



FINANCE DEPARTMENT

January Financial Report

March 15, 2019

Overview

The monthly financial report is directed at providing a snapshot of the General Fund revenues and expenditures, as well as other important financial information, through the month of **January**, with 33% of the fiscal year complete. Attached to this report are monthly financial summaries that indicate financial activity for the period, as well as fiscal year to date. Also included is an updated Capital Project Status Report as of 3/11/19, a current (FY 2018-19 authorized totals) Vacant Positions Report as of 3/12/19, an Economic Data Report and a report reflecting roadway impact fee service area balances.

In the financial summaries, the General Fund revenues are consolidated into major groups such as Taxes and Franchise Fees, as well as Licenses and Permits. General Fund expenditures are shown by department. The financial summary for the remaining City funds are broken down by total revenues and total expenditures.

As indicated, this financial report and accompanying financial summaries are focused on monthly and year to date activity. Additional detailed financial information can be found within the City's FY 2018-19 Operating Budget and Plan of Municipal Services, and the Comprehensive Annual Financial Report (CAFR). To view these documents, as well as other financial information produced by the Finance Department, please click on the link below. These documents can be found on the City website.

- [City of New Braunfels Financial Documents](#)
- [Monthly Check Registers](#)



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General Fund Revenues

As of January 31, General Fund revenues total \$33.5 million or 49.1% of total budgeted revenue. \$11.3 million was received during the month of January, the majority of which came from sales tax and property tax. Sales tax and property tax are the two largest sources of revenue for the General Fund, totaling 60.5% of all budgeted revenue. As of January 31, 94.4% of the budget for property tax has been collected.

License and Permit revenue collections for the month of January were above budget at \$1.7 million (43.1%). Fines and Forfeiture revenue was below budget through January, with collections at 20.2% (\$338,000) of the budgeted totals. Charges for Services totaled \$1.1 million (25.7%). Charges for Services are driven mainly by Ambulance Revenue Fees which are impacted by seasonality and one-time revenue payments. Parks and Recreation revenue totaled \$1.1 million through the month of January – 30.3% of budgeted revenue. The majority of these revenues were related to Das Rec (\$931,000 – 44.7% of budget). At the end of January, Das Rec revenues continue to exceed expectations. The remaining Parks revenues are seasonal in nature.

General Fund Expenditures

As of January 31, General Fund expenditures and encumbrances total \$22.9 million or 33.3% of the total budget. The expenditure category budget(s) below reflect the latest budget transfers and amendments approved by City Council. At the end of January, 9 out of 26 payrolls have been posted, which represents 32.1% of the total payroll for the fiscal year. The table below is broken down by total General Fund expenditures and encumbrances within each expenditure category.

Expenditure Category	Current Total Budget	Period Activity	Expenditures YTD	Encumbrances YTD	Total Fiscal YTD Expenditures and Encumbrances	Fiscal YTD % of Budget
Employee Expenses	\$53,663,737	\$ 5,932,943	\$ 16,323,684	\$ 60,871	\$ 16,384,555	30.5%
Operating Expenses	13,545,559	893,938	3,576,763	2,504,885	6,081,648	44.9%
Capital Expenses	420,343	13,179	45,707	197,488	243,195	57.9%
Interfund Transfers	829,910	-	167,478	-	167,478	20.2%
Contingencies	195,000	-	-	-	-	0.0%
Total	\$68,654,549	\$ 6,840,060	\$ 20,113,632	\$ 2,763,244	\$ 22,876,876	33.3%

Enterprise Funds

Airport Fund – Revenues through the month of January total \$896,000 or 31.6% of total budgeted revenues, which is less than budget. The majority of these revenues are from fuel sales. Weather continued to be somewhat of a factor for the month of January, impacting the number of flight operations and opportunity for fuel sales. However, fuel revenue has increased by 11.6% in comparison to last fiscal year; therefore, staff is still confident it will meet/exceed budgeted figures by year end. Expenditures and encumbrances total \$920,000

or 33.4% of budget, which is right on target. Airport employee expenditures are at 31.9% of budget. The operating allocation is above budget at 36.2%.

Capital expenditures are 100.0% committed, due to additional expenses related to the airport renovations that were budgeted in FY 2017-18.

