



FINANCE DEPARTMENT

November Financial Report

January 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 **November**, with 16.7% 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 1/4/21, a current (FY 2021 authorized totals) Vacant Positions Report as of 1/5/21, 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 November 30, General Fund revenues total \$8.4 million or 11.5% of total budgeted revenue. \$4.4 million was received during the month of November, 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 November were over budget at \$843,000 (19.3%). Fines and Forfeiture revenue was below budget with collections at 8.6% (\$120,000) of the budgeted totals. Staff anticipates that this revenue source could continue to be impacted by COVID-19 related variables. Charges for Services totaled \$255,000 (6.2%). 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 \$45,000 for the month of November – 3.5% of budgeted revenue. Parks and Recreation is a source of revenue that continues to be negatively affected by COVID-19. Das Rec revenue was below budget at \$263,000 (10.3%) – again, related to the negative effects of COVID-19 on memberships. While Das Rec revenue was below budget, staff has been focused on maintaining 95% cost recovery; therefore, an offset to expenditures is balancing out the current impact to revenues.

General Fund Expenditures

As of November 30, General Fund expenditures and encumbrances total \$11.4 million or 15.6% of the total budget. The expenditure category budget(s) below reflect the latest budget transfers and amendments approved by City Council. At the end of November, 12.1% 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 30.7% 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	\$ 4,118,688	\$ 6,550,842	\$ 133,406	\$ 6,684,248	11.7%
Operating Expenses	14,861,405	629,088	1,060,097	3,503,101	4,563,198	30.7%
Capital Expenses	61,000	-	-	39,011	39,011	64.0%
Debt Service	156,979	-	24,486	126,513	150,999	96.2%
Interfund Transfers	982,645	-	-	-	-	0.0%
Contingencies	150,000	-	-	-	-	0.0%
Total	\$73,410,626	\$ 4,747,776	\$ 7,635,425	\$ 3,802,031	\$ 11,437,456	15.6%

Enterprise Funds

Airport Fund – Revenues for the month of November total \$368,000 or 12.1% 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 \$273,000 or 9.1% of budget, which is also less than budget. Airport employee expenditures are at 11.4% of budget, which is below budget, due to vacancies. The operating allocation is also below budget at 11.1%. As with revenue, the operating allocation is impacted by the cost to purchase fuel.

Solid Waste Fund – Revenues for the month of November total \$1.7 million or 16.6% of total budgeted revenues which is right on target. Solid Waste expenditures and encumbrances total \$3.0 million or 28.2% of budget, which is greater than budget. Employee expenditures are less than budget at 11.1%, a result of ongoing vacancies. Operating expenditures are over budget (60.1%), due to purchase orders issued for refuse disposal and refuse containers, that are not yet paid.

Golf Course Fund – Revenues for the month of November total \$309,000 or 18.4% of total budgeted revenues, which is greater than budget. Revenue for the month of November was up 35.1% compared to November of last year – the best revenue ever for November. Rounds of golf played increased 29.1% from the same month last year (3,756 rounds played). Eleven tournaments were hosted. Operating expenditures are at 53.0% of budget – which is over budget due to purchase orders issued for merchandise and chemicals 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 10.9% due to vacancies.

Civic/Convention Center Fund – Charges for Services Revenues for the month of November total \$57 thousand or 13.6%, which is less than budget. While new events have been booked, revenues are still reflecting the effects of COVID-19 and the resulting postponement and/or cancellation of other events. Expenditures and encumbrances in the fund total \$98,000 or 12.3%, 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 November 30, 2020.

Roadway Impact Fees	Revenues (Inception to Date)	Expenditures and Encumbrances (Inception to Date)	Balance
Service Area 1	\$ 2,014,472	\$ 1,825,983	\$ 188,489
Service Area 2	257,726	232,979	24,747
Service Area 3	5,859,209	4,759,426	1,099,783
Service Area 4	1,089,421	237,950	851,471
Service Area 5	7,287,118	5,614,767	1,672,351
Service Area 6	4,128,496	1,609,510	2,518,986
Veramendi Traffic Impact Fees	697,956	595,064	102,892
Total	\$ 21,334,398	\$ 14,875,679	\$ 6,458,719

