



FINANCE DEPARTMENT

Third Quarter Financial Report

August 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 **June**, with 75.0% of the fiscal year complete. Attached to this report are monthly financial summaries that indicate financial activity for the period, as well as fiscal year to date. Also included is an updated Capital Project Status Report as of 8/3/20, a current (FY 2020 authorized totals) Vacant Positions Report as of 8/5/20, 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 2020 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 June 30, General Fund revenues total \$57.8 million or 79.6% of total budgeted revenue. \$4.3 million was received during the month of June, 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 59.6% of all budgeted revenue. As of June 30, the majority of property tax revenue has been received.

License and Permit revenue collections through the month of June continue to trend over budget at \$3.9 million (88.6%). Fines and Forfeiture revenue was below budget through June, with collections at 55.8% (\$806,000) of the budgeted totals. Staff anticipates this revenue source to continue to be impacted by COVID-19 related variables through the remainder of the fiscal year. Charges for Services totaled \$2.6 million (58.0%). 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 \$414,000 through the month of June – 28.5% of budgeted revenue. Parks and Recreation is a very seasonal source of revenue that has been negatively affected by the closure of Parks facilities and the suspension of Parks programs due to COVID-19. Das Rec revenue remained below budget at \$1.6 million (53.4%) – a result of its closure due to COVID-19, and the related loss of memberships. COVID-19 continues to impact Parks and Recreation revenue, Das Rec revenue, interest earnings, and fines and forfeitures. Staff is confident that other revenue sources will eventually be affected as a result of this crisis and will monitor accordingly.

General Fund Expenditures

As of June 30, General Fund expenditures and encumbrances total \$51.6 million or 69.4% 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 June, 70.1% 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 75.8% committed, reflecting encumbrances issued for one-time expenditures and/or annual contracts approved by City Council, along with additional expenditures for supplies related to the response to COVID-19. The control of costs through attrition, and other cost deferment strategies, in combination with the strong reserves of the General Fund, continue to serve the City well in mitigating the short-term impact of COVID-19.

Expenditure Category	Current Total Budget	Period Activity	Expenditures YTD	Encumbrances YTD	Total Fiscal YTD Expenditures and Encumbrances	Fiscal YTD % of Budget
Employee Expenses	\$56,848,892	\$ 4,424,767	\$ 38,706,265	\$ 98,214	\$ 38,804,479	68.3%
Operating Expenses	14,215,159	1,368,285	8,185,062	2,594,036	10,779,098	75.8%
Capital Expenses	783,038	36,182	187,500	436,676	624,176	79.7%
Debt Service	352,585	-	347,074	-	347,074	98.4%
Interfund Transfers	1,926,480	408,563	1,067,574	-	1,067,574	55.4%
Contingencies	223,640	-	-	-	-	0.0%
Total	\$74,349,794	\$ 6,237,797	\$ 48,493,475	\$ 3,128,926	\$ 51,622,401	69.4%

Enterprise Funds

Airport Fund – Revenues through the month of June total \$1.8 million or 59.0% of total budgeted revenues, which is less than budget. The majority of these revenues are from fuel sales. The pandemic has resulted in a significant reduction in fuel revenue. Expenditures and encumbrances also total \$1.8 million or 59.7% of budget, which is also less than budget. Airport employee expenditures are at 69.2% of budget, which is slightly below budget, due to vacancies. The operating allocation is also below budget at 51.8%. 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 through the month of June total \$7.8 million or 76.8% of total budgeted revenues. Solid Waste expenditures and encumbrances total \$7.5 million or 76.2% of budget. The percentage is impacted by purchase orders issued for refuse disposal and refuse containers, that are not yet paid. Employee expenditures are less than budget at 68.1%, a result of ongoing vacancies. Operating expenditures are over budget (88.2%) at the end of June, due to the above-mentioned purchase orders.

Golf Course Fund – Revenues through the month of June total \$1.1 million or 63.5% of total budgeted revenues, which is less than budget. Revenue for the month of June was down 24.39% compared to June of last fiscal year – due to COVID-19. A golf course employee tested positive for COVID-19 in June and the course had to shut down for 6 days. Golf Fund expenses and encumbrances total \$1.2 million or 60.0%, which is less than budget. The Capital Expenses budget was amended to allow for the replacement of golf carts by the end of the current fiscal year. Operating expenses are at 85.1% of budget – which is over budget. The overage is primarily driven by purchase orders for merchandise and chemicals and janitorial services that have been issued, but not yet paid. Employee expenditures are below budget at 64.7%. Operating expenditures are over budget at 85.1% due to the above-mentioned purchase orders.

Civic/Convention Center Fund – Charges for Services revenues through the end of the month of June total \$228,000 or 51.2% which is less than budget. Revenues are still reflecting the result of executive orders which limited the gathering of large groups and resulted in the postponement/cancellation of events. Expenditures and encumbrances in the fund total \$584,000 or 68.6%, which is below budget due to the decreased number of events held. The capital expenditures category is 100% committed, however this is entirely for a floor scrubbing machine that was included in the adopted budget.

