



FINANCE DEPARTMENT

January Financial Report

March 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 **January**, with 33.3% of the fiscal year complete. Attached to this report are monthly financial summaries that indicate financial activity for the period, as well as fiscal year to date. Also included is an updated Capital Project Status Report as of 3/5/20, a current (FY 2019-20 authorized totals) Vacant Positions Report as of 3/11/20, an Economic Data Report and a report reflecting Roadway Impact Fee and Park Development Impact Fee service area balances.

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 are 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 2019-20 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 January 31, General Fund revenues total \$35.0 million or 48.2% of total budgeted revenue. \$11.0 million was received during the month of January, the majority of which came from property tax and sales tax. It is important to remember that the majority of property tax revenue is received from December-March. As of January 31, 95.7% of budgeted property tax has been collected. Sales tax and property tax are the two largest sources of revenue for the General Fund, totaling 59.6% of all budgeted revenue.

License and Permit revenue collections through the month of January were above budget at \$2.0 million (45.7%). Fines and Forfeiture revenue was below budget through January, with collections at 25.9% (\$374,000) of the budgeted totals. Charges for Services totaled \$905,000 (20.2%). Charges for Services are driven mainly by Ambulance Revenue Fees which are impacted by seasonality and one-time payments. A transition to a new ambulance fee collection vendor continues to be a major factor in figures thru January. The transition resulted in a 60-day lag in collections. We anticipate normalization of this revenue source by the end of the second quarter. Parks and Recreation revenue (net of Das Rec) totals \$159,000 through the month of January – 10.9% of budgeted revenue. Parks and Recreation is a very seasonal source of revenue. Das Rec revenue was again on target at \$999,000 (33.4%).

General Fund Expenditures

As of January 31, General Fund expenditures and encumbrances total \$25.5 million or 34.3% 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 January, 31.8% 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 50.3% committed, still reflecting encumbrances issued at the beginning of the fiscal year for one time expenditures and/or annual contracts approved by City Council.

Expenditure Category	Current Total Budget	Period Activity	Expenditures YTD	Encumbrances YTD	Total Fiscal YTD Expenditures and Encumbrances	Fiscal YTD % of Budget
Employee Expenses	\$56,870,321	\$ 6,106,715	\$ 17,250,229	\$ 81,771	\$ 17,332,000	30.5%
Operating Expenses	14,203,308	906,213	3,539,130	3,602,702	7,141,832	50.3%
Capital Expenses	747,101	10,880	10,880	317,924	328,804	44.0%
Debt Service	352,585	-	275,317	-	275,317	78.1%
Interfund Transfers	1,926,480	-	429,023	-	429,023	22.3%
Contingencies	250,000	-	-	2,670	2,670	1.1%
Total	\$74,349,795	\$ 7,023,808	\$ 21,504,579	\$ 4,005,067	\$ 25,509,646	34.3%

Enterprise Funds

Airport Fund – Revenues through the month of January total \$844,000 or 27.3% 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. The effects of the loss of a hangar tenant (and the large volume of related fuel sales) also continue to affect these figures thru January. Expenditures and encumbrances total \$825,000 or 26.8% of budget, which is also less than budget. Airport employee expenditures are at 29.8% of budget, which is below budget, due to a vacancy that has now been filled. The operating allocation is also below budget at 26.3%. The operating allocation is impacted by the cost to purchase fuel, which has a revenue offset.

Solid Waste Fund – Revenues through the month of January total \$3.3 million or 32.2% of total budgeted revenues. Solid Waste expenditures and encumbrances total \$4.4 million or 44.7% of budget. The percentage is impacted by purchase orders issued for refuse disposal, that are not yet paid. Employee expenditures are less than budget at 30.6%. Operating expenditures are over budget (71.5%) at the end of January, due to the above-mentioned purchase orders.

Golf Course Fund – Revenues through the month of January total \$488,000 or 28.8% of total budgeted revenues, which is less than budget. Revenue for the month of January was up 6.4% compared to January of last fiscal year – the largest January revenues in course history. There was a 5.7% increase in rounds played compared to the same period last year. Golf Fund expenditures and encumbrances total \$717,000 or 46.7%, which is greater than budget. The overage is primarily driven by purchase orders for capital equipment and merchandise and chemicals that have been issued, but not yet paid. Employee expenditures are below budget at 28.4%. Operating expenditures are significantly over budget at 64.8% due to the above-mentioned purchase orders.

