



## FINANCE DEPARTMENT

# November Monthly Financial Report

January 31, 2016

### 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 for the month of **November**. 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 and current vacancy report.

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 2015-16 Operating Budget and Plan of Municipal Services as well as 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 links below. All of these documents can be found on the City website.

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



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## General Fund Revenues

As of November 30, General Fund revenues total \$3,141,491 or 5.8% of total budgeted revenues. The City does not receive its first sales tax payment for the FY 2015-16 budget until December as that revenue source is not delivered to the City until six weeks after the month has ended. Moreover, the majority of property tax revenue is collected during the months of December-March. Sales tax and property tax are by far the two largest sources of revenue for the General Fund totaling 60.8% of all budgeted revenues; therefore, the delay and timing of these two sources has a significant impact on overall monthly revenue collections. However, the City did receive its first property tax payment in the month of November.

Revenue collections for the month of November are mainly driven by the first property tax payment as mentioned above as well as the monthly franchise payment from NBU; these two sources account for nearly 75 percent of revenue collected in November. License and permit revenue continue to trend positively through November, having already collected 22.4% (\$657,195) of the budgeted totals. The remaining revenue sources are impacted by seasonality and one time and/or quarterly payments. Staff will analyze and report on quarterly and one time revenue sources as they are received.

## General Fund Expenditures

As of November 30, General Fund expenditures and encumbrances total \$9,548,699 or 17.3% of the total budget. Encumbrances allow for funds to be committed at the beginning of the year for earmarked expenditures such as software licenses and maintenance, copier rentals, EMS supplies and landscape services. For example, the Planning and Community Development Departments have commitments that total 21.8% of total budgeted expenditures, well over budget. However, that is entirely driven by the encumbrance for the humane society contract for impoundments.

At the end of November, 4 out of 26 payrolls have been posted, which represent 15.4% of the total payrolls 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     | Fiscal YTD Expenditures | Fiscal YTD % of Budget |
|----------------------|----------------------|---------------------|-------------------------|------------------------|
| Employee Expenses    | \$40,065,364         | \$ 3,140,839        | \$ 6,203,028            | 15.5%                  |
| Operating Expenses   | 11,838,312           | 1,138,763           | 3,345,671               | 28.3%                  |
| Capital Expenses     | 39,000               | -                   | -                       | 0.0%                   |
| Interfund Transfers  | 1,397,205            | -                   | -                       | 0.0%                   |
| Contingencies*       | 1,949,500            | -                   | -                       | 0%                     |
| <i>Total</i>         | <b>\$55,289,381</b>  | <b>\$ 4,279,602</b> | <b>\$ 9,548,699</b>     | <b>17.3%</b>           |

Contingencies include all funding allocated for the FY 2015-16 compensation increases as well the adjustment for turnover savings (which is entirely why employee expenses are slightly over budget through November). This allocation will be transferred to departments' employee expense appropriation towards the end of the fiscal year if and when the funds are needed. For FY 2015-16, the contingencies funding also includes contingencies for moving costs and furniture fixtures and equipment associated with the new City Hall.

## Enterprise Funds

**Airport Fund** – Revenues through the month of November total \$374,318 or approximately 12.9% of total budgeted revenues, the majority of which are from fuel sales. Typically, flight operations begin to decrease as the fall begins. However, the lower cost of fuel also impacts gross fuel sale revenue as well; therefore the November revenue figures are not concerning. Expenditures and encumbrances total \$356,395 or 12.3% of budget. Similar to revenue, fuel purchases represent the majority of Airport expenditures. Therefore, expenditures are below budget as a result of the lower than projected cost to purchase fuel for resale. Vacancy savings are also a factor to the actual to budget variance. Capital expenditures are at 86.8% committed, reflective of the encumbrance for the Ground Power Unit (GPU) that was approved by City Council earlier in the fiscal year.

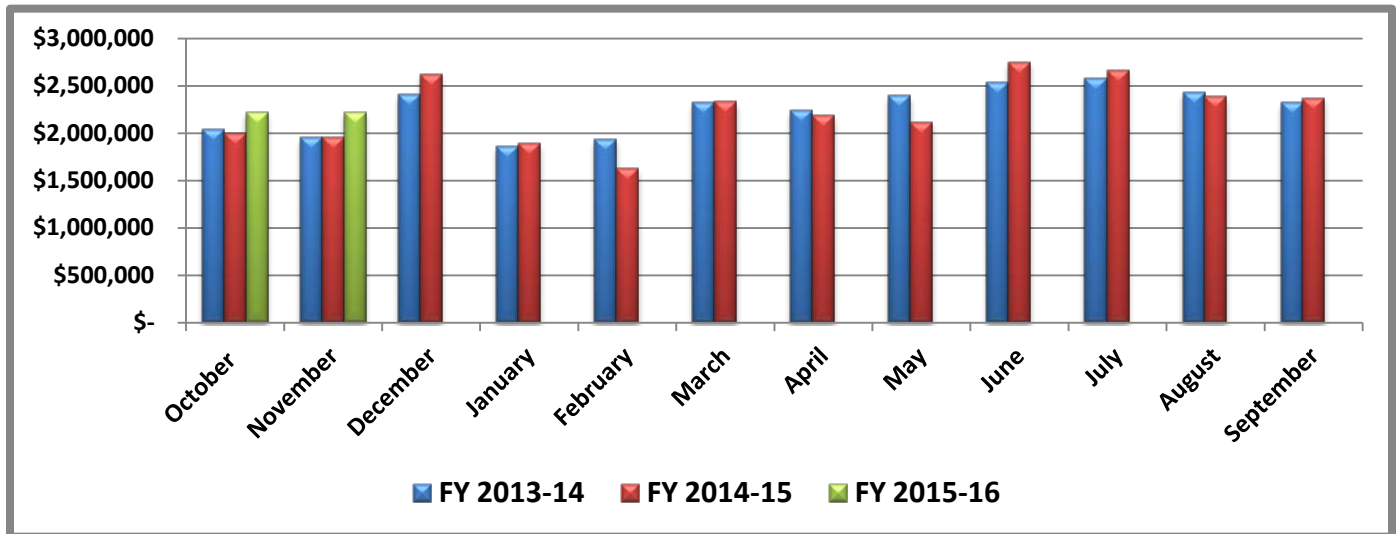
**Solid Waste Fund** – Revenues through the month of November total \$1,366,941 or 16.5% of total budgeted revenues. Revenues are right on line when forecasting against total budgeted revenues. Solid Waste expenditures and encumbrances total \$958,361 or 11.3% of budget. One of the factors driving the actual to budget variance is interfund transfers. Seeing that these are made quarterly, no expenditures will occur in that category until the end of the quarter. Vacancy savings are also a factor to the actual to budget variance. The expenditures committed in the capital expense appropriation (97.0%) are for the purchase of a commercial air compressor.

