to closely related persons. A city officer or employee shall:
- (1) Take reasonable steps to persuade a parent, spouse, child, or other relative within the second degree of consanguinity or affinity, or an outside business associate not to solicit, accept, or agree to accept any gift or benefit; that reasonably tends to influence or reward the city officer's or employee's official conduct, or not accept any gift that the officer or employee knows or should know is being offered with the intent to influence or reward the city officer's or employee's discharge of official duties.

If a city officer or employee required to file a financial disclosure report under this Ethics Code, knows that a gift or benefit meeting the requirements of this rule has been accepted and retained by a person identified in subsection (d)(1) of this rule, the officer or employee shall promptly file a report with the city secretary's office

disclosing the donor, the value of the gift or benefit, the recipient, and the recipient's relationship to the officer or employee filing the report.

(Ordinance 1279, § 4(Exh. 3), adopted 9/5/2023; Ordinance 1360 adopted 5/6/2025)

§ 2-174. Confidential information.

Public servants shall not disclose confidential or proprietary information, or any information they have acquired or obtained in the course of their official duties and that may adversely influence the property, government, or affairs of the city, nor directly or indirectly use his or her position to secure official information about any person or entity, for the financial benefit or gain of such public servant or any third party. Public servants shall not release confidential, proprietary or privileged information for any purpose other than the performance of official responsibilities. It shall be a defense to any complaint under this section that the release of information served a legitimate public purpose, as opposed to the private financial or political interest of the public servant or any third party or group.

- (1) Improper access. A city officer or employee shall not use his or her position to obtain official information about any person or entity for any purpose other than the performance of official duties.
- (2) Improper disclosure. A city officer or employee shall not intentionally, knowingly, or recklessly disclose any confidential information gained because of said officer's or employee's position. This rule does not prohibit:
 - a. Any disclosure that is no longer confidential by law; or
 - b. The confidential reporting of illegal or unethical conduct to authorities designated by law.

(Ordinance 1279, § 4(Exh. 3), adopted 9/5/2023)

§ 2-175. Representation of private interests.

- (a) Representation prohibited. A city officer or employee who is a member of a board, commissioner or other city body shall not represent any person, group, or entity:
 - (1) Before that board or body;
 - (2) Before city staff having responsibility for making recommendations to, or taking any action on behalf of, that board or body, unless the board or body is only advisory in nature; or
 - (3) Before the city council if the council has jurisdiction over the board or body of which the city officer or employee is a member, if any issue relates to the officer's or employee's official duties.
- (b) Representation before the city.
 - (1) General rule. A member of the council or a city employee shall not represent for compensation any person, group, or entity, other than himself or herself or his or her spouse or minor children, before the city. For purposes of this subsection, the

term compensation means money or any other thing of value that is received, or is to be received for such representation.

(c) Representation in litigation adverse to the city.

- (1) Officers and employees. A member of the council or city employee, shall not represent any person, group, or entity, other than himself or herself, or his or her spouse or minor children, in any litigation to which the city is a party, if the interests of that person, group, or entity are adverse to the interests of the city.
- (2) Board member. A person who is classified as a city officer only because he or she is an appointed member of a board or other city body shall not represent any person, group, or entity, other than himself or herself, or his or her spouse or minor children, in any litigation to which the city is a party, if the interests of that person, group, or entity are adverse to interests of the city and the matter is substantially related to the officer's duties to the city.

(Ordinance 1279, § 4(Exh. 3), adopted 9/5/2023)

§ 2-176. Conflicting outside employment.

- (a) General rule. A city officer or employee shall not solicit, accept, or engage in concurrent outside employment which could reasonably be expected to impair independence of judgment in, or faithful performance of, official duties.
- (b) Special application. The following special rule applies in addition to the general rule: A city officer or employee shall not provide services to an outside employer related to their official duties as a city officer or employee. This special rule does not apply to law enforcement employees provided that the employees are the subject of a properly adopted personnel policy authorizing such employment.
- (c) Other rules. The general rule stated above applies in addition to all other rules relating to outside employment of city officers and employees, including requirements for obtaining prior approval of outside employment as applicable.

(Ordinance 1279, § 4(Exh. 3), adopted 9/5/2023)

§ 2-177. Public property and resources.

A city officer or employee shall not use, request, or permit the use of city facilities, personnel, equipment, or supplies for private purpose (including political purposes), except:

- (a) Pursuant to duly adopted city policies; or
- (b) To the extent and according to the terms that those resources are lawfully available to the public.

(Ordinance 1279, § 4(Exh. 3), adopted 9/5/2023)

§ 2-178. Political activity.

Limitations on the political activities of city officers and employees are imposed by state law, the City Charter, and city personnel rules and are incorporated into this provision by reference.

In addition, the following ethical restrictions apply:

- (1) Influencing subordinates. A city officer or employee shall not, directly or indirectly, induce or attempt to induce any city subordinate of the officer or employee:
 - a. To participate in an election campaign, contribute to a candidate or political committee, or engage in any other political activity relating to a political party, candidate, or issue; or
 - b. To refrain from engaging in any lawful political activity.
 - c. A general statement merely encouraging another person to vote does not violate this subsection.
- (2) Paid campaigning. A city officer or employee shall not accept payment or other consideration, directly or indirectly, for political activity relating to an item pending on the ballot, if he or she participated in, or provided advice relating to, the exercise of discretionary authority by a city body that contributed to the development of the ballot item. Payment or other consideration does not include a meal or other item of nominal value.
- (3) Official vehicles. A city officer or employee shall not display or fail to remove campaign materials on any city vehicle under his or her control.

Limitations on the use of public property and resources for political purposes are imposed by section 2-177 (public property and resources) of subdivision II.

(Ordinance 1279, § 4(Exh. 3), adopted 9/5/2023)

§ 2-179. Actions of others.

- (a) Violations by other persons. A city officer or employee shall not intentionally or knowingly assist or induce, or attempt to assist or induce, any person to violate any provision in this code of ethics.
- (b) Using others to engage in forbidden conduct. A city officer or employee shall not violate the provisions of this code of ethics through the acts of another.

(Ordinance 1279, § 4(Exh. 3), adopted 9/5/2023)

§ 2-180. Prohibited interests in contracts.

- (a) Charter provision. The Charter of the City of Kyle, in section 12.03, states "No officer or employee of the city shall have a financial interest direct or indirect, or by reason of ownership of stock in any corporation, in any contract with the city, or be financially interested directly or indirectly in the sale to the city of any land, materials, supplies or services except on behalf of the city as an officer or employee; provided, however, that the provision of this section [section 12.03 of the Charter] shall only be applicable when the stock owned by the officer or employee exceed one percent of the total capital stock of the corporation. Any violation of this section with the knowledge, express or implied, of the person or corporation contracting with the city shall render the contract voidable."

- (b) Financial interest. No officer or employee of the city shall have a financial interest direct or indirect, or by reason of ownership of stock in a corporation, in a contract with the city, or be financially interested directly or indirectly in the sale to the city of land, materials, supplies or services except on behalf of the city as an officer or employee; provided, however, that the provision of this section shall only be applicable when the stock or interests owned by the officer or employee exceeds one percent of the total capital stock of the corporation, or the city is taking an interest in property by eminent domain. Any violation of this shall render the contract voidable.

This subsection does not permit any officer or employee to fail to comply with the requirements for giving notice of conflict, recusal and filing the required conflict forms with the city secretary.

- (c) If an officer or employee has or may potentially have a presumed prohibited financial interest in a contract with the city, or in the sale to the city of land, materials, supplies or service under subsection (b), the officer or employee may apply to the Ethics Commission established under section 12.01 of the City Charter for determination and decision on whether the officer or employee has an actual direct or indirect financial interest in that contract or transaction. The Ethics Commission will make this assessment using a standard of "clear and convincing" evidence at a hearing. A request for such a determination cannot be made confidentially. The hearing must be posted in accordance with the Texas Open Meetings Act clearly stating the officer or employee with the presumed prohibited financial interest, the contract or transaction at issue, and the individual or business entity that is the party to the contract or transaction at issue.
- (d) Any contract or transaction already in place at the time the individual becomes an officer or employee subject to the prohibitions in section 12.03 of the City Charter or those ascribed in this section may remain in place until the contract expires or the transaction is completed without creating a prohibited financial interest for the officer or employee.
- (e) Definitions. For purposes of enforcing section 12.03 of the City Charter and the provisions of this section:
- (1) A city "employee" is any employee of the city who is required to file a financial disclosure statement pursuant to the Ethics Code.
 - (2) A city "officer" is:
 - a. The mayor or any council member;
 - b. A municipal court judge appointed by the council;
 - c. A member of any board, committee or commission.
- (f) An officer or employee that has an interest prohibited by this section, shall give notice of the conflict, recuse himself or herself from participation in any discussions at any public meeting, or with the city staff concerning the interest or matter in which a conflict exists, and file the required disclosure with the city secretary; provided that, if the matter involves an eminent domain proceeding with respect to a property interest of the officer or employee, the officer or employee may announce the conflict, file the disclosure and

thereafter in the same manner as any private citizen represent his/her property interests. (Ordinance 1279, § 4(Exh. 3), adopted 9/5/2023; Ordinance 1360 adopted 5/6/2025)

§ 2-181. Persons required to report; time to report; place to report.