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, with the addition of the Veramendi Traffic Impact Fees area. The table below represents by area, all revenues and expenditures from inception through June 30, 2020.

Roadway Impact Fees	Revenues (Inception to Date)	Expenditures and Encumbrances (Inception to Date)	Balance
Service Area 1	\$ 1,963,573	\$ 1,810,983	\$ 152,590
Service Area 2	249,394	232,979	16,415
Service Area 3	5,613,281	4,274,557	1,338,725
Service Area 4	1,015,220	24,020	991,200
Service Area 5	6,882,335	5,068,681	1,813,653
Service Area 6	3,647,144	1,288,619	2,358,525
Veramendi Traffic Impact Fees	393,175	292,217	100,958
Total	\$ 19,764,122	\$ 12,992,055	\$ 6,772,067

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 June 30, 2020.

Park Development Fees	Revenues (Inception to Date)	Expenditures and Encumbrances (Inception to Date)	Balance	Amount Eligible for Refunding
PARK DISTRICT 1	\$ 865,005	\$ 52,180	\$ 812,825	\$ 192,750
PARK DISTRICT 2	1,663,145	-	1,663,145	552,850
PARK DISTRICT 3	1,389,066	106,273	1,282,793	693,000
PARK DISTRICT 4	295,157	63,183	231,974	68,400
Total	\$ 4,212,374	\$ 221,637	\$ 3,990,737	\$ 1,507,000



FINANCE DEPARTMENT

General Fund

	Current Total Budget	Period Activity June		Total Fiscal YTD	Fiscal YTD % of Budget
Revenues					
Taxes and Franchise Fees	\$ 53,869,431	\$ 3,183,044		\$ 45,494,441	84.5%
Licenses and Permits	4,428,748	348,679		3,925,488	88.6%
Intergovernmental/Contributions	716,160	41,875		418,959	58.5%
Charges for Services	4,488,740	155,029		2,604,015	58.0%
Fines and Forfeitures	1,443,623	112,287		805,527	55.8%
Interest Income	350,000	6,267		417,659	119.3%
Parks and Recreation	1,455,000	66,717		414,101	28.5%
Das Rec	2,990,045	114,611		1,595,600	53.4%
Miscellaneous	2,056,000	19,324		1,525,231	74.2%
Interfund Transfers	849,381	212,345		637,036	75.0%
Total General Fund Revenues	\$ 72,647,128	\$ 4,260,178		\$ 57,838,057	79.6%

	Current Total Budget	Period Activity June	Expenditures YTD	Encumbrances YTD	Total Fiscal YTD Expenditures and Encumbrances	Total Fiscal YTD Committed as % of Budget
Expenditures						
City Council	\$ 33,350	\$ 1,816	\$ 16,501	\$ -	\$ 16,501	49.5%
City Attorney	975,673	47,834	521,057	182,927	703,984	72.2%
City Administration	1,604,931	106,644	1,068,856	69,326	1,138,182	70.9%
Information Technology	2,189,219	177,148	1,420,958	139,404	1,560,362	71.3%
Municipal Court	740,409	52,623	512,814	-	512,814	69.3%
Human Resources	991,269	64,073	647,610	36,337	683,947	69.0%
Finance	1,288,256	95,303	892,829	-	892,829	69.3%
Planning and Community Development	3,878,616	264,175	2,347,106	183,703	2,530,809	65.3%
Police	20,470,896	1,567,212	13,579,053	582,576	14,161,629	69.2%
Fire	19,358,451	1,498,767	13,402,270	325,742	13,728,012	70.9%
Public Works	7,832,454	974,629	5,070,908	761,204	5,832,112	74.5%
Parks	5,605,391	479,537	3,251,738	265,139	3,516,877	62.7%
Das Rec	2,716,294	165,754	1,656,991	99,570	1,756,561	64.7%
Library	2,479,605	162,440	1,586,711	40,989	1,627,700	65.6%
Non-Departmental	4,184,980	579,842	2,518,073	442,009	2,960,082	70.7%
Total General Fund Expenditures	\$ 74,349,794	\$ 6,237,797	\$ 48,493,475	\$ 3,128,926	\$ 51,622,401	69.4%

Airport Fund

	Current Total Budget	Period Activity June		Total Fiscal YTD	Fiscal YTD % of Budget
Revenues					
Charges for Services	\$ 2,937,550	\$ 169,358		\$ 1,724,488	58.7%
Intergovernmental	50,000	-		21,151	42.3%
Interfund Transfer	99,910	24,978		74,933	75.0%
Total Airport Revenues	\$ 3,087,460	\$ 194,336		\$ 1,820,572	59.0%

