



FINANCE DEPARTMENT

December Financial Report

February 15, 2021

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 25.0% 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 2/8/21, a current (FY 2021 authorized totals) Vacant Positions Report as of 2/5/21, an Economic Data Report and a report reflecting Roadway Impact Fees and Park Development Fee balances by district.

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 is 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 2021 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. All of these documents can be found on the City website.

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



For more information contact:

Jared Werner
Chief Financial Officer
jwerner@nbtexas.org

Sandy Paulos
Assistant Chief Financial Officer
spaulos@nbtexas.org

General Fund Revenues

As of December 31, General Fund revenues total \$25.2 million or 34.4% of total budgeted revenue. \$16.8 million was received during the month of December, the majority of which came from property taxes. Sales tax and property tax are the two largest sources of revenue for the General Fund, totaling 61.2% of all budgeted revenue.

License and Permit revenue collections for the month of December were over budget at \$1.4 million (32.5%). Fines and Forfeiture revenue remains below budget with collections at 14.3% (\$200,000) of the budgeted totals. Staff anticipates that this revenue source will continue to be impacted by COVID-19 related variables. Charges for Services totaled \$381,000 (9.2%). Charges for Services are driven mainly by Ambulance Revenue Fees which are impacted by seasonality and one-time payments. Parks and Recreation revenue (net of Das Rec) totals \$60,000 for the month of December – 4.8% of budgeted revenue. Parks and Recreation revenue is seasonal and continues to be negatively affected by COVID-19. Das Rec revenue was below budget at \$401,000 (15.7%) – again, related to the negative effects of COVID-19 on memberships. While Das Rec revenue remains below budget, it continues to maintain or exceed its goal of 95% cost recovery with the decrease in revenues being offset by a similar decrease in expenditures.

General Fund Expenditures

As of December 31, General Fund expenditures and encumbrances total \$18.4 million or 25.0% 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, 23.6% of the total payroll for the fiscal year has elapsed. The table below is broken down by total General Fund expenditures and encumbrances within each expenditure category. Operating expenses are currently at 35.5% committed, reflecting encumbrances issued for one-time expenditures and/or annual contracts approved by City Council. The capital expense category is over budget due primarily to encumbrances for one-time purchases that have not been paid.

Expenditure Category	Current Total Budget	Period Activity	Expenditures YTD	Encumbrances YTD	Total Fiscal YTD Expenditures	Fiscal YTD % of Budget
Employee Expenses	\$57,198,597	\$ 5,997,925	\$ 12,548,766	\$ 130,406	\$ 12,679,172	22.2%
Operating Expenses	14,861,405	947,147	2,007,244	3,262,317	5,269,561	35.5%
Capital Expenses	61,000	-	-	36,785	36,785	60.3%
Debt Service	156,979	-	24,486	126,513	150,999	96.2%
Interfund Transfers	982,645	237,603	237,603	-	237,603	24.2%
Contingencies	150,000	-	-	-	-	0.0%
Total	\$73,410,626	\$ 7,182,675	\$ 14,818,099	\$ 3,556,021	\$ 18,374,120	25.0%

Enterprise Funds

Airport Fund – Revenues for the month of December total \$621,000 or 20.4% of total budgeted revenues, which is less than budget. The majority of these revenues are from fuel sales. This revenue source is somewhat seasonal, with airport operations typically slowing down somewhat during the fall and winter months. Expenditures and encumbrances total \$622,000 or 20.7% of budget, which is also less than budget. Airport employee expenditures are at 21.9% of budget, which is below budget, due to vacancies. The operating allocation is also below budget at 18.9%. As with revenue, the operating allocation is impacted by the cost to purchase fuel.

Solid Waste Fund – Revenues for the month of December total \$2.6 million or 24.9% of total budgeted revenues which is right on target. Solid Waste expenditures and encumbrances total \$4.1 million or 38.2% of budget, which is greater than budget. Employee expenditures are less than budget at 22.1%, a result of ongoing vacancies. Operating expenditures are over budget (62.6%), due to purchase orders issued for refuse disposal and refuse containers, that are not yet paid.

Golf Course Fund – Revenues for the month of December total \$458,000 or 27.3% of total budgeted revenues, which is greater than budget. Revenue for the month of December was up 15.3% compared to December of last year – the best revenue ever for December. Rounds of golf played increased 16.7% from the same month last year (3,747 rounds played). Seven tournaments were hosted. Operating expenditures are at 49.5% of budget – which is over budget due to purchase orders issued for merchandise, chemicals and custodial services that are not yet paid. The Capital Expenditures budget was amended to allow for the replacement of golf carts, which were ordered last year, but will not be received until this fiscal year. The purchase order for those golf carts is reflected in the Capital Expenditures total. Employee expenditures are below budget at 21.2% due to vacancies.