Solid Waste Fund – Revenues through the month of January total \$2.5 million or 25.9% of total budgeted revenues. A large portion of the revenues received in October and November were accrued back to FY 2017-18 to accurately reflect the revenues in the period they were earned. These adjustments are being reflected in the fiscal year-to-date revenue total. Solid Waste expenditures and encumbrances total \$4.3 million or 45.3% of budget, due to purchase orders issued for refuse disposal, that are not yet paid. Employee expenditures are slightly below budget at 32.3%. Operating expenditures are over budget (58.7%) at the end of January, due to the above-mentioned purchase orders.

Golf Course Fund – Revenues through the month of January total \$444,000 or 28.0% of total budgeted revenues, which is less than budget. Revenue for the month of January was up 17.9% compared to January of last fiscal year. This was due to a 25.4% increase in rounds played compared to the same period last year. The weather in January was not much better than December, but still allowed for the hosting of 5 tournaments, a USGA Rules Seminar, and a middle school golf team instruction camp. Golf Fund expenditures and encumbrances total \$509,000 or 40.4%, which is greater than budget, primarily due to purchase orders for merchandise and chemicals that have been issued, but not yet paid.

Civic/Convention Center Fund – Charges for Services revenues through the Civic/Convention Center Fund at the end of the month of January total \$156,000 or 32.4% which is slightly less than budget. Expenditures and encumbrances in the fund total \$224,000 or 31.2%, which is less than budget - a result of vacancies within the department.

Roadway Development Impact Fees

Revenue from these fees must be used only to complete roadway improvements in the service area in which the funds were generated. The City is divided into 6 service areas. The table below represents by area, all revenues and expenditures from inception through January 31, 2019.

	Revenues (Inception to Date)	Expenditures and Encumbrances (Inception to Date)	Balance
Service Area 1	\$ 1,778,357	\$ 1,538,965	\$ 239,392
Service Area 2	214,312	103,840	110,472
Service Area 3	4,054,069	620,866	3,433,203
Service Area 4	912,126	11,353	900,773
Service Area 5	5,755,218	1,552,973	4,202,245
Service Area 6	2,946,781	863,835	2,082,946
Total	\$ 15,660,862	\$ 4,691,831	\$ 10,969,031



FINANCE DEPARTMENT

City of New Braunfels
 Monthly Financial Summaries
 As of January 31, 2019

General Fund

	Current Total Budget	Period Activity January		Total Fiscal YTD	Fiscal YTD % of Budget
Revenues					
Taxes and Franchise Fees	\$ 51,011,474	\$ 9,749,778		\$ 28,645,052	56.2%
Licenses and Permits	3,985,990	586,898		1,719,242	43.1%
Intergovernmental	627,247	62,500		69,319	11.1%
Charges for Services	4,148,100	488,806		1,067,317	25.7%
Fines and Forfeitures	1,672,400	88,790		337,565	20.2%
Interest Income	200,000	35,734		79,985	40.0%
Parks and Recreation	3,601,376	291,573		1,091,911	30.3%
Miscellaneous	2,045,264	11,267		246,584	12.1%
Interfund Transfers	866,511	-		216,628	25.0%
Total General Fund Revenues	\$ 68,158,362	\$ 11,315,346		\$ 33,473,603	49.1%

	Current Total Budget	Period Activity January	Expenditures YTD	Encumbrances YTD	Total Fiscal YTD Expenditures and Encumbrances	Total Fiscal YTD Committed as % of Budget
Expenditures						
City Council	\$ 34,421	\$ 1,123	\$ 13,022	\$ -	\$ 13,022	37.8%
City Attorney	927,458	76,335	184,019	72,164	256,183	27.6%
City Administration	1,674,795	148,371	425,208	-	425,208	25.4%
Information Technology	2,018,394	410,989	805,420	47,900	853,320	42.3%
Municipal Court	688,202	73,674	218,629	-	218,629	31.8%
Human Resources	845,703	70,765	206,078	52,573	258,651	30.6%
Finance	1,158,894	137,095	348,282	-	348,282	30.1%
Planning and Community Development	3,468,556	387,550	1,029,329	164,460	1,193,789	34.4%
Police	18,917,863	1,972,451	5,801,357	246,025	6,047,382	32.0%
Fire	18,648,814	2,079,145	5,882,400	171,812	6,054,212	32.5%
Public Works	7,383,688	551,563	1,607,246	782,329	2,389,575	32.4%
Parks	7,753,117	646,430	1,856,427	621,039	2,477,466	32.0%
Library	2,370,984	258,714	705,946	42,933	748,879	31.6%
Non-Departmental	2,763,660	25,855	1,030,269	562,009	1,592,278	57.6%
Total General Fund Expenditures	\$ 68,654,549	\$ 6,840,060	\$ 20,113,632	\$ 2,763,244	\$ 22,876,876	33.3%