- (a) A city officer or employee who has knowledge of a violation, supported by evidence, of any of the provisions of this ethics code shall report this violation as provided below within 15 business days after the person has knowledge of a violation. A city officer or employee shall not delegate to, or rely on, another person to make the report. Any failures to report a violation pursuant to this subsection are governed by subdivision VIII, section 2-308, and the criteria set forth therein.
- (b) Unless waived in writing by the person making the report, the identity of an individual making a report under this section is confidential and may be disclosed only to the proper authorities for the purposes of investigating the report; provided that such confidentiality shall terminate if the matter is placed on an agenda of the Ethics Commission.
- (c) A report made under this section shall be made to:
 - (1) The ethics compliance officer or his or her designee; or
 - (2) The Ethics Commission.
- (d) A report shall state:
 - (1) The name of the city officer or employee who believes that a violation of a provision of the ethics code has been or may have been committed;
 - (2) The identity of the person or persons who allegedly committed the violation;
 - (3) A statement of the facts on which the belief is made; and
 - (4) Any other pertinent information concerning the alleged violation.
- (e) The city attorney and/or ethics compliance officer shall:
 - (1) Comply at all times with the Texas Rules of Professional Responsibility when representing the city, or any officer or employee of the city, including, but not limited to, the requirement to promptly disclose in writing any possible conflict when requested to participate in any matter in which he/she may have a conflict of interest;
 - (2) Avoid any and all conflicts of interest with the city;
 - (3) Place the interests of the city above all others when performing official duties;
 - (4) Preserve and protect attorney client privilege;
 - (5) Conduct such civil investigations as appropriate to comply with the duties of the city attorney and the ethics compliance officer; and
 - (6) Advise any officer or employee that makes a report to the city attorney or ethics

compliance officer in confidence, of a possible violation of this code of ethics, to report the matter to the Ethics Commission.
(Ordinance 1279, § 4(Exh. 3), adopted 9/5/2023; Ordinance 1360 adopted 5/6/2025)

§ 2-182. through § 2-200. (Reserved)

Subdivision III
Former City Officers and Employees

§ 2-201. Continuing confidentiality.

A former city officer or employee shall not use or disclose confidential government information acquired during service as a city officer or employee. This rule does not prohibit:

- (1) Any disclosure that is no longer confidential by law; or
- (2) The confidential reporting of illegal or unethical conduct to authorities designated by law. (Ordinance 1279, § 4(Exh. 3), adopted 9/5/2023)

§ 2-202. Subsequent representation.

- (a) Representation by a former city officer. A person who was a member of a city body shall not represent for compensation any person, group or entity for a period of two years after the termination of his or her official duties:

- (1) Before that board or body;
- (2) Before city staff having responsibility for making recommendations to, or taking any action on behalf of, that board or body, unless the board or body is only advisory in nature; or
- (3) Before the city council which has appellate jurisdiction over the board or body of which the former city officer or employee was a member, if any issue relates to his or her former duties.

- (b) Representation before the city. A former city officer or employee shall not represent for compensation any person, group, or entity, other than himself, or his or her spouse or minor children, before the city for a period of two years after termination of his or her official duties. This subsection does not apply to a person who was classified as a city officer only because he or she was an appointed member of a board or other city body. For purposes of this subsection, the term compensation means money or any other thing of value that is received, or is to be received, in return for or in connection with such representation.

- (1) In connection with the representation of private interests before the city, a former city officer or employee shall not state or imply that he or she is able to influence city action on any basis other than the merits.

(Ordinance 1279, § 4(Exh. 3), adopted 9/5/2023)

§ 2-203. Prior participation in negotiating or awarding of contracts.

A former city officer or employee may not, within two years of the termination of official duties, perform work for compensation relating to discretionary contract, if he or she personally and substantially participated in the negotiation or awarding of the contract. A former city officer or employee, within two years of termination of official duties, must disclose to the city secretary immediately upon knowing that he or she will perform work on

a compensated basis relating to a discretionary contract for which he or she did not personally and substantially participate in its negotiation or award. This subsection does not apply to a person who was classified as city officer only because he or she was an appointed member of a board or other city body.

(Ordinance 1279, § 4(Exh. 3), adopted 9/5/2023)

§ 2-204. Discretionary contracts.

- (a) Impermissible interest in discretionary contract or sale. This subsection applies only to contracts or sales made on a discretionary basis, and does not apply to contracts or sales made on a competitive bid basis. Within one year of the termination of official duties, a former city officer or employee shall neither have a financial interest, direct or indirect, in any discretionary contract with the city, nor have a financial interest, direct or indirect, in the sale to the city of any land, materials, supplies, or service. Any violation of this section, with the knowledge, expressed or implied, of the individual or business entity contracting with the council shall render the contract involved voidable by the council. A former city officer or employee has a prohibited "financial interest" in a discretionary contract with the city, or in the sale to the city of land, materials, supplies, or service, if any of the following individuals or entities is a party to the contract or sale:
- (1) The former officer or employee;
 - (2) His or her parent, child, or spouse;
 - (3) A business entity in which the former officer or employee, or his or her parent, child or spouse directly or indirectly owns:
 - a. One percent or more of the capital stock of a corporation; or
 - b. Ten percent or more of the voting stock or shares of another business entity; or
 - c. Ten percent or more of the fair market value of any business entity; or
 - (4) A business entity of which any individual or entity listed in subsections (1), (2) or (3) is:
 - a. A subcontractor on a city contract;
 - b. A partner; or
 - c. A parent or subsidiary business entity.
- (b) Definitions. For purposes of this section:
- (1) A "former city employee" is any person who, prior to termination of employee status, was required to file a financial disclosure statement pursuant to this ethics code.
 - (2) A "former city officer" is any person who, immediately prior to termination of official duties, was:
 - a. The mayor or a member of city council;

- b. A municipal court judge or magistrate; or
 - c. A member of any committee, board or commission was required to file a financial disclosure statement pursuant to this ethics code.
- (3) The term "contract" means any discretionary contract other than a contract for the personal services of the former city officer or employee.
- (4) The term "service" means any services other than the personal services of the former officer or employee.
- (Ordinance 1279, § 4(Exh. 3), adopted 9/5/2023)

§ 2-205. through § 2-220. (Reserved)

Subdivision IV
Persons Doing Business with the City

§ 2-221. Vendors, suppliers and contractors.

All vendors, suppliers, contractors and persons contacting the city for the purpose of selling any product or service to the city, or bidding on any city works, whether by competitive bid process or a discretionary contract, shall comply with the requirements of Chap. 176, Tex. Loc. Gov't Code.

(Ordinance 1279, § 4(Exh. 3), adopted 9/5/2023)

§ 2-222. Persons seeking discretionary contracts.

- (a) Political contributions. Any individual or business entity seeking a discretionary contract from the city must disclose in connection with a proposal for a discretionary contract, all political contributions totaling \$100.00 or more within the previous 24 months made directly or indirectly to any current or former member of city council, any candidate for city council, or to any political action committee that contributes to city council elections, by any individual or business entity whose identity must be disclosed under this subsection. Indirect contributions by an individual include, but are not limited to, contributions made by an individual's spouse, whether statutory or common-law. Indirect contributions by an entity include, but are not limited to, contributions made through the officers, owners, attorneys, or lobbyists of the entity.
- (b) Briefing papers and open records. Briefing papers prepared for the city council concerning any proposed discretionary contract to be considered for action shall reveal the information disclosed in compliance with subsection (a) and that information shall constitute an open record available to the public. Such briefing papers shall become a public record when the proposed contract is included on a posted agenda for a city council meeting.

(Ordinance 1279, § 4(Exh. 3), adopted 9/5/2023)

§ 2-223. through § 2-240. (Reserved)

Subdivision V
Members of the Public and Others

§ 2-241. Forms of responsibility.

No person shall intentionally or knowingly induce, attempt to induce, conspire with, aid or assist, or attempt to aid or assist another person to engage in conduct violative of the obligations imposed by subdivisions II (Present City Officers and Employees), III (Former City Officers and Employees), and/or IV (Persons Doing Business with the City) of this ethics code.

(Ordinance 1279, § 4(Exh. 3), adopted 9/5/2023)

§ 2-242. through § 2-250. (Reserved)

Subdivision VI
Financial Disclosure

§ 2-251. Financial disclosure report.

- (a) Persons required to file disclosure form. The mayor and members of the city council and designated city employees. After accepting appointment or assuming the duties of office, the city officers defined in this Code, are required to file with the city secretary a complete sworn financial disclosure report annually.

Designated city employees include:

- (1) The city manager;
 - (2) Deputy or assistant city managers;
 - (3) Assistants to the city manager;
 - (4) City secretary; and
 - (5) All department heads.
- (b) Record keeping. Financial disclosure reports, notwithstanding the city's population, shall be maintained in accordance with the Texas Local Government Code Sec. 145.007.
- (c) Annual filing date. Annual financial disclosure reports must be received by the city secretary on the last business day of January. The city secretary shall grant an extension of time in which to file a report upon written request submitted in advance of the deadline. The extension shall not exceed 15 business days.

