



FINANCE DEPARTMENT

First Quarter Financial Report

February 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 **December**, with 25% 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 2/8/19, a current (FY 2018-19 authorized totals) Vacant Positions Report as of 1/17/19, 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 December 31, General Fund revenues total \$22.2 million or 32.5% of total budgeted revenue. \$11.7 million was received during the month of December, 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 December 31, 56.8% of the budget for property tax has been collected.

License and Permit revenue collections for the month of December were above budget at \$1.1 million (28.4%). Fines and Forfeiture revenue was below budget through December, with collections at 14.9% (\$249,000) of the budgeted totals. Charges for Services totaled \$579,000 (13.9%). 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 \$800,000 through the month of December – 22.2% of budgeted revenue. The majority of these revenues were related to Das Rec (\$680,000 – 32.6% of budget). The remaining Parks revenues are seasonal in nature.

General Fund Expenditures

As of December 31, General Fund expenditures and encumbrances total \$16.2 million or 23.6% 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 December, 6 out of 26 payrolls have been posted, which represents 20.6% 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	\$ 3,915,159	\$ 10,390,741	\$ 84,709	\$ 10,475,450	19.5%
Operating Expenses	13,545,559	742,733	2,682,826	2,632,845	5,315,671	39.2%
Capital Expenses	420,343	5,835	32,528	214,004	246,532	58.7%
Interfund Transfers	829,910	167,478	167,478	-	167,478	20.2%
Contingencies	195,000	-	-	-	-	0.0%
Total	\$68,654,549	\$ 4,831,205	\$ 13,273,573	\$ 2,931,558	\$ 16,205,131	23.6%

Enterprise Funds

Airport Fund – Revenues through the month of December total \$634,000 or 22.3% of total budgeted revenues, which is less than budget. The majority of these revenues are from fuel sales. Weather has continued to be a factor for the month of December, impacting the number of flight operations and opportunity for fuel sales. Expenditures and encumbrances total \$625,000 or 22.7% of budget, which is also less than budget. Airport employee expenditures are at 19.7% of budget. Specifically, the operating allocation is below budget at 22.8%, driven by slightly lower fuel demands/purchases. However, staff is confident that as weather conditions improve, so will flight operations and fuel sales.

Capital expenditures are 86.2% committed, due to additional expenses related to the airport renovations that were budgeted in FY 2017-18. These additional expenses will be covered by budget transfers.

Solid Waste Fund – Revenues through the month of December total \$1.7 million or 17.4% 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 \$3.6 million or 38.4% of budget, due to purchase orders issued for refuse disposal, that are not yet paid. Employee expenditures are below budget at 20.1%. Operating expenditures are over budget (55.2%) at the end of December, due to the above-mentioned purchase orders.

Golf Course Fund – Revenues through the month of December total \$342,000 or 21.5% of total budgeted revenues, which is less than budget. Revenue for the month of December was up 28.4% compared to December of last fiscal year. This was due to a 35.0% increase in rounds played compared to the same period last year. The weather in December was much improved compared to October and November, and this allowed for the hosting of 7 tournaments. Golf Fund expenditures and encumbrances total \$342,000 or 27.2%, which is greater than budget, primarily due to purchase orders for merchandise 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 December total \$105,000 or 21.9% which is less than budget. Expenditures and encumbrances in the fund total \$162,000 or 22.6%, which is also 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 December 31, 2018.

	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 December 31, 2018

General Fund

	Current Total Budget	Period Activity December		Total Fiscal YTD	Fiscal YTD % of Budget
Revenues					
Taxes and Franchise Fees	\$ 51,011,474	\$ 10,507,541		\$ 18,895,273	37.0%
Licenses and Permits	3,985,990	415,181		1,132,344	28.4%
Intergovernmental	627,247	5,821		6,819	1.1%
Charges for Services	4,148,100	165,144		578,511	13.9%
Fines and Forfeitures	1,672,400	78,864		248,775	14.9%
Interest Income	200,000	24,567		44,251	22.1%
Parks and Recreation	3,601,376	264,592		800,338	22.2%
Miscellaneous	2,045,264	57,711		235,317	11.5%
Interfund Transfers	866,511	216,628		216,628	25.0%
Total General Fund Revenues	\$ 68,158,362	\$ 11,736,049		\$ 22,158,256	32.5%