Civic/Convention Center Fund – Charges for Services revenues through the Civic/Convention Center Fund at the end of the month of January total \$142,000 or 31.9% which is less than budget. Expenditures and encumbrances in the fund total \$310,000 or 36.5%, which is above budget due to purchase orders for electronic systems and landscaping that were issued, but not yet paid. 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 recent addition of the Veramendi Traffic Impact Fees area. The table below represents by area, all revenues and expenditures from inception through January 31, 2020.

Roadway Impact Fees	Revenues (Inception to Date)	Expenditures and Encumbrances (Inception to Date)	Balance
Service Area 1	\$ 1,924,386	\$ 1,716,765	\$ 207,620
Service Area 2	237,379	135,857	101,522
Service Area 3	5,102,012	4,122,576	979,436
Service Area 4	991,466	22,978	968,488
Service Area 5	6,420,355	5,064,598	1,355,757
Service Area 6	3,500,752	883,199	2,617,553
Veramendi Traffic Impact Fees	261,709	117,959.36	143,750
Total	\$ 18,438,058	\$ 12,063,932	\$ 6,374,126

Park Development Impact Fees

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

Park Development Impact Fees	Revenues (Inception to Date)	Expenditures and Encumbrances (Inception to Date)	Balance
PQUAD1	\$ 835,322	\$ 52,180	\$ 783,142
PQUAD2	1,554,069	-	1,554,069
PQUAD3	1,272,494	106,273	1,166,221
PQUAD4	192,460	63,183	129,276
Total	\$ 3,854,344	\$ 221,637	\$ 3,632,708



FINANCE DEPARTMENT

General Fund

	Current Total Budget	Period Activity January		Total Fiscal YTD	Fiscal YTD % of Budget
Revenues					
Taxes and Franchise Fees	\$ 53,869,431	\$ 9,474,349		\$ 29,723,744	55.2%
Licenses and Permits	4,428,748	533,554		2,023,628	45.7%
Intergovernmental/Contributions	716,160	-		41,875	5.8%
Charges for Services	4,488,740	437,265		904,686	20.2%
Fines and Forfeitures	1,443,623	104,533		374,356	25.9%
Interest Income	350,000	67,482		294,182	84.1%
Parks and Recreation	1,455,000	53,505		158,892	10.9%
Das Rec	2,990,045	255,076		998,547	33.4%
Miscellaneous	2,056,000	119,393		250,385	12.2%
Interfund Transfers	849,381	-		212,345	25.0%
Total General Fund Revenues	\$ 72,647,128	\$ 11,045,157		\$ 34,982,640	48.2%

	Current Total Budget	Period Activity January	Expenditures YTD	Encumbrances YTD	Total Fiscal YTD Expenditures and Encumbrances	Total Fiscal YTD Committed as % of Budget
Expenditures						
City Council	\$ 33,350	\$ 943	\$ 7,581	\$ -	\$ 7,581	22.7%
City Attorney	975,673	82,996	216,603	251,251	467,854	48.0%
City Administration	1,604,931	145,467	422,316	27,902	450,218	28.1%
Information Technology	2,189,219	165,245	791,442	-	791,442	36.2%
Municipal Court	740,409	84,555	234,687	10,200	244,887	33.1%
Human Resources	991,269	124,267	303,023	44,015	347,038	35.0%
Finance	1,288,256	147,386	407,210	-	407,210	31.6%
Planning and Community Development	3,878,616	330,786	953,748	530,130	1,483,878	38.3%
Police	20,470,897	2,060,472	6,090,548	538,546	6,629,094	32.4%
Fire	19,358,451	2,107,292	6,028,508	199,718	6,228,226	32.2%
Public Works	7,832,454	626,914	1,988,574	914,063	2,902,637	37.1%
Parks	5,605,391	410,288	1,299,964	448,502	1,748,466	31.2%
Das Rec	2,716,294	279,806	746,320	142,601	888,921	32.7%
Library	2,479,605	240,101	706,307	34,669	740,976	29.9%
Non-Departmental	4,184,980	217,290	1,307,748	863,470	2,171,218	51.9%
Total General Fund Expenditures	\$ 74,349,795	\$ 7,023,808	\$ 21,504,579	\$ 4,005,067	\$ 25,509,646	34.3%