Unforeseen circumstances. In the event of an unforeseen circumstance, including, but not limited to military service abroad or acute illness, the deadline for receipt by the city secretary is extended until such time as the city officer or employee resumes his city duties.

- (d) Reporting periods. Each annual financial disclosure filed by an individual, shall disclose information relating to the prior calendar year.
- (e) City secretary. The city secretary shall:
- (1) Prior to January 15 of each year, notify the mayor and members of the city council and employees specified in subsection (a) of their obligation to file financial disclosure reports and those forms to be completed;
 - (2) Provide guidance and assistance on the reporting requirements for persons required to file financial disclosure reports and develop common standards, rules, and procedures for compliance with subdivision VI;
 - (3) Review reports for completeness and timeliness;
 - (4) Upon determining that the mayor, a member of city council, a candidate for city council, or the city manager has failed to timely file a financial disclosure report, or

has filed incomplete or unresponsive information, notify the individual that failure to file or correct the filing with 15 days after the original deadline. If the person in question fails to file a completed report within 15 days of the original deadline, a report of non-compliance shall be forwarded to each member of the city council.

(Ordinance 1279, § 4(Exh. 3), adopted 9/5/2023)

§ 2-252. Financial disclosure reports.

The financial disclosure report form is hereby approved as attached herein as Exhibit A.

(Ordinance 1279, § 4(Exh. 3), adopted 9/5/2023)

§ 2-253. Short form annual report.

A person who is required to file an annual financial disclosure report may fulfill his or her filing obligations by submitting a sworn statement on a form provided by the city, attached herein as Exhibit B, if there have been few or no changes in the information disclosed by that person in a complete financial disclosure report filed within the past five years. The sworn statement shall indicate the date of the person's most recently filed complete financial disclosure report and shall state that there have been no material changes in that information. If any material changes have taken place, the financial disclosure report form (Exhibit A) shall be submitted.

(Ordinance 1279, § 4(Exh. 3), adopted 9/5/2023)

§ 2-254. Travel reporting requirements.

(a) Any persons listed in subsection (b) of this section who, in connection with his or her official duties, accepts a trip or excursion involving the gratuitous provision of transportation, accommodations, entertainment, meals, or refreshments paid for by a person or entity other than a public agency must file with the city secretary, before embarking on the travel, a disclosure statement identifying:

- (1) The name of the sponsor;
- (2) The places to be visited; and
- (3) The purpose and dates of the travel.

(b) The following persons are required to report under this section: the mayor, members of the city council, municipal court judges and magistrates, city manager, city secretary, assistant city managers, and all department heads. Acceptance of a trip or excursion by an individual listed above other than the mayor or a member of the city council must receive prior written approval of the city manager.

(Ordinance 1279, § 4(Exh. 3), adopted 9/5/2023)

§ 2-255. Items received on behalf of the city.

A city officer or employee who accepts any item by way of gift valued over \$100.00 or loan on behalf of the city must promptly report that fact to the city manager, who shall have the item appropriately inventoried as city property.

§ 2-255

§ 2-256

(Ordinance 1279, § 4(Exh. 3), adopted 9/5/2023)

§ 2-256. through § 2-270. (Reserved)

Subdivision VII
Ethics Commission

§ 2-271. Definitions.

As used in subdivision VII (Ethics Commission), the term "ethics laws" include this code of ethics, Article 12 of the City Charter, and Section 171 of the Texas Local Government Code. The term "ethical violation" includes violations of any of those enactments. Other terms used in subdivision VII (Ethics Commission) are defined in section 2-143 (Definitions) of subdivision I.

(Ordinance 1279, § 4(Exh. 3), adopted 9/5/2023; Ordinance 1360 adopted 5/6/2025)

§ 2-272. Structure of the Ethics Commission.

- (a) Establishment. There is hereby established an Ethics Commission, which shall have the powers and duties specified in subdivision VII (Ethics Commission).
- (b) Composition. The Ethics Commission shall consist of seven members and each member of the council shall nominate for appointment one member of the commission, subject to the approval by a majority vote of the council. The members of the commission are supervised by and may be removed by the city council pursuant to section 12.01 of the Kyle City Charter.
- (c) Terms of office. Commission members shall be appointed to three-year terms to serve concurrently with the nominating council member's term. Upon a council member vacating his/her seat, the corresponding appointment immediately expires.
- (d) Qualifications. Members of the commission shall have good moral character and shall be residents of the city. No member of the commission shall be:
 - (1) A salaried city officer or employee;
 - (2) An elected public official*;
 - (3) A candidate for elected city office; or
 - (4) An officer of a political party; or
 - (5) A member of a governing body of a taxing entity.

*Any elected official who currently serves on the Ethics Commission will be allowed to complete his or her term but will not be eligible for reappointment.
- (e) Removal. Members of the Ethics Commission may be removed from office for cause by a majority of the city council only after a public hearing at which the member was provided with the opportunity to be heard. Grounds for removal include: failure to satisfy, or to continue to satisfy, the qualifications set forth in subsection (d); substantial neglect of duty; gross misconduct in office; inability to discharge the powers or duties of office; or violation of any provision in the code of ethics.
- (f) Vacancies. The council member who nominated for appointment a vacating member of the Ethics Commission shall nominate for appointment another to serve the remainder

of the vacated term, subject to approval by a majority vote of the city council.

- (g) Recusal. A member of the Ethics Commission shall recuse himself or herself from any case in which, because of familial relationship, employment, investments, or otherwise, his or her impartiality might reasonably be questioned. A matter that has been referred to the commission by a member of the city council does not create a presumption of impartiality for a council member's nominated appointee. A commission member is not required to recuse themselves from a matter that has been referred by the council member who nominated them for appointment unless the matter being referred is a request for declaratory ruling or other official action on a matter where the referring member of the city council or their actions are the subject of the referral. A commission member also may not participate in official action on any complaint:
 - (1) That the member initiated;
 - (2) During the pendency of an indictment or information charging the member with an offense, or after a finding of guilt of such an offense.
 - (h) Chair and vice-chair. Each year, the commission shall meet and elect a chair and a vice-chair from among its members, who will serve one-year terms and may be re-elected. The commission shall meet upon a complaint or grievance being filed and at the request of the council or the city manager. The chair of the commission may call a meeting of the commission. The chair shall preside at meetings of the Ethics Commission and perform other administrative duties. The vice-chair shall assume the duties of the chair in the event of a vacancy in that position.
 - (i) Reimbursement. The members of the Ethics Commission shall not be compensated but shall be reimbursed for reasonable expenses incurred in the performance of their official duties.
- (Ordinance 1279, § 4(Exh. 3), adopted 9/5/2023; Ordinance 1360 adopted 5/6/2025)

§ 2-273. Jurisdiction and powers.

- (a) Jurisdiction. If a complaint is filed pursuant to section 2-274 (Complaints) of subdivision VII within two years of the date of an alleged violation of the ethics laws, the Ethics Commission shall have jurisdiction to investigate and make findings and recommendations concerning:
 - (1) Any alleged violation of this Code of Ethics or Article 12 of the City Charter by any person subject to those provisions, including, but not limited to current city officers and employees, former city officers and employees, and persons doing business with the city;; or
 - (2) Any alleged violation by any person subject to the provisions of Chapter 171 of the Texas Local Government Code.
 - (3) The Commission shall not consider any alleged violation that occurred more than two years prior to the date of the filing of the complaint.
- (b) Termination of city officer's or employee's duties. The termination of a city officer's or

employee's duties does not affect the jurisdiction of the Ethics Commission with respect to alleged violations occurring prior to the termination of official duties.

(c) Powers. The Ethics Commission has power:

- (1) To establish, amend, and rescind rules and procedures governing its own internal organization and operations;
- (2) To meet as often as necessary to fulfill its responsibilities;
- (3) To render decisions on complaints or issue advisory opinions;
- (4) To request from the city manager through the city council the appointment or allocation of such staff as are necessary to carry out its duties;
- (5) To review, index, maintain on file, and dispose of sworn complaints;
- (6) To make notifications, extend deadlines, and conduct investigations both on complaint and as a result of an issue raised out of said complaint;
- (7) To render, index, and maintain on file advisory opinions;
- (8) To provide assistance to the ethics compliance officer of the city in the training and education of city officers and employees with respect to their ethical responsibilities;
- (9) To prepare report, as needed, to recommend to the mayor and city council needed changes in ethical standards or procedures; and
- (10) To take such other action as is necessary to perform its duties under subdivision VII (Ethics Commission) of this ethics code.

(Ordinance 1279, § 4(Exh. 3), adopted 9/5/2023; Ordinance 1360 adopted 5/6/2025)

§ 2-274. Complaints.

- (a) Filing. Any person (including a member of the Ethics Commission), acting personally or on behalf of the commission who believes that there has been a violation of the ethics laws may file a sworn complaint with the city secretary.

A complaint filed in good faith is qualifiedly privileged. A person who knowingly makes a false statement in a complaint, or in proceedings before the Ethics Commission, is subject to criminal prosecution for perjury or civil liability for the tort of abuse of process.

