



FINANCE DEPARTMENT

October Financial Report

December 15, 2020

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 **October**, with 8.3% 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 12/9/20, a current (FY 2021 authorized totals) Vacant Positions Report as of 12/7/20, 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](#)



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General Fund Revenues

As of October 31, General Fund revenues total \$4.0 million or 5.5% of total budgeted revenue. \$4.1 million was received during the month of October, the majority of which came from sales tax. 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 October were over budget at \$444 thousand (10.2%). Fines and Forfeiture revenue was below budget with collections at 4.2% (\$59 thousand) of the budgeted totals. Staff anticipates that this revenue source could continue to be impacted by COVID-19 related variables. Charges for Services totaled \$122 thousand (2.9%). 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 \$21 thousand for the month of October – 1.7% of budgeted revenue. Parks and Recreation is a very seasonal source of revenue that continues to be negatively affected by COVID-19. Das Rec revenue was below budget at \$126 thousand (4.9%) – due to the negative effect COVID-19 is continuing to have on memberships. In FY 2021, COVID-19 continues to have an impact on Parks and Recreation revenue, Das Rec revenue, interest earnings, and fines and forfeitures.

General Fund Expenditures

As of October 31, General Fund expenditures and encumbrances total \$5.9 million or 8.1% 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 October, 4.3% 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 20.8% committed, reflecting encumbrances issued for one-time expenditures and/or annual contracts approved by City Council. While the capital expense category is well over budget, it is entirely due to encumbrances that rolled over from the previous fiscal year and have not been closed out yet.

Expenditure Category	Current Total Budget	Period Activity	Expenditures YTD	Encumbrances YTD	Total Fiscal YTD Expenditures	Fiscal YTD % of Budget
Employee Expenses	\$57,198,597	\$ 2,432,154	\$ 2,432,154	\$ 133,852	\$ 2,566,006	4.5%
Operating Expenses	14,861,405	431,010	431,010	2,654,598	3,085,608	20.8%
Capital Expenses	11,000	-	-	127,689	127,689	1160.8%
Debt Service	156,979	24,486	24,486	126,513	150,999	96.2%
Interfund Transfers	982,645	-	-	-	-	0.0%
Contingencies	200,000	-	-	-	-	0.0%
Total	\$73,410,626	\$ 2,887,650	\$ 2,887,650	\$ 3,042,652	\$ 5,930,302	8.1%

Enterprise Funds

Airport Fund – Revenues for the month of October total \$181 thousand or 6.0% of total budgeted revenues, which is less than budget. The majority of these revenues are from fuel sales. While revenues are below budget, gallons of fuel sold in October were actually the highest on record. The comparison to budget is affected by lower fuel prices. Therefore, net fuel revenue is actually above budget to begin FY 2021, a positive sign as it relates to the airport. Expenditures and encumbrances total \$127 thousand or 4.2% of budget, which is also less than budget. Airport employee expenditures are at 3.9% of budget, which is below budget, due to vacancies. The operating allocation is also below budget at 5.6%. As with revenue, the operating allocation is impacted by the cost to purchase fuel, which is the offset to the decrease in fuel sales.

Solid Waste Fund – Revenues for the month of October total \$741 thousand or 7.1% of total budgeted revenues – lower than budget due to FY 2020 year-end accruals. Solid Waste expenditures and encumbrances total \$2.7 million or 25.0% of budget, which is greater than budget. Employee expenditures are less than budget at 4.0%, a result of ongoing vacancies. Operating expenditures are over budget (59.0%), due to purchase orders issued for refuse disposal and refuse containers, that are not yet paid.

Golf Course Fund – Revenues for the month of October total \$156 thousand or 9.3% of total budgeted revenues, which is greater than budget. Revenue for the month of October was up 18.3% compared to October of last year. Rounds of golf played increased 20.5% from the same month last year (4,036 rounds played). Seven tournaments were hosted. Operating expenditures are at 5.5% of budget – which is under budget. The Capital Expenditures budget was amended to allow for the replacement of golf carts, which was postponed last fiscal year due to COVID-19. The purchase order for those golf carts is reflected in the Capital Expenditures total. Employee expenditures are below budget at 4.0% due to vacancies.

Civic/Convention Center Fund – Charges for Services Revenues for the month of October total \$25 thousand or 6.0%, which is less than budget. Revenues are still reflecting the effects of COVID-19 and the resulting postponement/cancellation of events. Expenditures and encumbrances in the fund total \$45 thousand or 5.7%, 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 October 31, 2020.