**Golf Course Fund** – Charges for Services revenues through the month of November total \$242,271 or 14.0% of total budgeted revenues, below the budgeted parameter. Looking ahead, the December and January revenue figures have picked up, partially as a result of the favorable playing conditions that the mild winter has yielded thus far. As of November 30, Golf Fund expenditures and encumbrances total 256,780 or 13.6%. While expenditures are under budget, it is partially skewed as there have been no interfund transfers that have occurred to this point. Interfund transfers are completed quarterly. Operating expenditures are well over budget (24.9%); however this is driven by encumbrances for commodities such as fertilizer and pro shop supplies.

**Civic/Convention Center Fund** – Charges for Services revenues through the Civic/Convention Center Fund in the month of November total \$75,370 or 16.8%, right on line with the budget parameter. Expenditures in the fund total \$118,515 or 16.7%. There are several encumbrances for operating expenses such as some air conditioning repairs that make the figures look slightly inflated (28.9%). Vacancy savings are also a factor to the budget variance through November.

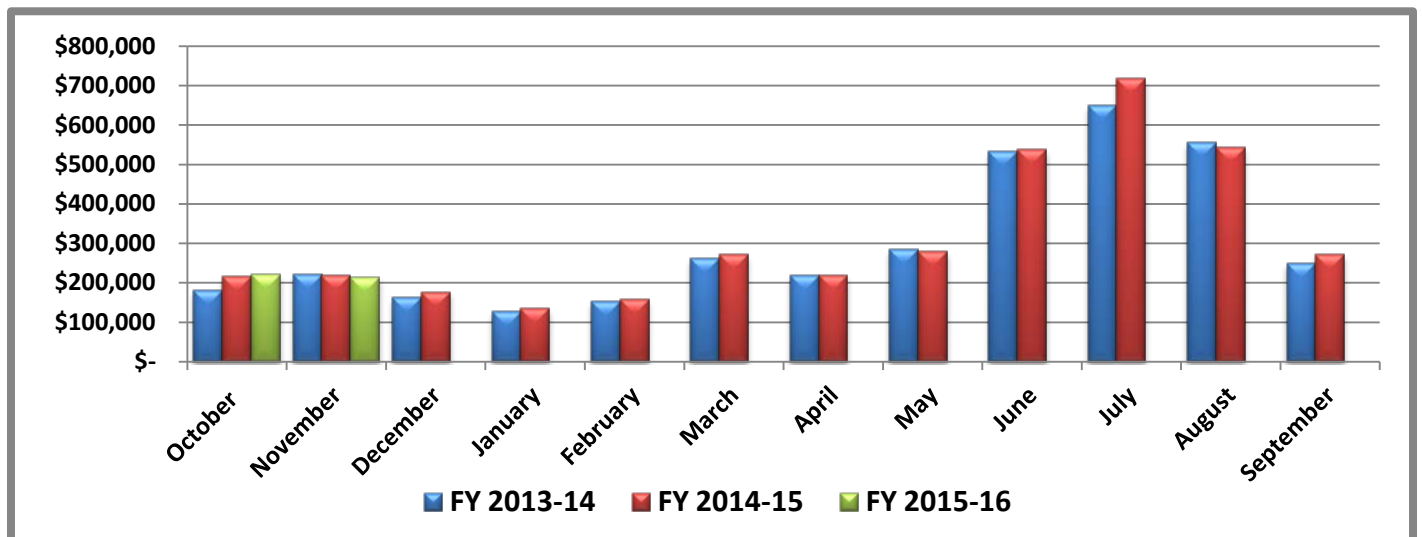
## Sales Tax Collection

As mentioned earlier, sales tax is received approximately six weeks after the month has ended. However, the graph below includes the October and November sales tax payment in an effort to provide the most up to date information regarding sales tax collections. The October sales tax payment was up 11.2% when compared to the previous year. The November payment was up 13.3%. The growth from these first two months is a positive trend to start the year as it relates to sales tax collections. Sales tax is the single largest revenue source for the City's General Fund.



## Hotel/Motel Tax Collection

Hotel Motel tax collections are another revenue source that is typically received 30-45 days after a month has ended. Therefore, the November financial summary does not reflect hotel activity for the month of November. However, the graph below does include hotel/motel collections for the month of November, again to provide the latest information. November Hotel/Motel tax collections were down slightly (2.1%) when compared to the previous fiscal year. This figure could change slightly as there are several outstanding November payments to be received.