Civic/Convention Center Fund – Charges for Services Revenues for the month of December total \$68 thousand or 16.3%, which is less than budget, still reflecting the effects of the COVID-19 pandemic. Expenditures and encumbrances in the fund total \$177,000 or 22.3%, which is below budget due to operational savings as a result of the decrease in the number of events held.

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 7 service areas, including the Veramendi Traffic Impact Fees area. The table below represents by area, all revenues and expenditures from inception through December 31, 2020.

Roadway Impact Fees	Revenues (Inception to Date)	Expenditures and Encumbrances (Inception to Date)	Balance
Service Area 1	\$ 2,021,199	\$ 1,825,983	\$ 195,216
Service Area 2	258,518	232,979	25,539
Service Area 3	6,037,856	4,964,894	1,072,962
Service Area 4	1,089,421	24,020	1,065,401
Service Area 5	7,348,004	5,614,769	1,733,236
Service Area 6	4,145,049	1,609,511	2,535,538
Veramendi Traffic Impact Fees	740,852	667,451	73,401
Total	\$ 21,640,899	\$ 14,939,607	\$ 6,701,292

Park Development Fees

Revenue from these fees must be used only to complete park improvements in the district in which the funds were generated. The City is divided into 4 districts. The table below represents by district, all revenues and expenditures from inception through December 31, 2020.

Park Development Fees	Revenues (Inception to Date)	Expenditures and Encumbrances (Inception to Date)	Balance Before Refunding	Amount Eligible for Refunding	Net Available Balance
PARK DISTRICT 1	\$ 1,092,405	\$ 124,180	\$ 968,225	\$ 277,350	\$ 690,875
PARK DISTRICT 2	1,798,445	-	1,798,445	824,450	973,995
PARK DISTRICT 3	1,408,866	106,273	1,302,593	813,600	488,993
PARK DISTRICT 4	295,157	86,683	208,474	50,400	158,074
Total	\$ 4,594,874	\$ 317,136	\$ 4,277,737	\$ 1,965,800	\$ 2,311,937

General Fund

	Current Total Budget	Period Activity December		Total Fiscal YTD	Fiscal YTD % of Budget
Revenues					
Taxes and Franchise Fees	\$ 55,304,001	\$ 15,580,353		\$ 22,355,683	40.4%
Licenses and Permits	4,370,300	577,591		1,420,991	32.5%
Intergovernmental/Contributions	575,000	-		6,869	1.2%
Charges for Services	4,130,160	125,718		380,602	9.2%
Fines and Forfeitures	1,401,000	79,735		199,758	14.3%
Interest Income	250,000	8,567		11,855	4.7%
Parks and Recreation	1,260,000	15,514		60,254	4.8%
Das Rec	2,547,000	138,108		400,591	15.7%
Miscellaneous	2,348,798	55,380		117,496	5.0%
Interfund Transfers	908,917	202,229		202,229	22.2%
Total General Fund Revenues	\$ 73,095,176	\$ 16,783,195		\$ 25,156,328	34.4%

	Current Total Budget	Period Activity December	Expenditures YTD	Encumbrances YTD	Total Fiscal YTD Expenditures and Encumbrances	Total Fiscal YTD Committed as % of Budget
Expenditures						
City Secretary	\$ 348,667	\$ 35,056	\$ 55,287	\$ -	\$ 55,287	15.9%
City Council	35,350	2,866	5,442	-	5,442	15.4%
City Attorney	930,031	77,921	150,390	199,375	349,765	37.6%
City Administration	888,349	90,418	190,235	-	190,235	21.4%
Human Resources	1,020,672	87,609	210,504	30,066	240,570	23.6%
Communication	486,048	45,237	94,730	-	94,730	19.5%
Finance	1,280,039	140,508	291,393	4,500	295,893	23.1%
Information Technology	2,129,852	182,801	529,531	28,103	557,634	26.2%
Economic Development	408,228	30,243	63,843	-	63,843	15.6%
Planning and Development Services	3,587,541	336,334	709,473	385,958	1,095,431	30.5%
Police	19,809,905	2,154,244	4,391,685	310,564	4,702,249	23.7%
Municipal Court	751,242	78,652	156,873	-	156,873	20.9%
Fire	19,517,418	2,104,019	4,544,030	531,328	5,075,358	26.0%
Public Works	7,888,471	642,220	1,308,353	980,033	2,288,386	29.0%
Parks	5,498,471	428,391	912,844	285,804	1,198,648	21.8%
Das Rec	2,652,942	193,390	404,554	159,531	564,085	21.3%
Library	2,366,255	204,881	430,804	35,212	466,016	19.7%
Non-Departmental	3,811,145	347,885	368,128	605,547	973,675	25.5%
Total General Fund Expenditures	\$ 73,410,626	\$ 7,182,675	\$ 14,818,099	\$ 3,556,021	\$ 18,374,120	25.0%