Airport Fund

	Current Total Budget	Period Activity January		Total Fiscal YTD	Fiscal YTD % of Budget
Revenues					
Charges for Services	\$ 2,690,000	\$ 262,569		\$ 856,538	31.8%
Intergovernmental	50,000	-		-	0.0%
Licenses & Permits	-	-		14,954	0.0%
Interfund Transfer	99,910	-		24,978	25.0%
Total Airport Revenues	\$ 2,839,910	\$ 262,569		\$ 896,470	31.6%

	Current Total Budget	Period Activity January	Expenditures YTD	Encumbrances YTD	Total Fiscal YTD Expenditures and Encumbrances	Total Fiscal YTD Committed as % of Budget
Expenditures						
Employee Expenses	\$ 600,466	\$ 73,794	\$ 188,070	\$ 3,552	\$ 191,622	31.9%
Operation Expenses	1,634,632	219,215	590,424	655	591,079	36.2%
Capital Expenses	19,478	8,293	19,479	-	19,479	100.0%
Interfund Transfer	498,383	-	117,971	-	117,971	23.7%
Total Airport Fund Expenditures	\$ 2,752,959	\$ 301,302	\$ 915,944	\$ 4,207	\$ 920,151	33.4%

Solid Waste Fund

	Current Total Budget	Period Activity January		Total Fiscal YTD	Fiscal YTD % of Budget
Revenues					
Charges for Services	\$ 9,440,054	\$ 797,305		\$ 2,420,002	25.6%
Licenses & Permits	-	10,000		15,000	0.0%
Miscellaneous	118,200	7,047		29,050	24.6%
Interest Income	36,935	5,979		21,289	57.6%
Total Solid Waste Fund Revenues	\$ 9,595,189	\$ 820,331		\$ 2,485,341	25.9%

	Current Total Budget	Period Activity January	Expenditures YTD	Encumbrances YTD	Total Fiscal YTD Expenditures and Encumbrances	Total Fiscal YTD Committed as % of Budget
Expenditures						
Employee Expenses	\$ 3,757,494	\$ 458,349	\$ 1,213,598	\$ -	\$ 1,213,598	32.3%
Operation Expenses	4,657,867	244,827	1,222,550	1,512,110	2,734,660	58.7%
Capital Expenses	73,700	-	37,450	49,816	87,266	118.4%
Interfund Transfer	938,301	-	234,575	-	234,575	25.0%
Total Solid Waste Fund Expenditures	\$ 9,427,362	\$ 703,176	\$ 2,708,173	\$ 1,561,926	\$ 4,270,099	45.3%

Golf Fund

	Current Total Budget	Period Activity January		Total Fiscal YTD	Fiscal YTD % of Budget
Revenues					
Charges for Services	\$ 1,556,277	\$ 101,815		\$ 438,218	28.2%
Miscellaneous	32,288	556		6,118	18.9%
Total Golf Fund Revenues	\$ 1,588,565	\$ 102,371		\$ 444,336	28.0%

	Current Total Budget	Period Activity January	Expenditures YTD	Encumbrances YTD	Total Fiscal YTD Expenditures and Encumbrances	Total Fiscal YTD Committed as % of Budget
Expenditures						
Employee Expenses	\$ 836,650	\$ 83,621	\$ 232,154	\$ -	\$ 232,154	27.7%
Operation Expenses	423,559	41,126	177,923	98,903	276,826	65.4%
Total Golf Fund Expenditures	\$ 1,260,209	\$ 124,747	\$ 410,077	\$ 98,903	\$ 508,980	40.4%

Civic/Convention Center Fund

	Current Total Budget	Period Activity January		Total Fiscal YTD	Fiscal YTD % of Budget
Revenues					
Charges for Services	\$ 480,271	\$ 50,633		\$ 155,598	32.4%
Interfund Transfers	257,572	-		64,393	25.0%
Miscellaneous	-	28		188	0.0%
Total Civic/Convention Center Fund Revenues	\$ 737,843	\$ 50,661		\$ 220,179	29.8%