Roadway Impact Fees	Revenues (Inception to Date)	Expenditures and Encumbrances (Inception to Date)	Balance
Service Area 1	\$ 2,008,717	\$ 1,829,036	\$ 179,681
Service Area 2	255,995	232,979	23,016
Service Area 3	5,927,748	4,759,426	1,168,322
Service Area 4	1,052,678	24,020	1,028,658
Service Area 5	7,333,920	5,614,767	1,719,153
Service Area 6	3,962,416	1,585,156	2,377,260
Veramendi Traffic Impact Fees	621,491	544,125	77,366
Total	\$ 21,162,965	\$ 14,589,509	\$ 6,573,456

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 October 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	\$ 949,605	\$ 124,180	\$ 825,425	\$ 277,350	\$ 548,075
PARK DISTRICT 2	1,732,445	-	1,732,445	824,450	907,995
PARK DISTRICT 3	1,402,266	106,273	1,295,993	813,600	482,393
PARK DISTRICT 4	295,157	86,683	208,474	50,400	158,074
Total	\$ 4,379,474	\$ 317,137	\$ 4,062,337	\$ 1,965,800	\$ 2,096,537

General Fund

	Current Total Budget	Period Activity October		Total Fiscal YTD	Fiscal YTD % of Budget
Revenues					
Taxes and Franchise Fees	\$ 55,304,001	\$ 3,206,981		\$ 3,206,981	5.8%
Licenses and Permits	4,370,300	444,337		444,337	10.2%
Intergovernmental/Contributions	575,000	-		-	0.0%
Charges for Services	4,130,160	121,788		121,788	2.9%
Fines and Forfeitures	1,401,000	59,107		59,107	4.2%
Interest Income	250,000	1,943		1,943	0.8%
Parks and Recreation	1,260,000	21,058		21,058	1.7%
Das Rec	2,547,000	125,828		125,828	4.9%
Miscellaneous	2,348,798	48,454		48,454	2.1%
Interfund Transfers	908,917	-		-	0.0%
Total General Fund Revenues	\$ 73,095,176	\$ 4,029,496		\$ 4,029,496	5.5%

	Current Total Budget	Period Activity October	Expenditures YTD	Encumbrances YTD	Total Fiscal YTD Expenditures and Encumbrances	Total Fiscal YTD Committed as % of Budget
Expenditures						
City Secretary	\$ 348,667	\$ 7,689	\$ 7,689	\$ -	\$ 7,689	2.2%
City Council	35,350	1,480	1,480	-	1,480	4.2%
City Attorney	930,031	26,439	26,439	98,026	124,465	13.4%
City Administration	888,349	38,294	38,294	-	38,294	4.3%
Human Resources	1,020,672	64,600	64,600	31,680	96,280	9.4%
Communication	486,048	18,378	18,378	-	18,378	3.8%
Finance	1,280,039	54,603	54,603	-	54,603	4.3%
Information Technology	2,129,852	243,000	243,000	18,456	261,456	12.3%
Economic Development	408,228	12,178	12,178	-	12,178	3.0%
Planning and Development Services	3,587,541	125,365	125,365	428,957	554,322	15.5%
Police	19,809,905	864,223	864,223	410,094	1,274,317	6.4%
Municipal Court	751,242	30,383	30,383	-	30,383	4.0%
Fire	19,517,418	892,714	892,714	618,000	1,510,714	7.7%
Public Works	7,888,471	216,908	216,908	865,731	1,082,639	13.7%
Parks	5,518,471	135,589	135,589	329,617	465,206	8.4%
Das Rec	2,632,942	64,639	64,639	89,200	153,839	5.8%
Library	2,366,255	82,479	82,479	18,695	101,174	4.3%
Non-Departmental	3,811,145	8,689	8,689	134,196	142,885	3.7%
Total General Fund Expenditures	\$ 73,410,626	\$ 2,887,650	\$ 2,887,650	\$ 3,042,652	\$ 5,930,302	8.1%

Airport Fund

	Current Total Budget	Period Activity October		Total Fiscal YTD	Fiscal YTD % of Budget
Revenues					
Charges for Services	\$ 2,897,720	\$ 181,447		\$ 181,447	6.3%
Intergovernmental	50,000	-		-	0.0%
Interfund Transfer	99,910	-		-	0.0%
Total Airport Revenues	\$ 3,047,630	\$ 181,447		\$ 181,447	6.0%

	Current Total Budget	Period Activity October	Expenditures YTD	Encumbrances YTD	Total Fiscal YTD Expenditures and Encumbrances	Total Fiscal YTD Committed as % of Budget
Expenditures						
Employee Expenses	\$ 640,040	\$ 24,914	\$ 24,914	\$ -	\$ 24,914	3.9%
Operation Expenses	1,810,400	54,999	54,999	47,245	102,244	5.6%
Interfund Transfer	562,375	-	-	-	-	0.0%
Total Airport Fund Expenditures	\$ 3,012,815	\$ 79,913	\$ 79,913	\$ 47,245	\$ 127,158	4.2%

