



FINANCE DEPARTMENT

FY 2022 March Financial Report

June 10, 2022

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 **March**, with 50% 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 5/23/22, a current (FY 2022 authorized totals) Vacant Positions Report as of 5/25/22, an FY 2022 Funded Resource Request Status update for Quarter 1, 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 2022 Operating Budget and Plan of Municipal Services, and the Annual Comprehensive Financial Report. All of these documents, as well as other financial information produced by the Finance Department, can be found on the City website.



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General Fund Revenues

As of March 31, General Fund revenues total \$50.9 million or 64.1% of total budgeted revenue. \$2.8 million was received during the month of March. The majority of the amount received in March came from sales tax while the majority of YTD revenue was generated from property taxes. January – March are the primary collection months for property taxes. Sales tax and property tax are the two largest sources of revenue for the General Fund, totaling 70.7% of all budgeted revenue.

License and Permit revenue collections through the month of February were greater than budget at \$3.3 million (64.3%). Fines and Forfeiture revenue are below budget with collections at 36.8% (\$516,000) of the budgeted totals. Charges for Services totals \$1.6 million (37.7%). This particular revenue is driven mainly by Ambulance Revenue Fees which are impacted by seasonality and one-time payments. Parks and Recreation revenue (net of Das Rec) totals \$277,000 through the month of March – 17.9% of budgeted revenue, which is below budget. Parks revenues are seasonal in nature. Das Rec revenue is greater than budget at \$1.4 million (61.5%) and continues to exceed its goal of 95% cost recovery.

General Fund Expenditures

As of March 31, General Fund expenditures and encumbrances total \$45.1 million or 49.8% 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 March, 46.3% 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 63.7% committed, reflecting encumbrances issued for one-time expenditures and/or annual contracts approved by City Council. The capital expense category is over budget at 79.7%, due primarily to encumbrances for 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	\$62,991,867	\$ 4,617,630	\$ 27,577,737	\$ 118,141	\$ 27,695,878	44.0%
Operating Expenses	17,864,441	1,928,317	6,887,237	4,492,433	11,379,670	63.7%
Capital Expenses	3,912,932	212,012	1,628,751	1,489,043	3,117,793	79.7%
Debt Service	156,440	-	79,171	-	79,171	50.6%
Interfund Transfers	5,623,910	1,303,478	2,900,101	-	2,900,101	51.6%
Contingencies	160,000	-	-	-	-	0.0%
Total	\$90,709,590	\$ 8,061,436	\$ 39,072,996	\$ 6,099,617	\$ 45,172,613	49.8%

Enterprise Funds

Airport Fund – Revenues through the month of March total \$1.9 million or 57.4% of total budgeted revenues, which is greater than budget. The majority of these revenues are from fuel sales. Fuel sales (gallons) for the month of March increased 15.8% compared to March of last year. Expenditures and encumbrances total \$1.9 million or 56.1% of budget, which is also greater than budget due to purchase orders issued for fuel and capital expenditures. Airport employee expenditures are at 44.5% of budget, which is less than budget due to vacancies. The operating allocation is greater than budget at 64.9%, due to purchase orders issued for fuel that are not yet paid. Capital expenses are at 64.1% of budget due to purchase orders issued for the budgeted purchases of mowers, tractors, and a shredder.

Solid Waste Fund – Revenues through the month of March total \$5.7 million or 53.0% of total budgeted revenues which is greater than budget. Solid Waste expenditures and encumbrances total \$6.8 million or 57.7% of budget, which is greater than budget due to purchase orders issued at the beginning of the new fiscal year. Employee expenditures are less than budget at 44.8% due to vacancies. Operating expenditures are over budget (67.2%), due to the above-mentioned purchase orders issued for refuse disposal and refuse containers, that are not yet paid. Capital expenses are at 100% of budget due to purchase orders issued for the budgeted purchases of 3 side load collection trucks.

Golf Course Fund – Revenues through the month of March total \$942,000 or 49.5% of total budgeted revenues, which is slightly below budget. Revenue for the month of March was up 1.53% compared to March of last year. Rounds of golf played increased 1.48% from the same month last year (4,870 rounds played), with 15 tournaments hosted. Operating expenditures are at 80.2% of budget – which is over budget due to purchase orders issued for merchandise that are not yet paid. Capital Expenses are at 92.6% of budget reflecting purchase orders issued for the budgeted purchases of mowers and utility vehicles. Employee expenditures are less than budget at 43.1% due to vacancies.

Civic/Convention Center Fund – Charges for Services revenues through the month of March total \$205,000 or 44.2%, which is below budget. Expenditures and encumbrances in the fund total \$356,000 or 42.9%, which is also below budget due to employee vacancies.

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 March 31, 2022.

Roadway Impact Fees	Revenues (Inception to Date)	Expenditures and Encumbrances (Inception to Date)	Balance
Service Area 1	\$ 2,159,111	\$ 1,001,098	\$ 1,158,013.19
Service Area 2	352,159	246,720	\$ 105,438.95
Service Area 3	8,491,769	5,420,761	\$ 3,071,007.71
Service Area 4	1,103,969	24,020	\$ 1,079,949.00
Service Area 5	8,221,876	6,030,197	\$ 2,191,679.17
Service Area 6	5,073,425	2,036,210	\$ 3,037,214.92
Veramendi Traffic Impact Fees	1,587,930	1,480,927	\$ 107,003.37
Total	\$ 26,990,239	\$ 16,239,932	\$ 10,750,306

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 March 31, 2022.

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	\$ 1,471,197	\$ 151,430	\$ 1,319,767	\$ 545,012	\$ 774,755.68
PARK DISTRICT 2	3,677,185	-	3,677,185	1,901,560	\$ 1,775,625.18
PARK DISTRICT 3	2,032,714	106,273	1,926,441	1,167,654	\$ 758,786.79
PARK DISTRICT 4	786,779	229,531	557,248	50,400	\$ 506,847.70
Total	\$ 7,967,876	\$ 487,235	\$ 7,480,641	\$ 3,664,626	\$ 3,816,015