Airport Fund

	Current Total Budget	Period Activity January		Total Fiscal YTD	Fiscal YTD % of Budget
Revenues					
Charges for Services	\$ 2,937,550	\$ 248,787		\$ 829,273	28.2%
Intergovernmental	50,000	-		-	0.0%
Interfund Transfer	99,910	-		14,273	14.3%
Total Airport Revenues	\$ 3,087,460	\$ 248,787		\$ 843,546	27.3%

	Current Total Budget	Period Activity January	Expenditures YTD	Encumbrances YTD	Total Fiscal YTD Expenditures and Encumbrances	Total Fiscal YTD Committed as % of Budget
Expenditures						
Employee Expenses	\$ 634,304	\$ 70,289	\$ 185,459	\$ 3,691	\$ 189,150	29.8%
Operation Expenses	1,887,723	117,285	454,010	42,631	496,641	26.3%
Interfund Transfer	557,243	-	139,311	-	139,311	25.0%
Total Airport Fund Expenditures	\$ 3,079,270	\$ 187,574	\$ 778,780	\$ 46,322	\$ 825,102	26.8%

Solid Waste Fund

	Current Total Budget	Period Activity January		Total Fiscal YTD	Fiscal YTD % of Budget
Revenues					
Charges for Services	\$ 10,035,000	\$ 831,875		\$ 3,202,637	31.9%
Licenses & Permits	-	6,020		7,540	0.0%
Miscellaneous	83,000	9,035		46,611	56.2%
Interest Income	65,000	4,151		18,451	28.4%
Total Solid Waste Fund Revenues	\$ 10,183,000	\$ 851,081		\$ 3,275,239	32.2%

	Current Total Budget	Period Activity January	Expenditures YTD	Encumbrances YTD	Total Fiscal YTD Expenditures and Encumbrances	Total Fiscal YTD Committed as % of Budget
Expenditures						
Employee Expenses	\$ 4,017,771	\$ 449,625	\$ 1,229,746	\$ -	\$ 1,229,746	30.6%
Operation Expenses	3,767,957	251,229	958,112	1,737,349	2,695,461	71.5%
Capital Expenses	7,700	-	7,068	-	7,068	91.8%
Interfund Transfer	2,107,441	-	492,360	-	492,360	23.4%
Total Solid Waste Fund Expenditures	\$ 9,900,869	\$ 700,854	\$ 2,687,286	\$ 1,737,349	\$ 4,424,635	44.7%

Golf Fund

	Current Total Budget	Period Activity January		Total Fiscal YTD	Fiscal YTD % of Budget
Revenues					
Charges for Services	\$ 1,661,632	\$ 107,778		\$ 479,413	28.9%
Miscellaneous	35,000	4,272		8,717	24.9%
Total Golf Fund Revenues	\$ 1,696,632	\$ 112,050		\$ 488,130	28.8%

	Current Total Budget	Period Activity January	Expenditures YTD	Encumbrances YTD	Total Fiscal YTD Expenditures and Encumbrances	Total Fiscal YTD Committed as % of Budget
Expenditures						
Employee Expenses	\$ 822,993	\$ 80,301	\$ 234,113	\$ -	\$ 234,113	28.4%
Operation Expenses	484,200	56,462	183,217	130,391	313,608	64.8%
Capital Expenses	152,500	-	67,565	83,330	150,895	98.9%
Interfund Transfer	75,025	-	18,756	-	18,756	25.0%
Total Golf Fund Expenditures	\$ 1,534,718	\$ 136,763	\$ 503,651	\$ 213,721	\$ 717,372	46.7%