	Current Total Budget	Period Activity December	Expenditures YTD	Encumbrances YTD	Total Fiscal YTD Expenditures and Encumbrances	Total Fiscal YTD Committed as % of Budget
Expenditures						
City Council	\$ 34,421	\$ 1,486	\$ 11,899	\$ -	\$ 11,899	34.6%
City Attorney	927,458	42,781	107,685	75,847	183,532	19.8%
City Administration	1,674,795	91,644	276,836	8,583	285,419	17.0%
Information Technology	2,018,394	120,933	394,431	219,552	613,983	30.4%
Municipal Court	688,202	53,329	144,956	-	144,956	21.1%
Human Resources	845,703	47,920	135,313	49,072	184,385	21.8%
Finance	1,158,894	83,060	211,188	-	211,188	18.2%
Planning and Community Development	3,468,556	243,412	641,779	194,606	836,385	24.1%
Police	18,917,863	1,341,859	3,828,906	194,962	4,023,868	21.3%
Fire	18,648,814	1,444,732	3,803,254	202,190	4,005,444	21.5%
Public Works	7,383,688	387,362	1,055,683	790,071	1,845,754	25.0%
Parks	7,753,117	459,264	1,209,997	614,854	1,824,851	23.5%
Library	2,370,984	156,823	447,232	27,071	474,303	20.0%
Non-Departmental	2,763,660	356,600	1,004,414	554,750	1,559,164	56.4%
Total General Fund Expenditures	\$ 68,654,549	\$ 4,831,205	\$ 13,273,573	\$ 2,931,558	\$ 16,205,131	23.6%

Airport Fund

	Current Total Budget	Period Activity December		Total Fiscal YTD	Fiscal YTD % of Budget
Revenues					
Charges for Services	\$ 2,690,000	\$ 177,588		\$ 593,968	22.1%
Intergovernmental	50,000	-		-	0.0%
Licenses & Permits	-	14,954		14,954	0.0%
Interfund Transfer	99,910	24,978		24,978	25.0%
Total Airport Revenues	\$ 2,839,910	\$ 217,520		\$ 633,900	22.3%

	Current Total Budget	Period Activity December	Expenditures YTD	Encumbrances YTD	Total Fiscal YTD Expenditures and Encumbrances	Total Fiscal YTD Committed as % of Budget
Expenditures						
Employee Expenses	\$ 600,466	\$ 44,261	\$ 114,275	\$ 3,921	\$ 118,196	19.7%
Operation Expenses	1,634,632	78,931	371,209	690	371,899	22.8%
Capital Expenses	19,478	-	11,185	5,604	16,789	86.2%
Interfund Transfer	498,383	117,971	117,971	-	117,971	23.7%
Total Airport Fund Expenditures	\$ 2,752,959	\$ 241,163	\$ 614,640	\$ 10,215	\$ 624,855	22.7%

Solid Waste Fund

	Current Total Budget	Period Activity December		Total Fiscal YTD	Fiscal YTD % of Budget
Revenues					
Charges for Services	\$ 9,440,054	\$ 805,736		\$ 1,622,697	17.2%
Licenses & Permits	-	5,000		5,000	0.0%
Miscellaneous	118,200	8,390		22,002	18.6%
Interest Income	36,935	5,174		15,310	41.5%
Total Solid Waste Fund Revenues	\$ 9,595,189	\$ 824,300		\$ 1,665,009	17.4%

	Current Total Budget	Period Activity December	Expenditures YTD	Encumbrances YTD	Total Fiscal YTD Expenditures and Encumbrances	Total Fiscal YTD Committed as % of Budget
Expenditures						
Employee Expenses	\$ 3,757,494	\$ 284,719	\$ 755,250	\$ -	\$ 755,250	20.1%
Operation Expenses	4,657,867	554,263	977,724	1,592,886	2,570,610	55.2%
Capital Expenses	73,700	37,450	37,450	22,392	59,842	81.2%
Interfund Transfer	938,301	234,575	234,575	-	234,575	25.0%
Total Solid Waste Fund Expenditures	\$ 9,427,362	\$ 1,111,007	\$ 2,004,999	\$ 1,615,278	\$ 3,620,277	38.4%