Solid Waste Fund

	Current Total Budget	Period Activity October		Total Fiscal YTD	Fiscal YTD % of Budget
Revenues					
Charges for Services	\$ 10,262,907	\$ 734,769		\$ 732,769	7.1%
Licenses & Permits	25,000	-		-	0.0%
Intergovernmental	-	5,544		5,544	0.0%
Miscellaneous	99,500	1,915		1,915	1.9%
Interest Income	30,000	302		302	1.0%
Total Solid Waste Fund Revenues	\$ 10,417,407	\$ 742,530		\$ 740,530	7.1%

	Current Total Budget	Period Activity October	Expenditures YTD	Encumbrances YTD	Total Fiscal YTD Expenditures and Encumbrances	Total Fiscal YTD Committed as % of Budget
Expenditures						
Employee Expenses	\$ 4,123,416	\$ 163,072	\$ 163,072	\$ -	\$ 163,072	4.0%
Operation Expenses	4,145,007	41,039	41,039	2,404,991	2,446,030	59.0%
Capital Expenses	192,500	-	-	43,148	43,148	22.4%
Interfund Transfer	2,168,176	-	-	-	-	0.0%
Total Solid Waste Fund Expenditures	\$ 10,629,099	\$ 204,111	\$ 204,111	\$ 2,448,139	\$ 2,652,250	25.0%

Golf Fund

	Current Total Budget	Period Activity October		Total Fiscal YTD	Fiscal YTD % of Budget
Revenues					
Charges for Services	\$ 1,644,421	\$ 154,914		\$ 154,914	9.4%
Miscellaneous	35,000	1,315		1,315	3.8%
Total Golf Fund Revenues	\$ 1,679,421	\$ 156,229		\$ 156,229	9.3%

	Current Total Budget	Period Activity October	Expenditures YTD	Encumbrances YTD	Total Fiscal YTD Expenditures and Encumbrances	Total Fiscal YTD Committed as % of Budget
Expenditures						
Employee Expenses	\$ 821,268	\$ 33,010	\$ 33,010	\$ -	\$ 33,010	4.0%
Operation Expenses	484,200	5,555	5,555	20,841	26,396	5.5%
Capital Expenses	426,000	-	-	426,000	426,000	100.0%
Interfund Transfer	69,364	-	-	-	-	0.0%
Total Golf Fund Expenditures	\$ 1,800,832	\$ 38,565	\$ 38,565	\$ 446,841	\$ 485,406	27.0%

Civic/Convention Center Fund

	Current Total Budget	Period Activity October		Total Fiscal YTD	Fiscal YTD % of Budget
Revenues					
Charges for Services	\$ 419,000	\$ 25,130		\$ 25,130	6.0%
Interfund Transfers	376,016	-		-	0.0%
Total Civic/Convention Center Fund Revenues	\$ 795,016	\$ 25,130		\$ 25,130	3.2%

	Current Total Budget	Period Activity October	Expenditures YTD	Encumbrances YTD	Total Fiscal YTD Expenditures and Encumbrances	Total Fiscal YTD Committed as % of Budget
Expenditures*						
Employee Expenses	\$ 505,596	\$ 20,956	\$ 20,956	\$ -	\$ 20,956	4.1%
Operation Expenses	251,528	4,145	4,145	19,911	24,056	9.6%
Interfund Transfer	37,856	-	-	-	-	0.0%
Total Civic/Convention Center Fund Expenditures	\$ 794,980	\$ 25,101	\$ 25,101	\$ 19,911	\$ 45,012	5.7%