	Current Total Budget	Period Activity June	Expenditures YTD	Encumbrances YTD	Total Fiscal YTD Expenditures and Encumbrances	Total Fiscal YTD Committed as % of Budget
Expenditures						
Employee Expenses	\$ 634,304	\$ 47,165	\$ 437,271	\$ 1,594	\$ 438,865	69.2%
Operation Expenses	1,879,723	89,723	952,726	21,344	974,070	51.8%
Capital Expenses	8,000	-	-	8,000	8,000	100.0%
Interfund Transfer	557,243	139,311	417,932	-	417,932	75.0%
Total Airport Fund Expenditures	\$ 3,079,270	\$ 276,199	\$ 1,807,929	\$ 30,938	\$ 1,838,867	59.7%

Solid Waste Fund

	Current Total Budget	Period Activity June		Total Fiscal YTD	Fiscal YTD % of Budget
Revenues					
Charges for Services	\$ 10,035,000	\$ 827,762		\$ 7,421,455	74.0%
Licenses & Permits	-	20		25,100	0.0%
Miscellaneous	83,000	4,094		344,530	415.1%
Interest Income	65,000	-		24,974	38.4%
Total Solid Waste Fund Revenues	\$ 10,183,000	\$ 831,876		\$ 7,816,059	76.8%

	Current Total Budget	Period Activity June	Expenditures YTD	Encumbrances YTD	Total Fiscal YTD Expenditures and Encumbrances	Total Fiscal YTD Committed as % of Budget
Expenditures						
Employee Expenses	\$ 4,017,771	\$ 307,885	\$ 2,736,097	\$ -	\$ 2,736,097	68.1%
Operation Expenses	3,767,957	252,771	2,380,323	942,218	3,322,541	88.2%
Capital Expenses	7,700	-	7,068	-	7,068	91.8%
Interfund Transfer	2,107,441	492,360	1,477,081	-	1,477,081	70.1%
Total Solid Waste Fund Expenditures	\$ 9,900,869	\$ 1,053,016	\$ 6,600,569	\$ 942,218	\$ 7,542,787	76.2%

Golf Fund

	Current Total Budget	Period Activity June		Total Fiscal YTD	Fiscal YTD % of Budget
Revenues					
Charges for Services	\$ 1,661,632	\$ 152,897		\$ 1,062,829	64.0%
Miscellaneous	35,000	(2,422)		14,933	42.7%
Total Golf Fund Revenues	\$ 1,696,632	\$ 150,475		\$ 1,077,762	63.5%

	Current Total Budget	Period Activity June	Expenditures YTD	Encumbrances YTD	Total Fiscal YTD Expenditures and Encumbrances	Total Fiscal YTD Committed as % of Budget
Expenditures						
Employee Expenses	\$ 822,993	\$ 61,317	\$ 532,682	\$ -	\$ 532,682	64.7%
Operation Expenses	484,200	37,194	339,557	72,409	411,966	85.1%
Capital Expenses	537,500	-	150,895	-	150,895	28.1%
Interfund Transfer	75,025	18,756	56,269	-	56,269	75.0%
Total Golf Fund Expenditures	\$ 1,919,718	\$ 117,267	\$ 1,079,403	\$ 72,409	\$ 1,151,812	60.0%

Civic/Convention Center Fund

	Current Total Budget	Period Activity June		Total Fiscal YTD	Fiscal YTD % of Budget
Revenues					
Charges for Services	\$ 445,000	\$ 2,893		\$ 227,636	51.2%
Interfund Transfers	445,127	-		-	0.0%
Miscellaneous	-	-		318	0.0%
Total Civic/Convention Center Fund Revenues	\$ 890,127	\$ 2,893		\$ 227,954	25.6%

	Current Total Budget	Period Activity June	Expenditures YTD	Encumbrances YTD	Total Fiscal YTD Expenditures and Encumbrances	Total Fiscal YTD Committed as % of Budget
Expenditures*						
Employee Expenses	\$ 511,159	\$ 34,605	\$ 337,140	\$ -	\$ 337,140	66.0%
Operation Expenses	287,080	15,248	193,985	10,031	204,016	71.1%
Capital Expenses	12,724	-	12,724	-	12,724	100.0%
Interfund Transfer	40,548	10,137	30,411	-	30,411	75.0%
Total Civic/Convention Center Fund Expenditures	\$ 851,511	\$ 59,990	\$ 574,260	\$ 10,031	\$ 584,291	68.6%