FINANCE DEPARTMENT

City of New Braunfels
Monthly Financial Summaries
As of March 31, 2022

General Fund

	Current Total Budget	Period Activity March		Total Fiscal YTD	Fiscal YTD % of Budget
Revenues					
Taxes and Franchise Fees	\$ 60,326,505	\$ 1,487,964		\$ 42,643,712	70.7%
Licenses and Permits	5,205,530	720,085		3,346,279	64.3%
Intergovernmental/Contributions	650,000	82,372		257,525	39.6%
Charges for Services	4,312,186	(126,992)		1,624,203	37.7%
Fines and Forfeitures	1,401,000	117,665		516,178	36.8%
Interest Income	50,000	8,565		20,606	41.2%
Parks and Recreation	1,552,890	77,104		277,267	17.9%
Das Rec	2,343,000	255,607		1,441,727	61.5%
Miscellaneous	2,536,250	32,738		284,119	11.2%
Interfund Transfers	997,760	206,940		483,880	48.5%
Total General Fund Revenues	\$ 79,375,121	\$ 2,862,048		\$ 50,895,497	64.1%

	Current Total Budget	Period Activity March	Expenditures YTD	Encumbrances YTD	Total Fiscal YTD Expenditures and Encumbrances	Total Fiscal YTD Committed as % of Budget
Expenditures						
City Secretary	\$ 472,884	\$ 32,207	\$ 166,380	\$ 6,639	\$ 173,019	36.6%
City Council	36,200	2,501	17,536	-	17,536	48.4%
City Attorney	1,009,434	119,973	493,737	345,417	839,154	83.1%
City Administration	961,873	73,239	449,903	-	449,903	46.8%
Human Resources	1,143,455	89,108	503,047	60,983	564,030	49.3%
Communication	572,664	35,546	264,243	-	264,243	46.1%
Finance	1,496,547	88,382	551,112	81,999	633,111	42.3%
Information Technology	2,889,349	166,841	1,060,274	122,612	1,182,886	40.9%
Economic Development	601,491	36,335	174,481	10,337	184,818	30.7%
Planning and Development Services	3,816,933	293,156	1,740,289	208,376	1,948,665	51.1%
Police	23,202,084	2,265,519	10,390,566	920,514	11,311,079	48.8%
Municipal Court	838,059	63,014	394,262	-	394,262	47.0%
Fire	22,698,789	1,752,950	10,469,022	1,161,287	11,630,308	51.2%
Public Works	10,554,018	710,214	3,908,048	1,676,582	5,584,630	52.9%
Parks	7,159,848	684,203	3,502,337	869,117	4,371,454	61.1%
Das Rec	2,720,194	-	-	-	-	0.0%
Library	2,756,358	193,565	1,020,338	28,031	1,048,369	38.0%
Non-Departmental	7,779,410	1,454,683	3,967,423	607,725	4,575,148	58.8%
Total General Fund Expenditures	\$ 90,709,590	\$ 8,061,436	\$ 39,072,996	\$ 6,099,617	\$ 45,172,614	49.8%

Airport Fund

	Current Total Budget	Period Activity March				Total Fiscal YTD	Fiscal YTD % of Budget
Revenues							
Charges for Services	\$ 2,849,500	\$ 237,178				\$ 1,644,656	57.7%
Intergovernmental	190,000	-				-	0.0%
Interfund Transfer	349,910	-				299,955	85.7%
Interest Income	-	-				-	0.0%
Total Airport Revenues	\$ 3,389,410	\$ 237,178				\$ 1,944,611	57.4%

	Current Total Budget	Period Activity March	Expenditures YTD	Encumbrances YTD	Total Fiscal YTD Expenditures and Encumbrances	Total Fiscal YTD Committed as % of Budget
Expenditures						
Employee Expenses	\$ 721,376	\$ 53,361	\$ 317,141	\$ 3,608	\$ 320,749	44.5%
Operation Expenses	1,756,640	162,114	1,135,587	4,328	1,139,915	64.9%
Capital Expenses	320,000	-	5,852	199,315	205,168	64.1%
Debt Service	128,954	-	-	-	-	0.0%
Interfund Transfer	371,781	-	185,891	-	185,891	50.0%
Total Airport Fund Expenditures	\$ 3,298,751	\$ 215,475	\$ 1,644,471	\$ 207,251	\$ 1,851,722	56.1%

Solid Waste Fund

	Current Total Budget	Period Activity March			Total Fiscal YTD	Fiscal YTD % of Budget
Revenues						
Charges for Services	\$ 10,630,829	\$ 861,335			\$ 5,448,867	51.3%
Licenses & Permits	25,000	-			35,000	140.0%
Intergovernmental	-	-			-	0.0%
Miscellaneous	75,000	19,128			205,830	274.4%
Interest Income	2,500	129			811	32.4%
Total Solid Waste Fund Revenues	\$ 10,733,329	\$ 880,592			\$ 5,690,508	53.0%

	Current Total Budget	Period Activity March	Expenditures YTD	Encumbrances YTD	Total Fiscal YTD Expenditures and Encumbrances	Total Fiscal YTD Committed as % of Budget
Expenditures						
Employee Expenses	\$ 4,401,526	\$ 311,884	\$ 1,941,534	\$ 29,123	\$ 1,970,657	44.8%
Operation Expenses	4,334,365	148,337	1,574,721	1,336,382	2,911,103	67.2%
Capital Expenses	956,283	-	(315)	956,283	955,968	100.0%
Interfund Transfer	2,157,175	-	1,003,587	-	1,003,587	46.5%
Total Solid Waste Fund Expenditures	\$ 11,849,349	\$ 460,220	\$ 4,519,527	\$ 2,321,788	\$ 6,841,315	57.7%

Golf Fund

	Current Total Budget	Period Activity March			Total Fiscal YTD	Fiscal YTD % of Budget
Revenues						
Charges for Services	\$ 1,870,000	\$ 117,163			\$ 925,878	49.5%
Miscellaneous	35,000	4,166			16,542	47.3%
Total Golf Fund Revenues	\$ 1,905,000	\$ 121,329			\$ 942,420	49.5%

	Current Total Budget	Period Activity March	Expenditures YTD	Encumbrances YTD	Total Fiscal YTD Expenditures and Encumbrances	Total Fiscal YTD Committed as % of Budget
Expenditures						
Employee Expenses	\$ 897,687	\$ 64,046	\$ 382,976	\$ 3,621	\$ 386,598	43.1%
Operation Expenses	494,200	26,591	318,403	77,747	396,150	80.2%
Capital Expenses	404,798	2,806	38,237	336,560	374,798	92.6%
Interfund Transfer	184,781	-	92,391	-	92,391	50.0%
Total Golf Fund Expenditures	\$ 1,981,466	\$ 93,443	\$ 832,007	\$ 417,929	\$ 1,249,936	63.1%