*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 October 31, 2020

Revenues

Expenditures

	Current Total Budget	Period Activity October	Total Fiscal YTD	Fiscal YTD % of budget		Current Total Budget	Period Activity October	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	\$ 238,709	\$ 238,709	1.1%		\$ 23,022,591	\$ 342,562	\$ 342,562	\$ -	\$ 342,562	1.5%
Self Insurance Fund	\$ 6,810,615	\$ 559,553	\$ 559,553	8.2%		\$ 7,125,000	\$ 312,605	\$ 312,605	\$ 83,000	\$ 395,605	5.6%
<u>Special Revenue Funds</u>											
CDBG Fund	\$ 455,613	\$ 275	\$ 275	0.1%		\$ 455,613	\$ -	\$ -	\$ 403,077	\$ 403,077	88.5%
Grant Fund	\$ 4,118,181	\$ 11,911	\$ 11,911	0.3%		\$ 4,243,663	\$ -	\$ -	\$ 79,544	\$ 79,544	1.9%
Special Revenue Fund	\$ 200,000	\$ 50,325	\$ 50,325	25.2%		\$ 450,000	\$ 1,175	\$ 1,175	\$ 75,094	\$ 76,269	16.9%
River Activities Fund	\$ 1,171,135	\$ 4,653	\$ 4,653	0.4%		\$ 1,321,135	\$ 8,219	\$ 8,219	\$ 13,179	\$ 21,398	1.6%
Court Security Fund	\$ 30,000	\$ 1,895	\$ 1,895	6.3%		\$ 28,000	\$ 1,486	\$ 1,486	\$ -	\$ 1,486	5.3%
Judicial Efficiency Fund	\$ 6,000	\$ 450	\$ 450	7.5%		\$ 7,000	\$ -	\$ -	\$ -	\$ -	0.0%
Court Technology Fund	\$ 30,000	\$ 1,724	\$ 1,724	5.7%		\$ 42,000	\$ 508	\$ 508		\$ 508	1.2%
Child Safety Fund	\$ 152,000	\$ 1,470	\$ 1,470	1.0%		\$ 197,000	\$ 9,618	\$ 9,618	\$ 152,458	\$ 162,076	82.3%
Stormwater Development Fund	\$ 80,000	\$ 2,400	\$ 2,400	3.0%		\$ 100,000	\$ -	\$ -	\$ 33,273	\$ 33,273	33.3%
Truancy Fund Revenues	\$ 50,000	\$ 2,042	\$ 2,042	4.1%		\$ 46,950	\$ 2,201	\$ 2,201	\$ -	\$ 2,201	4.7%



FINANCE DEPARTMENT

Revenues

Expenditures

Special Revenue Funds - continued

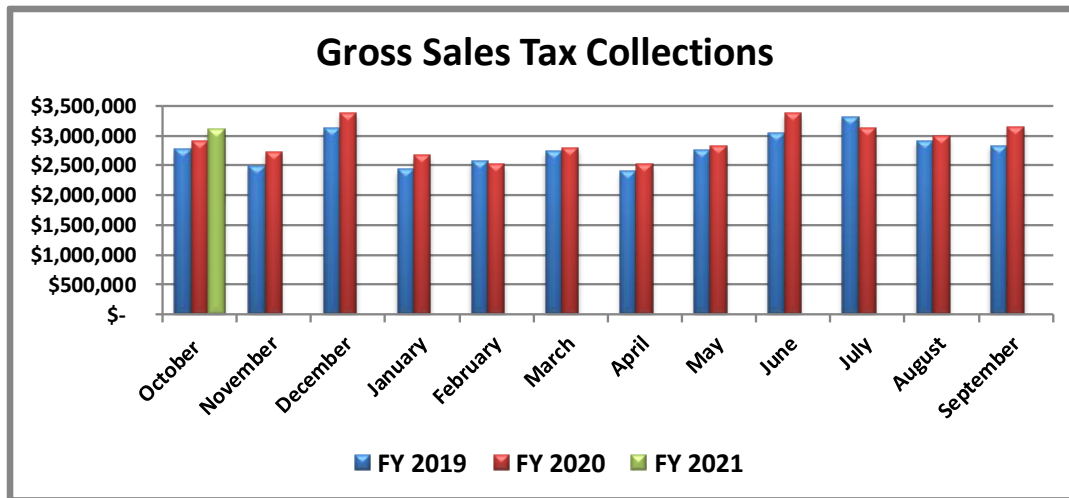
	Current Total Budget	Period Activity October	Total Fiscal YTD	Fiscal YTD % of budget		Current Total Budget	Period Activity October	Total Fiscal YTD Expenditures	Total Fiscal YTD Encumbrances	Total Fiscal YTD Expenditures and Encumbrances	Total Fiscal YTD Committed as % of Budget
Cable Franchise Fund (PEG)	\$ 182,500	\$ -	\$ -	0.0%		\$ 125,000	\$ -	\$ -	\$ -	\$ -	0.0%
Equipment Replacement Fund	\$ 727,500	\$ 110	\$ 110	0.0%		\$ 884,280	\$ -	\$ -	\$ 115,494	\$ 115,494	13.1%
Federal Court Awards Fund	\$ -	\$ -	\$ -	0.0%		\$ 30,000	\$ -	\$ -	\$ -	\$ -	0.0%
Non-Federal Court Awards Fund	\$ -	\$ -	\$ -	0.0%		\$ 68,000	\$ -	\$ -	\$ -	\$ -	0.0%
Enterprise Maintenance and Equipment Replacement Fund	\$ 1,158,390	\$ 559	\$ 559	0.0%		\$ 1,256,500	\$ -	\$ -	\$ 903,672	\$ 903,672	71.9%
Fire Apparatus Replacement Maintenance Fund	\$ 265,000	\$ -	\$ -	0.0%		\$ 183,703	\$ 200	\$ 200	\$ 103,702	\$ 103,902	56.6%
Edwards Aquifer Habitat Conservation Plan Fund	\$ 1,289,148	\$ 79,574	\$ 79,574	6.2%		\$ 1,289,148	\$ 8,111	\$ 8,111	\$ 269,354	\$ 277,465	21.5%
Faust Library Fund	\$ -	\$ -	\$ 127	0.0%		\$ 1,860	\$ -	\$ -	\$ -	\$ -	0.0%
Rec Center Improvements & Op Revenues Fund	\$ 150	\$ -	\$ -	0.0%		\$ 100,000	\$ -	\$ -	\$ -	\$ -	0.0%
Development Services Fund	\$ 922,000	\$ 121,397	\$ 121,397	13.2%		\$ 1,102,766	\$ 28,479	\$ 28,479	\$ 72,846	\$ 101,325	9.2%
Cemetery Improvements Fund	\$ 5,000	\$ 5,526	\$ 5,526	110.5%		\$ 188,000	\$ 790	\$ 790	\$ 4,000	\$ 4,790	2.5%
Hotel/Motel Tax Fund *	\$ 3,415,000	\$ 10,651	\$ 10,651	0.3%		\$ 3,458,391	\$ (895)	\$ (895)	\$ 243,245	\$ 242,350	7.0%