	Current Total Budget	Period Activity January	Expenditures YTD	Encumbrances YTD	Total Fiscal YTD Expenditures and Encumbrances	Total Fiscal YTD Committed as % of Budget
Expenditures*						
Employee Expenses	\$ 460,537	\$ 48,290	\$ 135,950	\$ -	\$ 135,950	29.5%
Operation Expenses	221,013	13,037	62,616	16,265	78,881	35.7%
Interfund Transfer	34,077	-	8,519	-	8,519	25.0%
Total Civic/Convention Center Fund Expenditures	\$ 715,627	\$ 61,327	\$ 207,085	\$ 16,265	\$ 223,350	31.2%

*The debt service associated with the renovation of the Civic/Convention Center is not budgeted within this fund. That expense is fully budgeted in the Hotel/Motel Tax Fund as that is the revenue source that supports the debt entirely.

FINANCE DEPARTMENT

Revenues

Expenditures

	Revenues				Expenditures						
	Current Total Budget	Period Activity January	Total Fiscal YTD	Fiscal YTD % of budget	Current Total Budget	Period Activity January	Total Fiscal YTD Expenditures	Total Fiscal YTD Encumbrances	Total Fiscal YTD Expenditures and Encumbrances	Total Fiscal YTD Committed as % of Budget	
Other Funds											
Debt Service Fund	\$ 17,466,415	\$ 5,455,482	\$ 13,999,906	80.2%	\$ 17,252,185	\$ 12,635,573	\$ 12,635,798	\$ -	\$ 12,635,798	73.2%	
Self Insurance Fund	\$ 6,903,500	\$ 682,224	\$ 2,276,439	33.0%	\$ 6,550,000	\$ 344,201	\$ 1,256,733	\$ 82,923	\$ 1,339,656	20.5%	
Special Revenue Funds											
CDBG Fund *	\$ 393,459	\$ 27,534	\$ 27,534	7.0%	\$ 393,459	\$ 17,300	\$ 48,436	\$ 219,384	\$ 267,820	68.1%	
Grant Fund *	\$ 726,444	\$ 20,968	\$ 20,968	2.9%	\$ 726,444	\$ 16,844	\$ 45,726	\$ 29,813	\$ 75,539	10.4%	
Special Revenue Fund	\$ 200,000	\$ 1,481	\$ 36,349	18.2%	\$ 447,000	\$ 11,526	\$ 39,822	\$ 22,028	\$ 61,850	13.8%	
River Activities Fund	\$ 1,338,200	\$ 3,743	\$ 65,856	4.9%	\$ 1,315,553	\$ 14,195	\$ 52,506	\$ 152,115	\$ 204,621	15.6%	
Court Security Fund	\$ 31,000	\$ 1,627	\$ 6,959	22.4%	\$ 30,000	\$ 2,466	\$ 10,084	\$ -	\$ 10,084	33.6%	
Judicial Efficiency Fund	\$ 8,000	\$ 496	\$ 1,847	23.1%	\$ 15,000	\$ -	\$ 128	\$ -	\$ 128	0.9%	
Court Technology Fund	\$ 39,000	\$ 2,170	\$ 9,278	23.8%	\$ 40,000	\$ 188	\$ 16,823	\$ -	\$ 16,823	42.1%	
Child Safety Fund	\$ 142,500	\$ 1,518	\$ 5,474	3.8%	\$ 204,000	\$ 18,597	\$ 51,401	\$ 81,276	\$ 132,677	65.0%	
Stormwater Development Fund	\$ 135,000	\$ -	\$ 1,111	0.8%	\$ 250,000	\$ -	\$ 100,000	\$ -	\$ 100,000	40.0%	
Juvenile Case Manager Fund	\$ 58,000	\$ 3,218	\$ 13,669	23.6%	\$ 108,000	\$ 10,423	\$ 32,983	\$ -	\$ 32,983	30.5%	
Cable Franchise Fund (PEG)	\$ 167,000	\$ -	\$ -	0.0%	\$ 350,000	\$ -	\$ -	\$ -	\$ -	0.0%	
Equipment Replacement Fund	\$ 671,348	\$ 26,863	\$ 180,275	26.9%	\$ 572,511	\$ 4,349	\$ 4,349	\$ 15,129	\$ 19,478	3.4%	
Federal Court Awards Fund	\$ -	\$ -	\$ -	0.0%	\$ 149,000	\$ -	\$ 11,231	\$ -	\$ 11,231	7.5%	
Non-Federal Court Awards Fund	\$ -	\$ -	\$ 6,353	0.0%	\$ 110,000	\$ 167	\$ 11,879	\$ -	\$ 11,879	10.8%	

* Driven by End-of-Year accrual entries.