Golf Fund

	Current Total Budget	Period Activity December		Total Fiscal YTD	Fiscal YTD % of Budget
Revenues					
Charges for Services	\$ 1,556,277	\$ 104,183		\$ 336,403	21.6%
Miscellaneous	32,288	2,212		5,563	17.2%
Total Golf Fund Revenues	\$ 1,588,565	\$ 106,395		\$ 341,966	21.5%

	Current Total Budget	Period Activity December	Expenditures YTD	Encumbrances YTD	Total Fiscal YTD Expenditures and Encumbrances	Total Fiscal YTD Committed as % of Budget
Expenditures						
Employee Expenses	\$ 836,650	\$ 54,417	\$ 148,533	\$ -	\$ 148,533	17.8%
Operation Expenses	423,559	19,620	136,797	56,817	193,614	45.7%
Total Golf Fund Expenditures	\$ 1,260,209	\$ 74,037	\$ 285,330	\$ 56,817	\$ 342,147	27.2%

Civic/Convention Center Fund

	Current Total Budget	Period Activity December		Total Fiscal YTD	Fiscal YTD % of Budget
Revenues					
Charges for Services	\$ 480,271	\$ 28,377		\$ 104,965	21.9%
Interfund Transfers	257,572	64,393		64,393	25.0%
Miscellaneous	-	57		160	0.0%
Total Civic/Convention Center Fund Revenues	\$ 737,843	\$ 92,827		\$ 169,518	23.0%

	Current Total Budget	Period Activity December	Expenditures YTD	Encumbrances YTD	Total Fiscal YTD Expenditures and Encumbrances	Total Fiscal YTD Committed as % of Budget
Expenditures*						
Employee Expenses	\$ 460,537	\$ 34,246	\$ 87,659	\$ -	\$ 87,659	19.0%
Operation Expenses	221,013	11,272	49,580	16,104	65,684	29.7%
Interfund Transfer	34,077	8,519	8,519	-	8,519	25.0%
Total Civic/Convention Center Fund Expenditures	\$ 715,627	\$ 54,037	\$ 145,758	\$ 16,104	\$ 161,862	22.6%

*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

	Current Total Budget	Period Activity December	Total Fiscal YTD	Fiscal YTD % of budget		Current Total Budget	Period Activity December	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	\$ 7,578,305	\$ 8,544,424	48.9%		\$ 17,252,185	\$ -	\$ 225	\$ -	\$ 225	0.0%
Self Insurance Fund	\$ 6,903,500	\$ 531,667	\$ 1,594,215	23.1%		\$ 6,550,000	\$ 602,782	\$ 912,532	\$ 87,651	\$ 1,000,183	15.3%
Special Revenue Funds											
CDBG Fund *	\$ 393,459	\$ 20,000	\$ -	0.0%		\$ 393,459	\$ 6,502	\$ 31,136	\$ 236,684	\$ 267,820	68.1%
Grant Fund *	\$ 726,444	\$ 2,030	\$ -	0.0%		\$ 726,444	\$ 22,423	\$ 28,881	\$ -	\$ 28,881	4.0%
Special Revenue Fund	\$ 200,000	\$ 13,999	\$ 34,868	17.4%		\$ 447,000	\$ 6,818	\$ 28,296	\$ 16,965	\$ 45,261	10.1%
River Activities Fund	\$ 1,338,200	\$ 45,799	\$ 62,113	4.6%		\$ 1,315,553	\$ 20,949	\$ 38,311	\$ 134,490	\$ 172,801	13.1%
Court Security Fund	\$ 31,000	\$ 1,391	\$ 5,332	17.2%		\$ 30,000	\$ 2,536	\$ 6,618	\$ -	\$ 6,618	22.1%
Judicial Efficiency Fund	\$ 8,000	\$ 404	\$ 1,351	16.9%		\$ 15,000	\$ -	\$ 128	\$ -	\$ 128	0.9%
Court Technology Fund	\$ 39,000	\$ 1,855	\$ 7,109	18.2%		\$ 40,000	\$ -	\$ 16,635	\$ -	\$ 16,635	41.6%
Child Safety Fund	\$ 142,500	\$ 1,292	\$ 3,955	2.8%		\$ 204,000	\$ 13,834	\$ 32,804	\$ 99,721	\$ 132,525	65.0%
Stormwater Development Fund	\$ 135,000	\$ 1,111	\$ 1,111	0.8%		\$ 250,000	\$ -	\$ 100,000	\$ -	\$ 100,000	40.0%
Juvenile Case Manager Fund	\$ 58,000	\$ 2,748	\$ 10,451	18.0%		\$ 108,000	\$ 7,803	\$ 22,560	\$ -	\$ 22,560	20.9%
Cable Franchise Fund (PEG)	\$ 167,000	\$ -	\$ -	0.0%		\$ 350,000	\$ -	\$ -	\$ -	\$ -	0.0%
Equipment Replacement Fund	\$ 671,348	\$ 146,188	\$ 153,413	22.9%		\$ 572,511	\$ -	\$ -	\$ -	\$ -	0.0%
Federal Court Awards Fund	\$ -	\$ -	\$ -	0.0%		\$ 149,000	\$ 4,683	\$ 11,231	\$ -	\$ 11,231	7.5%
Non-Federal Court Awards Fund	\$ -	\$ -	\$ 6,353	0.0%		\$ 110,000	\$ 235	\$ 11,712	\$ -	\$ 11,712	10.6%