Civic/Convention Center Fund

	Current Total Budget	Period Activity January		Total Fiscal YTD	Fiscal YTD % of Budget
Revenues					
Charges for Services	\$ 445,000	\$ 47,014		\$ 141,964	31.9%
Interfund Transfers	445,127	-		-	0.0%
Miscellaneous	-	31		117	0.0%
Total Civic/Convention Center Fund Revenues	\$ 890,127	\$ 47,045		\$ 142,081	16.0%

	Current Total Budget	Period Activity January	Expenditures YTD	Encumbrances YTD	Total Fiscal YTD Expenditures and Encumbrances	Total Fiscal YTD Committed as % of Budget
Expenditures*						
Employee Expenses	\$ 511,211	\$ 53,957	\$ 152,869	\$ -	\$ 152,869	29.9%
Operation Expenses	287,080	16,986	76,217	58,517	134,734	46.9%
Capital Expenses	12,672	-	12,724	-	12,724	100.4%
Interfund Transfer	40,548	-	10,137	-	10,137	25.0%
Total Civic/Convention Center Fund Expenditures	\$ 851,511	\$ 70,943	\$ 251,947	\$ 58,517	\$ 310,464	36.5%

*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 January	Total Fiscal YTD	Fiscal YTD % of budget		Current Total Budget	Period Activity January	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	\$ 5,691,661	\$ 17,996,654	90.4%		\$ 19,916,818	\$ 14,963,939	\$ 15,303,048	\$ -	\$ 15,303,048	76.8%
Self Insurance Fund	\$ 7,053,500	\$ 556,519	\$ 2,199,069	31.2%		\$ 6,925,000	\$ 449,545	\$ 1,161,118	\$ 87,559	\$ 1,248,677	18.0%
Special Revenue Funds											
CDBG Fund *	\$ 354,166	\$ 10,793	\$ 140,354	39.6%		\$ 354,166	\$ 19,678	\$ 134,006	\$ 265,928	\$ 399,934	112.9%
Grant Fund *	\$ 528,091	\$ -	\$ 31,147	5.9%		\$ 682,339	\$ 225,582	\$ 235,674	\$ -	\$ 235,674	34.5%
Special Revenue Fund	\$ 200,000	\$ 72,562	\$ 130,905	65.5%		\$ 455,000	\$ 19,590	\$ 91,880	\$ 118,010	\$ 209,890	46.1%
River Activities Fund	\$ 1,322,470	\$ 2,221	\$ 29,309	2.2%		\$ 1,322,470	\$ 18,164	\$ 69,238	\$ 132,465	\$ 201,703	15.3%
Court Security Fund	\$ 30,000	\$ 2,263	\$ 7,848	26.2%		\$ 31,000	\$ 2,674	\$ 7,540	\$ -	\$ 7,540	24.3%
Judicial Efficiency Fund	\$ 7,500	\$ 571	\$ 2,219	29.6%		\$ 13,701	\$ -	\$ 570	\$ -	\$ 570	4.2%
Court Technology Fund	\$ 41,000	\$ 2,632	\$ 10,081	24.6%		\$ 42,000	\$ 883	\$ 19,921	\$ -	\$ 19,921	47.4%
Child Safety Fund	\$ 137,500	\$ 1,765	\$ 6,852	5.0%		\$ 186,000	\$ 14,313	\$ 54,477	\$ 109,545	\$ 164,022	88.2%
Stormwater Development Fund	\$ 65,000	\$ 30,600	\$ 269,140	414.1%		\$ 316,000	\$ -	\$ -	\$ 160,946	\$ 160,946	50.9%
Truancy Fund Revenues	\$ 60,000	\$ 3,795	\$ 14,726	24.5%		\$ 79,750	\$ 8,154	\$ 25,053	\$ -	\$ 25,053	31.4%
Cable Franchise Fund (PEG)	\$ 177,500	\$ 12,061	\$ 12,061	6.8%		\$ 490,000	\$ 280,134	\$ 285,830	\$ 197,079	\$ 482,909	98.6%
Equipment Replacement Fund	\$ 1,170,000	\$ 1,512	\$ 329,911	28.2%		\$ 1,503,987	\$ 37,741	\$ 145,235	\$ 740,491	\$ 885,726	58.9%
Federal Court Awards Fund	\$ -	\$ -	\$ 21,556	0.0%		\$ 100,000	\$ -	\$ 21,131	\$ 76,312	\$ 97,443	97.4%
Non-Federal Court Awards Fund	\$ -	\$ 6,777	\$ 17,068	0.0%		\$ 68,000	\$ 1,624	\$ 3,701	\$ -	\$ 3,701	5.4%

* Driven by End-of-Year accrual entries.