- (b) Form. A complaint filed under this section must be in writing and under oath and must set forth in simple, concise, and direct statements:
- (1) The name of the complainant(s);
 - (2) The street or mailing address and the telephone number of the complainant(s);
 - (3) The name of each person complained about;
 - (4) The position or title of each person complained about;

- (5) The nature of the alleged violation, including, if possible, the specific rule or provision of law alleged to have been violated;
- (6) A statement of the facts constituting the alleged violation and the dates on which or period of time in which the alleged violation occurred; and
- (7) All documents or other material relevant to the allegation and available to the complainant but that are in the possession of the complainant, including the location of the documents, if known; and a list of all documents or other material relevant to the allegation but unavailable to the complainant, including the location of the documents, if known.

The complaint must be accompanied by an affidavit stating that the information contained in the complaint is either true and correct or that the complainant has good reason to believe and does believe that the facts alleged constitute a violation of the Ethics Code. If the complaint is based on information and belief, the complainant shall state the source and basis of the information and belief. The complainant shall swear to the facts by oath before a notary public or other person authorized by law to administer oaths under penalty of perjury.

- (8) An ethics violation complaint form is hereby approved and attached to the ordinance from which this section derives as exhibit C.¹ The form is optional; as long as the requirements of this section are included in a complaint it will be deemed sufficient. The form may be modified at the discretion of the Ethics Commission as long as the contents substantially comply with this section.

The complaint must state on its face an allegation that, if true, constitutes a violation of a rule adopted by or a law administered and enforced by the commission.

(c) Frivolous complaint.

- (1) For purposes of this section, a "frivolous complaint" is a sworn complaint that is groundless and brought in bad faith or for the purpose of harassment.
- (2) By a vote of at least two-thirds of those present, the commission may order a complainant to show cause why the commission should not determine that the complaint filed by the complainant is a frivolous complaint.
- (3) In deciding whether a complaint is frivolous, the commission may consider:
 - a. The timing of the sworn complaint with respect to when the facts supporting the alleged violation became known or should have become known to the complainant, and with respect to the date of any pending election in which the respondent is a candidate or is involved with a candidacy, if any;
 - b. The nature and type of any publicity surrounding the filing of the sworn complaint, and the degree of participation by the complainant in publicizing the fact that a sworn complaint was filed with the commission;

1. Editor's note—Said form is included as an attachment to this chapter.

- c. The existence and nature of any relationship between the respondent and the complainant before the complaint was filed;
 - d. If respondent is a candidate for election to office, the existence and nature of any relationship between the complainant and any candidate or group opposing the respondent;
 - e. Any evidence that the complainant knew or reasonably should have known that the allegations in the complaint were groundless; and
 - f. Any evidence of the complainant's motives in filing the complaint.
- (4) Notice of an order to show cause shall be given to the complainant, with a copy to the respondent, and shall include:
- a. An explanation of why the complaint appears to be frivolous; and
 - b. The date, time, and place of the hearing to be held under this section.
- (5) Before making a determination that a sworn complaint is a frivolous complaint, the commission shall hold a hearing at which the complainant may be heard; the complainant may be accompanied by counsel retained by the complainant.
- (6) By a record vote of at least two-thirds of those present after the hearing under subsection (5) of this section, the commission may determine that a complainant filed a frivolous complaint and may recommend sanctions against that complainant.
- (d) Sanctions.
- (1) Before recommending a sanction for filing a frivolous complaint, the commission shall consider the following factors:
- a. The seriousness of the violation, including the nature, circumstance, consequences, extent, and gravity of the harm caused to persons or entities named in the frivolous complaint;
 - b. The sanction necessary to deter future violations; and
 - c. Any other matters that justice may require.
- (2) The commission may recommend the following sanctions:
- a. A civil penalty of not more than \$500.00.
 - b. Prosecution for perjury.
 - c. Any other sanction permitted by law.
- (3) The commission may notify the appropriate regulatory or supervisory agency for their appropriate action.
- (e) Confidentiality. No city officer or employee shall reveal information relating to the filing or processing of a complaint except as required for the performance of official duties.

- (1) All papers and evidence related to a pending complaint are confidential during the time any investigation is being conducted by the ethics compliance officer or the commission. If the investigation is completed and a complaint is included as an agenda item to be considered in an open meeting of the Ethics Commission, the papers and evidence become public documents when the related agenda item is opened for discussion by the Ethics Commission.
- (2) If an investigation is closed and no complaint is filed, all related papers and evidence become public information when the investigation is closed; provided the Commission may reopen any investigation previously closed by the ethics compliance officer.
- (3) If the Ethics Commission decides to investigate any allegation or complaint, the papers, evidence and documents compiled thereafter with respect to the investigation shall be and remain confidential until such time as the Ethics Commission concludes the investigation.
- (4) With the exception of an executive session held by the Ethics Commission with respect to an item being investigated by the Ethics Commission, all meetings of the Ethics Commission shall be posted and held as open meetings in compliance with the Open Meetings Act.
- (5) When any complaint is included as an agenda item to be considered in an open meeting of the Ethics Commission, the complaint and all related papers and evidence become public documents when the related agenda item is opened for discussion by the Ethics Commission.
- (6) If the city officer or employee is also an accused individual within the complaint, nothing in this subsection prohibits the accused city officer or employee from exercising their rights afforded to them by the United States Constitution.
- (f) Notification. A copy of a complaint shall be promptly forwarded by the city secretary to the ethics compliance officer and to the respondent(s), even if the complaint fails to meet the filing requirements of subdivision VII, section 2-274(b) (form) above. A complaint that is not sworn as required by subdivision VII, section 2-274(b), shall not be forwarded by the city secretary to the ethics compliance officer, but shall be returned to the complainant. The respondent(s) shall also be provided with a copy of the ethics rules and shall be informed:
 - (1) That, within 14 days of receipt of the complaint, he or she may file a sworn response with the city secretary;
 - (2) That failure to file a response does not preclude the Ethics Commission from adjudicating the complaint;
 - (3) That a copy of any response filed by the respondent(s) will be provided by the city secretary to the complainant, who may, within seven days of receipt, respond by writing filed with the city secretary, a copy of which shall be provided by the city secretary to the respondent(s);

- (4) That the respondent(s) may request a hearing; and
 - (5) That city officers and employees have a duty to cooperate with the Ethics Commission, pursuant to section 2-276(e) (Duty to Cooperate) of subdivision VII.
 - (g) Assistance. The city secretary shall provide information to persons who inquire about the process for filing a complaint.
- (Ordinance 1279, § 4(Exh. 3), adopted 9/5/2023; Ordinance 1360 adopted 5/6/2025)

§ 2-275. Ethics compliance officer.

- (a) City attorney. The City Attorney shall nominate subject to council confirmation by a majority vote independent legal counsel, who does not otherwise represent the City, to serve as the ethics compliance officer.
 - (b) Ethics compliance officer. The ethics compliance officer shall:
 - (1) Receive and promptly transmit to the Ethics Commission all complaints and responses filed with the city secretary regardless of legal sufficiency;
 - (2) Investigate, marshal, and present to the Ethics Commission the evidence bearing upon a legally sufficient complaint;
 - (3) Act as legal counsel to the Ethics Commission;
 - (4) Issue advisory opinions to city officers and employees about the requirements imposed by the ethics laws; and
 - (5) Work with the city secretary in the training and education of city officers and employees with respect to their ethical responsibilities;
 - (6) Review complaints for legal sufficiency and dispose of complaints that are not legally sufficient;
 - (7) Recommend acceptance or rejection of complaint within 60 days of date made to the Ethics Commission; and
 - (8) Request additional information from complainant as needed.
 - (c) Exculpatory evidence. The ethics compliance officer shall disclose to the Ethics Commission and provide to the person charged with violating the ethics law evidence known to the ethics compliance officer tending to negate guilt or mitigate the seriousness of the offense.
- (Ordinance 1279, § 4(Exh. 3), adopted 9/5/2023; Ordinance 1360 adopted 5/6/2025; Ordinance 1362 adopted 5/27/2025)

§ 2-276. Ethics Commission process.

- (a) Commission review. The Ethics Commission shall have full power to investigate and dispose of a complaint received. The identity of the members of the Ethics Commission shall be made public to the person charged in the complaint who, for good cause, may

request the recusal of any member of the commission, subject to subdivision VII, section 2-272(g) of this Code.