* Driven by End-of-Year accrual entries.



FINANCE DEPARTMENT

Revenues

Expenditures

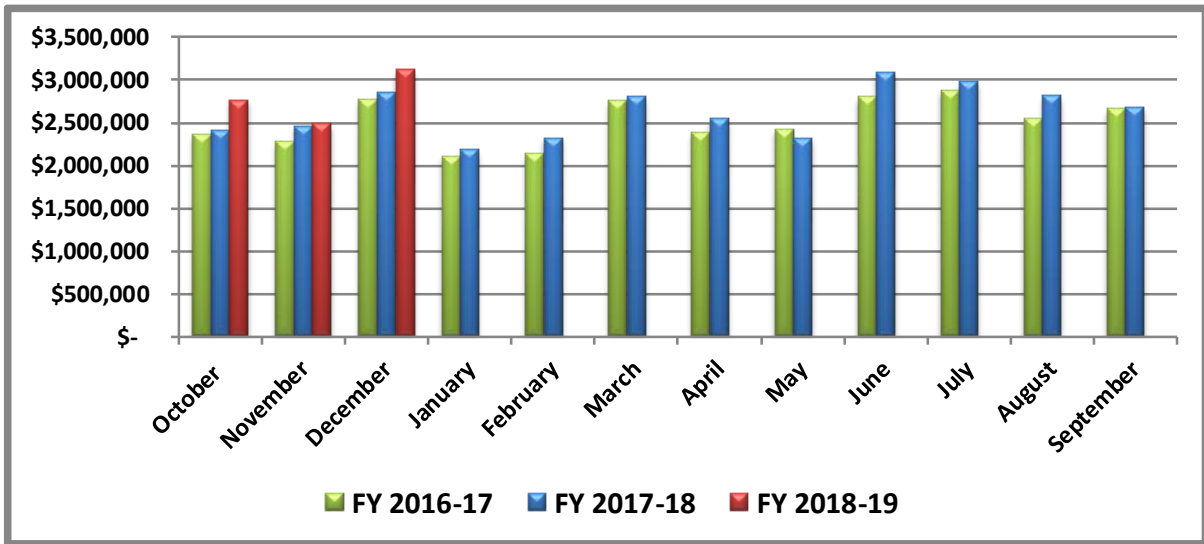
	Revenues				Expenditures						
	Current Total Budget	Period Activity December	Total Fiscal YTD	Fiscal YTD % of budget	Current Total Budget	Period Activity December	Total Fiscal YTD Expenditures	Total Fiscal YTD Encumbrances	Total Fiscal YTD Expenditures and Encumbrances	Total Fiscal YTD Committed as % of Budget	
Special Revenue Funds - continued											
Enterprise Maintenance and Equipment Replacement Fund	\$ 1,527,910	\$ 370,903	\$ 391,711	25.6%	\$ 1,750,040	\$ -	\$ -	\$ 1,785,261	\$ 1,785,261	102.0%	
Fire Apparatus Replacement Maintenance Fund	\$ 180,000	\$ 8,574	\$ 16,384	9.1%	\$ 138,702	\$ 25,422	\$ 25,845	\$ 82,663	\$ 108,508	78.2%	
Edwards Aquifer Habitat Conservation Plan Fund *	\$ 1,287,000	\$ 88,220	\$ 51,255	4.0%	\$ 1,287,000	\$ 49,914	\$ 105,517	\$ 269,837	\$ 375,354	29.2%	
Faust Library Fund	\$ -	\$ -	\$ -	0.0%	\$ 1,333	\$ -	\$ -	\$ -	\$ -	0.0%	
Rec Center Improvements & Op Revenues Fund	\$ 25,000	\$ -	\$ -	0.0%	\$ 75,000	\$ 12,500	\$ 12,500	\$ -	\$ 12,500	16.7%	
Development Services Fund	\$ 902,500	\$ -	\$ -	0.0%	\$ 902,500	\$ 24,878	\$ 24,878	\$ 105,222	\$ 130,100	14.4%	
Cemetery Improvements Fund	\$ 9,000	\$ 320	\$ 14,635	162.6%	\$ 218,000	\$ 80	\$ 485	\$ -	\$ 485	0.2%	
Hotel/Motel Tax Fund	\$ 4,274,328	\$ 241,105	\$ 446,777	10.5%	\$ 4,337,228	\$ 254,270	\$ 815,541	\$ 19,875	\$ 835,416	19.3%	