FINANCE DEPARTMENT

City of New Braunfels  
 Monthly Financial Summaries  
 As of November 30, 2015

## General Fund

|                                    | Current Total<br>Budget | Period Activity<br>November | Total<br>Fiscal YTD | Fiscal YTD<br>% of budget |
|------------------------------------|-------------------------|-----------------------------|---------------------|---------------------------|
| <b>Revenues</b>                    |                         |                             |                     |                           |
| Taxes and Franchise Fees           | \$ 42,524,467           | \$ 1,489,910                | \$ 1,901,829        | 4.5%                      |
| Licenses and Permits               | 2,936,155               | 200,465                     | 657,195             | 22.4%                     |
| Intergovernmental                  | 45,000                  | -                           | 10,278              | 22.8%                     |
| Charges for Services               | 3,214,800               | 142,235                     | 295,288             | 9.2%                      |
| Fines and Forfeitures              | 1,411,800               | 97,052                      | 186,574             | 13.2%                     |
| Interest Income                    | 70,000                  | -                           | -                   | 0.0%                      |
| Parks and Recreation               | 1,242,242               | 33,323                      | 57,298              | 4.6%                      |
| Miscellaneous                      | 1,992,600               | 18,028                      | 33,029              | 1.7%                      |
| Interfund Transfers                | 764,259                 | -                           | -                   | 0.0%                      |
| <b>Total General Fund Revenues</b> | <b>\$ 54,201,323</b>    | <b>\$ 1,981,013</b>         | <b>\$ 3,141,491</b> | <b>5.8%</b>               |

|  | Current Total<br>Budget | Period Activity<br>November | Total Fiscal YTD<br>Expenditures and<br>Encumbrances | Total Fiscal YTD<br>Committed<br>as % of budget |
|--|-------------------------|-----------------------------|--|---|
| <b>Expenditures</b>                    |                         |                             |  |   |
| City Council                           | \$ 40,350               | \$ 2,232                    | \$ 4,831   | 12.0%   |
| City Attorney                          | 758,455                 | 48,242                      | 136,743  | 18.0%   |
| City Administration                    | 2,877,163               | 199,508                     | 426,065  | 14.8%   |
| Human Resources                        | 690,141                 | 60,642                      | 124,764  | 18.1%   |
| Finance                                | 961,706                 | 67,779                      | 133,598  | 13.9%   |
| Planning and Community Development     | 2,930,657               | 217,539                     | 638,404  | 21.8%   |
| Police                                 | 14,286,119              | 1,152,129                   | 2,341,848  | 16.4%   |
| Fire                                   | 15,023,190              | 1,224,868                   | 2,717,151  | 18.1%   |
| Public Works                           | 6,065,786               | 411,110                     | 1,131,186  | 18.6%   |
| Parks                                  | 4,827,841               | 341,852                     | 903,043  | 18.7%   |
| Library                                | 2,017,409               | 149,721                     | 361,311  | 17.9%   |
| Non-Departmental                       | 4,810,564               | 403,979                     | 629,755  | 13.1%   |
| <b>Total General Fund Expenditures</b> | <b>\$ 55,289,381</b>    | <b>\$ 4,279,601</b>         | <b>\$ 9,548,699</b>                                  | <b>17.3%</b>                                    |

| <b>Airport Fund</b>           | Current Total<br>Budget | Period Activity<br>November | Total<br>Fiscal YTD | Fiscal YTD<br>% of budget |
|-------------------------------|-------------------------|-----------------------------|---------------------|---------------------------|
| <b>Revenues</b>               |                         |                             |                     |                           |
| Charges for Services          | \$ 2,845,224            | \$ 192,553                  | \$ 374,318          | 13.2%                     |
| Intergovernmental             | 50,000                  | -                           | -                   | 0.0%                      |
| <b>Total Airport Revenues</b> | <b>\$ 2,895,224</b>     | <b>\$ 192,553</b>           | <b>\$ 374,318</b>   | <b>12.9%</b>              |

|  | Current Total<br>Budget | Period Activity<br>November | Total Fiscal YTD<br>Expenditures and<br>Encumbrances | Total Fiscal YTD<br>Committed<br>as % of budget |
|--|-------------------------|-----------------------------|--|---|
| <b>Expenditures</b>                    |                         |                             |  |   |
| Employee Expenses                      | \$ 460,361              | \$ 31,828                   | \$ 62,631  | 13.6%   |
| Operation Expenses                     | 1,905,515               | 106,741                     | 236,489  | 12.4%   |
| Capital Expenses                       | 66,000                  | 1,678                       | 57,275   | 86.8%   |
| Interfund Transfer                     | 434,126                 | -                           | -  | 0.0%  |
| Contingencies                          | 26,010                  | -                           | -  | 0.0%  |
| <b>Total Airport Fund Expenditures</b> | <b>\$ 2,892,012</b>     | <b>\$ 140,247</b>           | <b>\$ 356,395</b>                                    | <b>12.3%</b>                                    |

| <b>Solid Waste Fund</b>                | Current Total<br>Budget | Period Activity<br>November | Total<br>Fiscal YTD | Fiscal YTD<br>% of budget |
|--|-------------------------|-----------------------------|---------------------|---------------------------|
| <b>Revenues</b>                        |                         |                             |                     |                           |
| Charges for Services                   | \$ 8,125,006            | \$ 657,462                  | \$ 1,326,359        | 16.3%                     |
| Miscellaneous                          | 165,856                 | 7,975                       | 40,582              | 24.5%                     |
| Interest Income                        | 800                     | -                           | -                   | 0.0%                      |
| <b>Total Solid Waste Fund Revenues</b> | <b>\$ 8,291,662</b>     | <b>\$ 665,437</b>           | <b>\$ 1,366,941</b> | <b>16.5%</b>              |