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 November 30, 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	\$ 1,025,205	\$ 124,180	\$ 901,025	\$ 277,350	\$ 623,675
PARK DISTRICT 2	1,732,445	-	1,732,445	824,450	907,995
PARK DISTRICT 3	1,405,266	106,273	1,298,993	813,600	485,393
PARK DISTRICT 4	295,157	86,684	208,473	50,400	158,073
Total	\$ 4,458,073	\$ 317,137	\$ 4,140,936	\$ 1,965,800	\$ 2,175,136

General Fund

	Current Total Budget	Period Activity November		Total Fiscal YTD	Fiscal YTD % of Budget
Revenues					
Taxes and Franchise Fees	\$ 55,304,001	\$ 3,597,216		\$ 6,804,197	12.3%
Licenses and Permits	4,370,300	399,063		843,400	19.3%
Intergovernmental/Contributions	575,000	6,869		6,869	1.2%
Charges for Services	4,130,160	155,916		254,885	6.2%
Fines and Forfeitures	1,401,000	57,286		120,024	8.6%
Interest Income	250,000	1,346		3,288	1.3%
Parks and Recreation	1,260,000	23,632		44,690	3.5%
Das Rec	2,547,000	136,739		262,567	10.3%
Miscellaneous	2,348,798	13,662		62,116	2.6%
Interfund Transfers	908,917	-		-	0.0%
Total General Fund Revenues	\$ 73,095,176	\$ 4,391,729		\$ 8,402,036	11.5%

	Current Total Budget	Period Activity November	Expenditures YTD	Encumbrances YTD	Total Fiscal YTD Expenditures and Encumbrances	Total Fiscal YTD Committed as % of Budget
Expenditures						
City Secretary	\$ 348,667	\$ 12,542	\$ 20,230	\$ -	\$ 20,230	5.8%
City Council	35,350	1,096	2,576	-	2,576	7.3%
City Attorney	930,031	46,029	72,468	234,526	306,994	33.0%
City Administration	888,349	61,523	99,817	-	99,817	11.2%
Human Resources	1,020,672	58,296	122,896	31,680	154,576	15.1%
Communication	486,048	31,114	49,492	-	49,492	10.2%
Finance	1,280,039	96,281	150,884		150,884	11.8%
Information Technology	2,129,852	103,731	346,731	65,676	412,407	19.4%
Economic Development	408,228	21,422	33,600	-	33,600	8.2%
Planning and Development Services	3,587,541	247,774	373,139	404,355	777,494	21.7%
Police	19,809,905	1,373,219	2,237,442	319,284	2,556,726	12.9%
Municipal Court	751,242	47,839	78,222	-	78,222	10.4%
Fire	19,517,418	1,547,298	2,440,012	593,975	3,033,987	15.5%
Public Works	7,888,471	449,225	666,133	1,065,295	1,731,428	21.9%
Parks	5,498,471	348,865	484,453	320,308	804,761	14.6%
Das Rec	2,652,942	146,524	211,164	162,025	373,189	14.1%
Library	2,366,255	143,444	225,923	40,051	265,974	11.2%
Non-Departmental	3,811,145	11,554	20,243	564,856	585,099	15.4%
Total General Fund Expenditures	\$ 73,410,626	\$ 4,747,776	\$ 7,635,425	\$ 3,802,031	\$ 11,437,456	15.6%

Airport Fund

	Current Total Budget	Period Activity November			Total Fiscal YTD	Fiscal YTD % of Budget
Revenues						
Charges for Services	\$ 2,897,720	\$ 186,361			\$ 367,808	12.7%
Intergovernmental	50,000	-			-	0.0%
Interfund Transfer	99,910	-			-	0.0%
Total Airport Revenues	\$ 3,047,630	\$ 186,361			\$ 367,808	12.1%

	Current Total Budget	Period Activity November	Expenditures YTD	Encumbrances YTD	Total Fiscal YTD Expenditures and Encumbrances	Total Fiscal YTD Committed as % of Budget
Expenditures						
Employee Expenses	\$ 640,040	\$ 43,529	\$ 68,443	\$ 4,291	\$ 72,734	11.4%
Operation Expenses	1,810,400	97,617	152,617	48,037	200,654	11.1%
Interfund Transfer	562,375	-	-	-	-	0.0%
Total Airport Fund Expenditures	\$ 3,012,815	\$ 141,146	\$ 221,060	\$ 52,328	\$ 273,388	9.1%