- (b) Notice of charges. The Ethics Commission shall consider whether the facts of the case establish a violation of any provision in the ethics laws, regardless of which provisions, if any, were identified in the complaint as having been allegedly violated. However, before the Ethics Commission may find that a violation of a particular rule has occurred, the respondent must be on notice of which rule(s) is at issue and must have an opportunity to respond. Notice is conclusively established: if the complainant alleged that the rule was violated; if compliance with the rule is raised by the member of the commission or the ethics compliance officer as a disputed issue at a hearing before the Ethics Commission; or if the commission or the ethics compliance officer provides the respondent with written notice of the alleged violation and a 14-day period within which to respond in writing to the charge.
 - (c) Scheduling of a hearing. Regardless of whether the complainant or the respondent requests a hearing, the Ethics Commission has discretion to decide whether to hold a hearing.
 - (d) Ex parte communications. It is a violation of this code:
 - (1) For the complainant, the respondent, or any person acting on their behalf to engage or attempt to engage, directly or indirectly, in ex parte communication about the subject matter of a complaint with a member of the Ethics Commission, or any known witness to the complaint; or
 - (2) For a member of the Ethics Commission to:
 - a. Knowingly entertain an ex parte communication prohibited by subsection (1) of this rule; or
 - b. Communicate directly or indirectly with any person, other than a member of the Ethics Commission, its staff, or the ethics compliance officer, about any issue of fact or law relating to the complaint.
 - (e) Duty to cooperate. All city officers and employees shall cooperate with the Ethics Commission and shall supply requested testimony or evidence to assist it in carrying out its charge. Failure to abide by the obligations imposed by this subsection is a violation of this code of ethics.
- (Ordinance 1279, § 4(Exh. 3), adopted 9/5/2023; Ordinance 1360 adopted 5/6/2025)

§ 2-277. Hearings.

At any hearing held by an Ethics Commission during the investigation or disposition of a complaint, the following rules apply:

- (1) General rules. A quorum of the commission must be present for the hearing. Any member of the Ethics Commission who is not present may not participate in the disposition of the case. All witnesses must be sworn and all questioning of witnesses shall be conducted by the members of the Ethics Commission or the ethics compliance

officer. The Ethics Commission may establish time limits and other rules relating to the participation of any person in the hearing. No person may be held to have violated the ethics laws unless a majority of the Ethics Commission so finds by a preponderance of the evidence.

- (2) Evidence. The Ethics Commission shall rely on evidence of which a reasonably prudent person commonly relies in the conduct of the person's affairs and may consider evidence not provided through the complaint, request for declaratory ruling, or request for advisory opinion. The Ethics Commission shall further abide by the following:
 - a. The commission shall hear evidence relevant to the allegations; and
 - b. The commission shall not consider hearsay unless it finds the nature of the information is reliable and useful.
- (3) Respondent. The respondent in the complaint has the right to attend the hearing, the right to make a statement, the right to present witnesses, and the right to be accompanied by legal counsel or another advisor. Only legal counsel to the respondent in the complaint may advise that person during the course of the hearing, but may not speak on his or her behalf, except with the permission of the Ethics Commission. The time permitted for presentation will be at the discretion of the commission.
- (4) The complainant. The complainant has the right to attend the hearing, the right to make a statement, and the right to be accompanied by legal counsel or another advisor. Only legal counsel to the complainant may advise the complainant during the course of the hearing, but may not speak on behalf of the complainant, except with the permission of the Ethics Commission. Witnesses may not be presented by the complainant, except with the permission of the Ethics Commission.

(Ordinance 1279, § 4(Exh. 3), adopted 9/5/2023; Ordinance 1360 adopted 5/6/2025)

§ 2-278. Disposition.

- (a) Written opinion. The Ethics Commission shall issue a decision within 90 days after the filing of a complaint. The Ethics Commission shall state in a written opinion its finding of fact and conclusions of law within 30 days after final disposition. The written opinion shall either:
 - (1) Dismiss the complaint; or
 - (2) Upon finding that there has been a violation of the ethics laws:
 - a. A letter of notification shall be the appropriate sanction when the violation is clearly unintentional, or when the violation was made in reliance on a written opinion of the city attorney and/or ethics compliance officer. A letter of notification shall advise the person to whom it is directed of any steps to be taken to avoid future violations.
 - b. A letter of admonition shall be the appropriate sanction in those cases in which the commission finds that the violation is minor and/or may have been unintentional, but calls for a more substantial response than a letter of

notification.

- c. A reprimand shall be the appropriate sanction when the commission finds that a violation has been committed intentionally or through disregard of this division. A copy of a reprimand directed to an employee, city officer, council member, or commission member shall be sent to the city manager and city council. A reprimand directed to an employee shall be included in the employee's personnel file. A letter of reprimand directed to an elected city officer shall be transmitted to the city secretary and published in the official city newspaper.
- d. A recommendation of removal from employment, or a recommendation of suspension from employment, as well as a recommendation for length of suspension, shall be the appropriate sanction when the commission finds that a serious or repeated violation(s) of this ordinance has been committed intentionally or through culpable disregard of this ordinance by city employees. Any such recommendation shall be made to the city manager, unless the employee is in a position filled by council appointment.
- e. A letter of censure shall be the appropriate sanction when the commission finds that a serious or repeated violation(s) of this division has been committed intentionally or through culpable disregard of this ordinance by an elected city officer. A letter of censure directed to an elected city officer shall be transmitted to the city secretary and thereafter published in the official newspaper of the city.
- f. A recommendation of criminal prosecution and/or civil remedies, in accordance with this rule may be found;
- g. A finding of a violation but no remedial action may be found. The Commission must state why no remedial action is recommended; or
- h. In appropriate cases the commission may recommend to the city council or city manager that action be taken under subsections (c) and (f) below.

(3) The signatory for all written opinions shall be the chair of the Ethics Commission.

If the Ethics Commission determines that a violation has occurred, the opinion shall identify in writing the particular rule or rules violated. If the complaint is dismissed, the grounds for the dismissal shall be set forth in the opinion. The failure of the Ethics Commission to comply within the above time limits may result in the charge being dismissed for want of prosecution. The commission may notify the parties that additional time is needed to finalize an opinion and may extend the issuance of a decision by an additional 30 days. Prior to such dismissal, the complainant will be given notice and an opportunity to request continuance of the action.

- (b) Notification. Within 15 days after the issuance of an opinion, copies of the opinion shall be forwarded by the city secretary, or their designee, to the complainant, the respondent, the ethics compliance officer, and any member of the Ethics Commission who did not

participate in the disposition of the case.

- (c) Recommendations. A recommendation for criminal prosecution shall be forwarded to the district attorney's office or an appropriate law enforcement agency. A recommendation of civil remedies shall be forwarded through the ethics compliance officer to the city council for action.
- (d) Similar charges barred. If the complaint is dismissed because the evidence failed to establish a violation of the ethics laws, the Ethics Commission shall not entertain any other similar complaint based on substantially the same evidence.
- (e) Factors relevant to sanctions. In deciding whether to recommend, in the case of a violation of the ethics law, criminal prosecution and/or civil remedies, the Ethics Commission shall take into account relevant considerations including, but not limited to, the following:
 - (1) The culpability of the person charged in the complaint;
 - (2) The harm to public or private interests resulting from the violation;
 - (3) The necessity of preserving public confidence in the conduct of local government;
 - (4) Whether there is evidence of a pattern of disregard for ethical obligations; and
 - (5) Whether remedial action has been taken that will mitigate the adverse effect of the ethical violation.
- (f) Reliance. If a person reasonably and in good faith acts in reliance on a legal opinion of the city attorney, or an advisory opinion issued by the ethics compliance officer or the Ethics Commission, that fact may be considered by the Ethics Commission in adjudicating a complaint filed against that person, but does not by itself bar the finding of a violation.
- (g) Civil remedies. The following civil remedies may be recommended by the Ethics Commission after a finding that the ethics laws have been violated:
 - (1) Review of the case by the city manager, or his or her designate, for disciplinary action;
 - (2) A suit by the city for damages or injunctive relief in accordance with section 2-303 (Damages and Injunctive Relief) of subdivision VIII;
 - (3) Recommendation of disqualification from contracting in accordance with section 2-307 (Disqualification from Contracting) of subdivision VIII;
 - (4) Voiding of a contract in accordance with section 2-306 (Voiding or Ratification of Contract) of subdivision VIII; and/or
 - (5) A fine in accordance with section 2-304 (Removal) of subdivision VIII.
- (h) Criminal prosecution. The Ethics Commission may recommend criminal prosecution to the District Attorney's Office or appropriate law enforcement agency. Prosecution of

any person for a violation of this ethics code shall not be undertaken until a complaint is disposed of by the Ethics Commission in accordance with subdivision VII, section 2-278. However, the absence of a recommendation to prosecute from the Ethics Commission shall not preclude prosecutorial discretion to prosecute a violation of this ethics code.

- (i) Council action. If the city council receives a recommendation pursuant to subsection (a)(2)(D), or subsection (f) (Civil Remedies) above, the city council shall dispose of a recommendation from the Ethics Commission within 90 days of receiving such recommendation. The recommendation(s) of the Ethics Commission may be accepted, rejected, modified, or recommitted to said commission for further action or clarification. Failure to take action within specified time limits may result in the charge being dismissed for want of prosecution. Prior to such dismissal, the complainant will be given notice and an opportunity to request continuance of the action.
(Ordinance 1279, § 4(Exh. 3), adopted 9/5/2023; Ordinance 1360 adopted 5/6/2025)

§ 2-279. Petition for declaratory ruling.