* Driven by End-of-Year accrual entries.

ECONOMIC DATA

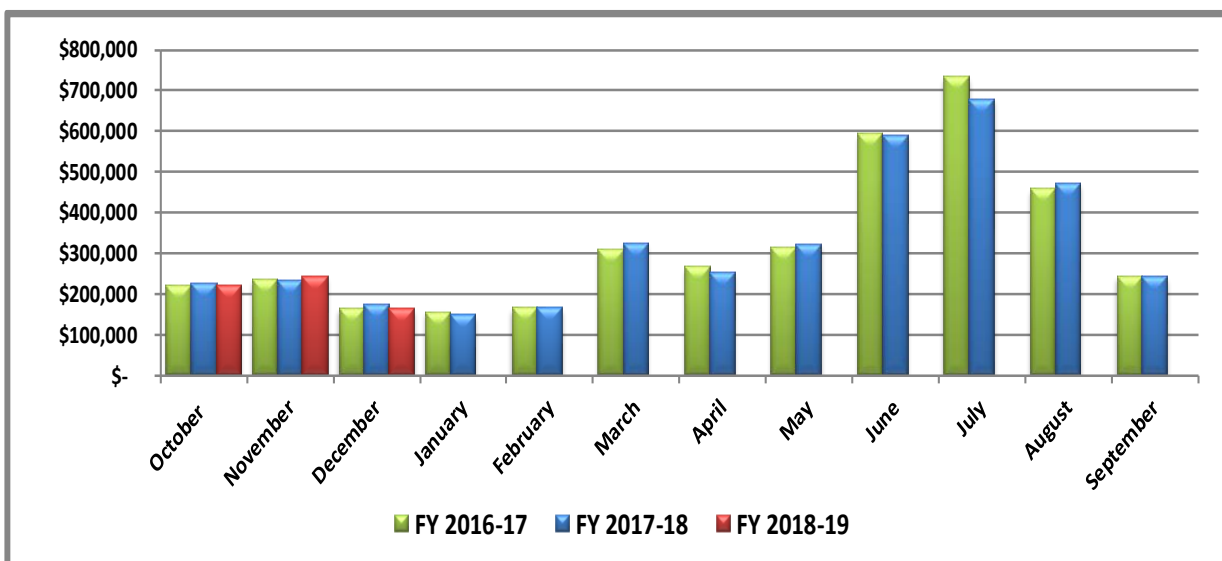
Total Sales Tax Collections – General Fund and NBEDC

Sales tax is received approximately six weeks after the month has ended. The graph below includes the December 2018 sales tax payments, along with the previous two years payments. The December 2018 payment was up 9.1% when compared to December of the previous fiscal year, and up 8.3% 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, December Hotel/Motel collections are down 6.3% when compared to December of last fiscal year, and down 0.62% fiscal year to date.