Airport Fund

	Current Total Budget	Period Activity December			Total Fiscal YTD	Fiscal YTD % of Budget
Revenues						
Charges for Services	\$ 2,897,720	\$ 221,631			\$ 595,994	20.6%
Intergovernmental	50,000	-			-	0.0%
Interfund Transfer	99,910	24,978			24,978	25.0%
Total Airport Revenues	\$ 3,047,630	\$ 246,609			\$ 620,972	20.4%

	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	\$ 640,040	\$ 68,055	\$ 136,498	\$ 3,637	\$ 140,135	21.9%
Operation Expenses	1,810,400	140,916	293,533	48,039	341,572	18.9%
Interfund Transfer	562,375	140,594	140,594	-	140,594	25.0%
Total Airport Fund Expenditures	\$ 3,012,815	\$ 349,565	\$ 570,625	\$ 51,676	\$ 622,301	20.7%

Solid Waste Fund

	Current Total Budget	Period Activity December			Total Fiscal YTD	Fiscal YTD % of Budget
Revenues						
Charges for Services	\$ 10,262,907	\$ 853,083			\$ 2,571,715	25.1%
Licenses & Permits	25,000	12,500			12,500	50.0%
Intergovernmental	-	-			5,544	0.0%
Miscellaneous	99,500	4,567			8,590	8.6%
Interest Income	30,000	206			777	2.6%
Total Solid Waste Fund Revenues	\$ 10,417,407	\$ 870,356			\$ 2,599,126	24.9%

	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	\$ 4,123,416	\$ 453,824	\$ 913,036	\$ -	\$ 913,036	22.1%
Operation Expenses	4,145,007	284,462	540,066	2,055,686	2,595,752	62.6%
Capital Expenses	192,500	-	-	43,148	43,148	22.4%
Interfund Transfer	2,168,176	504,544	504,544	-	504,544	23.3%
Total Solid Waste Fund Expenditures	\$ 10,629,099	\$ 1,242,830	\$ 1,957,646	\$ 2,098,834	\$ 4,056,480	38.2%

Golf Fund

	Current Total Budget	Period Activity December			Total Fiscal YTD	Fiscal YTD % of Budget
Revenues						
Charges for Services	\$ 1,644,421	\$ 148,907			\$ 456,417	27.8%
Miscellaneous	35,000	32			1,531	4.4%
Total Golf Fund Revenues	\$ 1,679,421	\$ 148,939			\$ 457,948	27.3%

	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	\$ 821,268	\$ 84,817	\$ 174,136	\$ -	\$ 174,136	21.2%
Operation Expenses	484,200	87,179	134,289	141,398	275,687	56.9%
Capital Expenses	426,000	-	-	424,336	424,336	99.6%
Interfund Transfer	69,364	17,341	17,341	-	17,341	25.0%
Total Golf Fund Expenditures	\$ 1,800,832	\$ 189,337	\$ 325,766	\$ 565,734	\$ 891,500	49.5%

Civic/Convention Center Fund

	Current Total Budget	Period Activity December			Total Fiscal YTD	Fiscal YTD % of Budget
Revenues						
Charges for Services	\$ 419,000	\$ 10,942			\$ 68,131	16.3%
Interfund Transfers	376,016	250,000			250,000	66.5%
Total Civic/Convention Center Fund Revenues	\$ 795,016	\$ 260,942			\$ 318,131	40.0%

	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	\$ 505,596	\$ 53,529	\$ 111,031	\$ -	\$ 111,031	22.0%
Operation Expenses	251,528	19,749	36,338	20,194	56,532	22.5%
Interfund Transfer	37,856	9,464	9,464	-	9,464	25.0%
Total Civic/Convention Center Fund Expenditures	\$ 794,980	\$ 82,742	\$ 156,833	\$ 20,194	\$ 177,027	22.3%