FINANCE DEPARTMENT

Revenues

Expenditures

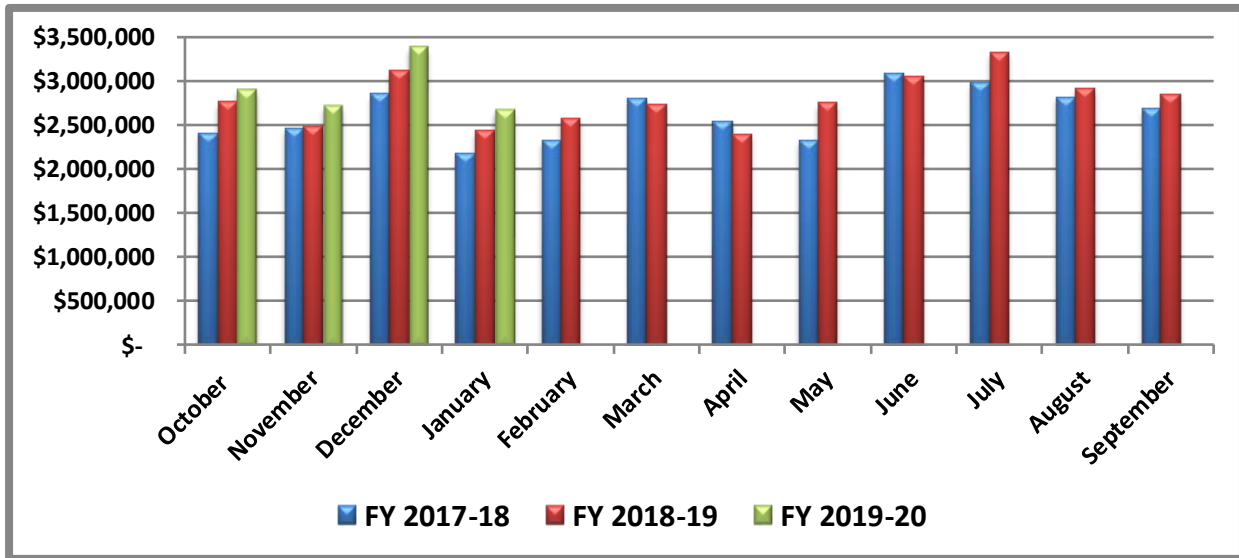
	Revenues				Expenditures					
	Current Total Budget	Period Activity January	Total Fiscal YTD	Fiscal YTD % of budget	Current Total Budget	Period Activity January	Total Fiscal YTD Expenditures	Total Fiscal YTD Encumbrances	Total Fiscal YTD Expenditures and Encumbrances	Total Fiscal YTD Committed as % of Budget
Special Revenue Funds - continued										
Enterprise Maintenance and Equipment Replacement Fund	\$ 1,451,410	\$ 8,362	\$ 367,562	25.3%	\$ 1,700,000	\$ -	\$ -	\$ 1,699,456	\$ 1,699,456	100.0%
Fire Apparatus Replacement Maintenance Fund	\$ 280,000	\$ 31,847	\$ 51,823	18.5%	\$ 138,703	\$ 28,800	\$ 109,330	\$ 29,576	\$ 138,906	100.1%
Edwards Aquifer Habitat Conservation Plan Fund *	\$ 1,255,500	\$ 59,512	\$ 177,156	14.1%	\$ 1,255,500	\$ 42,914	\$ 141,046	\$ 578,840	\$ 719,886	57.3%
Faust Library Fund	\$ -	\$ 69	\$ 69	0.0%	\$ 1,500	\$ -	\$ -	\$ -	\$ -	0.0%
Rec Center Improvements & Op Revenues Fund	\$ 1,250	\$ (4)	\$ 141	11.3%	\$ -	\$ -	\$ 236	\$ -	\$ 236	0.0%
Development Services Fund	\$ 931,475	\$ 99,072	\$ 386,165	41.5%	\$ 795,500	\$ 52,620	\$ 174,283	\$ 213,191	\$ 387,474	48.7%
Cemetery Improvements Fund	\$ 5,000	\$ 75	\$ 7,877	157.5%	\$ 198,000	\$ -	\$ 8,763	\$ 10,506	\$ 19,269	9.7%
Hotel/Motel Tax Fund *	\$ 4,005,000	\$ 202,967	\$ 741,302	18.5%	\$ 4,377,508	\$ 168,826	\$ 543,186	\$ 455,791	\$ 998,977	22.8%