* Driven by End-of-Year accrual entries.

ECONOMIC DATA

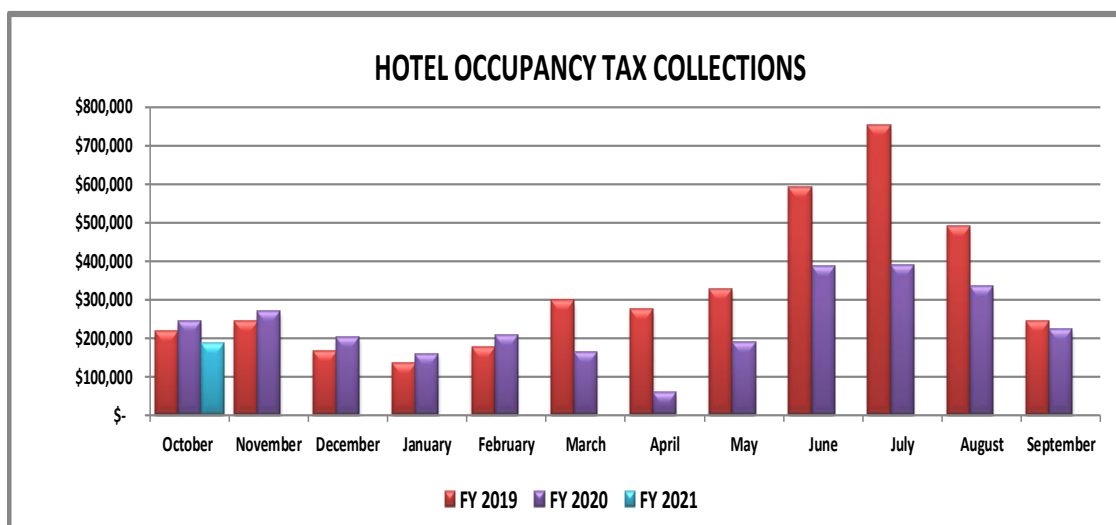
Total Sales Tax Collections – General Fund and NBEDC

Sales tax is received approximately six weeks after the month has ended. The graph below includes the October 2020 sales tax payment. The October 2020 payment was up 6.6% when compared to October of the previous fiscal year. The October figures showed growth not only in sectors that have traditionally been growing during the pandemic, but also in sectors that have been negatively impacted, such as full-service restaurants.



Hotel/Motel Tax Collection

As shown in the graph below, October Hotel/Motel collections were down 23.3% when compared to October of last fiscal year. 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. The decrease is only in the hotel sector. The short-term rental properties and bed and breakfast properties actually had increases in tax collection compared to October of last year. The lack of hotel tenants due to COVID-19 and this policy change continue to have an effect on collections for October, as property owners are filing, but not remitting 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 12/9/2020