FINANCE DEPARTMENT

Revenues

Expenditures

Current Total Budget	Period Activity January	Total Fiscal YTD	Fiscal YTD % of budget		Current Total Budget	Period Activity January	Total Fiscal YTD Expenditures	Total Fiscal YTD Encumbrances	Total Fiscal YTD	Total Fiscal YTD
									Expenditures and	Committed
									Encumbrances	as % of Budget

Special Revenue Funds - continued

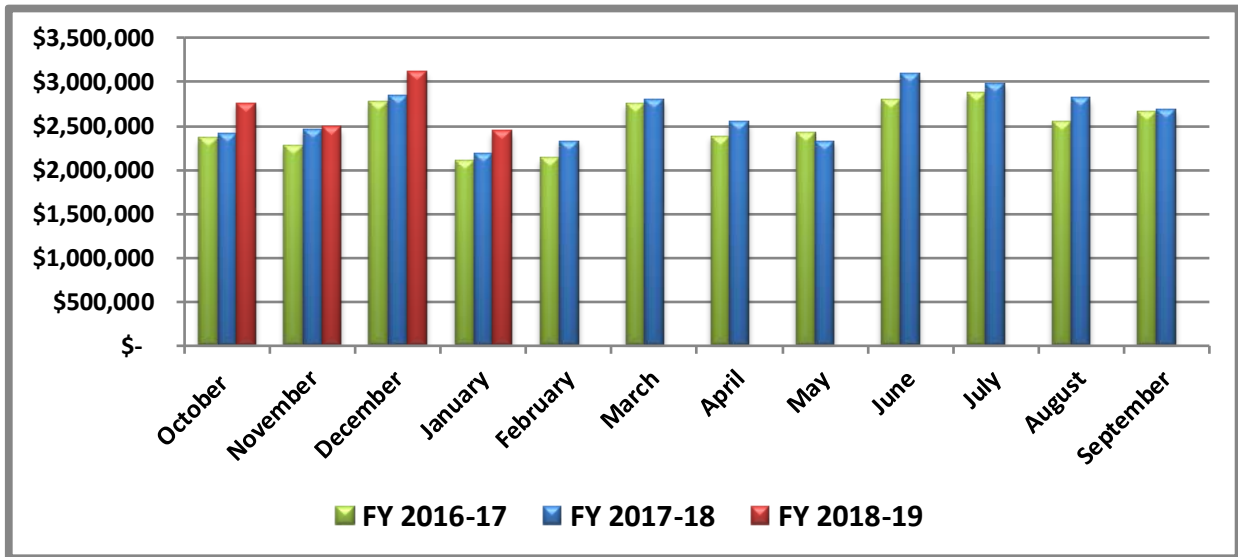
Enterprise Maintenance and Equipment Replacement Fund	\$ 1,527,910	\$ 11,762	\$ 403,473	26.4%	\$ 1,750,040	\$ 30,959	\$ 30,959	\$ 1,754,302	\$ 1,785,261	102.0%
Fire Apparatus Replacement Maintenance Fund	\$ 180,000	\$ 12,598	\$ 28,983	16.1%	\$ 138,702	\$ 76,181	\$ 102,026	\$ 13,164	\$ 115,190	83.0%
Edwards Aquifer Habitat Conservation Plan Fund *	\$ 1,287,000	\$ 48,900	\$ 100,156	7.8%	\$ 1,287,000	\$ 14,759	\$ 120,276	\$ 312,773	\$ 433,049	33.6%
Faust Library Fund	\$ -	\$ -	\$ -	0.0%	\$ 1,333	\$ -	\$ -	\$ -	\$ -	0.0%
Rec Center Improvements & Op Revenues Fund	\$ 25,000	\$ (9)	\$ (9)	0.0%	\$ 75,000	\$ -	\$ 12,500	\$ -	\$ 12,500	16.7%
Development Services Fund	\$ 902,500	\$ -	\$ -	0.0%	\$ 902,500	\$ 33,074	\$ 57,951	\$ 86,469	\$ 144,420	16.0%
Cemetery Improvements Fund	\$ 9,000	\$ 25	\$ 14,660	162.9%	\$ 218,000	\$ 257	\$ 742	\$ -	\$ 742	0.3%
Hotel/Motel Tax Fund	\$ 4,274,328	\$ 215,573	\$ 662,351	15.5%	\$ 4,337,228	\$ 148,849	\$ 964,390	\$ 38,778	\$ 1,003,168	23.1%

* Driven by End-of-Year accrual entries.