* Driven by End-of-Year accrual entries.

ECONOMIC DATA

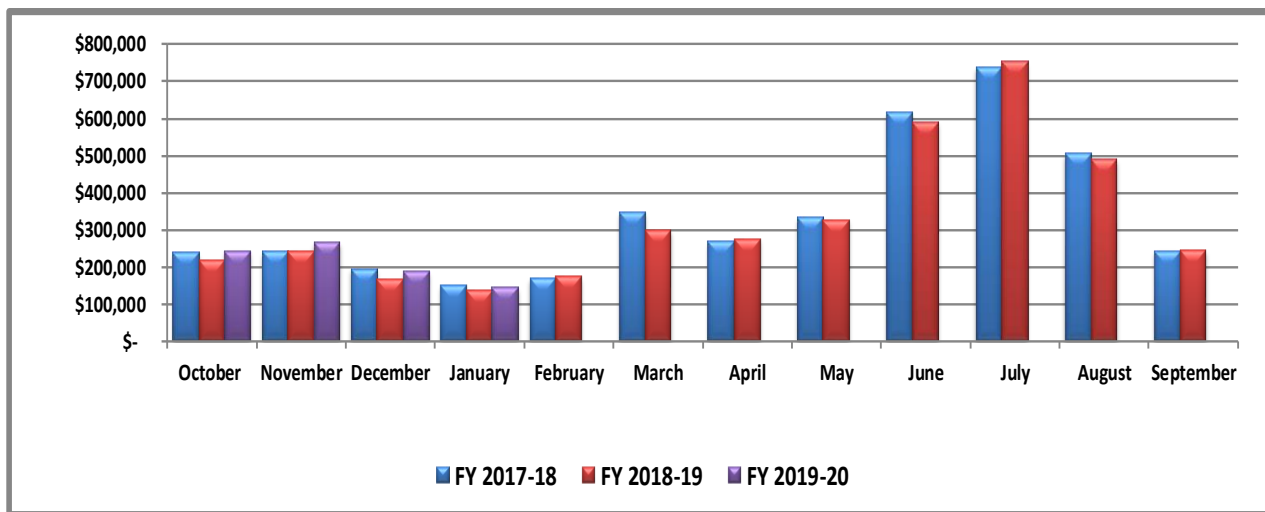
Total Sales Tax Collections – General Fund and NBEDC

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



Hotel/Motel Tax Collection

As shown in the graph below, January Hotel/Motel collections were up 7.4% when compared to January of last fiscal year, and up 10.6% fiscal year to date. A new penalty structure for delinquent taxes and returns was implemented for the January taxes due in January. This may have had some impact on the increased collections.