Infrastructure		Quality of Life		Growth and Development		Public Safety				
Funding Source	Project	Sub-project & Limits	Description	Budget	Professional Services Expended	ROW Expended	Construction Expended	Total Remaining	Status	Overall Completion
2013 Bond	Citywide Streets			\$ 10,000,000	\$ 919,163	N/A	\$ 8,513,027	\$ 567,810		94%
		<i>Union Avenue (Common Street to Austin)</i>	<i>Project moved to 2019 Bond Year 3.</i>		\$ 53,415	N/A	\$ -		<i>Bid Phase</i>	
		<i>San Antonio (Spur to Krueger)</i>	<i>Road construction work underway.</i>		\$ 143,126	N/A	\$ 827,644		<i>Construction Phase</i>	
2013 Bond	Klein Road Phase 1	FM 1044 to Walnut Avenue	Drainage and roadway work ongoing on all phases.	\$ 10,531,000	\$ 1,425,981	\$ 757,204	\$ 6,424,750	\$ 1,923,065	Construction Phase	82%
2013 Bond/RIF	Solms/Morningside/Rueckle	Solms Road from IH 35 Frontage to Morningside Drive & Morningside Drive from Solms Road to IH 35 Frontage & Reuckle from IH 35 Frontage to Morningside	Roadwork on Morningside.	\$ 16,364,000	\$ 2,141,204	\$ 1,523,292	\$ 7,588,238	\$ 5,111,266	Construction Phase	69%
2013 Bond/RIF	Alves Lane	Hwy 46 to Barbarossa Road	Project closeout in progress.	\$ 12,486,236	\$ 1,316,319	\$ 751,422	\$ 8,451,568	\$ 1,966,927	Project Closeout	84%
2013 Bond/2013 Cofo	Live Oak/Katy Street		Project closeout in progress.	\$ 5,894,110	\$ 1,116,484	\$ 103,636	\$ 4,230,575	\$ 443,415	Project Closeout	92%
2013 Bond	Panther Canyon		Curb repair work at rain gardens.	\$ 424,000	\$ 91,707	N/A	\$ 168,870	\$ 163,423	Construction Phase	61%
2013 Bond	Wood Road/Landa Street		Design of localized improvements pending funding.	\$ 2,111,341	\$ 884,035	N/A	\$ -	\$ 1,227,306	Design Phase	42%
2019 Bond	Citywide Streets			\$ 15,000,000	\$ 983,254	N/A	2,504,992	\$ 11,511,755		23%
		<i>San Antonio Street (Spur to Krueger Avenue)</i>	<i>Roadwork underway.</i>		\$ 5,604	N/A	\$ -		<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>Project moved to future year.</i>		\$ 46,581	N/A	\$ -		<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>Bid Awarded- work to be done over the summer.</i>		\$ 160,284	N/A	\$ -		<i>Construction Phase</i>	
		<i>Lakeview Boulevard</i>	<i>Expect work to begin January.</i>		\$ 155,236	N/A	\$ -		<i>Construction Phase</i>	
		<i>Union Avenue</i>	<i>Ready for bid. Anticipate release for bid in December.</i>		\$ -	N/A	\$ -		<i>Bid Phase</i>	
		<i>Comal Avenue</i>	<i>Ready for bid. Anticipate release for bid in December.</i>		\$ 33,810	N/A	\$ -		<i>Bid Phase</i>	
		<i>County Line Road</i>	<i>Project slated for year 3.</i>		\$ 58,888	N/A	\$ -		<i>On Hold</i>	
		<i>Peach/Plum/Grape</i>	<i>Project slated for year 3.</i>		\$ 63,605	N/A	\$ -		<i>On Hold</i>	
		<i>Central Avenue</i>	<i>Project awarded.</i>		\$ 13,950	N/A	\$ -		<i>Construction Phase</i>	
		<i>Grant Street</i>	<i>Project awarded-work begins December.</i>		\$ 13,950	N/A	\$ -		<i>Construction Phase</i>	
		<i>South Street</i>	<i>Project Awarded.</i>		\$ 52,350	N/A	\$ -		<i>Construction Phase</i>	
2019 Bond/RIF	Klein Road Phase 2	FM 725 to Walnut Avenue	First offer letters for ROW sent. Landowners meetings held.	\$ 13,000,800	\$ 1,203,490	N/A	\$ -	\$ 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	Design work continuing- 30% Review.	\$ 17,897,150	\$ 765,762	N/A	\$ -	\$ 17,131,388	Design Phase	4%
2019 Bond	Business 81 & FM 306 Extensions		Project on hold until after Prop 1 projects are complete.	\$ 2,514,540	\$ 146,997	\$ 599,997	\$ 36,677	\$ 1,730,869	On Hold	7%
NBEDC & 2013 Bond	Citywide Pedestrian Enhancements (AAMPO)		Work complete. Final walk and punchlist underway.	\$ 1,820,041	\$ 306,787	N/A	\$ 1,492,978	\$ 20,276	Construction Phase	99%