Civic/Convention Center Fund

	Current Total Budget	Period Activity March			Total Fiscal YTD	Fiscal YTD % of Budget
Revenues						
Charges for Services	\$ 465,000	\$ 32,543			\$ 205,394	44.2%
Interfund Transfers	412,463	-			-	0.0%
Miscellaneous	125	11			718	574.5%
Total Civic/Convention Center Fund Revenues	\$ 877,588	\$ 32,554			\$ 206,112	23.5%

	Current Total Budget	Period Activity March	Expenditures YTD	Encumbrances YTD	Total Fiscal YTD Expenditures and Encumbrances	Total Fiscal YTD Committed as % of Budget
Expenditures*						
Employee Expenses	\$ 536,569	\$ 35,281	\$ 198,159	\$ -	\$ 198,159	36.9%
Operation Expenses	257,065	18,124	118,117	15,479	133,596	52.0%
Capital Expenses	-	-	6,427	-	6,427	0.0%
Interfund Transfer	35,178	-	17,589	-	17,589	50.0%
Total Civic/Convention Center Fund Expenditures	\$ 828,812	\$ 53,405	\$ 340,293	\$ 15,479	\$ 355,772	42.9%

*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 March 31, 2022

Revenues

Expenditures

	Revenues				Expenditures						
	Current Total Budget	Period Activity March	Total Fiscal YTD	Fiscal YTD % of budget	Current Total Budget	Period Activity March	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 **	\$ 25,215,558	\$ 828,166	\$ 22,534,634	89.4%	\$ 25,033,058	\$ -	\$ 19,867,370	\$ -	\$ 19,867,370	79.4%	
Self Insurance Fund *	\$ 7,583,500	\$ 631,958	\$ 3,378,171	44.5%	\$ 7,500,000	\$ 629,941	\$ 3,126,397	\$ 46,112	\$ 3,172,509	42.3%	
<u>Special Revenue Funds</u>											
CDBG Fund	\$ 486,739	\$ 23,213	\$ 119,165	24.5%	\$ 486,739	\$ 40,483	\$ 63,633	\$ 321,343	\$ 384,976	79.1%	
Grant Fund	\$ 9,765,477	\$ 519	\$ 83,754	0.9%	\$ 14,793,547	\$ 16,469	\$ 37,920	\$ 269,522	\$ 307,441	2.1%	
Special Revenue Fund	\$ 200,000	\$ 2,824	\$ 80,410	40.2%	\$ 700,000	\$ 3,437	\$ 52,470	\$ 55,776	\$ 108,246	15.5%	
River Activities Fund	\$ 1,221,600	\$ 5,484	\$ 36,569	3.0%	\$ 1,236,685	\$ 41,615	\$ 110,463	\$ 20,169	\$ 130,632	10.6%	
Court Security Fund	\$ 30,000	\$ 3,099	\$ 16,742	55.8%	\$ 40,000	\$ 2,651	\$ 15,757	\$ -	\$ 15,757	39.4%	
Judicial Efficiency Fund	\$ 7,000	\$ 618	\$ 3,369	48.1%	\$ 13,500	\$ -	\$ -	\$ -	\$ -	0.0%	
Court Technology Fund	\$ 30,000	\$ 2,648	\$ 14,105	47.0%	\$ 75,000	\$ (2,147)	\$ 96	\$ 4,950	\$ 5,046	6.7%	
Child Safety Fund	\$ 151,000	\$ 129	\$ 7,073	4.7%	\$ 158,000	\$ 15,978	\$ 85,297	\$ 42,930	\$ 128,228	81.2%	
Stormwater Development Fund	\$ 80,000	\$ 5,666	\$ 98,666	123.3%	\$ 100,000	\$ -	\$ -	\$ 5,000	\$ 5,000	5.0%	
Truancy Fund	\$ 50,000	\$ 3,385	\$ 17,925	35.9%	\$ 45,000	\$ 3,920	\$ 23,776	\$ -	\$ 23,776	52.8%	

Revenues

Expenditures

	Current Total Budget	Period Activity March	Total Fiscal YTD	Fiscal YTD % of budget		Current Total Budget	Period Activity March	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	\$ -	\$ 51,664	28.3%	\$ 350,000	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Equipment Replacement Fund	\$ 3,626,500	\$ 886,740	\$ 1,820,017	50.2%	\$ 1,858,259	\$ 125,993	\$ 413,865	\$ 732,344	\$ 1,146,209	\$ 1,146,209	61.7%
Federal Court Awards Fund	\$ -	\$ -	\$ -	0.0%	\$ 84,000	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Non-Federal Court Awards Fund	\$ -	\$ 3,862	\$ 62,974	0.0%	\$ 120,000	\$ -	\$ 42,524	\$ 77,500	\$ 120,024	\$ 120,024	100.0%
Facilities Maintenance Fund	\$ 1,500,000	\$ 375,000	\$ 750,000	50.0%	\$ 300,000	\$ 5,714	\$ 5,714	\$ 43,286	\$ 49,000	\$ 49,000	16.3%
Enterprise Maintenance and Equipment Replacement Fund	\$ 1,137,943	\$ 324,699	\$ 583,541	51.3%	\$ 3,120,566	\$ 331,793	\$ 768,603	\$ 2,151,624	\$ 2,920,227	\$ 2,920,227	93.6%
Fire Apparatus Replacement Maintenance Fund	\$ 230,000	\$ (9,428)	\$ 45,439	19.8%	\$ 558,256	\$ 18,634	\$ 224,413	\$ 285,696	\$ 510,109	\$ 510,109	91.4%
Edwards Aquifer Habitat Conservation Plan Fund	\$ 868,593	\$ 46,802	\$ 312,223	35.9%	\$ 868,593	\$ 41,207	\$ 272,388	\$ 489,032	\$ 761,420	\$ 761,420	87.7%
Faust Library Fund	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Rec Center Improvements & Op Revenues Fund	\$ 100	\$ 2	\$ 12	12.0%	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Development Services Fund	\$ 1,145,000	\$ 198,186	\$ 788,869	68.9%	\$ 1,744,000	\$ 84,083	\$ 481,404	\$ 1,074,096	\$ 1,555,500	\$ 1,555,500	89.2%
Cemetery Improvements Fund	\$ 5,000	\$ 205	\$ 8,973	179.5%	\$ 188,000	\$ 12	\$ 3,059	\$ 2,548	\$ 5,607	\$ 5,607	3.0%
Hotel/Motel Tax Fund *	\$ 4,371,968	\$ 604,616	\$ 1,418,148	32.4%	\$ 4,321,262	\$ 190,645	\$ 1,916,310	\$ 88,154	\$ 2,004,464	\$ 2,004,464	46.4%