Solid Waste Fund

	Current Total Budget	Period Activity November			Total Fiscal YTD	Fiscal YTD % of Budget
Revenues						
Charges for Services	\$ 10,262,907	\$ 890,021			\$ 1,718,632	16.7%
Licenses & Permits	25,000	-			-	0.0%
Intergovernmental	-	-			5,544	0.0%
Miscellaneous	99,500	2,108			4,023	4.0%
Interest Income	30,000	270			572	1.9%
Total Solid Waste Fund Revenues	\$ 10,417,407	\$ 892,399			\$ 1,728,771	16.6%

	Current Total Budget	Period Activity November	Expenditures YTD	Encumbrances YTD	Total Fiscal YTD Expenditures and Encumbrances	Total Fiscal YTD Committed as % of Budget
Expenditures						
Employee Expenses	\$ 4,123,416	\$ 296,140	\$ 459,212	\$ -	\$ 459,212	11.1%
Operation Expenses	4,145,007	214,566	255,605	2,235,894	2,491,499	60.1%
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	\$ 510,706	\$ 714,817	\$ 2,279,042	\$ 2,993,859	28.2%

Golf Fund

	Current Total Budget	Period Activity November		Total Fiscal YTD	Fiscal YTD % of Budget
Revenues					
Charges for Services	\$ 1,644,421	\$ 152,596		\$ 307,510	18.7%
Miscellaneous	35,000	2,462		1,499	4.3%
Total Golf Fund Revenues	\$ 1,679,421	\$ 155,058		\$ 309,009	18.4%

	Current Total Budget	Period Activity November	Expenditures YTD	Encumbrances YTD	Total Fiscal YTD Expenditures and Encumbrances	Total Fiscal YTD Committed as % of Budget
Expenditures						
Employee Expenses	\$ 821,268	\$ 56,309	\$ 89,319	\$ -	\$ 89,319	10.9%
Operation Expenses	484,200	41,555	47,110	209,622	256,732	53.0%
Capital Expenses	426,000	-	-	424,336	424,336	99.6%
Interfund Transfer	69,364	-	-	-	-	0.0%
Total Golf Fund Expenditures	\$ 1,800,832	\$ 97,864	\$ 136,429	\$ 633,958	\$ 770,387	42.8%

Civic/Convention Center Fund

	Current Total Budget	Period Activity November		Total Fiscal YTD	Fiscal YTD % of Budget
Revenues					
Charges for Services	\$ 419,000	\$ 32,060		\$ 57,189	13.6%
Interfund Transfers	376,016	-		-	0.0%
Total Civic/Convention Center Fund Revenues	\$ 795,016	\$ 32,060		\$ 57,189	7.2%

	Current Total Budget	Period Activity November	Expenditures YTD	Encumbrances YTD	Total Fiscal YTD Expenditures and Encumbrances	Total Fiscal YTD Committed as % of Budget
Expenditures*						
Employee Expenses	\$ 505,596	\$ 36,546	\$ 57,502	\$ -	\$ 57,502	11.4%
Operation Expenses	251,528	12,444	16,589	23,520	40,109	15.9%
Interfund Transfer	37,856	-	-	-	-	0.0%
Total Civic/Convention Center Fund Expenditures	\$ 794,980	\$ 48,990	\$ 74,091	\$ 23,520	\$ 97,611	12.3%