Any city officer or employee who believes that reports in the media or elsewhere have created the appearance of impropriety on the part of the city officer or employee shall have the right to file a sworn statement with the city secretary affirming his or her innocence, and to request the Ethics Commission to investigate and make known its findings, and make any relevant recommendations concerning the issue. Upon receipt of a request for a declaratory ruling, the Ethics Commission shall adhere to the process defined in subdivision VII, section 2-276 and provide a substantive review of the subject matter and circumstances identified in the sworn statement regardless of whether the perception of impropriety is the result of public allegations, statements or questions and report its findings in a written opinion in accordance with subdivision VII, section 2-280, above. The ethics compliance officer shall promptly forward the written opinion to the city secretary for posting on the internet via the city website for a period of no less than four years.
(Ordinance 1279, § 4(Exh. 3), adopted 9/5/2023; Ordinance 1360 adopted 5/6/2025)

§ 2-280. Advisory opinions.

- (a) Requests for advisory opinions.
- (1) By writing filed with the city secretary, any person may request an advisory opinion with respect to the interpretation of the ethics laws, but only with respect to whether proposed action by that person would violate the ethics laws. The city secretary shall promptly transmit all requests for advisory opinions to the ethics compliance officer and the chair of the Ethics Commission.
 - (2) The ethics compliance officer and the commission shall issue a written advisory opinion within 45 days of referral of a request by the city secretary. During the preparation of the opinion, the commission may consult with the ethics compliance officer of the city and other appropriate persons. If the person requesting an advisory opinion requested anonymity, the advisory opinion shall not reveal the name of the person who made the request and shall be written in the form of a response to a

hypothetical situation. A copy of the opinion shall be indexed and kept by the Ethics Commission or the ethics compliance officer, and shall be sent to the person who requested the opinion, the members of the Ethics Commission, and the city secretary. The city secretary shall make the opinion available as a public record in accordance with the Texas Public Information Act. The ethics compliance officer shall promptly forward the opinion to the city secretary for posting on the internet via the city website for a period of no less than four years.

(b) Opinions initiated by the commission. On its own initiative, the Ethics Commission may issue a written advisory opinion with respect to the interpretation of the ethics laws as they apply to persons other than city officers and employees of such person or persons subject to the provisions of the ethics laws. Such an opinion may not include the name of any individual who may be affected by the opinion. A copy of any such opinion shall be indexed and kept by the Ethics Commission as part of its records for a period of not less than four years. In addition, copies of the opinion shall be forwarded by the chair of the Ethics Commission, or his or her designate, to the ethics compliance officer and to the city secretary. The city secretary shall make the opinion available as a public record in accordance with the Texas Public Information Act. The ethics compliance officer shall promptly forward the opinion to the city secretary for posting on the internet via the city website for a period of no less than four years.

(c) Opinions issued by the ethics compliance officer.

(1) Requests by city officers and employees.

- a. By writing filed with the ethics compliance officer, any city officer or employee may request an advisory opinion with respect to whether proposed action by that person would violate the ethics laws.
- b. Within 30 days of receipt of the request by the ethics compliance officer, the ethics compliance officer shall issue a written advisory opinion. The advisory opinion shall not reveal the name of the person who made the request, if that person requested anonymity, in which case the opinion shall be written in the form of a response to an anonymous, hypothetical situation. Copies of the opinion shall be forwarded by the ethics compliance officer to the members of the Ethics Commission, to the person who requested the opinion, and to the city secretary. The city secretary shall promptly post the opinion for a period of no less than four years on the internet via the city website. The city secretary shall make the opinion available as a public record in accordance with the Texas Public Information Act.

(Ordinance 1279, § 4(Exh. 3), adopted 9/5/2023; Ordinance 1360 adopted 5/6/2025)

§ 2-281. Report.

The Ethics Commission shall, upon the request of the city council, prepare and submit an annual report to the mayor and city council detailing the activities of the commission during the prior year. The format for the report shall be designed to maximize public and private understanding to the commission's operations, and shall include a summary of the content of ethics opinions issued by the commission based on information gathered by the commission

from records on file with the city secretary. The report may recommend changes to the text or administration of this code of ethics. The ethics compliance officer of the city shall take reasonable steps to ensure wide dissemination and availability of the report of the Ethics Commission.

(Ordinance 1279, § 4(Exh. 3), adopted 9/5/2023; Ordinance 1360 adopted 5/6/2025)

§ 2-282. Public records and open meetings.

Papers, records and evidence relating to an alleged violation or complaint pursuant to this Code of Ethics shall be and become public records as provided in subdivision VII, above. Meetings of the commission shall be open to the public, except as provided in subdivision VII, section 2-274, above and the Texas Open Meetings Act. However, information that is included in any such record that is made confidential and privileged by federal or state law shall be redacted from any such records before being made available to the public. The commission may also convene into executive session for the purpose of hearing that part of any testimony or evidence that will include information made private, confidential or privileged information by federal or state law.

(Ordinance 1279, § 4(Exh. 3), adopted 9/5/2023)

§ 2-283. through § 2-300. (Reserved)

Subdivision VIII Enforcement Mechanisms

§ 2-301. Purpose and intent.

This Code of Ethics has been enacted to further the purposes stated in subdivision I, section 2-142, and to protect the city and the public from losses or increased costs incurred by the city that could result from violation of the standards provided in this Code of Ethics. It is the intent of the city council that this legislative enactment can and should be recognized by the courts as a proper basis for a civil cause of action by the city for damages or injunctive relief based upon a violation of its provisions, and that such form of redress should be available in addition to any penalty or remedy contained in this Code of Ethics or any other law. This Code of Ethics does not, however, create any claim or cause of action for or on behalf of any person, private party or legal entity other than the city. This Code of Ethics shall not be interpreted or construed as granting any cause of action to any third party, or the city waiving the defenses of sovereign immunity, qualified governmental immunity, or any other defense available to the city in law or in equity. In addition to other remedies provided by law, the following remedies are available with respect to violation of this code of ethics:

(Ordinance 1279, § 4(Exh. 3), adopted 9/5/2023)

§ 2-302. Disciplinary action.

City officers and employees who engage in conduct that violates this Code may be notified, warned, reprimanded, suspended, or removed from office or employment by the appointing authority, or by a person or body authorized by law to impose such remedies. Disciplinary action under this section may be imposed in addition to any other penalty or remedy contained in this code of ethics or any other law. If a violation is made by an elected officer and the applicable facts warrant consideration of removal the city council may order recall election for such an officer.

(Ordinance 1279, § 4(Exh. 3), adopted 9/5/2023)

§ 2-303. Damages and injunctive relief.

This code of ethics has been enacted not only to further the purposes stated in section 2-142 (Statement of Purpose) of subdivision I, but to protect the city and any other person from any losses or increased costs incurred by the city or other person as a result of the violation of these provisions. It is the intent of the city that this legislative enactment can and should be recognized by a court as a proper basis for a civil cause of action for damages or injunctive relief based upon a violation of its provisions, and that such forms of redress should be available in addition to any other penalty or remedy contained in this Code of Ethics or any other law.

(Ordinance 1279, § 4(Exh. 3), adopted 9/5/2023)

§ 2-304. Removal.

Any person, whether or not an officer or employee of the city, who violates any provision of this code of ethics for which any required statement has not been filed, or for which a statement on file is incorrect, misleading, or incomplete, constitutes a separate offense and

may be removed from their employment by the city manager, or from their appointed position of the board or commission they serve by the city council.
(Ordinance 1279, § 4(Exh. 3), adopted 9/5/2023)

§ 2-305. Prosecution for perjury.

Any person who files a false sworn statement under subdivision VI (Financial Disclosure) or subdivision VII (Ethics Commission) is subject to criminal prosecution for perjury under the laws of the State of Texas.
(Ordinance 1279, § 4(Exh. 3), adopted 9/5/2023)

§ 2-306. Voiding or ratification of contract.

If an Ethics Commission finds that there has been a violation of any provision in section 2-171 through 2-179 of subdivision II(Present City officers and Employees), or section 2-201 or 2-202 of subdivision III (Former City officers and Employees), the city council must vote on whether to ratify or void the contract. Such action shall not affect the imposition of any penalty or remedy contained in this code of ethics or any other law.
(Ordinance 1279, § 4(Exh. 3), adopted 9/5/2023; Ordinance 1360 adopted 5/6/2025)

§ 2-307. Disqualification from contracting.

- (a) Any person (including business entities and non-profit entities) who intentionally or knowingly violates any provision of subdivision IV (Persons Doing Business with the City) may be prohibited by the city council from entering into any contract with the city for a period not to exceed three years.
- (b) It is a violation of this code of ethics:
 - (1) For a person debarred from entering into a contract with the city to enter, or attempt to enter, into a contract with the city during the period of disqualification from contracting; or
 - (2) For a city officer or employee to knowingly assist a violation of subsection (b)(1) of this rule.
- (c) Nothing in this section shall be construed to prohibit any person from receiving a service or benefit, or from using a facility which is generally available to the public, according to the same terms.
- (d) A business entity or nonprofit entity may be disqualified from contract based on the conduct of an employee or agent, if the conduct occurred within the scope of the employment agency.

(Ordinance 1279, § 4(Exh. 3), adopted 9/5/2023)

§ 2-308. Failure to report and penalty.