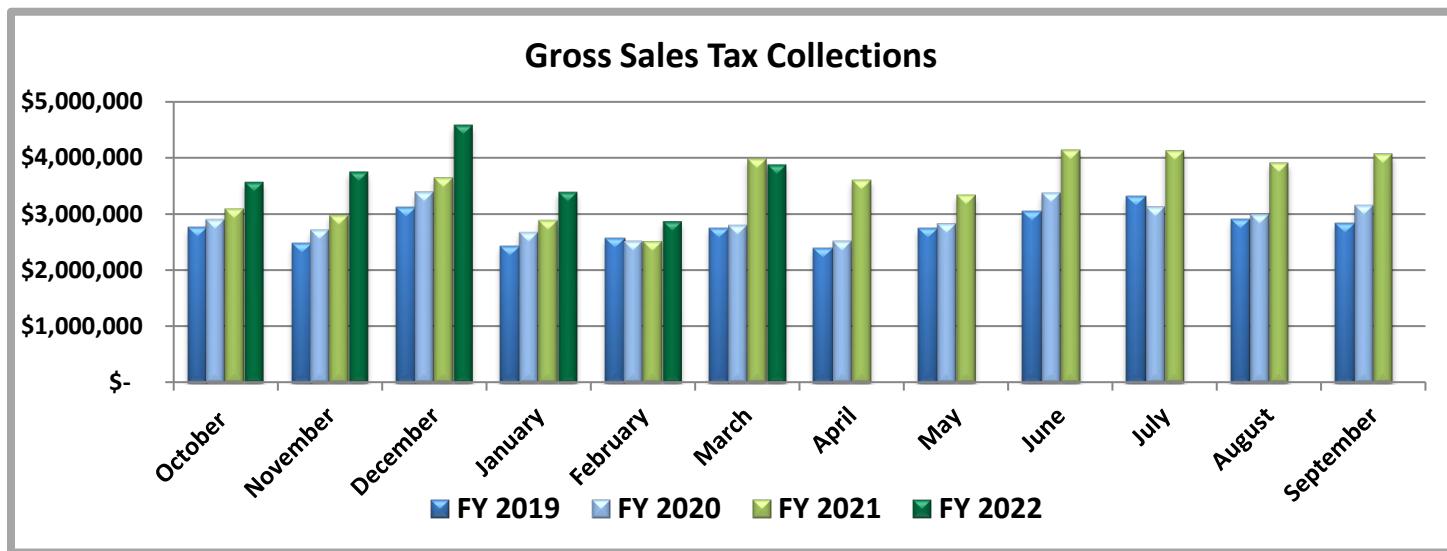
* Driven by End-of-Year accrual entries.

** Refunds owed were deducted from October property tax collections.

ECONOMIC DATA

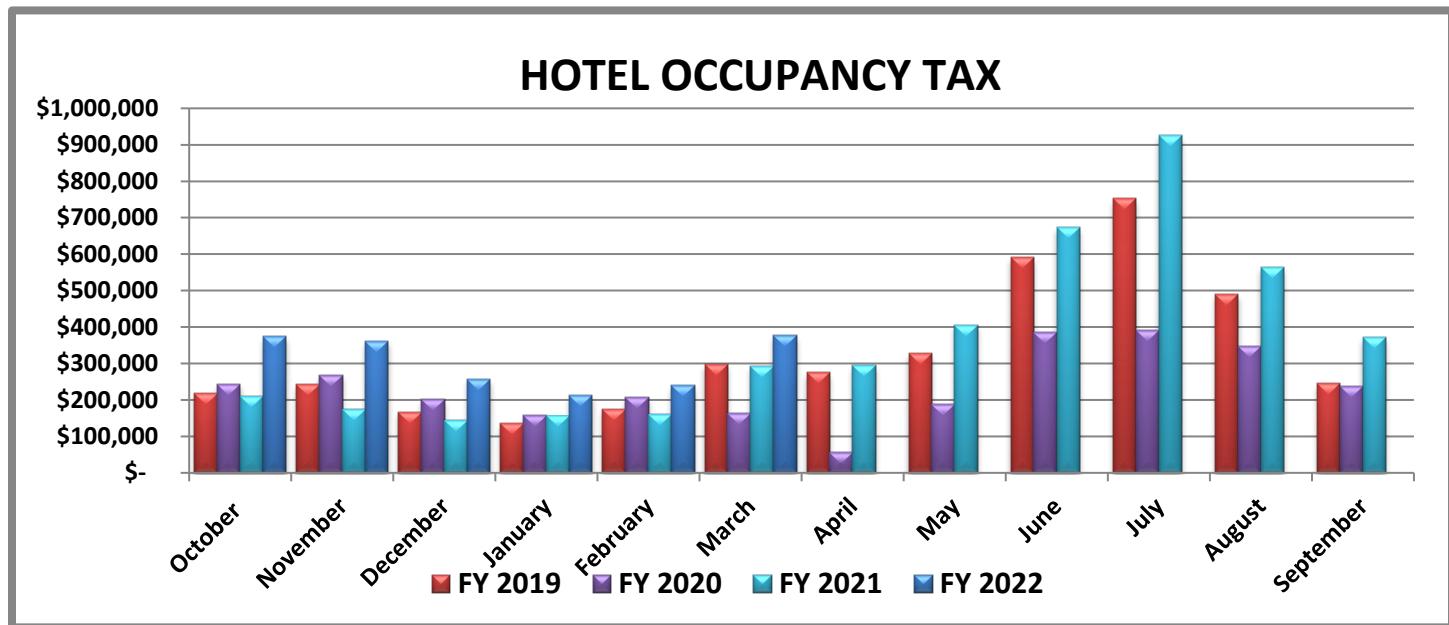
Total Sales Tax Collections – General Fund and NBEDC

Sales tax is received approximately six weeks after the month has ended. The graph below includes the March 2022 sales tax payment. The March 2022 payment was down 2.6% when compared to March of the previous fiscal year. Current period collections were down 3.4% compared to current period collections for March of 2021. March was the second month to not include sales tax revenue from a large retailer due to the implementation of a new business model that changed the sourcing of their sales to other cities instead of New Braunfels. Sales tax collections through March were up 15.4% fiscal year to date compared to FY 2021.