*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

Revenues

Expenditures

	Current Total Budget	Period Activity June	Total Fiscal YTD	Fiscal YTD % of budget	Current Total Budget	Period Activity June	Total Fiscal YTD Expenditures	Total Fiscal YTD Encumbrances	Total Fiscal YTD Expenditures and Encumbrances	Total Fiscal YTD Committed as % of Budget
Other Funds										
Debt Service Fund	\$ 19,917,365	\$ 413,245	\$ 19,618,455	98.5%	\$ 19,916,818	\$ -	\$ 15,881,600	\$ -	\$ 15,881,600	79.7%
Self Insurance Fund	\$ 7,053,500	\$ 557,687	\$ 5,400,008	76.6%	\$ 6,925,000	\$ 484,017	\$ 3,761,479	\$ 79,360	\$ 3,840,839	55.5%
Special Revenue Funds										
CDBG Fund *	\$ 354,166	\$ 34,572	\$ 224,145	63.3%	\$ 354,166	\$ 9,096	\$ 217,320	\$ 137,000	\$ 354,320	100.0%
Grant Fund *	\$ 528,091	\$ 99,851	\$ 226,382	42.9%	\$ 682,339	\$ 13,726	\$ 285,988	\$ 66,506	\$ 352,494	51.7%
Special Revenue Fund	\$ 200,000	\$ 74,380	\$ 297,570	148.8%	\$ 455,000	\$ 19,960	\$ 164,692	\$ 48,180	\$ 212,872	46.8%
River Activities Fund	\$ 1,322,470	\$ 276,977	\$ 395,498	29.9%	\$ 1,322,470	\$ 216,815	\$ 384,501	\$ 107,743	\$ 492,244	37.2%
Court Security Fund	\$ 30,000	\$ 4,315	\$ 19,263	64.2%	\$ 31,000	\$ 1,817	\$ 16,522	\$ -	\$ 16,522	53.3%
Judicial Efficiency Fund	\$ 7,500	\$ 709	\$ 3,517	46.9%	\$ 13,701	\$ -	\$ 2,340	\$ 1,492	\$ 3,832	28.0%
Court Technology Fund	\$ 41,000	\$ 3,724	\$ 20,866	50.9%	\$ 42,000	\$ 634	\$ 22,947	\$ -	\$ 22,947	54.6%
Child Safety Fund	\$ 137,500	\$ 1,487	\$ 148,014	107.6%	\$ 186,000	\$ 5,514	\$ 102,207	\$ 68,515	\$ 170,722	91.8%
Stormwater Development Fund	\$ 65,000	\$ -	\$ 337,387	519.1%	\$ 316,000	\$ -	\$ 160,946	\$ 95,000	\$ 255,946	81.0%
Truancy Fund Revenues	\$ 60,000	\$ 4,773	\$ 29,127	48.5%	\$ 79,750	\$ 5,494	\$ 52,873	\$ -	\$ 52,873	66.3%
Cable Franchise Fund (PEG)	\$ 177,500	\$ -	\$ 92,098	51.9%	\$ 490,000	\$ -	\$ 487,408	\$ -	\$ 487,408	99.5%
Equipment Replacement Fund	\$ 1,170,000	\$ 280,000	\$ 896,269	76.6%	\$ 1,503,987	\$ 164,092	\$ 1,189,657	\$ 197,391	\$ 1,387,048	92.2%
Federal Court Awards Fund	\$ -	\$ -	\$ 21,556	0.0%	\$ 100,000	\$ 4,000	\$ 63,762	\$ -	\$ 63,762	63.8%
Non-Federal Court Awards Fund	\$ -	\$ -	\$ 29,325	0.0%	\$ 68,000	\$ (250)	\$ 4,149	\$ -	\$ 4,149	6.1%

* Driven by End-of-Year accrual entries.

FINANCE DEPARTMENT

Revenues

Expenditures

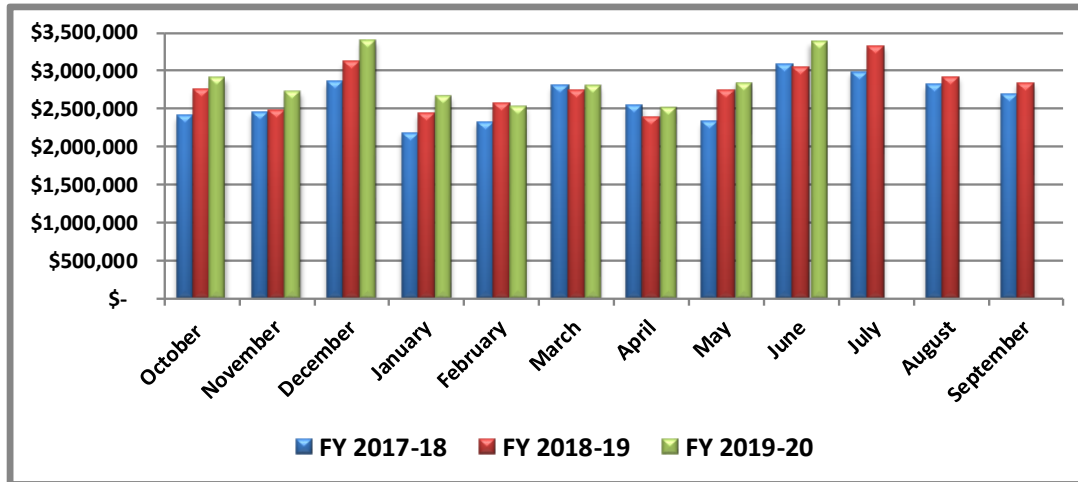
	Revenues				Expenditures					
	Current Total Budget	Period Activity June	Total Fiscal YTD	Fiscal YTD % of budget	Current Total Budget	Period Activity June	Total Fiscal YTD Expenditures	Total Fiscal YTD Encumbrances	Total Fiscal YTD Expenditures and Encumbrances	Total Fiscal YTD Committed as % of Budget
Special Revenue Funds - continued										
Enterprise Maintenance and Equipment Replacement Fund	\$ 1,451,410	\$ 335,478	\$ 1,052,760	72.5%	\$ 1,999,718	\$ -	\$ -	\$ 1,999,174	\$ 1,999,174	100.0%
Fire Apparatus Replacement Maintenance Fund	\$ 280,000	\$ 3,758	\$ 123,336	44.0%	\$ 138,703	\$ 5,392	\$ 136,650	\$ 2,100	\$ 138,750	100.0%
Edwards Aquifer Habitat Conservation Plan Fund *	\$ 1,255,500	\$ 75,662	\$ 408,286	32.5%	\$ 1,255,500	\$ 40,445	\$ 345,207	\$ 418,640	\$ 763,847	60.8%
Faust Library Fund	\$ -	\$ -	\$ 127	0.0%	\$ 1,500	\$ -	\$ -	\$ -	\$ -	0.0%
Rec Center Improvements & Op Revenues Fund	\$ 1,250	\$ -	\$ 143	11.4%	\$ -	\$ -	\$ 236	\$ -	\$ 236	0.0%
Development Services Fund	\$ 931,475	\$ 85,936	\$ 836,018	89.8%	\$ 1,005,500	\$ 69,090	\$ 488,279	\$ 248,548	\$ 736,827	73.3%
Cemetery Improvements Fund	\$ 5,000	\$ 30	\$ 21,107	422.1%	\$ 198,000	\$ -	\$ 19,260	\$ 9	\$ 19,269	9.7%
Hotel/Motel Tax Fund *	\$ 4,005,000	\$ 189,696	\$ 1,454,399	36.3%	\$ 4,377,508	\$ 202,695	\$ 1,991,575	\$ 295,930	\$ 2,287,505	52.3%