*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

City of New Braunfels

Monthly Financial Summaries

As of December 31, 2020

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
<u>Other Funds</u>										
Debt Service Fund	\$ 22,492,485	\$ 10,692,174	\$ 12,208,371	54.3%	\$ 23,022,591	\$ (2,180)	\$ 340,382	\$ -	\$ 340,382	1.5%
Self Insurance Fund	\$ 6,810,615	\$ 450,230	\$ 1,462,491	21.5%	\$ 7,125,000	\$ 354,496	\$ 1,052,234	\$ 59,743	\$ 1,111,977	15.6%
<u>Special Revenue Funds</u>										
CDBG Fund	\$ 455,613	\$ 153,983	\$ 154,258	33.9%	\$ 455,613	\$ 10,399	\$ 15,999	\$ 439,500	\$ 455,499	100.0%
Grant Fund	\$ 4,118,181	\$ 26,457	\$ 56,467	1.4%	\$ 4,243,663	\$ 915,903	\$ 919,946	\$ 30,859	\$ 950,805	22.4%
Special Revenue Fund	\$ 200,000	\$ 121,251	\$ 220,547	110.3%	\$ 450,000	\$ 55,059	\$ 95,226	\$ 40,598	\$ 135,824	30.2%
River Activities Fund	\$ 1,171,135	\$ 3,933	\$ 14,192	1.2%	\$ 1,321,135	\$ 25,484	\$ 46,088	\$ 151,757	\$ 197,845	15.0%
Court Security Fund	\$ 30,000	\$ 2,086	\$ 6,007	20.0%	\$ 28,000	\$ 3,538	\$ 7,500	\$ -	\$ 7,500	26.8%
Judicial Efficiency Fund	\$ 6,000	\$ 626	\$ 1,189	19.8%	\$ 7,000	\$ -	\$ -	\$ -	\$ -	0.0%
Court Technology Fund	\$ 30,000	\$ 1,814	\$ 5,229	17.4%	\$ 42,000	\$ 18,869	\$ 20,023	\$ -	\$ 20,023	47.7%
Child Safety Fund	\$ 152,000	\$ 1,217	\$ 3,930	2.6%	\$ 197,000	\$ 23,805	\$ 43,040	\$ 119,187	\$ 162,227	82.3%
Stormwater Development Fund	\$ 80,000	\$ -	\$ 5,400	6.8%	\$ 100,000	\$ 10,767	\$ 10,767	\$ 22,507	\$ 33,274	33.3%
Truancy Fund Revenues	\$ 50,000	\$ 2,342	\$ 6,753	13.5%	\$ 46,950	\$ 5,229	\$ 11,085	\$ -	\$ 11,085	23.6%