Hotel Occupancy Tax Collection

As shown in the graph below, March Hotel Occupancy Tax collections were up 28.4% when compared to March of last fiscal year. They reflected a 59.5% increase fiscal year to date (through March) compared to FY 2021. The increased percentages of revenue are largely attributed to the increased tourism compared to the Spring of 2021 when COVID was still a significant factor. This comparison includes current, actual collections due for March only and does not include pending or prior month payments received in the month. The hotel sector experienced the largest increase compared to the same month last year.



CAPITAL PROJECT STATUS as of 5/23/2022

Infrastructure
Quality of Life
Growth and Development
Public Safety

Funding Source	Project	Sub-project & Limits	Description	Budget	Total Remaining	Status	Overall Completion
2013 Bond	Klein Road Phase 1	FM 1044 to Walnut Avenue	Deterioration repair design	\$ 10,790,991	\$ 660,006	Construction Phase	94%
2013 Bond/Roadway Impact Fees	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	Final Pavement complete. Additional retaining walls and punch list underway.	\$ 16,364,000	\$ 916,221	Project Closeout	94%
2013 Bond	Panther Canyon		Complete	\$ 269,071	\$ -	Completed	100%
2013 Bond	Wood Road/Landa Street		Design of localized improvements pending funding	\$ 2,111,341	\$ 1,227,306	On Hold	42%
2019 Bond	Citywide Streets			\$ 15,000,000	\$ 5,278,276		65%
		<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>	Year 3 project- On hold				On Hold
		<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>	Complete				Project Closeout
		<i>Lakeview Boulevard</i>	Paving complete - Project closeout underway				Project Closeout
		<i>Union Avenue</i>	Complete				Project Closeout
		<i>Comal Avenue</i>	Complete				Project Closeout
		<i>County Line Road</i>	Year 3 project- On hold				On Hold
		<i>Peach/Plum/Grape</i>	Year 3 project- On hold				On Hold
		<i>Central Avenue</i>	On hold pending resolution of NBU waterline conflict resolution				Construction Phase
		<i>Grant Street</i>	Complete				Project Closeout
		<i>South Street</i>	Work complete from Houston to East - NBU waterline conflict resolution				Construction Phase
2019 Bond/Roadway Impact Fees	Klein Road Phase 2	FM 725 to Walnut Avenue	ROW complete - Utility relocation underway	\$ 13,000,800	\$ 9,412,567	Construction Phase	12%
2019 Bond	Goodwin/Conrad Lane	Goodwin Lane from FM 306 to Conrad Lane & Conrad Lane from Goodwin to IH 35 Frontage	Wet utility work underway. Design is continuing.	\$ 17,897,150	\$ 16,456,216	Design Phase	8%
2019 Bond	Business 81 & FM 306 Extensions		Project on hold until after Prop 1 projects are complete	\$ 2,514,540	\$ 1,730,757	On Hold	7%

CAPITAL PROJECT STATUS as of 5/23/2022

Infrastructure
Quality of Life
Growth and Development
Public Safety

Funding Source	Project	Sub-project & Limits	Description	Budget	Total Remaining	Status	Overall Completion
Roadway Impact Fees	FM 1863 Extension PER	Hwy 46 to Veramendi Subdivision	Complete	\$ 199,473	\$ 31,134	Completed	84%
Roadway Impact Fees	FM 306 Extension PER (Barbarosa)	FM 1101 to FM 758	On hold	\$ 359,388	\$ 3,837	On Hold	99%
Roadway Impact Fees	Kowald PER	IH 35 to FM 1101	Project complete	\$ 248,631	\$ 32,676	Design Phase	0%
TxDot	Airport Detention Pond		TxDot managing	\$ -	\$ -	Construction Phase	0%
NBEDC	Elizabeth Street Parking Realignment		Punch list items underway	\$ 1,662,000	\$ 236,256	Project Closeout	86%
NBU Reimbursement	Elizabeth Waterline		Complete	\$ 159,436	\$ -	Completed	100%
Edwards Aquifer Habitat Conservation Plan	*Elizabeth Water Quality Pond		Complete	\$ 101,439	\$ 9,442	Project Closeout	91%
Roadway Impact Fees	Old FM 306 /Common Intersection		Bidding	\$ 47,125	\$ 1,569	Bid Phase	97%
Roadway Impact Fees	FM 1044/ Klein intersection		Final design complete	\$ 46,100	\$ 3,532	Completed	92%
TxDot/Roadway Impact Fees	County Line Signalization	County Line Road @ Dove Crossing	Design underway	\$ 37,244	\$ -	Design Phase	100%
TxDot/Roadway Impact Fees	Hanz Drive Signalization	Hanz Drive @Gruene Road	Design underway	\$ 13,738	\$ -	Design Phase	100%
TxDot/Roadway Impact Fees	S. Walnut Signalization	South Walnut @ County Line Road	Design underway	\$ 39,328	\$ -	Design Phase	100%
TxDot/Roadway Impact Fees	Barbarosa Intersection improvements	Barbarosa Rd @ FM1102	Design underway	\$ 442,000	\$ 270,146	Design Phase	39%
NBEDC	S. Castell Corridor Plan	Business 35 to Bridge Street	Design underway	\$ 842,000	\$ 542,833	Design Phase	36%
2019 Bond & NBEDC	Sports Complex Phase 1		Design work continuing-permitting underway	\$ 27,073,788	\$ 24,915,403	Design Phase	8%
2013, 2019 Bonds & Grant	All Abilities Park Enhancements		Fischer Park additions	\$ 700,000	\$ 113,355	Construction Phase	84%
Hotel Motel Tax	Comal River Improvements		Preliminary design underway	\$ 350,473	\$ 68,873	Design Phase	80%
2019 Bond	Westside Community Library Center		Construction underway	\$ 5,525,340	\$ 3,231,497	Construction Phase	42%
Parks Operating/Multiple Sources	Mission Hills Park		Construction underway. Material delay. Expected completion June 2022.	\$ 380,053	\$ 105,313	Construction Phase	72%
NBEDC & MPO	Dry Comal Creek		Design underway	\$ 375,000	\$ 347,322	Design Phase	7%
2019 Bond	Fire Station #2		Construction underway	\$ 7,367,500	\$ 1,237,486	Construction Phase	83%
2019 Bond	Fire Station #3		Substantially complete. Station is operational and punch list work is underway.	\$ 6,736,000	\$ 1,326,241	Project Closeout	80%
Creekside TIRZ & 2020 CofO	Firestation #7		Scope has been reduced due to cost. Anticipate June contract award.	\$ 14,928,000	\$ 13,455,576	Bid Phase	10%
2019 Bond	Police Department Facility/Veterans Memorial		Construction ongoing	\$ 36,311,250	\$ 10,597,974	Construction Phase	71%
General Fund	Five Year CIP Development		Finalizing CIP	\$ 300,000	\$ 62,434	Design Phase	79%