* Driven by End-of-Year accrual entries.

ECONOMIC DATA

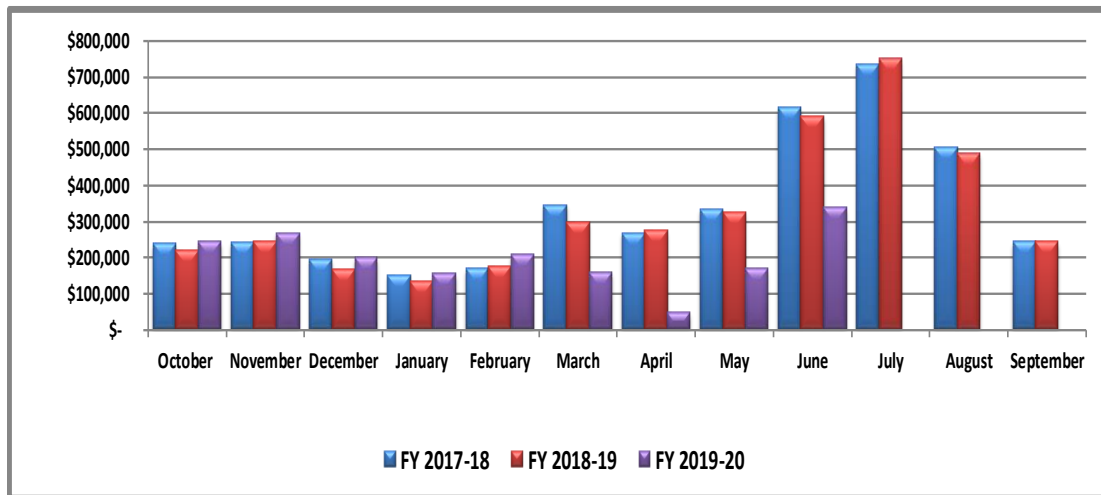
Total Sales Tax Collections – General Fund and NBEDC

Sales tax is received approximately six weeks after the month has ended. The graph below includes the June 2020 sales tax payment. The June 2020 payment was up 10.5% when compared to June of the previous fiscal year, and up 5.7% fiscal year to date. In June 2019, there was a negative audit adjustment of over \$156,000. Without that audit adjustment, sales tax for June 2020 would have only been up 5.1% in comparison to June of 2019.



Hotel/Motel Tax Collection

As shown in the graph below, June Hotel/Motel collections were down 42.8% when compared to June of last fiscal year, and down 26.5% fiscal year to date. The City has suspended failure to file penalties for all overnight rental properties. This has provided a 90-day grace period for remittance of occupancy taxes. The lack of hotel and short-term rental property tenants due to COVID-19 and this policy change continue to have a direct effect on collections for June, as property owners are filing, but not remitting the taxes. Prior to the effects of COVID-19, collections were trending higher than in previous years.