|  | Current Total<br>Budget | Period Activity<br>November | Total Fiscal YTD<br>Expenditures and<br>Encumbrances | Total Fiscal YTD<br>Committed<br>as % of budget |
|--|-------------------------|-----------------------------|--|---|
| <b>Expenditures</b>                        |                         |                             |  |   |
| Employee Expenses                          | \$ 3,047,935            | \$ 237,384                  | \$ 459,631   | 15.1%   |
| Operation Expenses                         | 4,402,168               | 214,483                     | 492,616  | 11.2%   |
| Capital Expenses                           | 6,300                   | 6,114                       | 6,114  | 97.0%   |
| Interfund Transfer                         | 930,295                 | -                           | -  | 0.0%  |
| Contingencies                              | 73,781                  | -                           | -  | 0.0%  |
| <b>Total Solid Waste Fund Expenditures</b> | <b>\$ 8,460,479</b>     | <b>\$ 457,981</b>           | <b>\$ 958,361</b>                                    | <b>11.3%</b>                                    |



| <b>Golf Fund</b>   | Current Total<br>Budget | Period Activity<br>November | Total<br>Fiscal YTD | Fiscal YTD<br>% of budget |
|--|-------------------------|-----------------------------|---------------------|---------------------------|
| <b>Revenues</b>  |                         |                             |                     |                           |
| Charges for Services                                       | \$ 1,724,396            | \$ 89,172                   | \$ 242,271          | 14.0%                     |
| Contributions  | 176,000                 | -                           | -                   | 0.0%                      |
| Miscellaneous  | 36,750                  | 2,161                       | 5,856               | 15.9%                     |
| <b>Total Golf Fund Revenues</b>                            | <b>\$ 1,937,146</b>     | <b>\$ 91,333</b>            | <b>\$ 248,127</b>   | <b>12.8%</b>              |
| <b>Expenditures</b>  |                         |                             |                     |                           |
| Employee Expenses  | \$ 788,634              | \$ 58,557                   | \$ 117,942          | 15.0%                     |
| Operation Expenses   | 557,543                 | 47,653                      | 138,838             | 24.9%                     |
| Interfund Transfer   | 498,625                 | -                           | -                   | 0.0%                      |
| Contingencies  | 47,998                  | -                           | -                   | 0.0%                      |
| <b>Total Golf Fund Expenditures</b>                        | <b>\$ 1,892,800</b>     | <b>\$ 106,210</b>           | <b>\$ 256,780</b>   | <b>13.6%</b>              |
| <b>Civic/Convention Center Fund</b>                        |                         |                             |                     |                           |
|  | Current Total<br>Budget | Period Activity<br>November | Total<br>Fiscal YTD | Fiscal YTD<br>% of budget |
| <b>Revenues</b>  |                         |                             |                     |                           |
| Charges for Services                                       | \$ 449,754              | \$ 47,987                   | \$ 75,370           | 16.8%                     |
| Interfund Transfers  | 279,708                 | -                           | -                   | 0.0%                      |
| Miscellaneous  | -                       | 51                          | 104                 | 0.0%                      |
| <b>Total Civic/Convention Center Fund<br/>Revenues</b>     | <b>\$ 729,462</b>       | <b>\$ 48,038</b>            | <b>\$ 75,474</b>    | <b>10.3%</b>              |
| <b>Expenditures*</b>                                       |                         |                             |                     |                           |
| Employee Expenses  | \$ 390,517              | \$ 26,022                   | \$ 51,233           | 13.1%                     |
| Operation Expenses   | 232,688                 | 30,658                      | 67,282              | 28.9%                     |
| Interfund Transfer   | 66,568                  | -                           | -                   | 0.0%                      |
| Contingencies  | 17,943                  | -                           | -                   | 0.0%                      |
| <b>Total Civic/Convention Center Fund<br/>Expenditures</b> | <b>\$ 707,716</b>       | <b>\$ 56,680</b>            | <b>\$ 118,515</b>   | <b>16.7%</b>              |

\*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.