RIF = Roadway Impact Fees

CofO = Certificates of Obligation

NBEDC = New Braunfels Economic Development Corporation

VACANT POSITIONS REPORT

as of 5/25/22

Department	FY2022 # Authorized Positions	# Vacant Positions (FTE)	Notes
AIRPORT FUND	10.00	1.00	Airport Maintenance Technician - employee transitioning to Admin Asst position
CITY ATTORNEY	5.00	-	
CITY MANAGER	4.00	-	
ECONOMIC AND COMMUNITY DEVELOPMENT	2.75	-	
COMMUNICATIONS AND COMMUNITY ENGAGEMENT	4.00	-	
CITY SECRETARY	4.00	1.00	Administrative Assistant - Currently using a Temp; Currently Posted
CIVIC/CONVENTION CENTER	9.00	0.50	Event Attendant PT - Currently Posted
FINANCE	13.75	-	
FIRE			
	<i>Support Services</i>	14.00	-
	<i>Emergency Management</i>	1.00	1.00
	<i>Operations</i>	129.00	-
	<i>Total FTE</i>	144.00	1.00
GOLF FUND	18.00	1.00	Golf Marketing Coordinator - No Plans to Post
		2.00	Maintenance Worker - Currently Posted
		1.00	Golf Cart Porter PT (6 @ 19 hours) - Currently Posted
HUMAN RESOURCES	10.00	1.00	Human Resources & Risk Management Coordinator-Interviews completed; decision pending
INFORMATION TECHNOLOGY	16.00	1.00	Network Administrator-Currently Posted
LIBRARY			
	<i>Westside Community Center</i>	28.50	1.00
			Assistant Library Director - No current plan to post
		1.00	Librarian I/II/III - Currently Posted
		1.00	Library Aide PTR (5@20hrs) - Newly Funded Position in FY 22 Budget - Approved to fill 4/1/22
		1.50	Library Assistant I/II/III PTR (8 @ 29.5 hrs) - New Funded Positions in FY 22 Budget - Approved to fill 4/1/22
MUNICIPAL COURT	9.00	-	
PLANNING AND DEVELOPMENT SERVICES			
	<i>Building Safety</i>	15.00	-
	<i>Neighborhood Services</i>	14.00	-
	<i>Development Planning</i>	7.00	1.00
	<i>Comprehensive Planning</i>	3.00	-
	<i>Total FTE</i>	39.00	1.00
POLICE			
	<i>Administration</i>	21.00	-
	<i>Police Support Services</i>	29.50	1.00
	<i>Patrol</i>	101.00	1.00
	<i>Criminal Investigation</i>	9.00	Hired and will be starting in June.
		32.50	1.00
	<i>Total FTE</i>	184.00	12.00
			Emergency Dispatcher - New hire Starting 5/16
			Police Records Clerk - New hire Starting in May
			Crime Victim's Liaison - Currently Posted

**VACANT POSITIONS REPORT
as of 5/25/22 (continued)**

Department	FY2022 # 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 PTR (3 @ 20 hours) - Currently Posted
Athletics	1.00	-	
Aquatics	2.00	-	
Rangers	2.50	1.00	Park Ranger PTR (2 @ 20 hours) - Currently Posted
Operations	26.00	1.00	Field Technician - Position No Longer Posted
Das Rec - Full Time	13.00	1.00	Maintenance Worker - Currently Posted
Das Rec - Part Time	87.25	12.50	Membership and Marketing Supervisor - Currently Posted
		2.50	Lifeguard/Water Safety Instructor (25 @ 19 hours) - Currently Posted
		1.00	Water Safety Instructor (5 @ 19 hours) - No Current Plans to Post
		1.00	Fitness Instructors (2 @ 19 hours) - Currently Posted
		1.50	Lead Kinder Care Attendant (3 @ 19 hours) - Currently Posted
		6.00	Party Attendant (12 @ 19 hours) - Currently Posted
		1.50	Fitness/Gym Attendant (3 @ 19 hours) - Currently Posted
		1.00	Kinder Care Attendant (2 @ 19 hours) - Currently Posted
		1.00	Pool Managers - PT (8 @ 19 hours) - Currently Posted
		0.75	Pool Managers - PTR (2 @ 29.5 hours) - Currently Posted
		1.00	Lead Guest Services Representatives (6 @ 19 hours) - Not Posted
		6.00	Guest Services Representatives (12 @ 19 hours) - Currently Posted
		1.00	Recreation Instructors PTR (2 @ 29.5) - Not Posted
Total FTE	147.50	41.25	
PUBLIC WORKS			
Engineering	20.00	1.00	Assistant City Engineer - Currently Posted
		1.00	First Assistant City Engineer - Not Posted
		1.00	Engineer - Currently Posted
		1.00	Graduate Engineer - Currently Posted
Streets	20.00	2.00	Maintenance Worker - Currently Posted - offer made to candidate 5/9/22
Drainage	14.00	5.00	Maintenance Worker/Equipment Operator 1/11 - Currently Posted
Facilities Maintenance	10.00	1.00	Facilities Maintenance Technician - Currently Posted
Capital Programs	5.00	1.00	Capital Programs Manager - Not Posted
Total FTE	69.00	13.00	
SOLID WASTE FUND			
Support Services	8.00	1.00	Container Maintenance Worker - Not Posted
Residential Collection	16.00	1.00	Recycling Coordinator - Reclassifying to Assistant Solid Waste Manager-Currently Posted
		2.00	Solid Waste Operator I/II/III - Currently Posted
		1.00	Refuse Collector I/II/III - Currently Posted
Commercial Collection	15.00	2.00	Solid Waste Operator I/II/III - Currently Posted
		1.00	Refuse Collector I/II/III - Currently Posted
Recycling Collection	17.00	1.00	Refuse Collector I/II/III - Currently Posted
		1.00	Solid Waste Operator I/II/III - Currently Posted
Fleet Services	10.00	2.00	Fleet Technician I/II/III - Applications Being Evaluated
Total FTE	66.00	12.00	
TRUANCY FUND		1.00	-
RIVER ACTIVITIES FUND		2.75	-
EDWARDS AQUIFER HABITAT CONSERVATION PLAN/WPP FUND		1.00	-
DEVELOPMENT SERVICES FUND		4.00	-