Any city officer or employee who has knowledge of a violation supported by evidence that an unreported violation of the Ethics Code has been committed and who intentionally fails to report such violation as provided in subdivision II, section 2-181 (Persons Required to Report;

Time to Report) of this Code is subject to the penalties herein.
(Ordinance 1279, § 4(Exh. 3), adopted 9/5/2023)

§ 2-309. through § 2-320. (Reserved)

Subdivision IX
Administrative Provisions

§ 2-321. Other obligations.

This code of ethics is cumulative of and supplemental to applicable state and federal laws and regulations. Compliance with the provisions of this Code shall not excuse or relieve any persons from any obligation imposed by state or federal law regarding ethics, financial reporting, or any other issue addressed herein.

Even if a city officer or employee is not prohibited from taking official action by this code of ethics, action may be prohibited by duly promulgated personnel rules, which may be more stringent.

(Ordinance 1279, § 4(Exh. 3), adopted 9/5/2023)

§ 2-322. Distribution and training.

- (a) The ethics compliance officer shall provide information about the code to every officer and employee of the city, and copies of the code shall be made readily available to city officers, employees, and the public. Within 30 days after entering upon the duties of his or her position, every new officer or employee shall be furnished with a copy of this code of ethics. The failure of any person to receive a copy of this code shall have no effect on the person's duty to comply with this code or on the enforcement of its provisions. Upon appointment to a board or commission, such officer shall be provided with a copy of the Ethics Code.
- (b) The ethics compliance officer, in consultation with the Ethics Commission, may develop educational materials and conduct educational programs for the officers and employees of the city on the provisions of this code of ethics, Sections 12.01 through 12.05 of the City Charter, and Chapter 171 of the Texas Local Government Code. Such materials and programs shall be designed to maximize understanding of the obligations imposed by these ethics laws.

(Ordinance 1279, § 4(Exh. 3), adopted 9/5/2023; Ordinance 1360 adopted 5/6/2025)

§ 2-323. Severability.

If any provision of this Code is found by a court of competent jurisdiction to be invalid or unconstitutional, or if the application of this Code to any person or circumstance is found to be invalid or unconstitutional, such invalidity or unconstitutionality shall not affect the other provisions or applications of this Code which can be given effect without the invalid or unconstitutional provision or application.

(Ordinance 1279, § 4(Exh. 3), adopted 9/5/2023)

§ 2-324. Financial disclosure report - form.

EXHIBIT A CITY OF KYLE FINANCIAL DISCLOSURE REPORT

For Use Of This Form, See subdivision VI, section 2-251 Of The City Of Kyle Code of Ethics Ordinance

**DO NOT LEAVE ANY BLOCK BLANK. ENTER "N/A" OR "NONE" ATTACH
ADDITIONAL SHEETS IF NECESSARY**

*TYPE OF REPORT: ☐ INITIAL ☐ ANNUAL		
PERIOD OF REPORT: FROM: 1/1/2016 TO: _____		
STATUS OF REPORTING PARTY: Check appropriate box and fill in required blank		
☐ CITY OFFICIAL	BOARDS/COMMISSIONS/TRA	
☐ CITY EMPLOYEE	JOB CLASS/EMPLOYMENT	
☐ CANDIDATE	OFFICE SOUGHT	
☐ ELECTED OFFICIAL	OFFICE HELD	
EACH INITIAL OR ANNUAL FINANCIAL DISCLOSURE REPORT SHALL DISCLOSE THE FOLLOWING INFORMATION:		
(A) THE REPORTING PARTY'S NAME:		
LAST NAME	FIRST NAME	MIDDLE NAME
(B) THE NAME OF ANY PERSON RELATED AS PARENT, ADULT CHILD, OR SPOUSE TO THE REPORTING PARTY: (Permitted by Section 552.004 of the Texas Public Information Act, home address, home telephone number, social security number, and addresses regarding family may be withheld by written request. See Attachment, Page 5)		
PARENT	ADULT CHILD	SPOUSE
(C) THE NAME OF ANY MEMBER OF THE REPORTING PARTY'S HOUSEHOLD NOT DISCLOSED IN (B) ABOVE: (See Attachment, Page 5)		
NAME OF MEMBER	RELATIONSHIP	
(D) THE NAME OF ANY EMPLOYER OF ANY PERSON DISCLOSED UNDER (A) OR (B) ABOVE:		
REPORTING PARTY'S EMPLOYER	PARENT'S EMPLOYER (See Attachment, Page 5)	ADULT CHILD'S EMPLOYER (See Attachment, Page 5)
SPOUSE'S EMPLOYER (See Attachment, Page 5)		
(E) THE NAME OF ANY BUSINESS ENTITY* (INCLUDING SELF EMPLOYMENT IN THE FORM OF A SOLE PROPRIETORSHIP UNDER A PERSONAL OR ASSUMED NAME) IN WHICH THE REPORTING PARTY OR HIS OR HER SPOUSE HOLDS AN ECONOMIC INTEREST*:		
NAME OF BUSINESS ENTITY	TYPE OF ECONOMIC INTEREST	
(F) THE NAME OF ANY BUSINESS WHICH THE REPORTING PARTY KNOWS IS A PARTNER, OR A PARENT OR SUBSIDIARY BUSINESS ENTITY, OF A BUSINESS ENTITY OWNED, OPERATED, OR MANAGED BY THE REPORTING PARTY OR HIS OR HER SPOUSE:		
NAME OF BUSINESS	PARTNER OR A PARENT OR SUBSIDIARY	REPORTING PARTY OR HIS OR HER SPOUSE
(G) THE NAME OF ANY PERSON OR BUSINESS ENTITY FROM WHOM THE REPORTING PARTY OR HIS OR HER SPOUSE, DIRECTLY OR INDIRECTLY:		
(1) HAS RECEIVED AND NOT REJECTED AN UNSOLICITED OFFER OF SUBSEQUENT EMPLOYMENT:		
FROM WHOM OFFERED		
OR:		
(2) HAS ACCEPTED AN OFFER OF SUBSEQUENT EMPLOYMENT WHICH IS BINDING OR EXPECTED BY THE PARTIES TO BE CARRIED OUT:		
FROM WHOM OFFERED		
(H) THE NAME OF EACH NONPROFIT ENTITY OR BUSINESS ENTITY IN WHICH THE REPORTING PARTY SERVES AS AN OFFICER OR DIRECTOR, OR IN ANY OTHER POLICY MAKING POSITION:		
NAME OF NONPROFIT ENTITY OR BUSINESS ENTITY	TITLE OF POLICY MAKING POSITION	
(I) THE NAME OF EACH BUSINESS ENTITY WHICH HAS SOUGHT CITY BUSINESS, HAS A CURRENT CITY CONTRACT OR ANTICIPATES SECURING CITY BUSINESS IN WHICH ANY INDIVIDUAL LISTED IN (A) OR (B) IS KNOWN TO DIRECTLY OR INDIRECTLY OWN:		
(1) ONE (1%) PERCENT OR MORE OF THE CAPITAL STOCK OF A CORPORATION:		
NAME OF BUSINESS ENTITY	SOLICITATION CONTRACT	
OR:		
(2) TEN (10%) PERCENT OR MORE OF THE VOTING STOCK OR SHARES OF THE BUSINESS ENTITY:		
NAME OF BUSINESS ENTITY	SOLICITATION CONTRACT	

OR:

(3) TEN (10%) PERCENT OR MORE OF THE FAIR MARKET VALUE OF THE BUSINESS ENTITY:

Name of Business Entity	Subcontractor/Partner/Parent

(4) THE NAME OF ANY BUSINESS ENTITY OF WHICH ANY INDIVIDUAL OR ENTITY DISCLOSED UNDER (A) OR (B) IS KNOWN TO BE (1) A SUBCONTRACTOR OR A CITY CONTRACT; (2) A PARTNER; OR (3) A PARENT OR SUBSIDIARY BUSINESS ENTITY:

Name of Business Entity	Subcontractor/Partner/Parent

(K) THE NAME OF EACH SOURCE OF INCOME, OTHER THAN DIVIDENDS OR INTEREST, AMOUNTING TO MORE THAN FIVE THOUSAND DOLLARS (\$5,000) RECEIVED DURING THE REPORTING PERIOD BY THE REPORTING PARTY OR HIS OR HER SPOUSE, UNLESS THAT SOURCE HAS BEEN DISCLOSED UNDER (A) THROUGH (E).

Name of Source or Income Received as: Revenue/Paid to Source

(L) THE IDENTIFICATION BY STREET ADDRESS, OR LEGAL OR LOT-AND-BLOCK DESCRIPTION, OF ALL REAL PROPERTY LOCATED IN HAYS COUNTY, TEXAS IN WHICH THE REPORTING PARTY OR HIS OR HER SPOUSE HAS A LEASEHOLD INTEREST, A CONTRACTUAL RIGHT TO PURCHASE, OR AN INTEREST AS: FEE SIMPLE OWNER; BENEFICIAL OWNER; PARTNERSHIP OWNER; JOINT OWNER WITH AN INDIVIDUAL OR CORPORATION; OR OWNER OF MORE THAN TWENTY-FIVE (25) PERCENT OF A CORPORATION THAT HAS TITLE TO REAL PROPERTY.