CAPITAL PROJECT STATUS as of 2/8/2019

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	\$ 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				
Blieders/German Creek Watershed Improvements	Professional Services	2013 Bond	\$ 632,873	\$ 576,387	\$ -	\$ 56,486	PD	Project on hold pending Veramendi	Adam Michie
	Land		\$ 35,000	\$ 35,000	\$ -	\$ -			
	Totals	\$ 667,873	\$ 611,387	\$ -	\$ 56,486				
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; Post Road closeout in progress	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; Drainage and road construction suspended due to AT&T	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	\$ 904,255	\$ 141,146	\$ (68,070)	1%	Construction in progress	Adam Michie
	Land		\$ 36,000	\$ 103,636	\$ -	\$ (67,636)			
	Construction		\$ 3,675,669	\$ 50,517	\$ 3,397,355	\$ 227,797			
	Totals	\$ 4,689,000	\$ 1,058,408	\$ 3,538,501	\$ 92,091				
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 portion of the project 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	\$ 2,150,101	\$ 1,983,132	\$ 166,969	\$ -	9%	Notice To Proceed July 2018: Dry utility relocation ongoing; Sewer installation ongoing	Nate Garza
	Land		\$ 3,280,135	\$ 1,515,228	\$ 167,824	\$ 1,597,083			
	Construction		\$ 9,933,764	\$ 934,472	\$ 8,999,292	\$ -			
	Totals	\$ 15,364,000	\$ 4,432,831	\$ 9,334,086	\$ 1,597,083				
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			
	Construction			\$ 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 1/17/19

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 - Currently in interview process Webmaster/Digital Content Specialist - Currently posted
City Secretary	3.50	-	
Civic Center	8.50	0.50 0.50	Custodian - PTR - Pending posting Event Attendant - Part Time - Position is currently posted
Finance	12.00	1.00	Buyer - Applicant scheduled to start 2/11/19
Fire	138.00	-	
Golf Course	15.00	-	
Human Resources	8.00	1.00	Director of Human Resources - Currently in interview process
Information Technology	14.00	1.00 1.00	Network Administrator - Newly authorized position FY 18-19; funded in April Service Desk Technician - Currently posted
Library	27.75	-	
Municipal Court	9.00	-	
Parks & Recreation	<i>Das Rec</i> 98.75	0.50 0.50 1.00 0.50 0.50 0.75 0.50 3.00 1.00 0.50 (0.50) (0.50) 3.00	Lifeguard/Water Safety Instructor (44 @ 19 hours) - Currently posted Water Safety Instructor (5 @ 19 hours) - Currently posted Slide/Party Attendant (15 @ 19 hours) - Currently posted Kinder Care Attendant (12 @ 19 hours) - Currently posted Fitness Instructors (21 @ 19 hours) - Currently posted Head Coach - Swim Team (1 @ 29.5 hours) - Currently posted Assistant Head Coach - Swim Team (1 @ 19 hours) - Currently posted Assistant Coach - Swim Team (6 @ 19 hours) - Currently posted Custodian - Currently posted Guest Services Representatives (21 @ 19 hours) - Currently posted Fitness/Gym Attendant (13 @ 19 hours) Recreation/Program Instructors (12 @ 19 hours) Lead Kinder Care Attendant (6 @ 19 hours) - Pending posting; newly authorized position 1/15/19
	<i>Parks and Recreation</i> 46.50	1.00 1.00	Recreation Programs Supervisor - Anticipated start date 2/11/19 Maintenance Worker - Currently posted
	<i>Total FTE</i> 145.25	12.75	
Planning & Comm Dev	37.00	-	
Police	168.00	1.00 12.00	Emergency Dispatcher - Currently in background process Police Officer - 7 current vacancies; 5 FTEs are authorized for April 2019
Public Works	<i>Solid Waste</i> 57.00 <i>Public Works</i> 65.00 <i>Total FTE</i> 122.00	1.00 1.00 1.00 1.00 1.00 1.00 1.00	Solid Waste Operator - Applicant currently in background Refuse Collector - Applicant currently in background Fleet Technician I - Currently posted Permit Technician - Applicant pending offer Chief Construction Inspector - Currently in interview process Senior Construction Inspector - Currently in interview process Facilities Maintenance Technician - Pending posting Maintenance Worker - Currently posted
JUVENILE CASE MANAGER FUND	1.00	-	
RIVER ACTIVITIES FUND	2.00	1.00	Assistant Park Ranger Superintendent - Applicant pending offer
EDWARDS AQUIFER HABITAT CONSERVATION PLAN/WPP FUND	1.00	-	

TOTAL FTE	737.00	43.75
City-wide Staffing Level	94.06%	