TOTAL FTE	795.25	93.25
City-wide Staffing Level	88.27%	

Fiscal Year 2022 Funded Resource Requests Status Update - Q2

Description	Total FY 2022 Budget	Funding Source	Council Approval Date (if applicable)	Actual Cost	Status	Comments
City Secretary						
Council Chambers Technology Enhancements	49,400	General Fund	N/A*		In Progress	Ipads purchased and awaiting hardware delivery. Delivery date has been delayed.
Communications & Community Engagement						
Digital Asset Management Software	\$ 25,200	General Fund	Not Required	\$ 23,000	Complete	Purchase Order and contract issued and paid. Recurring costs for FY23 and FY24 will be \$15,300. Recurring cost and contract will be renegotiated every three years.
Economic Development						
Downtown Infrastructure Enhancements	\$ 75,000	General Fund	TBD		In Progress	A summer pilot project to install striping and curb extensions, additional benches, and smart trash cans. RFP is ready to be advertised.
West San Antonio/Spur St. Corridor Reinvestment Plan	100,000	General Fund	TBD		In Progress	Developing an RFQ-consulting contract with Garry Ford on the Transportation Plan to see if they want input on this plan.
Finance						
Debt/Investment Software	\$ 68,030	General Fund	10/25/2021	\$ 76,999	In Progress	Approved by City Council. Purchase Order issued and Contract executed.
Grant Management Software Solution - Internal/External	30,000	General Fund	TBD		In Progress	Scope is being developed with Grant Coordinator, City Secretary, and Economic Development Department
Fire						
Mental Health/Peer Support Program	23,950	General Fund	N/A	\$ 25,000	Complete	HR is currently scheduling the first sessions for late November or early December.
Personal Protection Equipment	403,500	General Fund	9/13/2021	\$ 318,939	Awaiting Delivery	Additional items have been received. Fire is conducting an inventory check to make sure they have received all the items.
Durable Medical Equipment	250,000	General Fund	10/11/2021	\$ 248,798	Complete	Purchase Order created. All items ordered and stretchers should be delivered this month.
Ambulance Remounts (2)	250,000	Fire Apparatus Replacement Fund	11/8/2021	\$ 328,436	Awaiting Delivery	Approved by City Council. Budget overage will be covered by savings from PPE and other Operating savings. Chassis will be purchased. Piller Int'l & Rush Truck to arrive in July & October.
Apparatus Headset Replacement	20,000	General Fund	N/A	\$ 19,545	In Progress	Quotes are in process of being reviewed by Fire Department.
Westnet AVD Upgrade	12,700	General Fund	N/A		On Hold	Will be completed in conjunction with the new PD dispatch center.
Replacement Truck - Support Services	79,974	General Fund	8/23/2021	\$ 79,974	Complete	Both vehicles received 1/12/22.
Generators for Multiple Public Facilities	355,000	General Fund	1/10/2022	\$ 391,020	Awaiting Delivery	Quotes received over budget - evaluation in progress.
Human Resources						
Safety Program Enhancements	5,000	General Fund	N/A		In Progress	List of items needed is being prepared.
Information Technology						
Phone Software Upgrade	23,370	General Fund	N/A		In Progress	Hardware purchased and awaiting delivery. Delivery date has been delayed.
City Hall/FS #4 Fiber Ring	359,000	General Fund	N/A	\$ 31,895	Awaiting Delivery	Partial: PO (\$31,895) created for engineering svcs with M&S prof svcs to start ASAP. RFP & construction to take about 6 mos - IT is waiting on Purchasing to bid project
			3/28/2022	\$ 190,000	In Progress	Construction is approximately 50% complete. Waiting on more fiber to be delivered.
E-signatures with Adobe Sign	12,500	General Fund	N/A	\$ 8,321	Complete	
Library Public Network Replacement	47,000	Capital Funds	N/A	\$ 46,398	Awaiting Delivery	Parts are already on order. Due to technology product lead times, this project will not be complete till Summer.
Cybersecurity Services	70,000	General Fund	TBD		In Progress	Proposal has been received - working to finalize the options.
Laserfiche Upgrades - Phase I	43,000	General Fund	N/A	\$ 41,908	Awaiting Delivery	This project is in progress. Consultant is working on building workflows.
Timeclock Replacement and Automation	28,920	General Fund	2/28/2022	\$ 36,218	Complete	Timeclocks have been received and installed.
Library						
Teen Area Renovation (Main Library)	\$ 54,840	General Fund	TBD		Not Started	Vendor selected and design discussions started. Plan to start January 2023 after the Circulation desk/Children's area is completed.
Westside Community Center Lobby Renovation & Parking Lot Improvements	98,500	General Fund	TBD		In Progress	Lobby construction is nearing completion. Parking will be completed with the new library opening.
Westside Library Branch Opening Costs	210,937	General Fund	N/A		Not Started	*\$75,000 will be used for library books at WSCC *will have more info closer to Spring/Summer
Herald Zeitung Digitization	18,000	General Fund	N/A	\$ 18,090	Complete	
Municipal Court						
Software Enhancements	\$ 35,500	General Fund/Court Technology Fund	NA		In Progress	Funding was based on off-site/web hosting. On-site hosting one time is \$50k, recurring costs will be \$30k.
Courtroom & Lobby Audio/Video Refurb	70,000	Court Technology Fund	TBD		In Progress	Process to gather quotes has begun.
Parks						
Summer Camp-2nd location	\$ -	General Fund	TBD		In Progress	2nd camp location is Seale Elementary. Camp is currently operational.
Year 1 Equipment Replacement (Parks Operations)	212,056	General Fund	9/27/2021	\$ 214,940	Awaiting Delivery	Remaining items come the first of the year.
Main Plaza Brickwork	21,300	General Fund	N/A	\$ 34,300	Complete	
Kerlick Park Features	17,000	General Fund	N/A		Awaiting Delivery	Waiting for equipment - swings will arrive in June.
Faust Bridge Repairs	47,500	General Fund	N/A	\$ 22,100	In Progress	Project is 50% complete.
Ranger Vehicles (2)	48,500	General Fund	9/13/2021	\$ 46,920	Complete	
Tube Chute (Mill Side) Fence Replacement	17,000	General Fund	N/A	\$ 20,120	Complete	
Hydraulic Lift	52,493	General Fund	N/A		In Progress	Looking for another vendor.
Sand Volleyball Court Lighting	60,000	General Fund	9/27/2021	\$ 56,200	Complete	
Landa Park/Prince Solms Parking Lots	250,000	General Fund	N/A		In Progress	Prince Solms parking lot complete, Aquatics parking lot in process.
Fischer Park Playground Replacements	250,000	General Fund	1/24/2022	\$ 261,257	In Progress	Project nearing completion. Budget overage paid from All Abilities Park Enhancements project.
West Alligator Creek Final Design	120,000	General Fund	5/23/2022	\$ 120,000	Awaiting Delivery	Preliminary design complete.