CAPITAL PROJECT STATUS as of 8/3/2020

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		<i>Union Avenue (Common Street to Austin)</i>	\$ 10,000,000	\$ 908,004	N/A	\$ 7,884,477	\$ 1,207,519		88%
			<i>Project moved to 2019 Bond Year 3.</i>		\$ 53,415	N/A	\$ -			On Hold
			<i>Common Street (Grueene Road to Hanz Drive)</i>		\$ 46,211	N/A	\$ 918,678			Construction Phase
			<i>San Antonio (Spur to Krueger)</i>		\$ 140,707	N/A	\$ 428,744			Construction Phase
2013 Bond	Klein Road Phase 1	FM 1044 to Walnut Avenue	Drainage and roadway work ongoing on all phases.	\$ 10,531,000	\$ 1,375,485	\$ 757,288	\$ 3,900,344	\$ 4,497,884	Construction Phase	57%
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	Solms- final pave to begin; Rueckle-final pave & striping. Morningside-waterline & drainage work.	\$ 16,364,000	\$ 2,068,972	\$ 1,523,292	\$ 3,516,644	\$ 9,255,091	Construction Phase	43%
2013 Bond/RIF	Alves Lane	Hwy 46 to Barbarossa Road	Final paving complete. Working on punch list and finalizing TxDOT tie-in.	\$ 12,486,236	\$ 1,260,567	\$ 737,203	\$ 7,047,288	\$ 3,441,178	Construction Phase	72%
2013 Bond/2013 CofO	Live Oak/Katy Street		Roadway is open. Final completion in progress.	\$ 5,894,110	\$ 1,041,692	\$ 103,636	\$ 2,903,658	\$ 1,845,123	Construction Phase	69%
2013 Bond	Panther Canyon		Additional revegetation and trail improvement plans being developed.	\$ 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	\$ 774,267	N/A	\$ 1,279,978	\$ 12,945,755		14%
		<i>California Boulevard (Loop 337 to Gazebo Circle)</i>	<i>Project substantially complete.</i>		\$ 169,765	N/A	\$ 959,274			Construction Phase
		<i>Kerlick Lane (Walnut Avenue to Mission Hills Drive)</i>	<i>Sidewalk work underway. Expected to complete Fall 2020 on schedule.</i>		\$ 63,683	N/A	\$ 243,065			Construction Phase
		<i>San Antonio Street (Spur to Krueger Avenue)</i>	<i>Utility work underway.</i>		\$ 2,315	N/A	\$ -			Construction Phase
		<i>Oak Run Sidewalks (Oak Glen from Oakrun Pkwy to Timber Hollow & Timber Hollow from Oak Glen to Crown Ridge)</i>	<i>Construction started March 26th. Anticipated completion Fall 2020. On schedule.</i>		\$ 22,418	N/A	\$ 77,639			Construction Phase
		<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>		\$ 46,116	N/A	\$ -			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>	<i>Coordinating with NBISD to minimize project impact. Preparing bid documents.</i>		\$ 153,224	N/A	\$ -			Design Phase
		<i>Lakeview Boulevard</i>	<i>Preparing bid documents.</i>		\$ 20,700	N/A	\$ -			Design Phase
		<i>Union Avenue</i>	<i>Finalizing design for Fall bid.</i>		\$ -	N/A	\$ -			Design Phase
		<i>Comal Avenue</i>	<i>Preparing bid documents.</i>		\$ 33,450	N/A	\$ -			Design Phase
		<i>County Line Road</i>	<i>Project slated for year 3.</i>		\$ 58,380	N/A	\$ -			On Hold
		<i>Peach/Plum/Grape</i>	<i>Project slated for year 3.</i>		\$ 63,605	N/A	\$ -			On Hold
		<i>Central Avenue</i>	<i>Preparing bid documents.</i>		\$ 11,450	N/A	\$ -			Design Phase
		<i>Grant Street</i>	<i>Preparing bid documents.</i>		\$ 11,450	N/A	\$ -			Design Phase
		<i>South Street</i>	<i>Preparing bid documents.</i>		\$ 48,600	N/A	\$ -			Design Phase