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Revenues

Expenditures

|                              | Current Total Budget | Period Activity November | Total Fiscal YTD | Fiscal YTD of budget | %     |  | Current Total Budget | Period Activity November | Total Fiscal YTD | Total Fiscal YTD Committed as % of budget |
|------------------------------|----------------------|--------------------------|------------------|----------------------|-------|--|----------------------|--------------------------|------------------|---|
| Debt Service Fund            | \$ 12,990,678        | \$ 832,298               | \$ 863,606       |                      | 6.6%  |  | \$ 14,463,977        | \$ -                     | \$ 492,619       | 3.4%                                      |
| Self Insurance Fund          | \$ 6,199,462         | \$ 439,988               | \$ 887,780       |                      | 14.3% |  | \$ 6,100,000         | \$ 523,649               | \$ 1,244,520     | 20.4%                                     |
| <b>Special Revenue Funds</b> |                      |                          |                  |                      |       |  |                      |                          |                  |   |
| CDBG Fund                    | \$ 930,199           | \$ -                     | \$ -             |                      | 0.0%  |  | \$ 930,199           | \$ 54,879                | \$ 503,837       | 54.2%                                     |
| Grant Fund                   | \$ 1,865,000         | \$ 22,213                | \$ 22,213        |                      | 1.2%  |  | \$ 1,865,000         | \$ 9,321                 | \$ 69,442        | 3.7%                                      |
| Special Revenue Fund         | \$ 100,000           | \$ 1,420                 | \$ 2,932         |                      | 2.9%  |  | \$ 232,500           | \$ 4,248                 | \$ 13,295        | 5.7%                                      |
| River Activities Fund        | \$ 1,280,502         | \$ 6,383                 | \$ 49,926        |                      | 3.9%  |  | \$ 1,234,703         | \$ 15,387                | \$ 165,796       | 13.4%                                     |
| Court Security Fund          | \$ 36,500            | \$ 2,565                 | \$ 4,921         |                      | 13.5% |  | \$ 50,887            | \$ -                     | \$ -             | 0.0%                                      |
| Judicial Efficiency Fund     | \$ 8,138             | \$ 841                   | \$ 1,586         |                      | 19.5% |  | \$ 21,750            | \$ -                     | \$ -             | 0.0%                                      |
| Court Technology Fund        | \$ 40,215            | \$ 3,424                 | \$ 6,565         |                      | 16.3% |  | \$ 64,000            | \$ 3,739                 | \$ 18,005        | 28.1%                                     |
| Child Safety Fund            | \$ 139,010           | \$ 2,454                 | \$ 5,009         |                      | 3.6%  |  | \$ 166,000           | \$ 20,996                | \$ 103,870       | 62.6%                                     |
| Stormwater Development Fund  | \$ 70,000            | \$ 5,171                 | \$ 5,171         |                      | 7.4%  |  | \$ 171,000           | \$ -                     | \$ 51,000        | 29.8%                                     |
| Juvenile Case Manager Fund   | \$ 64,155            | \$ 4,964                 | \$ 9,530         |                      | 14.9% |  | \$ 113,451           | \$ 7,478                 | \$ 13,848        | 12.2%                                     |
| Cable Franchise Fund (PEG)   | \$ 213,250           | \$ 49,429                | \$ 49,429        |                      | 23.2% |  | \$ 760,000           | \$ -                     | \$ -             | 0.0%                                      |
| Equipment Replacement Fund   | \$ 493,000           | \$ -                     | \$ 17,575        |                      | 3.6%  |  | \$ 2,257,000         | \$ 12,101                | \$ 670,113       | 29.7%                                     |





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City of New Braunfels  
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Revenues

Expenditures

|   | Current Total Budget | Period Activity November | Total Fiscal YTD | Fiscal YTD of budget | %        | Current Total Budget | Period Activity November | Total Fiscal YTD | Total Fiscal YTD Committed as % of budget |
|---|----------------------|--------------------------|------------------|----------------------|----------|----------------------|--------------------------|------------------|---|
| <b>Special Revenue Funds - continued</b>              |                      |                          |                  |                      |          |                      |                          |                  |   |
| Enterprise Maintenance and Equipment Replacement Fund | \$ 1,832,984         | \$ 833                   | \$ 1,780         |                      | 0.1%     | \$ 308,408           | \$ 69,000                | \$ 233,200       | 75.6%                                     |
| Edwards Aquifer Habitat Conservation Plan Fund        | \$ 1,892,674         | \$ 116,621               | \$ 116,621       |                      | 6.2%     | \$ 1,892,674         | \$ 105,816               | \$ 305,625       | 16.1%                                     |
| Faust Library Fund                                    | \$ -                 | \$ 114                   | \$ 114           |                      | 0.0%     | \$ 7,604             | \$ -                     | \$ -             | 0.0%                                      |
| Cemetery Improvements Fund*                           | \$ 550               | \$ (740)                 | \$ (6,380)       |                      | -1160.0% | \$ 86,500            | \$ -                     | \$ -             | 0.0%                                      |
| Hotel/Motel Tax Fund**                                | \$ 4,090,129         | \$ (96,935)              | \$ 159,305       |                      | 3.9%     | \$ 4,429,819         | \$ 126,577               | \$ 261,545       | 5.9%                                      |