*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 November 30, 2020

Revenues

Expenditures

	Revenues				Expenditures					
	Current Total Budget	Period Activity November	Total Fiscal YTD	Fiscal YTD % of budget	Current Total Budget	Period Activity November	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	\$ 1,277,488	\$ 1,516,197	6.7%	\$ 23,022,591	\$ -	\$ 342,562	\$ -	\$ 342,562	1.5%
Self Insurance Fund	\$ 6,810,615	\$ 452,708	\$ 1,012,261	14.9%	\$ 7,125,000	\$ 385,132	\$ 697,737	\$ 86,636	\$ 784,373	11.0%
<u>Special Revenue Funds</u>										
CDBG Fund	\$ 455,613	\$ 153,983	\$ 154,258	33.9%	\$ 455,613	\$ 5,600	\$ 5,600	\$ 338,073	\$ 343,673	75.4%
Grant Fund	\$ 4,118,181	\$ 18,099	\$ 30,010	0.7%	\$ 4,243,663	\$ 4,043	\$ 4,043	\$ 79,544	\$ 83,587	2.0%
Special Revenue Fund	\$ 200,000	\$ 48,971	\$ 99,296	49.6%	\$ 450,000	\$ 38,992	\$ 40,168	\$ 42,630	\$ 82,798	18.4%
River Activities Fund	\$ 1,171,135	\$ 5,606	\$ 10,259	0.9%	\$ 1,321,135	\$ 12,385	\$ 20,604	\$ 159,467	\$ 180,071	13.6%
Court Security Fund	\$ 30,000	\$ 1,872	\$ 3,921	13.1%	\$ 28,000	\$ 2,476	\$ 3,962	\$ -	\$ 3,962	14.2%
Judicial Efficiency Fund	\$ 6,000	\$ 248	\$ 563	9.4%	\$ 7,000	\$ -	\$ -	\$ -	\$ -	0.0%
Court Technology Fund	\$ 30,000	\$ 1,649	\$ 3,415	11.4%	\$ 42,000	\$ 647	\$ 1,155	\$ 18,133	\$ 19,288	45.9%
Child Safety Fund	\$ 152,000	\$ 1,347	\$ 2,714	1.8%	\$ 197,000	\$ 9,618	\$ 19,236	\$ 142,916	\$ 162,152	82.3%
Stormwater Development Fund	\$ 80,000	\$ 3,000	\$ 5,400	6.8%	\$ 100,000	\$ -	\$ -	\$ 33,273	\$ 33,273	33.3%
Truancy Fund Revenues	\$ 50,000	\$ 2,136	\$ 4,411	8.8%	\$ 46,950	\$ 3,655	\$ 5,856	\$ -	\$ 5,856	12.5%

Revenues
Expenditures

	Current Total Budget	Period Activity November	Total Fiscal YTD	Fiscal YTD % of budget		Current Total Budget	Period Activity November	Total Fiscal YTD Expenditures	Total Fiscal YTD Encumbrances	Total Fiscal YTD Expenditures and Encumbrances	Total Fiscal YTD Committed as % of Budget
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Special Revenue Funds - continued

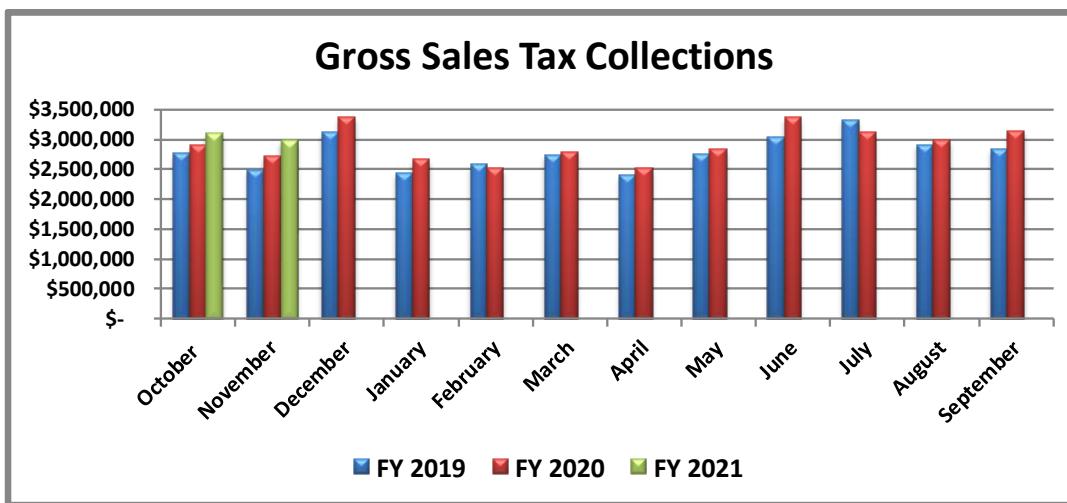
Cable Franchise Fund (PEG)	\$ 182,500	\$ -	\$ -	0.0%	\$ 125,000	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Equipment Replacement Fund	\$ 727,500	\$ 98	\$ 208	0.0%	\$ 884,280	\$ -	\$ -	\$ 112,654	\$ 112,654	\$ 112,654	12.7%
Federal Court Awards Fund	\$ -	\$ -	\$ -	0.0%	\$ 30,000	\$ 140	\$ 140	\$ -	\$ 140	\$ 140	0.5%
Non-Federal Court Awards Fund	\$ -	\$ -	\$ -	0.0%	\$ 68,000	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Enterprise Maintenance and Equipment Replacement Fund	\$ 1,158,390	\$ 499	\$ 1,058	0.1%	\$ 1,256,500	\$ -	\$ -	\$ 903,672	\$ 903,672	\$ 903,672	71.9%
Fire Apparatus Replacement Maintenance Fund	\$ 265,000	\$ 3,561	\$ 3,561	1.3%	\$ 183,703	\$ 74,991	\$ 75,191	\$ 31,759	\$ 106,950	\$ 106,950	58.2%
Edwards Aquifer Habitat Conservation Plan Fund	\$ 1,289,148	\$ -	\$ 79,574	6.2%	\$ 1,289,148	\$ 20,791	\$ 28,902	\$ 278,349	\$ 307,251	\$ 307,251	23.8%
Faust Library Fund	\$ -	\$ -	\$ 127	0.0%	\$ 1,860	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Rec Center Improvements & Op Revenues Fund	\$ 150	\$ 19	\$ 19	12.7%	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Development Services Fund	\$ 922,000	\$ 95,820	\$ 217,218	23.6%	\$ 1,102,766	\$ 36,913	\$ 65,392	\$ 99,291	\$ 164,683	\$ 164,683	14.9%
Cemetery Improvements Fund	\$ 5,000	\$ 4,685	\$ 10,211	204.2%	\$ 188,000	\$ 2,274	\$ 3,064	\$ 4,000	\$ 7,064	\$ 7,064	3.8%
Hotel/Motel Tax Fund *	\$ 3,415,000	\$ 210,031	\$ 185,181	5.4%	\$ 3,458,391	\$ 22,435	\$ 21,540	\$ 221,409	\$ 242,949	\$ 242,949	7.0%