CAPITAL PROJECT STATUS as of 8/3/2020

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/RIF	Klein Road Phase 2	FM 725 to Walnut Avenue	Engineering review & comments underway for 90% plan. Utility coordination meeting in July.	\$ 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	Surveying underway- expect utility coordination in July.	\$ 17,897,150	\$ 165,615	N/A	\$ -	\$ 17,731,535	Design Phase	1%	
2019 Bond	Business 81 & FM 306 Extensions		Project on hold until after prop 1 projects are complete.	\$ 2,514,540	\$ 146,940	\$ 599,997	\$ 36,677	\$ 1,730,926	On Hold	7%	
NBEDC & 2013 Bond	Citywide Pedestrian Enhancements (AAMPO)		San Antonio Complete. Seele & Fredericksburg underway.	\$ 1,794,828	\$ 291,731	N/A	\$ 937,935	\$ 565,162	Construction Phase	69%	
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	\$ 152,765	N/A	\$ -	\$ 46,708	Design Phase	77%	
RIF	FM 306 Extension PER (Barbarosa)	FM 1101 to FM 758	Assessing new alignment with City Management. Organizing two virtual property owners meetings.	\$ 359,388	\$ 7,738	N/A	\$ -	\$ 351,650	Scope Development	2%	
RIF	Kowald PER	IH 35 to FM 1101	Reviewing scope & fee - narrowing scope.	TBD	\$ -	N/A	\$ -	\$ -	Scope Development	0%	
TxDot	Airport Detention Pond		TXDOT soliciting bids.	\$ -	\$ -	N/A	\$ -	\$ -	Bid Phase	0%	
NBEDC	Elizabeth Street Parking Realignment		Coordination with adjacent project in progress.	\$ 162,000	\$ 35,765	N/A	\$ -	\$ 126,235	Design Phase	22%	
RIF	Saengerhalle/Mary Intersection	Hwy 46	PER approved 7/27/20 -kickoff pending.	\$ 47,905	\$ -	N/A	\$ -	\$ -	Design Phase	0%	
RIF	Water Way Lane		Reviewing scope & fee-narrowing scope.	TBD	\$ -	N/A	\$ -	\$ -	Scope Development	0%	
RIF	Old FM 306 /Common Intersection		PER approved 7/27/20 -kickoff pending.	\$ 47,125	\$ -	N/A	\$ -	\$ -	Scope Development	0%	
RIF	FM 1044/ Klein intersection		PER approved 7/27/20 -kickoff pending .	\$ 46,100	\$ -	N/A	\$ -	\$ -	Scope Development	0%	
2019 Bond & NBEDC	Sports Complex Phase 1		Finalizing Sewer connection design; all other phases under design; submitted for grant from TX parks & Wildlife; design completion expected September 2020.	\$ 25,784,920	\$ 986,741	N/A	\$ 148,799	\$ 24,649,380	Design Phase	4%	
2013, 2019 Bonds & Grant	All Abilities Park Enhancements		Morningside complete. Landa Park in progress.	\$ 700,000	\$ -	N/A	\$ 430,965	\$ 269,035	Construction Phase	62%	
2007 CoFo & 2019 Bond	Comal Cemetery Wall Improvements		Construction ongoing.	\$ 4,500,000	\$ 202,313	N/A	\$ 1,397,863	\$ 4,297,687	Construction Phase	36%	
Hotel Motel Tax	Comal River Improvements		Preliminary design underway.	\$ 350,473	\$ -	N/A	\$ -	\$ 350,473	Design Phase	0%	
2013 Bond	Hinman Island Restrooms		Project substantially complete.	\$ 250,000	\$ -	N/A	\$ 135,519	\$ 114,481	Construction Phase	54%	
2011 CoFo & Contribution from Mainstreet Partner	Downtown Restrooms Façade Improvements		Project kick off meeting mid-July.	\$ 50,000	\$ -	N/A	\$ -	\$ 50,000	Design Phase	0%	
NBEDC & Seguin 4A	CTTC HVAC replacement		Materials ordered. 12 week lead time; expected late August.	\$ 250,000	\$ -	N/A	\$ -	\$ -	Bid Phase	0%	
Endowment	Library Space Assessment		Proposal received. Reviewing with Stakeholders	\$ 21,000	\$ -	N/A	\$ -	\$ -	Scope Development	0%	
2019 Bond	Westside Community Library Center		Final design in progress.	\$ 5,525,340	\$ 421,883	N/A	\$ -	\$ 5,103,457	Design Phase	8%	
Park Impr. Fees	Mission Hills Park		PSA issued for design to begin.	\$ 23,500	\$ -	N/A	\$ -	\$ -	Design Phase	0%	
NBEDC & MPO	Dry Comal Creek		Design plan underway; evaluating funding	TBD	\$ -	N/A	\$ -	\$ -	Scope Development	0%	
2019 Bond	Fire Station #2		Competitive Sealed Proposal (CSP) expected in July.	\$ 7,367,500	\$ 481,131	N/A	\$ -	\$ 6,886,369	Design Phase	7%	
2019 Bond	Fire Station #3		Move to temporary site beginning of July, Competitive Sealed Proposal (CSP) release in July.	\$ 6,736,000	\$ 362,760	N/A	\$ 183,550	\$ 6,189,690	Design Phase	8%	
Creekside TIRZ	Firestation #7		Master plan scope in progress. Phase II environmental complete.	\$ 2,928,000	\$ 54,138	N/A	\$ -	\$ 2,873,862	Design Phase	2%	
2019 Bond	Police Department Facility/Veterans Memorial		Finalizing furnishings, exterior finishes and appliance selections. Finalizing design.	\$ 36,311,250	\$ 662,269	\$ 1,793,831	\$ -	\$ 33,855,150	Design Phase	7%	