Fiscal Year 2022 Funded Resource Requests Status Update - Q2

Description	Total FY 2022 Budget	Funding Source	Council Approval Date (if applicable)	Actual Cost	Status	Comments
Das Rec						
Outdoor Fitness Area Project	\$ 47,000	Capital Funds	N/A	\$ 48,564	Complete	
KinderCare Expansion	44,347	Capital Funds	N/A	\$ 32,135	Complete	
Planning & Development Services						
Electronic Plan Review Software Enhancements	179,522	Development Services Fund	TBD		In Progress	Working with vendors to select a consultant to decide on the best software solution. Team is mapping processes.
Police						
Mental Health/Peer Support Program	23,950	General Fund	N/A	\$ 25,000	In Progress	HR is currently scheduling the first sessions for the of November, early December.
Night Vision Monocular	19,960	General Fund	N/A		In Progress	Waiting on 3rd quote.
License Plate Readers-Pole Mounted	53,535	General Fund	1/10/22	\$ 171,906	Complete	
License Plate Readers-Fixed	118,371	Asset Forfeiture Funds				
Spillman Insight Module	16,399	General Fund	N/A	\$ 14,576	In Progress	Purchase order has been created - working on timeline.
Taser 7 Weapon System Refresh	610,000	General Fund	9/13/2021	\$ 612,633	Complete	
E-Ticket Writers	40,000	General Fund	N/A	\$ 41,790	In Progress	Printers have been ordered and are scheduled to arrive in August.
Police Building Operating Costs	66,787	General Fund			Not Started	Will have more info closer to Spring/Summer.
Electronic Case Submission Partnership with County	100,000	General Fund			In Progress	County has agreed to pay half the cost. Should be in place within the next fiscal quarter.
Police Staffing Study Update (CPSM)	50,000	General Fund	N/A	\$ 29,000	Awaiting Delivery	Contract has been implemented and services are being performed.
Public Works						
Capital Improvement Plan Update	\$ 325,000	General Fund	7/26/2021	\$ 289,667	In Progress	Contract with Freese & Nichols executed - Bond Advisory committee in progress.
Drainage Area Master Plan	110,000	General Fund			In Progress	Awarded grant funding. Bids are being evaluated.
Community Rating System Program Development	80,000	General Fund			In Progress	Meetings are in progress to develop scope and costs and discussing vendor selection.
Pavement Assessment and Roadway Asset Inventory	120,000	General Fund	2/14/2022	\$ 168,490	In Progress	Purchase Order issued and contract negotiations are underway.
Comprehensive Dam Safety Program	20,000	General Fund	N/A		Not Started	Awaiting results of Landa Lake design to evaluate options.
Replacement Trucks (2)	48,723	General Fund	8/23/2021	\$ 33,423	Awaiting Delivery	One truck has been ordered. The remaining truck, if ordered, will not arrive in FY22.
Landa Lake Dam & Spillway Design	100,000	General Fund	N/A		Not Started	Meeting with consultant to get estimate on work.
Space Planning Assessment - PW Facility (FM306)	100,000	Facilities Maintenance Fund/Solid Waste Fund	11/22/2021	\$ 98,000	In Progress	We have received the preliminary report which is currently being reviewed by departments. Preparation of the final report and submitting for cost estimating which will be the final phase of the project.
Milling Machine	466,163	General Fund	9/13/2021	\$ 461,228	Complete	
Backhoe	111,277	General Fund	9/13/2021	\$ 108,750	Complete	
Dump Truck	126,901	General Fund	9/13/2021	\$ 121,258	Awaiting Delivery	Purchase order issued.
Skid Steer Loader	75,738	General Fund	9/13/2021	\$ 72,131	Complete	
Radar Detection	25,000	General Fund	N/A	\$ 21,025	Complete	
Haul Truck	157,441		9/13/2021	\$ 157,441	Awaiting Delivery	Purchase order issued.
Paver Trailer	83,984	General Fund	9/13/2021	\$ 83,984	Complete	
Kohlenberg Widening per Continental Agreement	350,000	General Fund	N/A	\$ 38,060.00	In Progress	Consultant working on design and estimates work by end of Summer.
				\$ 13,000	Complete	
City-wide Sidewalk Repairs	30,000	General Fund	N/A	N/A		Added to recurring funding - will be prioritized by streets and traffic division
Golf Course						
Fairway Mower Replacements (2)	130,000	Golf Fund	9/27/2021	\$ 131,137	Complete	Minor overage will be supported by savings from other purchases.
Fairway Roller Refurbish	25,000	Golf Fund	N/A	\$ 30,000	Awaiting Delivery	Delivery is anticipated soon.
Spray Rig Replacement	50,000	Golf Fund	9/27/2021	\$ 43,227	Awaiting Delivery	Should be delivered by May 25, 2022.
Gator Utility Vehicle Replacements (4)	44,000	Golf Fund	9/27/2021	\$ 39,685	Awaiting Delivery	Scheduled to arrive in May 2022.
TriPlex Greens Mower Replacements (2)	72,000	Golf Fund	9/27/2021	\$ 85,376	Complete	Minor overage will be supported by savings from other purchases.
EZ-Go Hauler Replacement	9,000	Golf Fund	N/A	\$ 7,134	Awaiting Delivery	Working on a quote for a September delivery.
Solid Waste						
Route Optimization Study	95,000	Solid Waste Fund	N/A	\$ 40,799	Awaiting Delivery	Consultant is in the process of running the data to provide us with areas and routes.
Solid Waste Rate Study	40,850	Solid Waste Fund	N/A	TBD	In Progress	Developing scope - contract is being executed.
River Management						
River Sign Master Plan	\$ 40,000	General Fund	N/A		In Progress	Waiting for feedback on the RFQ.

*Items marked N/A under council date are due to the fact that the expenditure is within the threshold to be approved by the City Manager