* Driven by End-of-Year accrual entries.

ECONOMIC DATA

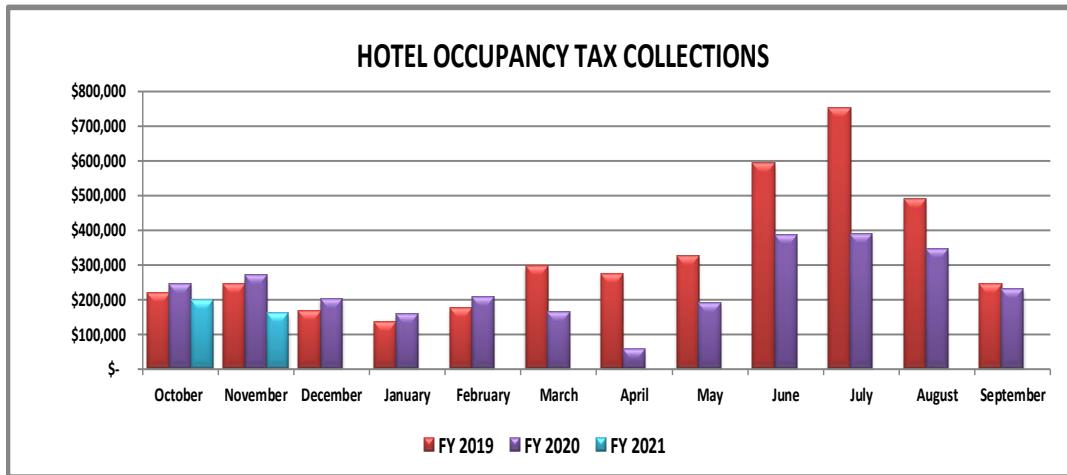
Total Sales Tax Collections – General Fund and NBEDC

Sales tax is received approximately six weeks after the month has ended. The graph below includes the November 2020 sales tax payment. The November 2020 payment was up 9.6% when compared to November of the previous fiscal year, and up 8.0% fiscal year to date.



Hotel/Motel Tax Collection

As shown in the graph below, November Hotel/Motel collections were down 40.5% when compared to November of last fiscal year and down 30.3% 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. The largest decrease was in the hotel sector. However, all property types experienced a decrease compared to November of last year. This could be related to the cancellation of Wurstfest which was scheduled in November. 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 1/4/2021