### Active Capital Projects

| 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                  | \$ 1,267,242   | \$ 952,472          | \$ 314,770           | \$ -                | FD                              | Final Design underway; 95% submittal under review; ROW acquisition initiated & utility coordination in progress   | Adam Michie     |
|  | Land                                 |                            | \$ 1,311,800   | \$ 26,604           | \$ 352,320           | \$ 932,876          |                                 |   |                 |
|  | Construction                         |                            | \$ 5,250,958   | \$ -                | \$ -                 | \$ 5,250,958        |                                 |   |                 |
|  | <b>Totals</b>                        | <b>\$ 7,830,000</b>        | <b>\$ 979,075</b>                                      | <b>\$ 667,090</b>   | <b>\$ 6,183,834</b>  |                     |                                 |   |                 |
| Blieders/German Creek Watershed Improvements             | Professional Services                | 2013 Bond                  | \$ 855,700   | \$ 576,387          | \$ 56,486            | \$ 222,827          | PD                              | Project on hold pending Veramendi   | Adam Michie     |
|  | Land                                 |                            | \$ 163,760   | \$ 35,000           | \$ -                 | \$ 128,760          |                                 |   |                 |
|  | Construction                         |                            | \$ 7,537,540   | \$ -                | \$ -                 | \$ 7,537,540        |                                 |   |                 |
|  | <b>Totals</b>                        | <b>\$ 8,557,000</b>        | <b>\$ 611,387</b>                                      | <b>\$ 56,486</b>    | <b>\$ 7,889,127</b>  |                     |                                 |   |                 |
| Citywide Street Improvements                             | Professional Services & Construction | 2013 Bond                  | \$ 10,000,000  | \$ 2,327,883        | \$ 200,767           | \$ 7,471,349        | 23%                             | Elizabeth Ave. & Garden St. complete; Walnut Ave. & Landa Park Dr. construction underway; Group 3 Bond streets approved by City Council 1/25              | Josh Niles      |
|  | <b>Totals</b>                        |                            | <b>\$ 10,000,000</b>                                   | <b>\$ 2,327,883</b> | <b>\$ 200,767</b>    | <b>\$ 7,471,349</b> |                                 |   |                 |
| Klein Road Reconstruction                                | Professional Services                | 2013 Bond                  | \$ 1,266,738   | \$ 707,486          | \$ 559,252           | \$ (0)              | FD                              | 60% design have been issued to consultant, 92% of the rights of entry have been obtained; working on Guadalupe County Rd agreement, and utility agreement | Eric Navarrete  |
|  | Land                                 |                            | \$ 1,664,000   | \$ 9,854            | \$ 8,221             | \$ 1,645,925        |                                 |   |                 |
|  | Construction                         |                            | \$ 8,600,262   | \$ -                | \$ -                 | \$ 8,600,262        |                                 |   |                 |
|  | <b>Totals</b>                        | <b>\$ 11,531,000</b>       | <b>\$ 717,340</b>                                      | <b>\$ 567,474</b>   | <b>\$ 10,246,187</b> |                     |                                 |   |                 |
| Live Oak/Katy Improvements                               | Professional Services                | 2013 C of O & 2013 Bond    | \$ 449,000   | \$ 237,856          | \$ -                 | \$ 211,144          | PD                              | Coordinating final design scope & fee with P & M  | Adam Michie     |
|  | Land                                 |                            | \$ 36,000  | \$ 33,409           | \$ 2,591             | \$ -                |                                 |   |                 |
|  | Construction                         |                            | \$ 4,204,000   | \$ -                | \$ -                 | \$ 4,204,000        |                                 |   |                 |
|  | <b>Totals</b>                        | <b>\$ 4,689,000</b>        | <b>\$ 271,265</b>                                      | <b>\$ 2,591</b>     | <b>\$ 4,415,144</b>  |                     |                                 |   |                 |
| North Tributary Flood Control Project                    | Professional Services                | 2004, 2008 & 2011 C of O's | \$ 980,379   | \$ 900,984          | \$ 66,885            | \$ 12,510           | 91%                             | Staff pursuing design and repair options concurrent with litigation; Site maintenance ongoing   | Adam Michie     |
|  | Land                                 |                            | \$ 972,635   | \$ 924,024          | \$ -                 | \$ 48,611           |                                 |   |                 |
|  | Construction                         |                            | \$ 5,795,098   | \$ 4,796,934        | \$ 484,668           | \$ 513,496          |                                 |   |                 |
|  | <b>Totals</b>                        | <b>\$ 7,748,112</b>        | <b>\$ 6,621,942</b>                                    | <b>\$ 551,553</b>   | <b>\$ 574,617</b>    |                     |                                 |   |                 |
| Panther Canyon Erosion Control                           | Professional Services                | 2013 Bond                  | \$ 44,230  | \$ 42,124           | \$ 2,107             | \$ -                | PD                              | Coordinating final design scope & fee with M & A  | Adam Michie     |
|  | Land                                 |                            | \$ 39,450  | \$ -                | \$ -                 | \$ 39,450           |                                 |   |                 |
|  | Construction                         |                            | \$ 340,320   | \$ -                | \$ -                 | \$ 340,320          |                                 |   |                 |
|  | <b>Totals</b>                        | <b>\$ 424,000</b>          | <b>\$ 42,124</b>                                       | <b>\$ 2,107</b>     | <b>\$ 379,770</b>    |                     |                                 |   |                 |
| Railroad Quiet Zones-Phase 1 & 2                         | Professional Services                | 2008 & 2012 C of O's       | \$ 211,242   | \$ 211,242          | \$ -                 | \$ 0                | 100%                            | Phase 1 completed; Phase 2 CONB construction complete; waiting on UP Construction; Gruene Rd. crossing established  | Jennifer Cain   |
|  | Construction                         |                            | \$ 2,092,085   | \$ 1,632,386        | \$ 459,838           | \$ (139)            |                                 |   |                 |
|  | <b>Totals</b>                        |                            | <b>\$ 2,303,327</b>                                    | <b>\$ 1,843,628</b> | <b>\$ 459,838</b>    | <b>\$ (139)</b>     |                                 |   |                 |
| Solms Road/Morningside Drive/Rueckle Road Reconstruction | Professional Services                | 2013 Bond                  | \$ 1,689,992   | \$ 1,087,371        | \$ 602,621           | \$ -                | FD                              | 60% design comments have been issued to consultant, 96% of the rights of entry have been obtained   | Eric Navarrete  |
|  | Land                                 |                            | \$ 4,162,000   | \$ 67,792           | \$ 408               | \$ 4,093,800        |                                 |   |                 |
|  | Construction                         |                            | \$ 9,512,008   | \$ -                | \$ -                 | \$ 9,512,008        |                                 |   |                 |
|  | <b>Totals</b>                        | <b>\$ 15,364,000</b>       | <b>\$ 1,155,163</b>                                    | <b>\$ 603,029</b>   | <b>\$ 13,605,808</b> |                     |                                 |   |                 |
| Wood Road/Landa Street Drainage                          | Professional Services                | 2013 Bond                  | \$ 2,700,000   | \$ 599,138          | \$ 19,302            | \$ 2,081,560        | PD                              | Coorinating design development scope  | Adam Michie     |