CAPITAL PROJECT STATUS as of 12/9/2020

Infrastructure		Quality of Life		Growth and Development		Public Safety				
Funding Source	Project	Sub-project & Limits	Description	Budget	Professional Services Expensed	ROW Expensed	Construction Expensed	Total Remaining	Status	Overall Completion
RIF	FM 1863 Extension PER	Hwy 46 to Veramendi Subdivision	PER complete; Stakeholder meetings held to insert comments/concerns-follow up will be needed.	\$ 199,473	\$ 168,339	N/A	\$ -	\$ 31,134	Design Phase	84%
RIF	FM 306 Extension PER (Barbarosa)	FM 1101 to FM 758	Engineering to coordinate with TxDOT.	\$ 359,388	\$ 291,475	N/A	\$ -	\$ 67,914	Scope Development	81%
RIF	Kowald PER	IH 35 to FM 1101	Design underway.	\$ 248,631	\$ -	N/A	\$ -	\$ 248,631	Design Phase	0%
TxDot	Airport Detention Pond		TxDOT soliciting bids.	\$ -	\$ -	N/A	\$ -	\$ -	Design Phase	0%
NBEDC	Elizabeth Street Parking Realignment		NBU working on moving electrical. Award expected at 12/14 Council meeting.	\$ 162,000	\$ 119,898	N/A	\$ -	\$ 42,102	Bid Phase	74%
RIF	Saengerhalle/Mary Intersection	Hwy 46	Design underway.	\$ 47,905	\$ -	N/A	\$ -	\$ -	Design Phase	0%
RIF	Water Way Lane		Design underway.	\$ 86,495	\$ 15,766	N/A	\$ -	\$ -	Design Phase	0%
RIF	Old FM 306 /Common Intersection		PER underway.	\$ 47,125	\$ -	N/A	\$ -	\$ -	Design Phase	0%
RIF	FM 1044/ Klein intersection		Design underway; 60% reviewed.	\$ 46,100	\$ -	N/A	\$ -	\$ -	Design Phase	0%
2019 Bond & NBEDC	Sports Complex Phase 1		Finalizing Sewer connection design; all other phases under design; received grant award from TX parks & Wildlife; design completion pending Easement completion.	\$ 25,784,920	\$ 1,210,138	N/A	\$ 175,674	\$ 24,399,108	Design Phase	5%
2013, 2019 Bonds & Grant	All Abilities Park Enhancements		Ribbon cuttings held for Landa and Morningside. Remaining funds to be used at Fischer Park.	\$ 700,000	\$ 1,500	N/A	\$ 513,964	\$ 184,536	Construction Phase	74%
2007 CoFo & 2019 Bond	Comal Cemetery Wall Improvements		Construction ongoing.	\$ 4,500,000	\$ 291,164	N/A	\$ 2,907,174	\$ 4,208,836	Construction Phase	71%
Hotel Motel Tax	Comal River Improvements		Preliminary design underway.	\$ 350,473	\$ 197,016	N/A	\$ -	\$ 153,457	Design Phase	56%
NBEDC & Seguin 4A	CTTC HVAC replacement		Project closeout in progress.	\$ 250,000	\$ -	N/A	\$ -	\$ -	Project Closeout	100%
2019 Bond	Westside Community Library Center		Preparing bid documents and reviewing permit comments.	\$ 5,525,340	\$ 450,055	N/A	\$ -	\$ 5,075,285	Design Phase	8%
Park Impr. Fees	Mission Hills Park		Design plan underway.	\$ 23,500	\$ -	N/A	\$ -	\$ -	Design Phase	0%
NBEDC & MPO	Dry Comal Creek		Design plan underway; evaluating funding.	TBD	\$ -	N/A	\$ -	\$ -	On Hold	0%
2019 Bond	Fire Station #2		Site prep underway.	\$ 7,367,500	\$ 533,958	N/A	\$ -	\$ 6,833,542	Construction Phase	7%
2019 Bond	Fire Station #3		Construction underway.	\$ 6,736,000	\$ 469,118	N/A	\$ 79,385	\$ 6,187,497	Construction Phase	8%
Creekside TIRZ	Firestation #7 & Training Facility Design		Master plan scope in progress. Development phase complete.	\$ 2,928,000	\$ 327,231	N/A	\$ -	\$ 2,600,769	Design Phase	11%
2019 Bond	Police Department Facility/Veterans Memorial		Award anticipated @ 12/14 Council meeting.	\$ 36,311,250	\$ 1,417,030	\$ 1,793,831	\$ 12,200	\$ 33,088,189	Bid Phase	9%

