City Secretary
City of Kyle
100 W. Center Street
Kyle, TX 78640

Public Information Request – Kyle Police Department Overtime and Staffing

Dear Public Information Officer:

Under the Texas Public Information Act, Chapter 552 of the Texas Government Code, I request copies of the following records for fiscal years 2022-23 through 2025-26 (October 1, 2022 through September 30, 2026). Existing reports, spreadsheets, or payroll summaries are fine; I am not asking the City to create new documents.

1. Police Department overtime, by fiscal year: total overtime hours and dollars, broken down by any reason, activity, or pay code the City tracks (for example: shift or minimum-staffing coverage, special events, court appearances, investigations/call-outs, training, holidays).
2. Overtime for city events: overtime hours and dollars worked by Police Department employees at City-sponsored or City-permitted events (for example: parades, festivals, Market Days, holiday events), with the event name and date where recorded.
3. Reimbursements: any payments or reimbursements the City received for police services at events (from event organizers, private parties, other agencies, or grants), and any off-duty or extra-duty employment records showing who paid for the officers' time.
4. Staffing levels: the number of budgeted (authorized) sworn officer positions and the number actually filled, by month or by quarter if available, otherwise as of the end of each fiscal year.
5. Vacancies and turnover: the number of sworn officer separations and new hires each fiscal year.
6. Staffing study: the police staffing study funded in the FY 2025 budget ("Staffing Study – Implementation," $450,000), including any final report, recommendations, and presentation to City Council.
7. Leave buyback: records showing the total paid under the Police Department leave buyback program each fiscal year and the number of employees paid.

I am not requesting any confidential personnel information. Names, Social Security numbers, and other personal details may be removed; department-level or position-level totals are enough.

Please provide the records electronically, by email, in their native format (Excel or PDF) where possible. If producing these records will cost more than $40, please send me an itemized cost estimate before proceeding, as required by Section 552.2615. If any part of this request is unclear or too broad, please contact me so I can narrow it rather than delaying the rest. If records for some items are ready sooner, please release them as they become available.

Thank you for your help.

Sincerely,
Mario Reyes
Kyle, Texas
Personal contact details removed for this public copy.