Infrastructure		Quality of Life		Growth and Development			Public Safety						
Funding Source	Project	Sub-project & Limits	Description	Budget		Professional Services		ROW Expensed	Construction Expensed	Total Remaining	Status	Overall Completion	
				Budget	Expensed	Expensed	Remaining						
2013 Bond	Citywide Streets			\$ 10,000,000	\$ 919,163	N/A	\$ 8,646,593	\$ 434,244					96%
		<i>Union Avenue (Common Street to Austin)</i>	Project moved to 2019 Bond Year 3.		\$ 53,415	N/A	\$ -						<i>Bid Phase</i>
		<i>San Antonio (Spur to Krueger)</i>	Road construction work underway.		\$ 143,126	N/A	\$ 961,210						<i>Construction Phase</i>
2013 Bond	Klein Road Phase 1	FM 1044 to Walnut Avenue	Drainage and roadway work ongoing on all phases.	\$ 10,607,000	\$ 1,433,481	\$ 757,204	\$ 6,424,750	\$ 1,991,565					<i>Construction Phase</i>
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	Roadwork on Morningside.	\$ 16,364,000	\$ 2,141,204	\$ 1,523,292	\$ 7,588,238	\$ 5,111,266					<i>Construction Phase</i>
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					<i>Project Closeout</i>
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					<i>Project Closeout</i>
2013 Bond	Panther Canyon		Vegetation plan underway.	\$ 424,000	\$ 91,707	N/A	\$ 168,870.00	\$ 163,423					<i>Construction Phase</i>
2013 Bond	Wood Road/Landa Street		Design of localized improvements pending funding.	\$ 2,111,341	\$ 884,035	N/A	\$ -	\$ 1,227,306					<i>Design Phase</i>
2019 Bond	Citywide Streets			\$ 15,000,000	\$ 983,614	N/A	\$ 2,504,992	\$ 11,511,395					23%
		<i>San Antonio Street (Spur to Krueger Avenue)</i>	Roadwork underway.		\$ 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>	Project moved to future year.		\$ 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>	Bid Awarded- work to be done over the summer.		\$ 160,284	N/A	\$ -						<i>Construction Phase</i>
		<i>Lakeview Boulevard</i>	Expect work to begin January 4th.		\$ 155,236	N/A	\$ -						<i>Construction Phase</i>
		<i>Union Avenue</i>	Ready for bid. Anticipate release for bid in December.		\$ 360	N/A	\$ -						<i>Bid Phase</i>
		<i>Comal Avenue</i>	Bid released; proposals due 1/20		\$ 33,810	N/A	\$ -						<i>Bid Phase</i>
		<i>County Line Road</i>	Project slated for Year 3.		\$ 58,888	N/A	\$ -						<i>On Hold</i>
		<i>Peach/Plum/Grape</i>	Project slated for Year 3.		\$ 63,605	N/A	\$ -						<i>On Hold</i>
		<i>Central Avenue</i>	Project awarded-work to begin after Grant & South Street projects completed.		\$ 13,950	N/A	\$ -						<i>Construction Phase</i>
		<i>Grant Street</i>	Work has begun.		\$ 13,950	N/A	\$ -						<i>Construction Phase</i>
		<i>South Street</i>	Project Awarded- Work to begin after Grant project completed.		\$ 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. Offers in progress.	\$ 13,000,800	\$ 1,203,490	N/A	\$ -	\$ 11,797,310					<i>Design Phase</i>
													9%