Revenues
Expenditures

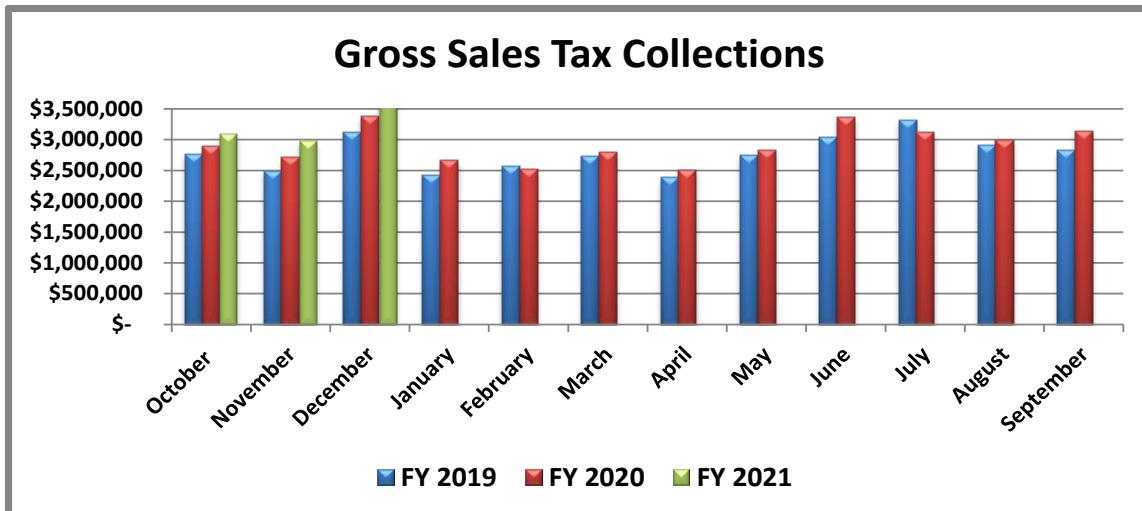
	Current Total Budget	Period Activity December	Total Fiscal YTD	Fiscal YTD % of budget		Current Total Budget	Period Activity December	Total Fiscal YTD Expenditures	Total Fiscal YTD Encumbrances	Total Fiscal YTD Expenditures and Encumbrances	Total Fiscal YTD Committed as % of Budget
Special Revenue Funds - continued											
Cable Franchise Fund (PEG)	\$ 182,500	\$ -	\$ -	0.0%		\$ 125,000	\$ -	\$ -	\$ -	\$ -	0.0%
Equipment Replacement Fund	\$ 727,500	\$ 65,896	\$ 66,105	9.1%		\$ 884,280	\$ 96,578	\$ 96,578	\$ 112,654	\$ 209,232	23.7%
Federal Court Awards Fund	\$ -	\$ -	\$ -	0.0%		\$ 30,000	\$ -	\$ 140	\$ -	\$ 140	0.5%
Non-Federal Court Awards Fund	\$ -	\$ 1,906	\$ 1,906	0.0%		\$ 68,000	\$ 402	\$ 402	\$ -	\$ 402	0.6%
Enterprise Maintenance and Equipment Replacement Fund	\$ 1,158,390	\$ 277,478	\$ 278,536	24.0%		\$ 1,256,500	\$ 547,102	\$ 547,102	\$ 606,570	\$ 1,153,672	91.8%
Fire Apparatus Replacement Maintenance Fund	\$ 265,000	\$ 7,248	\$ 10,809	4.1%		\$ 183,703	\$ (34,754)	\$ 40,437	\$ 24,388	\$ 64,825	35.3%
Edwards Aquifer Habitat Conservation Plan Fund	\$ 1,289,148	\$ 52,052	\$ 131,626	10.2%		\$ 1,289,148	\$ 102,658	\$ 131,561	\$ 276,293	\$ 407,854	31.6%
Faust Library Fund	\$ -	\$ -	\$ 127	0.0%		\$ 1,860	\$ -	\$ -	\$ -	\$ -	0.0%
Rec Center Improvements & Op Revenues Fund	\$ 150	\$ -	\$ 19	12.7%		\$ 100,000	\$ -	\$ -	\$ -	\$ -	0.0%
Development Services Fund	\$ 922,000	\$ 93,766	\$ 310,984	33.7%		\$ 1,102,766	\$ 87,415	\$ 152,807	\$ 290,632	\$ 443,439	40.2%
Cemetery Improvements Fund	\$ 5,000	\$ 3,508	\$ 13,719	274.4%		\$ 188,000	\$ 3,699	\$ 6,763	\$ 2,548	\$ 9,311	5.0%
Hotel/Motel Tax Fund *	\$ 3,415,000	\$ 186,008	\$ 371,189	10.9%		\$ 3,458,391	\$ 148,632	\$ 170,172	\$ 181,914	\$ 352,086	10.2%

* Driven by End-of-Year accrual entries.

ECONOMIC DATA

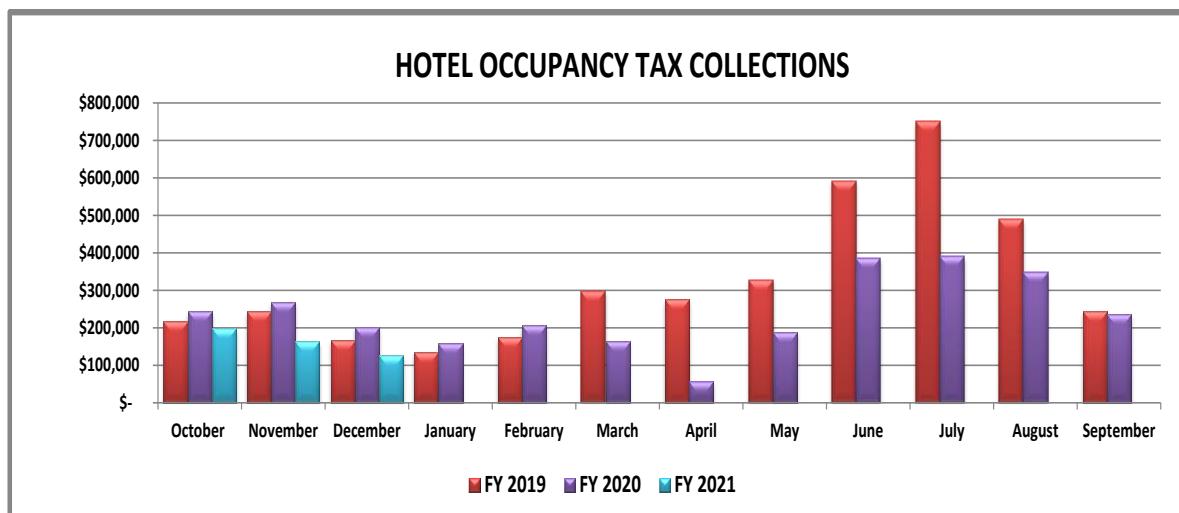
Total Sales Tax Collections – General Fund and NBEDC