RIF = Roadway Impact Fees

CoFo = Certificates of Obligation

NBEDC = New Braunfels Economic Development Corporation

VACANT POSITIONS REPORT

as of 12/7/20

Department	FY2019-20 # Authorized Positions	# Vacant Positions (FTE)	Notes
AIRPORT FUND	9.00	1.00	Administrative Assistant - Applicant pending onboarding
CAPITAL PROGRAMS	5.00	-	
CITY ATTORNEY	4.00	-	
CITY MANAGER	4.00	-	
ECONOMIC AND COMMUNITY DEVELOPMENT	2.00	-	
COMMUNICATION 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	-	
FIRE			
Support Services	13.00	1.00	Administrative Assistant - Hiring freeze - Not approved for posting; using PT Parks employee to help out
Emergency Management	1.00	-	
Operations	124.00	1.00	Firefighter - 2 FF applicants on Eligibility List - waiting to hear status
Total FTE	138.00	2.00	
GOLF FUND	14.00	2.00	Maintenance Worker - Currently posted
HUMAN RESOURCES	9.00	1.00	HR and Risk Management Coordinator - Currently posted
INFORMATION TECHNOLOGY	14.00	1.00	Service Desk Technician - Hiring freeze - Not approved to post
LIBRARY	27.50		
		1.00	Assistant Library Director - Not approved to hire - hiring freeze
		1.00	Customer Experience Manager - Applicant pending onboarding
		1.00	Librarian 1/11/111 - Not approved to post - hiring freeze
		0.50	Library Aide PTR (2 @ 20 hrs) - Hiring Freeze - Not approved to post
		0.50	Library Aide PT (1 @ 19 hrs) - Hiring Freeze - Not approved to post
		0.50	Library Clerk PT (2 @ 19 hrs) - Hiring Freeze - Not approved to post
		0.50	WCC - Program Technician - Hiring Freeze - Not approved to post
MUNICIPAL COURT	9.00	1.00	Senior Deputy Court Clerk - Hiring Freeze - Not approved to post
PLANNING AND DEVELOPMENT SERVICES			
Building Inspections	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
Planning	10.00	1.00	Planning and Community Development Assistant Director - Currently posted.
Total FTE	39.00	3.00	
POLICE			
Administration	14.00	1.00	Police Officer - 6 new police officers hired into patrol 11/30/20; will have to retest to fill remaining vacancies
		1.00	Police Chief - Interim Chief hired until position filled
Support Services	28.50	1.00	Emergency Dispatcher - Applicant identified - starting as a temp
Patrol	98.00	-	
Criminal Investigation	33.50	3.00	Police Officer -6 new police officers hired into patrol 11/30/20; will have to retest to fill remaining vacancies
Total FTE	174.00	6.00	

VACANT POSITIONS REPORT (Cont'd)

as of 12/7/20

Department	FY2019-20 # Authorized Positions	# Vacant Positions (FTE)	Notes
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	1.00	Athletics Program Supervisor - Applicant in Preboarding
Aquatics	2.00	-	
Rangers	2.50	1.00	Park Ranger PTR (3 @ 20 hours) - Hiring Freeze - Not approved to post
Operations	26.00	1.00	Urban Forester - Hiring Freeze - Not approved to post
		2.00	Maintenance Worker - Hiring Freeze - Not approved to post
Das Rec - Full Time	12.00	1.00	Assistant Aquatics Supervisor - Hiring Freeze - Not approved to post
		1.00	Assistant Manager - Hiring Freeze - Not approved to post
Das Rec - Part Time	89.75	3.50	Kinder Care Attendant (12 @ 19 hours) - Currently posted
		6.00	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 levels
		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
		1.50	Fitness Instructors (32 @ 19 hours) - Currently posted, CMO approved to maintain staffing levels
		2.25	Recreation/Program Instructors PTR (5 @ 29.5 hours) - Currently posted
		1.00	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
		2.00	Fitness/Gym Attendant (13 @ 19 hours) - Currently posted, CMO approved to maintain staffing levels
Total FTE	149.00	43.75	
PUBLIC WORKS			
Engineering	20.00	1.00	Construction Inspector - Posting closed, reviewing applications
Streets	22.00	2.00	Equipment Operator I/II - Currently posted for a I and a II
Drainage	12.00	-	
Facilities Maintenance	8.00	-	
Total FTE	62.00	3.00	
SOLID WASTE FUND			
Support Services	8.00	-	
Residential Collection	14.00	1.00	Solid Waste Operator - Currently posted
Commercial Collection	15.00	1.00	Foreman - Currently posted
Recycling Collection	15.00	-	
Fleet Services	9.00	-	
Total FTE	61.00	2.00	
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	757.25	71.50	
City-wide Staffing Level	90.56%		