ECONOMIC DATA

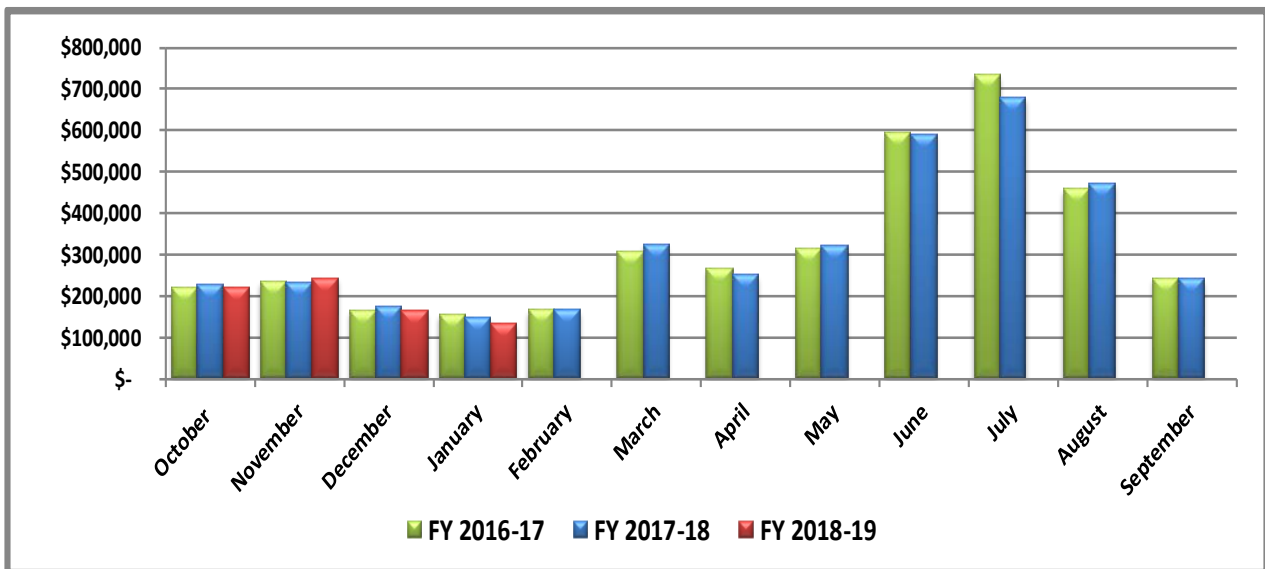
Total Sales Tax Collections – General Fund and NBEDC

Sales tax is received approximately six weeks after the month has ended. The graph below includes the January 2019 sales tax payments, along with the previous two years payments. The January 2019 payment was up 11.6% when compared to January of the previous fiscal year, and up 9.0% fiscal year to date. Sales tax is the single largest revenue source for the City's General Fund.



Hotel/Motel Tax Collection

As shown in the graph below, January Hotel/Motel collections are down 9.4% when compared to January of last fiscal year, and down 2.29% fiscal year to date.