Sales tax is received approximately six weeks after the month has ended. The graph below includes the December 2020 sales tax payment. The December 2020 payment was up 7.6% when compared to December of the previous fiscal year, and up 7.9% fiscal year to date.



Hotel/Motel Tax Collection

As shown in the graph below, December Hotel/Motel collections were down 36.8% when compared to December of last fiscal year and down 31.5% fiscal year to date. The City continues to suspend failure to file penalties for all overnight rental properties, providing a 90-day grace period for remittance of occupancy taxes. Short Term Rental Properties (STRP's) actually increased by 68% compared to December of last year. The largest decrease was again in the hotel sector. The cancellations of events due to COVID-19 and this policy change continue to have an effect on collections, as property owners are filing, but taking advantage of the opportunity to defer remittance of the taxes. Prior to the effects of COVID-19, collections were trending higher for all property types than in previous years.



CAPITAL PROJECT STATUS as of 2/8/2021



Funding Source	Project	Sub-project & Limits	Total		Status	Overall Completion
			Budget	Remaining		
2013 Bond	Citywide Streets		\$ 10,000,000	\$ 370,128		96%
		<i>Union Avenue (Common Street to Austin)</i>			<i>Bid Phase</i>	
		<i>San Antonio (Spur to Krueger)</i>			<i>Construction Phase</i>	
2013 Bond	Klein Road Phase 1	FM 1044 to Walnut Avenue	\$ 10,607,000	\$ 1,308,806	Construction Phase	88%
2013 Bond/RIF	Solms/Morningside/Rueckle	Solms Road from IH 35 Frontage to Morningside Drive & Morningside Drive from Solms Road to IH 35 Frontage & Rueckle from IH 35 Frontage to Morningside	\$ 16,364,000	\$ 4,573,898	Construction Phase	72%
2013 Bond/RIF	Alves Lane	Hwy 46 to Barbarossa Road	\$ 12,486,236	\$ 1,966,126	Project Closeout	84%
2013 Bond/2013 CofO	Live Oak/Katy Street		\$ 5,894,110	\$ 440,625	Project Closeout	93%
2013 Bond	Panther Canyon		\$ 424,000	\$ 163,423	Construction Phase	61%
2013 Bond	Wood Road/Landa Street		\$ 2,111,341	\$ 1,227,306	On Hold	42%
2019 Bond	Citywide Streets		\$ 15,000,000	\$ 11,420,630		24%
		<i>San Antonio Street (Spur to Krueger Avenue)</i>			<i>Construction Phase</i>	
		<i>Carl Shurz Streets (Coll St from Magazine Ave to Guether Ave & Magazine Ave from Coll St to Butcher St & Butcher St from Magazine Ave to Guenther Ave & Guenther Ave from Butcher St to Coll St)</i>			<i>On Hold</i>	
		<i>Lamar Streets (North St from Union Ave to Grant Ave & Grant Ave from North St to Common St & Central Ave from North St to Commerce St & Central from Main St to Common St & Commerce from Houston Ave to Veramendi Ave & Houston Ave from Commerce St to Main St & Veramendi Ave from Commerce St to Common St & Main St from Houston Ave to Veramendi Ave</i>			<i>On Hold</i>	
		<i>Lakeview Boulevard</i>			<i>Construction Phase</i>	
		<i>Union Avenue</i>			<i>Bid Phase</i>	
		<i>Comal Avenue</i>			<i>Bid Phase</i>	
		<i>County Line Road</i>			<i>On Hold</i>	
		<i>Peach/Plum/Grape</i>			<i>On Hold</i>	
		<i>Central Avenue</i>			<i>Construction Phase</i>	
		<i>Grant Street</i>			<i>Construction Phase</i>	
		<i>South Street</i>			<i>Construction Phase</i>	