IF THERE IS NO REQUIREMENT TO LIST ANY PROPERTY:

(1) USED AS A PERSONAL RESIDENCE OF A PLACE OFFICE;

(2) OVER WHICH THE REPORTING PARTY HAS NO DECISION POWER CONCERNING ACQUISITIONS OR SALE; OR

(3) HELD THROUGH A REAL ESTATE INVESTMENT TRUST, MUTUAL FUND, OR SIMILAR ENTITY, UNLESS THE REPORTING PARTY OR HIS OR HER SPOUSE PARTICIPATED IN THE MANAGEMENT THEREOF.

TEXAS PUBLIC INFORMATION ACT ALSO APPLIES TO HOME ADDRESSES (See Attachment, Page 5). LIST ALL OTHER INFORMATION FOR BLOCK HERE.

IDENTIFICATION BY STREET ADDRESS, OR LEGAL OR LOT-AND-BLOCK DESCRIPTION	TYPE INTEREST/RIGHT OWNERSHIP

*ATTACH ADDITIONAL SHEETS IF NECESSARY.

(M) THE NAME OF PERSONS OR ENTITIES TO WHOM THE REPORTING PARTY OR SPOUSE OWES AN UNSECURED DEBT OF MORE THAN FIVE THOUSAND DOLLARS (\$5,000.00). DO NOT INCLUDE DEBTS FOR:

(1) MONEY BORROWED FROM A FAMILY MEMBER FROM HIS OR HER OWN RESOURCES; AND

(2) INVOLVING GAMING ACCOUNTS.

NAME OF PERSON OR ENTITY TO WHOM OWED	AMOUNT

(N) THE NAME OF EACH PERSON, BUSINESS ENTITY, OR OTHER ORGANIZATION FROM WHOM THE REPORTING PARTY OR HIS OR HER SPOUSE RECEIVED A GIFT WITH AN ESTIMATED FAIR MARKET VALUE IN EXCESS OF ONE HUNDRED DOLLARS (\$100) DURING THE REPORTING PERIOD AND THE ESTIMATED FAIR MARKET VALUE OF EACH GIFT.

GIFT: "GIFT" MEANS A VOLUNTARY TRANSFER OF PROPERTY (INCLUDING THE PAYMENT OF MONEY) OR THE CONFERMENT OF A BENEFIT HAVING PECUNIARY VALUE (SUCH AS THE GRANTING OF SERVICES OR THE FORFEITURE OF COLLECTION ON A DEBT), UNLESS CONSIDERATION OF EQUAL OR GREATER VALUE IS RECEIVED BY THE DONOR.

EXCLUDED FROM THIS REQUIREMENT ARE:

(1) LAWFUL CAMPAIGN CONTRIBUTIONS WHICH ARE REPORTED AS REQUIRED BY STATE STATUTE;

(2) GIFTS RECEIVED FROM FAMILY MEMBERS WITHIN THE SECOND DEGREE OF AFFINITY OR CONSANGUINITY;

(3) GIFTS RECEIVED AMONG AND BETWEEN FOLLOW UP CITY EMPLOYEES AND CITY OFFICIALS; AND

(4) ADMISSION TO EVENTS IN WHICH THE REPORTING PARTY PARTICIPATED IN CONNECTION WITH OFFICIAL DUTIES.

NAME OF EACH PERSON, BUSINESS ENTITY, OR OTHER ORGANIZATION	ESTIMATED FAIR MARKET VALUE

ATTACH ADDITIONAL SHEETS IF NECESSARY.

ADDITIONAL SHEETS: ☐ HAVE, ☐ HAVE NOT BEEN ATTACHED TO THIS REPORT.

OATH

I swear or affirm that the statements contained in this Financial Disclosure Report (including any accompanying supplements) to the best of my knowledge and belief are true, correct, and complete.

SIGNATURE OF INDIVIDUAL COMPLETING REPORT

SWORN TO AND SUBSCRIBED BEFORE ME BY _____ PRINTED NAME OF INDIVIDUAL COMPLETING REPORT

ON THIS _____ DAY OF _____, 2017, TO CERTIFY WHICH, WITNESS MY HAND AND SEAL.

SEAL OF THE NOTARY PUBLIC _____ SIGNATURE OF THE NOTARY PUBLIC _____

ATTACHMENT

The Texas Government Code, Section 552.117 exempts from disclosure the home addresses, telephone numbers, social security numbers, and family information of current or former officials or employees of a government body who request that this information be kept confidential.

This information will not be released if you have previously indicated this in writing. If an open records request is filed requesting to view or obtain a copy of this form, the request will be referred to the Texas Attorney General's office for a ruling. However, as required in the City of Kyle Ethics Ordinance, this information must be provided for our files.

(B) THE NAME OF ANY PERSON RELATED AS PARENT, CHILD (NO MINORS), OR SPOUSE TO THE REPORTING PARTY:

Parent	Child	Spouse

(C) THE NAME OF ANY MEMBER OF THE REPORTING PARTY'S HOUSEHOLD NOT DISCLOSED IN (B) ABOVE:

Name of Member	Relationship

(D) THE NAME OF ANY EMPLOYER OF ANY PERSON DISCLOSED UNDER (A) OR (B) ABOVE:

Reporting Party's Employer	Parent's Employer	Child's Employer	Spouse's Employer

Use the "L" block below if you have to report your house address in this section but have elected that it be protected from disclosure under the Texas Public Information Act.

(L) BY STREET ADDRESS, OR LEGAL OR LOT-AND-BLOCK DESCRIPTION, OF ALL REAL PROPERTY LOCATED IN THE STATE OF TEXAS IN WHICH THE REPORTING PARTY OR HIS OR HER SPOUSE HAS A LEASEHOLD INTEREST, A CONTRACTUAL RIGHT TO PURCHASE, OR AN INTEREST AS: FEE SIMPLE OWNER; BENEFICIAL OWNER; PARTNERSHIP OWNER; JOINT OWNER WITH AN INDIVIDUAL OR CORPORATION; OR OWNER OF MORE THAN TWENTY-FIVE (25) PERCENT OF A CORPORATION THAT HAS TITLE TO REAL PROPERTY.

IDENTIFICATION BY STREET ADDRESS, OR LEGAL OR LOT-AND-BLOCK DESCRIPTION	TYPE INTEREST/RIGHT OWNERSHIP

- ¹ Business Entity. "Business entity" means a sole proprietorship, partnership, firm, corporation, holding company, joint-stock company, receivership, trust, unincorporated association, or any other entity recognized by law.
- ² Economic Interest. "Economic interest" includes, but is not limited to, legal or equitable property interests in land, chattels, and intangibles, and contractual rights having more than de minimis value. Service by a city official or employee as an officer, director, advisor, or otherwise active participant in an educational, religious, charitable, fraternal, or civic organization does not create for that city official or employee an economic interest in the property of the organization. Ownership of an interest in a mutual or common investment fund that holds securities or other assets is not an economic interest in such securities or other assets unless the person in question participates in the management of the fund.

(Ordinance 1279, § 4(Exh. 3), adopted 9/5/2023)

§ 2-325. Short Form Annual Report - Form.

EXHIBIT B SHORT FORM ANNUAL REPORT

TYPE OF REPORT: ANNUAL SHORT FORM	
PERIOD OF REPORT: FROM:	TO:
STATUS OF REPORTING PARTY: CHECK APPROPRIATE BOX AND FILL IN REQUIRED BLANK	
☐ CITY OFFICIAL	BOARD/COMMISSION TITLE
☐ CITY EMPLOYEE	JOB CLASSIFICATION/TITLE
☐ CANDIDATE	OFFICE BOUGHT
☐ ELECTED OFFICIAL	OFFICE HELD

OATH
I swear or affirm that there have been no material changes in the information provided in my previously submitted report filed on _____ (date) and the statements contained in that Financial Disclosure Report (including any accompanying supplements) to the best of my knowledge and belief are true, correct, and complete.
SIGNATURE OF INDIVIDUAL COMPLETING REPORT
SWORN TO AND SUBSCRIBED BEFORE ME BY _____
ON THIS _____ DAY OF _____, 20____, TO CERTIFY WHICH, WITNESS MY HAND AND SEAL
SEAL OF THE NOTARY PUBLIC
SIGNATURE OF THE NOTARY PUBLIC

(Ordinance 1279, § 4(Exh. 3), adopted 9/5/2023)

City of Kyle Ethics Commission Ethics Violation Complaint Form	Exhibit C
<i>All fields MUST be completed and NOTARIZED for complaint to be considered.</i>	
Complainant Information:	
Name: (please print)	
Address:	
Phone number:	
Fax number/email address:	
Who is the complainant against:	
Name:	
Position with City:	
Specify what law you allege was violated:	
☐ City Ethics Ordinance, Section(s)	
☐ State Conflict of Interest Statute (Local Government Code Chapter 171)	
☐ City Charter, Section(s)	
Briefly state in your own words the facts that lead you to believe a violation has occurred. You must include dates or the period of time in which the alleged violation occurred. If your complaint is based on information and belief, then you must state the source and basis of the information and belief. You may add additional lines as necessary to complete this section:	

§ 2-327. through § 2-376. (Reserved)