| Project Name   | Phase                 | Funding Source(s)                              | Current Project Budget/ Category Expenditure Estimates | Expensed      | Encumbered   | Uncommitted   | *Percent Complete Total Project | Status  | Project Manager |
|--|-----------------------|--|--|---------------|--------------|---------------|---------------------------------|---|-----------------|
| Improvements Preliminary Design                        | <b>Totals</b>         |  | \$ 2,700,000   | \$ 599,138    | \$ 19,302    | \$ 2,081,560  |                                 | with Urban Civil  | Adam Michie     |
| Landa Street Transportation Enhancement Project        | Professional Services | 2011 C of O's                                  | \$ 197,740   | \$ 81,548     | \$ 116,192   | \$ -          | PD                              | 60% plans have been reviewed by City  | Eric Navarrete  |
|  | Construction          |  | \$ 202,260   | \$ 6,628      | \$ -         | \$ 195,632    |                                 |   |                 |
|  | <b>Totals</b>         |  | \$ 400,000   | \$ 88,176     | \$ 116,192   | \$ 195,632    |                                 |   |                 |
| <b>Parks and Recreation</b>                            |                       |  |  |               |              |               |                                 |   |                 |
| Comal Cemetery   | Professional Services | 2007 C of O's                                  | \$ 358,483   | \$ 279,788    | \$ 78,695    | \$ -          | FD                              | 95% construction documents recieved; Final design pending CIP Planning                            | Adam Michie     |
|  | Construction          |  | \$ -   | \$ -          | \$ -         | \$ -          |                                 |   |                 |
|  | <b>Totals</b>         |  | \$ 358,483   | \$ 279,788    | \$ 78,695    | \$ -          |                                 |   |                 |
| Community Recreation Center                            | Professional Services | 2011 C of O, 2013 Bond                         | \$ 2,021,290   | \$ 471,860    | \$ 1,510,068 | \$ 39,362     | FD                              | Design development underway   | Jennifer Cain   |
|  | Land                  |  | \$ 77,157  | \$ 3,563      | \$ 1,437     | \$ 72,157     |                                 |   |                 |
|  | Construction          |  | \$ 13,593,553  | \$ 7,500      | \$ 17,500    | \$ 13,568,553 |                                 |   |                 |
|  | <b>Totals</b>         |  | \$ 15,692,000  | \$ 482,923    | \$ 1,529,005 | \$ 13,680,072 |                                 |   |                 |
| Fischer Park   | Professional Services | 2007, 2012 & 2013 C of O's                     | \$ 884,535   | \$ 884,500    | \$ 35        | \$ 0          | 93%                             | Project completed   | Jennifer Cain   |
|  | Land                  |  | \$ 2,284,077   | \$ 2,284,077  | \$ -         | \$ -          |                                 |   |                 |
|  | Construction          |  | \$ 8,538,624   | \$ 8,306,543  | \$ 111,622   | \$ 120,459    |                                 |   |                 |
|  | <b>Totals</b>         |  | \$ 11,707,236  | \$ 11,475,120 | \$ 111,657   | \$ 120,459    |                                 |   |                 |
| Golf Course Development                                | Professional Services | 2007 & 2014 C of O's                           | \$ 1,056,893   | \$ 1,053,343  | \$ 3,320     | \$ 230        | 99%                             | Project completed   | Jennifer Cain   |
|  | Construction          |  | \$ 6,680,671   | \$ 6,648,679  | \$ -         | \$ 31,992     |                                 |   |                 |
|  | <b>Totals</b>         |  | \$ 7,737,564   | \$ 7,702,022  | \$ 3,320     | \$ 32,222     |                                 |   |                 |
| Land acquisition for Future Sports Complex Development | Land                  | 2013 Bond                                      | \$ 2,500,000   | \$ 20,784     | \$ 1,816     | \$ 2,477,400  | 1%                              | Possible sites identified; Reviewing appraisals and evaluations                                   | Bryan Woods     |
|  | <b>Totals</b>         | \$ 2,500,000                                   | \$ 20,784  | \$ 1,816      | \$ 2,477,400 |               |                                 |   |                 |
| Morningside Park Development                           | Professional Services | 2012 C of O, 2013 Bond & Park Improvement Fund | \$ 106,100   | \$ 98,066     | \$ 8,034     | \$ (0)        | FD                              | Construction Contract has been awarded and moving into the construction phase                     | Eric Navarrete  |
|  | Construction          |  | \$ 1,030,773   | \$ -          | \$ 1,030,773 | \$ -          |                                 |   |                 |
|  | <b>Totals</b>         |  | \$ 1,136,873   | \$ 98,066     | \$ 1,038,807 | \$ -          |                                 |   |                 |
| <b>Municipal Improvement Projects</b>                  |                       |  |  |               |              |               |                                 |   |                 |
| Central Texas Technology Center (CTTC)                 | Professional Services | 4B, IDF, Seguin (4A), & 2013 Bond              | \$ 530,000   | \$ 414,966    | \$ 84,663    | \$ 30,371     | FD                              | Construction began on 8/24/15. Slab pour occurred on 11/24./15 Steel erection is on-going.        | Jennifer Cain   |
|  | Construction          |  | \$ 6,306,000   | \$ 2,001,956  | \$ 1,468,044 | \$ 2,836,000  |                                 |   |                 |
|  | <b>Totals</b>         |  | \$ 6,836,000   | \$ 2,416,922  | \$ 1,552,707 | \$ 2,866,371  |                                 |   |                 |
| Police Department Improvements                         | Professional Services | 2009 & 2012 C of O's                           | \$ 91,430  | \$ 55,630     | \$ 35,800    | \$ 0          | SD                              | Programming and feasibility study underway  | Jennifer Cain   |
|  | Construction          |  | \$ 353,570   | \$ 306,115    | \$ -         | \$ 47,455     |                                 |   |                 |
|  | <b>Totals</b>         |  | \$ 445,000   | \$ 361,745    | \$ 35,800    | \$ 47,455     |                                 |   |                 |
| City Hall Renovation                                   | Professional Services | 2008, 2009, 2013, & 2015 C of O's, PEG Fund    | \$ 893,636   | \$ 454,091    | \$ 444,989   | \$ (5,445)    | FD                              | Construction began on 1/4/16.   | Jennifer Cain   |
|  | Land                  |  | \$ 2,650,732   | \$ 2,650,732  | \$ -         | \$ -          |                                 |   |                 |
|  | Construction          |  | \$ 8,764,147   | \$ -          | \$ 598,742   | \$ 8,165,405  |                                 |   |                 |
|  | <b>Totals</b>         |  | \$ 12,308,515  | \$ 3,104,823  | \$ 1,043,731 | \$ 8,159,960  |                                 |   |                 |
| Downtown Improvements Phase 1                          | Professional Services | 4B & 2012 C of O's                             | \$ 313,052   | \$ 292,349    | \$ 20,703    | \$ 0          | FD                              | Coordinating with utilities & TxDOT; Final design development in progress with RPS Klotz & Assoc. | Adam Michie     |
|  | Construction          |  | \$ 2,173,000   | \$ 38,808     | \$ -         | \$ 2,134,192  |                                 |   |                 |
|  | <b>Totals</b>         |  | \$ 2,486,052   | \$ 331,157    | \$ 20,703    | \$ 2,134,192  |                                 |   |                 |
| Public Works/Fire Training Facility                    | Professional Services | 2008 C of O's                                  | \$ 844,377   | \$ 311,393    | \$ 466,607   | \$ 66,377     | FD                              | Continuing Review of design & cost estimates  | Eugene Calvert  |
|  | Land                  |  | \$ 1,120,711   | \$ 1,120,711  | \$ -         | \$ -          |                                 |   |                 |
|  | Construction          |  | \$ -   | \$ -          | \$ -         | \$ -          |                                 |   |                 |