CAPITAL PROJECT STATUS as of 3/11/2019

Project Name	Phase	Funding Source(s)	Current Project Budget/ Category Expenditure Estimates	Expensed	Encumbered	Uncommitted	*Percent Complete Total Project	Status	Project Manager
<i>Streets and Drainage Projects</i>									
Alves Lane Improvements	Professional Services	2013 Bond & Roadway Impact Fees	\$ 1,432,148	\$ 1,243,236	\$ 187,186	\$ 1,726	45%	Construction in progress	Adam Michie
	Land		\$ 1,311,800	\$ 751,422	\$ -	\$ 560,378			
	Construction		\$ 13,031,665	\$ 4,412,883	\$ 5,364,205	\$ 3,254,577			
	Totals	\$ 15,775,613	\$ 6,407,542	\$ 5,551,390	\$ 3,816,680				
Citywide Street Improvements	Professional Services & Construction	2013 Bond	\$ 10,000,000	\$ 6,956,722	\$ 245,379	\$ 2,797,898	70%	Final projects: Union Avenue, San Antonio Street & Common Street design ongoing	Josh Niles
	Totals		\$ 10,000,000	\$ 6,956,722	\$ 245,379	\$ 2,797,898			
Klein Road Reconstruction	Professional Services	2013 Bond	\$ 1,268,066	\$ 1,318,960	\$ 191,405	\$ (242,300)	21%	Notice To Proceed June 2018; Relocation of dry utilities ongoing; Remobilization of drainage and roadway work underway	Nate Garza
	Land		\$ 1,664,000	\$ 757,288	\$ 99,998	\$ 806,714			
	Construction		\$ 8,598,934	\$ 1,773,412	\$ 6,303,538	\$ 521,984			
	Totals	\$ 11,531,000	\$ 3,849,660	\$ 6,594,942	\$ 1,086,398				
Live Oak/Katy Improvements	Professional Services	2013 C of O & 2013 Bond	\$ 977,331	\$ 915,905	\$ 132,521	\$ (71,095)	3%	Construction in progress	Adam Michie
	Land		\$ 36,000	\$ 103,636	\$ 3,364	\$ (71,000)			
	Construction		\$ 3,675,669	\$ 124,500	\$ 3,396,294	\$ 154,875			
	Totals	\$ 4,689,000	\$ 1,144,041	\$ 3,532,179	\$ 12,780				
North Tributary Flood Control Project	Professional Services	2004, 2008 & 2012 C of O's	\$ 980,379	\$ 900,984	\$ 12,510	\$ 66,885	91%	Staff pursuing design and repair options concurrent with litigation; Site maintenance ongoing	Jennifer Cain
	Land		\$ 972,635	\$ 924,024	\$ -	\$ 48,611			
	Construction		\$ 5,732,414	\$ 4,796,934	\$ 472,158	\$ 463,322			
	Totals	\$ 7,685,428	\$ 6,621,942	\$ 484,668	\$ 578,819				
Panther Canyon Erosion Control	Professional Services	2013 Bond	\$ 94,810	\$ 89,898	\$ 3,413	\$ 1,500	FD	Clearing & Seeding complete; Rain gardens and pedestrian improvements under staff review	Adam Michie
	Land		\$ 39,450	\$ -	\$ -	\$ 39,450			
	Construction		\$ 289,740	\$ -	\$ 24,708	\$ 265,032			
	Totals	\$ 424,000	\$ 89,898	\$ 28,121	\$ 305,982				
Solms Road/Morningside Drive/Rueckle Road Reconstruction	Professional Services	2013 Bond & Roadway Impact Fees	\$ 2,150,101	\$ 1,983,132	\$ 166,969	\$ -	14%	Notice To Proceed July 2018: Dry utility relocation ongoing; Sewer installation ongoing	Nate Garza
	Land		\$ 3,280,135	\$ 1,515,228	\$ -	\$ 1,764,907			
	Construction		\$ 10,933,764	\$ 1,511,362	\$ 11,003,401	\$ (1,580,999)			
	Totals	\$ 16,364,000	\$ 5,009,721	\$ 11,170,371	\$ 183,909				
Wood Road/Landa Street Drainage Improvements Preliminary Design	Professional Services	2013 Bond	\$ 2,643,514	\$ 800,960	\$ 165,745	\$ 1,676,809	PD	Conceptual design phase on hold. Draft conceptual phase alternatives reviewed; pending bond budgets	Adam Michie
	Totals		\$ 2,643,514	\$ 800,960	\$ 165,745	\$ 1,676,809			
Westside Pedestrian Enhancement Project	Professional Services	2007, 2008, 2011, 2012 C of O's & 2015 Tax Note	\$ 200,000	\$ 182,581	\$ -	\$ 17,419	91%	Construction underway	Nate Garza
	Construction		\$ 1,350,219	\$ 1,230,752	\$ 10,065	\$ 109,402			
	Totals		\$ 1,550,219	\$ 1,413,333	\$ 10,065	\$ 126,821			