RIF = Roadway Impact Fees

CoFo = Certificates of Obligation

NBEDC = New Braunfels Economic Development Corporation

VACANT POSITIONS REPORT
as of 8/5/20

Department	FY2019-20 # Authorized Positions	# Vacant Positions (FTE)	Notes	
AIRPORT FUND	9.00	-		
CAPITAL PROGRAMS	5.00	-		
CITY ATTORNEY	4.00	-		
CITY ADMINISTRATION	4.00	-		
ECONOMIC AND COMMUNITY DEVELOPMENT	2.00	-		
COMMUNICATION AND COMMUNITY ENGAGEMENT	4.00	-		
CITY SECRETARY	3.75	1.00 0.75	City Secretary - Posted Administrative Secretary - Pending posting until City Secretary filled	
CIVIC/CONVENTION CENTER	9.00	-		
FINANCE	12.00	-		
FIRE	Support Services Emergency Management Operations Total FTE	13.00 1.00 124.00 138.00	- - 1.00 1.00	Fire Captain - Pending promotional process to fill vacancy; test for Captain scheduled for 7/27/2020; Waiting for approval of test results to promote
GOLF FUND	15.00	2.00	Maintenance Worker - Not approved to hire - hiring freeze	
HUMAN RESOURCES	9.00	1.00	HR and Training Coordinator - Title and job description change - Not approved to post - hiring freeze	
INFORMATION TECHNOLOGY	14.00	1.00	Service Desk Technician - Not approved to hire - hiring freeze	
LIBRARY	27.00	1.00 1.00 0.50 0.50	Assistant Library Director - Not approved to hire - hiring freeze Library Aide (2 @ 20 hrs/wk) (1@ 19hrs/wk) - Not approved to hire - hiring freeze Library Clerk (2 @ 19 hrs/wk) - Not approved to hire - hiring freeze WCC - Program Specialist - Not approved to hire - hiring freeze	
MUNICIPAL COURT	9.00	1.00	Deputy Court Clerk - Not approved to hire - hiring freeze	
PARKS AND RECREATION	Administration Recreation - Fischer Park Recreation - Landa Park Athletics Aquatics Rangers Operations Das Rec - Full Time Das Rec - Part Time Total FTE	7.00 3.25 5.50 1.00 2.00 2.50 26.00 12.00 94.00 153.25	- 1.00 1.50 - - 1.00 1.00 3.00 1.00 1.00 1.50 3.50 1.00 2.00 1.50 1.00 1.00 1.50 1.00 6.50 29.50	Recreation Instructor (3 @ 20 hours) - Currently posted Recreation Instructor (9 @ 20 hours) - Currently posted Park Ranger (3 @ 20 hours) - Not approved for hire - hiring freeze Urban Forester - Not approved for hire - hiring freeze Maintenance Worker - Posting pending posting approval from CMO Assistant Aquatics Supervisor - Not approved for hire - hiring freeze Assistant Manager - Not approved for hire - hiring freeze Kinder Care Attendant (12 @ 19 hours) - Not approved for hire - hiring freeze Guest Services Representatives (21 @ 19 hours) - Currently posted Guest Services Leads (8 @ 19 hours) - Currently posted Lifeguard/Water Safety Instructor (44 @ 19 hours) - Currently posted Fitness Instructors (32 @ 19 hours) - Currently posted Recreation/Program Instructors (5 @ 29.5 hours) - Not approved for hire - hiring freeze Recreation/Program Instructors (5 @ 19 hours) - Not approved for hire - hiring freeze Kinder Care Lead (6 @ 19 hours) - Not approved for hire - hiring freeze Slide/Party Attendant (15 @ 19 hours) - Pending title change to Party Attendant and redistribution of FTE's to add Party Manager
PLANNING AND COMMUNITY DEVELOPMENT	Building Inspections Environmental Services Planning Total FTE	15.00 14.00 10.00 39.00	- 1.00 1.00 2.00	Senior Code Enforcement Officer - Not approved for hire - hiring freeze Planning and Community Development Assistant Director - Not approved for hire - hiring freeze
POLICE	Administration Support Services Patrol Criminal Investigation Total FTE	14.00 28.50 98.00 33.50 174.00	1.00 1.00 3.00 3.00 8.00	Police Officer - Currently posted - Police Officer Entry Level Test approved for Sep't. 19 Emergency Dispatcher - Not approved for hire - hiring freeze Police Officer - Currently posted - Police Officer Entry Level Test approved for Sep't. 19 Police Officer - Currently posted - Police Officer Entry Level Test approved for Sep't. 19
PUBLIC WORKS	Engineering Streets Drainage Facilities Maintenance Total FTE	20.00 22.00 12.00 8.00 62.00	- - - - -	
SOLID WASTE FUND	Support Services Residential Collection Commercial Collection Recycling Collection Fleet Services Total FTE	8.00 12.00 15.00 15.00 9.00 59.00	- 1.00 1.00 1.00 - 4.00	Solid Waste Operator - Currently posted Refuse Collector - Currently posted Solid Waste Operator - Pending posting Refuse Collector - Pending posting
JUVENILE CASE MANAGER FUND	1.00	-		
RIVER ACTIVITIES FUND	2.00	-		
EDWARDS AQUIFER HABITAT CONSERVATION PLAN/WPP FUND	1.00	-		
DEVELOPMENT SERVICES FUND	3.00	-		
TOTAL FTE	753.00	54.25		
City-wide Staffing Level	92.80%			