CAPITAL PROJECT STATUS as of 1/4/2021

Infrastructure		Quality of Life		Growth and Development		Public Safety							
Funding Source	Project	Sub-project & Limits		Description	Budget	Professional Services		ROW Expensed	Construction Expensed	Total Remaining	Status	Overall Completion	
						Expensed	Expensed						
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	\$ 1,509,647	\$ 3,607		Construction Phase	100%	
RIF	FM 1863 Extension PER	Hwy 46 to Veramendi Subdivision		Plat work completed and recorded.	\$ 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	\$ 95,997	N/A	\$ -	\$ 152,634		Design Phase	0%	
TxDot	Airport Detention Pond			Design complete. Submitted for permitting.	\$ -	\$ -	N/A	\$ -	\$ -		Design Phase	0%	
NBEDC	Elizabeth Street Parking Realignment			Contract awarded. Kickoff mid-January.	\$ 162,000	\$ 119,898	N/A	\$ -	\$ 42,102		Construction Phase	74%	
RIF	Saengerhalle/Mary Intersection	Hwy 46		Design underway.	\$ 47,905	\$ 21,245	N/A	\$ -	\$ -		Design Phase	0%	
RIF	Water Way Lane			Design underway.	\$ 86,495	\$ 15,766	N/A	\$ -	\$ -		Design Phase	0%	
								N/A	\$ -				
RIF	Old FM 306 /Common Intersection			Preliminary Engineering Reports (PER) Underway.	\$ 47,125	\$ 17,964					Design Phase	0%	
RIF	FM 1044/ Klein intersection			Design underway; 60% reviewed.	\$ 46,100	\$ 31,282	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	\$ 1,210,887	N/A	\$ 175,674	\$ 24,398,359		Design Phase	5%	
2013, 2019 Bonds & Grant	All Abilities Park Enhancements			Contract for Fischer underway.	\$ 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 & Seguine 4A	CTTC HVAC replacement			Project closeout in progress.	\$ 250,000	\$ -	N/A	\$ -	\$ 250,000		Project Closeout	100%	
2019 Bond	Westside Community Library Center			Preparing bid documents and reviewing permit comments.	\$ 5,525,340	\$ 454,742	N/A	\$ -	\$ 5,070,598		Bid Phase	8%	
Park Improvement Fees	Mission Hills Park			Design plan underway.	\$ 23,500	\$ -	N/A	\$ -	\$ 23,500		Design Phase	0%	
NBEDC & MPO	Dry Comal Creek			On hold.		TBD	\$ -	N/A	\$ -	\$ -	On Hold	0%	
2019 Bond	Fire Station #2			Site prep underway.	\$ 7,367,500	\$ 547,064	N/A	\$ 50,350	\$ 6,770,086		Construction Phase	8%	
2019 Bond	Fire Station #3			Construction underway.	\$ 6,736,000	\$ 414,262	N/A	\$ 271,171	\$ 6,050,566		Construction Phase	10%	
Creekside TIRZ	Firestation #7			Master plan scope in progress. Development phase complete.	\$ 2,928,000	\$ 327,231	N/A	\$ 271,171	\$ 2,329,598		Design Phase	20%	
2019 Bond	Police Department Facility/Veterans Memorial			Contract awarded. Groundbreaking mid January.	\$ 36,311,250	\$ 1,489,135	\$ 1,793,831	\$ 12,200	\$ 33,016,085		Construction Phase	9%	

RIF = Roadway Impact Fees

CofO = Certificates of Obligation

NBEDC = New Braunfels Economic Development Corporation

VACANT POSITIONS REPORT

as of 1/5/21

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	-		
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	3.00	Firefighter - New hires to start on 1/25 (there will be 3 vacancies once 2 FF's promote to Engineer on 1/9 &
	<i>Total FTE</i>	138.00	4.00	
GOLF FUND	14.00	2.00	Maintenance Worker - Currently posted	
		0.50	Golf Assistant PTR (2 @ 20hrs) - Pending posting approval	
HUMAN RESOURCES	9.00	1.00	HR and Risk Management Coordinator - Applicant starting 1/25	
INFORMATION TECHNOLOGY	14.00	1.00	Service Desk Technician - Currently posted	
		1.00	Network Administrator - Pending posting	
LIBRARY	27.50			
		1.00	Assistant Library Director - Not approved to hire - hiring freeze	
		1.00	Librarian 1/11/11 - 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	Court Operations Supervisor - One of the Senior Deputy Court Clerk FTE's was reclassified to this position - pending posting	
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	-	
	<i>Total FTE</i>	39.00	3.00	

VACANT POSITIONS REPORT

as of 1/5/21 (Cont'd)

Department	FY2021 # Authorized Positions	# Vacant Positions (FTE)	Notes
POLICE			
Administration	14.00	1.00	Police Officer - Entry levele test pending posting
Support Services	28.50	1.00	Police Chief - Interim Chief hired until position filled
Patrol	98.00	-	Emergency Dispatcher - Applicant identified - starting as a temp
Criminal Investigation	33.50	3.00	Police Officer - Entry levele test pending posting
Total FTE	174.00	6.00	
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) - Hiring Freeze - Not approved to post
Operations	26.00	1.00	Urban Forester - Hiring Freeze - Not approved to post
Das Rec - Full Time	12.00	2.00	Maintenance Worker - Hiring Freeze - Not approved to post
Das Rec - Part Time	89.75	1.00	Equipment Operator I - Hiring Freeze - Not approved to post
		1.00	Assistant Aquatics Supervisor - Hiring Freeze - Not approved to post
		1.00	Assistant Manager - Hiring Freeze - Not approved to post
		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 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
		2.00	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
Total FTE	149.00	44.75	
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	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	73.00
City-wide Staffing Level	90.36%	