Project Name	Phase	Funding Source(s)	Current Project Budget/ Category Expenditure Estimates	Expensed	Encumbered	Uncommitted	*Percent Complete Total Project	Status	Project Manager
<i>Parks and Recreation</i>									
Comal Cemetery	Professional Services	2007 C of O's	\$ 359,684	\$ 301,931	\$ 56,552	\$ 1,201	FD	95% construction documents filed; Final design pending CIP Planning - Potential 2019 Bond Project	Adam Michie
	Construction		\$ -	\$ -	\$ -	\$ -			
	Totals		\$ 359,684	\$ 301,931	\$ 56,552	\$ 1,201			
<i>Municipal Improvement Projects</i>									
Downtown Improvements Phase 1	Professional Services	4B & 2012 C of O's	\$ 608,339	\$ 578,938	\$ 29,401	\$ -	84%	Project closeout in progress	Adam Michie
	Construction		\$ 2,172,612	\$ 1,831,959	\$ 340,652	\$ -			
	Totals		\$ 2,780,951	\$ 2,410,898	\$ 370,053	\$ -			
Airport Taxilane Extension & Access Road	Professional Services	4B & TxDOT	\$ 362,000	\$ 152,920	\$ 70,098	\$ 138,982	68%	Construction in progress	Jennifer Cain
	Construction		\$ 2,038,000	\$ 1,377,442	\$ 543,923	\$ 116,635			
	Totals		\$ 2,400,000	\$ 1,530,362	\$ 614,021	\$ 255,617			

*SD=Scope Development in Progress PD=Preliminary Design in Progress FD=Final Design In Progress LA=Land Acquisition In Progress Construction=0%-100%

VACANT POSITIONS REPORT
as of 3/11/19

Department	FY2018-19 # Authorized Positions	# Vacant Positions (FTE)	Notes
Airport	9.00	-	
Capital Programs	5.00	1.00	Capital Project Manager - Currently in interview process
City Attorney's Office	4.00	-	
City Manager's Office	7.00	1.00 1.00 1.00	Economic Development Manager - Currently in interview process Assistant City Manager - Scheduled to start 3/25 Webmaster/Digital Content Specialist - Currently in interview process
City Secretary	3.50	-	
Civic Center	8.50	0.50	Custodian - PTR - Currently in interview process
Finance	12.00	-	
Fire	138.00	3.00	Fire Engineers - Promotional exam completed 2/19/19; pending Eligibility List approval on 3/15/19
Golf Course	15.00	1.00	Maintenance Worker - Currently in interview process
Human Resources	8.00	1.00	Director of Human Resources - Scheduled to start 3/25
Information Technology	14.00	1.00	Network Administrator - Newly authorized position FY 18-19; funded in April
Library	27.75	1.00	Youth Services Technician - Currently in interview process
Municipal Court	9.00	-	
Parks & Recreation			
<i>Das Rec</i>	98.75	6.50 1.00 2.00 2.00 0.50 3.50	Lifeguard/Water Safety Instructor (44 @ 19 hours) - Currently posted Slide/Party Attendant (15 @ 19 hours) - Currently posted Kinder Care Attendant (12 @ 19 hours) - Currently posted Kinder Care Lead (6 @ 19 hours) - Currently posted Guest Services Leads (8 @ 19 hours) - Currently in interview process Guest Services Representatives (21 @ 19 hours) - Currently posted
<i>Parks and Recreation</i>	46.50	1.00 1.00	Recreation Instructor (9 @ 20 hours) - Currently in interview process Foreman
<i>Total FTE</i>	145.25	17.50	
Planning & Comm Dev	37.00	-	
Police	168.00	1.00 13.00	Police Records Clerk - Currently in interview process Police Officer - 13 current vacancies; 4 FTEs authorized January 1. Other 5 FTE's are authorized for April 2019
Public Works			
<i>Solid Waste</i>	57.00	1.00	Solid Waste Operator - Currently posted
<i>Public Works</i>	65.00	1.00 1.00 1.00	Chief Construction Inspector - Scheduled to start 3/25 Senior Construction Inspector - Scheduled to start 3/25 Facilities Maintenance Technician - Pending posting
<i>Total FTE</i>	122.00	4.00	
JUVENILE CASE MANAGER FUND	1.00	-	
RIVER ACTIVITIES FUND	2.00	-	
EDWARDS AQUIFER HABITAT CONSERVATION PLAN/WPP FUND	1.00	-	

TOTAL FTE	737.00	47.00
City-wide Staffing Level	93.62%	