CAPITAL PROJECT STATUS as of 2/8/2021

Infrastructure
Quality of Life
Growth and Development
Public Safety

Funding Source	Project	Sub-project & Limits	Total		Status	Overall Completion
			Budget	Remaining		
2019 Bond/RIF	Klein Road Phase 2	FM 725 to Walnut Avenue	\$ 13,000,800	\$ 11,797,310	Design Phase	9%
2019 Bond	Goodwin/Conrad Lane	Goodwin Lane from FM 306 to Conrad Lane & Conrad Lane from Goodwin to IH 35 Frontage	\$ 17,897,150	\$ 17,128,550	Design Phase	4%
2019 Bond	Business 81 & FM 306 Extensions		\$ 2,514,540	\$ 1,730,869	On Hold	7%
NBEDC & 2013 Bond	Citywide Pedestrian Enhancements (AAMPO)		\$ 1,927,083	\$ 41,749	Project Closeout	98%
RIF	FM 306 Extension PER (Barbarosa)	FM 1101 to FM 758	\$ 359,388	\$ 59,394	Scope Development	83%
RIF	Kowald PER	IH 35 to FM 1101	\$ 248,631	\$ 108,427	Design Phase	0%
TxDot	Airport Detention Pond		\$ -	\$ -	Design Phase	0%
4B	Elizabeth Street Parking Realignment		\$ 162,000	\$ 31,682	Construction Phase	80%
RIF	Saengerhalle/Mary Intersection	Hwy 46	\$ 47,905	\$ -	Design Phase	0%
RIF	Water Way Lane		\$ 86,495	\$ 56,399	Design Phase	0%
RIF	Old FM 306 /Common Intersection		\$ 47,125	\$ -	Design Phase	0%
RIF	FM 1044/ Klein intersection		\$ 46,100	\$ -	Design Phase	0%
2019 Bond & NBEDC	Sports Complex Phase 1		\$ 25,784,920	\$ 24,396,417	Design Phase	5%
2013, 2019 Bonds & Grant	All Abilities Park Enhancements		\$ 700,000	\$ 184,536	Construction Phase	74%
2007 CofO & 2019 Bond	Comal Cemetery Wall Improvements		\$ 5,262,500	\$ 4,963,501	Construction Phase	66%
Hotel Motel Tax	Comal River Improvements		\$ 350,473	\$ 153,457	Design Phase	56%
2019 Bond	Westside Community Library Center		\$ 5,525,340	\$ 5,068,971	Bid Phase	8%
Parks Operating	Mission Hills Park		\$ 23,500	\$ -	Design Phase	0%
NBEDC & MPO	Dry Comal Creek		TBD	\$ -	On Hold	0%
2020 CofO	Cypress Bend Restrooms		\$ 300,000	\$ -	Scope Development	0%
2019 Bond	Fire Station #2		\$ 7,367,500	\$ 6,649,699	Construction Phase	10%
2019 Bond	Fire Station #3		\$ 6,736,000	\$ 5,746,520	Construction Phase	15%
Creekside TIRZ	Firestation #7		\$ 2,928,000	\$ 2,332,468	Design Phase	20%
2019 Bond	Police Department Facility/Veterans Memorial		\$ 36,311,250	\$ 32,973,335	Construction Phase	9%

RIF = Roadway Impact Fees

CofO = Certificates of Obligation

VACANT POSITIONS REPORT

as of 2/5/21

Department	FY2021 # Authorized Positions	# Vacant Positions (FTE)	Notes
AIRPORT FUND	9.00	-	
CAPITAL PROGRAMS	5.00	-	
CITY ATTORNEY	4.00	-	
CITY MANAGER	4.00	-	
ECONOMIC AND COMMUNITY DEVELOPMENT	2.00	-	
COMMUNICATIONS AND COMMUNITY ENGAGEMENT	4.00	-	
CITY SECRETARY	3.75	0.75	Administrative Secretary - Not Approved to Post - Hiring Freeze
CIVIC/CONVENTION CENTER	9.00	-	
FINANCE	13.00	1.00	Staff Accountant - Pending Posting
FIRE			
	Support Services	13.00	1.00 Administrative Assistant - Currently Posted
	Emergency Management	1.00	-
	Operations	124.00	1.00 Firefighter - Currently Posted- Test scheduled for 04/04/2021
	Total FTE	138.00	2.00
GOLF FUND	14.00	2.00	Maintenance Worker - Currently Posted
HUMAN RESOURCES	9.00	1.00	HR Assistant - Title change from Customer Service Specialist- In Interview Process
INFORMATION TECHNOLOGY	14.00	1.00	Systems Administrator - New hire filling vacancy on Feb 22nd
		1.00	Network Administrator - Currently Posted
LIBRARY	28.00	1.00	Assistant Library Director - Not Approved to Hire - Hiring Freeze
		1.00	Librarian 1/11/111 - Not Approved to Hire - Hiring Freeze
		0.50	1 PT Library aide reclassified to PTR - Hiring Freeze - Not Approved to Post
		0.75	2 PT Library clerks reclassified to PTR - Vacancy Pending Posting
		0.50	WCC - Program Technician - Hiring Freeze - Not Approved to Post
MUNICIPAL COURT	9.00	1.00	Court Operations Supervisor - Currently Posted
		1.00	Deputy Court Clerk - Currently Posted
PLANNING AND DEVELOPMENT SERVICES			
	Building Safety	15.00	-
	Neighborhood Services	14.00	1.00 Senior Code Enforcement Officer - Currently Posted
		1.00	Code Enforcement Officer II - Hiring Freeze - Not Approved to Post
	Development Planning	7.00	1.00 Planning and Development Services Assistant Director - In the Interview Process
	Comprehensive Planning	3.00	-
	Total FTE	39.00	3.00