| Project Name                         | Phase                 | Funding Source(s)                    | Current Project Budget/ Category Expenditure Estimates | Expensed            | Encumbered          | Uncommitted         | *Percent Complete Total Project | Status  | Project Manager |
|--------------------------------------|-----------------------|--------------------------------------|--|---------------------|---------------------|---------------------|---------------------------------|---|-----------------|
| <b>Totals</b>                        |                       |                                      | <b>\$ 1,965,088</b>                                    | <b>\$ 1,432,104</b> | <b>\$ 466,607</b>   | <b>\$ 66,377</b>    |                                 |   |                 |
| Fire Station #1                      | Professional Services | 2007, 2009 & 2012                    | \$ 119,600   | \$ 18,000           | \$ 101,600          | \$ -                | SD                              | Schematic design pending CIP planning   | Adam Michie     |
|                                      | Construction          | C of O's                             | \$ 514,343   |                     |                     |                     |                                 |   |                 |
|                                      | <b>Totals</b>         |                                      |  | <b>\$ 633,943</b>   | <b>\$ 18,000</b>    | <b>\$ 101,600</b>   |                                 |   |                 |
| Airport Improvements                 | Construction          | 2014 C of O's & Airport General Fund | \$ 3,312,000   | \$ 2,189,420        | \$ 1,118,755        | \$ 3,825            | SD                              | Quonset hut completed, Office pads poured on Hangars 1806, 1746 & 1654<br>Painting T-hangars; Fuel tank removal on hold | Josh Niles      |
|                                      | <b>Totals</b>         |                                      |  | <b>\$ 3,312,000</b> | <b>\$ 2,189,420</b> | <b>\$ 1,118,755</b> |                                 |   |                 |
| Fire Station #2 Design               | Professional Services | 2015 Tax Note                        | \$ 150,000   | \$ -                | \$ -                | \$ 150,000          | SD                              |   |                 |
|                                      | <b>Totals</b>         |                                      |  | <b>\$ 150,000</b>   | <b>\$ -</b>         | <b>\$ -</b>         |                                 |   |                 |
| Tube Chute & Last Tubers Exit Design | Professional Services | Funds                                | \$ 250,000   | \$ -                | \$ -                | \$ 250,000          | SD                              |   |                 |
|                                      | <b>Totals</b>         |                                      |  | <b>\$ 250,000</b>   | <b>\$ -</b>         | <b>\$ -</b>         |                                 |   |                 |

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

Vacancy Listing by Department  
as of January 29, 2016

| Department                       | # Authorized Positions | # Vacant Positions (FTE) | Vacant Position(s)   |
|----------------------------------|------------------------|--------------------------|--|
| Airport                          | 7                      | 1                        | <i>Administrative Assistant</i>  |
| Capital Programs                 | 9                      | 1                        | <i>Senior Construction Inspector</i>   |
| City Attorney's Office           | 4                      | 0                        |  |
| City Manager's Office            | 6                      | 0                        |  |
| City Secretary                   | 3                      | 0                        |  |
| Finance                          | 11                     | 0                        |  |
| Fire (Uniform/Non-Uniform)       | 130/4                  | 0/0                      |  |
| Human Resources                  | 7                      | 0                        |  |
| Information Technology           | 10                     | 0                        |  |
| Library                          | 27.25                  | 2.25                     | <i>Librarian I, PT Library Clerk, PT Library Aide</i>  |
| Municipal Court                  | 10                     | 0                        |  |
| Parks & Recreation               | 73.5                   | 2                        | <i>PT Recreation/Athletic Specialist (2 positions) Facility Specialist (Civic Center)</i>  |
| Planning & Community Development | 34                     | 0                        |  |
| Police (Uniform/Non-Uniform)     | 116/31                 | 1/1                      | <i>Police Officer / Crime Victim's Liaison</i>   |
| Public Works                     | 104                    | 5                        | <i>Assistant Director of Public Works, Watershed Inspector, Equipment Operator II (streets), Clerical Specialist, Solid Waste Operator (Residential)</i> |
| <b>TOTAL</b>                     | <b>586.75</b>          | <b>13.25</b>             |  |
| <b>City-wide Staffing Level</b>  | <b>97.7%</b>           |                          |  |