VACANT POSITIONS REPORT

as of 2/5/21 (Cont'd)

Department	FY2021 # Authorized Positions	# Vacant Positions (FTE)	Notes
POLICE			
Administration	14.00	1.00	Police Chief - Interim Chief hired until position filled - Position Posted
Support Services	28.50	-	
Patrol	98.00	1.00	Police Officer - No entry level test scheduled yet
Criminal Investigation	33.50	-	
Total FTE	174.00	2.00	
PARKS AND RECREATION			
Administration	7.00	-	
Recreation - Fischer Park	3.25	-	
Recreation - Landa Park	5.50	1.50	Recreation Instructor (9 @ 20 hours) - Currently Posted; CMO Approved to Fill
Athletics	1.00	-	
Aquatics	2.00	-	
Rangers	2.50	1.00	Park Ranger PTR (3 @ 20 hours) - Currently Posted
Operations	26.00	1.00	Urban Forester - Currently Posted
		3.00	Maintenance Worker - Currently Posted
Das Rec - Full Time	12.00	1.00	Assistant Aquatics Supervisor - Being Filled on 2/6 by current Pool Manager
		1.00	Assistant Manager - Hiring Freeze - Not Approved to Post
		1.00	Guest Services & Marketing Supervisor - Pending Posting
Das Rec - Part Time	89.75	3.50	Kinder Care Attendant (12 @ 19 hours) - Currently Posted
		6.50	Guest Services Representatives (21 @ 19 hours) - Currently Posted, CMO approved to maintain staffing levels
		1.00	Senior Guest Services Representative (8 @ 19 hours) - Currently Posted, CMO approved to maintain staffing
		6.00	Lifeguard/Water Safety Instructor (44 @ 19 hours) - Currently Posted, CMO approved to maintain staffing levels
		2.50	Water Safety Instructor (5 @ 19 hours) - Hiring Freeze - Not Approved to Post
		2.00	Fitness Instructors (32 @ 19 hours) - Currently Posted, CMO approved to maintain staffing levels
		1.50	Recreation/Program Instructors PTR (5 @ 29.5 hours) - Currently Posted
		1.50	Recreation/Program Instructors PT (5 @ 19 hours) - Hiring Freeze - Not Approved to Post
		2.50	Senior Kinder Care Attendant (6 @ 19 hours) - Currently Posted
		7.00	Slide/Party Attendant (15 @ 19 hours) - Pending title change to Party Attendant and redistribution of FTE's to add Party Manager
		1.50	Fitness/Gym Attendant (13 @ 19 hours) - Currently Posted, CMO approved to maintain staffing levels
Total FTE	149.00	45.00	
PUBLIC WORKS			
Engineering	20.00	1.00	Construction Inspector - Posting Closed, reviewing applications
Streets	22.00	-	
Drainage	12.00	1.00	Crew Leader - Pending Posting
Facilities Maintenance	8.00	-	
Total FTE	62.00	2.00	
SOLID WASTE FUND			
Support Services	8.00	-	
Residential Collection	14.00	-	
Commercial Collection	15.00	-	
Recycling Collection	15.00	-	
Fleet Services	9.00	-	
Total FTE	61.00	-	
TRUANCY FUND	1.00	-	
RIVER ACTIVITIES FUND	2.00	-	
EDWARDS AQUIFER HABITAT CONSERVATION PLAN/WPP FUND	1.00	-	
DEVELOPMENT SERVICES FUND	3.00	-	

TOTAL FTE	757.75	66.50
City-wide Staffing Level	91.22%	