CAPITAL PROJECT STATUS as of 3/5/2020

Infrastructure		Quality of Life		Growth and Development		Public Safety				
Funding Source	Project	Sub-project & Limits	Description	Budget	Professional Services			Total Remaining	Status	Overall Completion
					Expended	ROW Expended	Construction Expended			
2013 Bond	Citywide Streets			\$ 10,000,000	\$ 790,705	N/A	\$ 7,318,043	\$ 1,891,251		81%
		Union Avenue (Common Street to Austin)	Project moved to 2019 Bond Year 3		\$ 53,415	N/A	\$ -			On Hold
		San Antonio Street (Academy to Walnut)	Construction underway- complete mid-spring		\$ 8,590	N/A	\$ 396,157			Construction Phase
		Common Street (Gruene Road to Hanz Drive)	Construction underway - intersection under construction. Complete mid-spring.		\$ -	N/A	\$ 665,183			Construction Phase
		San Antonio (Spur to Krueger)	Utility work underway - construction to follow late spring		\$ 137,526	N/A	\$ 405,193			Construction Phase
2013 Bond	Klein Road Phase 1	FM 1044 to Walnut Avenue	Drainage and roadway work ongoing	\$ 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- working on Sidewalks, manholes and roadway; Rueckle-Road and Drainage.Morningside-waterline 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	Initial paving complete. Flatwork and final paving in progress. Anticipate completion in Spring 2020	\$ 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 work ongoing;Utility work pending resolution;Anticipate completion in Spring 2020	\$ 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	\$ 168,870.00	\$ 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	\$ 801,198			\$ 14,198,802		5%
		California Boulevard (Loop 337 to Gazebo Circle)	Continuing sidewalk and curb installation.		\$ 164,353	N/A	\$ 215,865			Construction Phase
		Kerlick Lane (Walnut Avenue to Mission Hills Drive)	Anticipate council approval 3/9/20		\$ 59,435	N/A				Construction Phase
		San Antonio Street (Spur to Krueger Avenue)	Centerpoint gas relocate work underway- construction to follow late spring.		\$ -	N/A				Bid Phase
		Oak Run Sidewalks (Oak Glen from Oakrun Pkwy to Timber Hollow & Timber Hollow from Oak Glen to Crown Ridge)	Contract awarded. Start date late March/Early April		\$ 790	N/A				Construction Phase
		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)	Project slated for year 2		\$ 46,116	N/A				On Hold
		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)	Project slated for year 2		\$ 153,224	N/A				On Hold
		Lakeview Boulevard	Project slated for year 2		\$ 117,720	N/A				On Hold
		Union Avenue	Project slated for year 3		\$ -	N/A				On Hold
		Comal Avenue	Project slated for year 3		\$ 33,450	N/A				On Hold
		County Line Road	Project slated for year 3		\$ 58,380	N/A				On Hold
		Peach/Plum/Grape	Project slated for year 3		\$ 63,605	N/A				On Hold
		Central Avenue	Project slated for year 4		\$ 11,450	N/A				On Hold
		Grant Street	Project slated for year 4		\$ 11,450	N/A				On Hold
		South Street	Project slated for year 6		\$ 48,600	N/A				On Hold

CAPITAL PROJECT STATUS as of 3/5/2020

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
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 April	\$ 17,897,150	\$ 164,399	N/A	\$ -	\$ 17,732,751	Design Phase	1%
2019 Bond	Business 81 & FM 306 Extensions		Project on hold until after prop 1 projects are complete	\$ 2,514,540	\$ 145,530	N/A	\$ -	\$ 2,369,010	Design Phase	6%
NBEDC	Bridge Street Parking Lot		Substantially complete; finalizing signage	\$ 134,749	\$ 25,447	N/A	\$ 97,683	\$ 11,618	Construction Phase	91%
NBEDC & 2013 Bond	Citywide Pedestrian Enhancements (AAMPO)		Sidewalk construction underway	\$ 1,794,828	\$ 268,389	N/A	\$ 110,569	\$ 1,415,870	Construction Phase	21%
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	FM 1101 to FM 758	Temporary right-of-entry letters mailed out to residents to begin surveying efforts, Public meeting March 17th.	\$ 359,388	\$ 7,738	N/A	\$ -	\$ 351,650	Scope Development	2%
RIF	Kowald PER	IH 35 to FM 1101	Developing Scope to statement of qualifications from Engineers		\$ -	N/A	\$ -	\$ -	Scope Development	0%
TXDOT (Matching funds from 2004, 2008 & 2009 CoFo's)	Airport Detention Pond		TXDOT soliciting bids		\$ -	N/A	\$ -	\$ -	Bid Phase	0%
NBEDC	Elizabeth Street Parking Realignment		Coordination with adjacent project in progress	\$ 162,000	\$ -	N/A	\$ -	\$ 162,000	Design Phase	0%
RIF	Saengerhalle/Mary Intersection	Hwy 46	Developing Scope to statement of qualifications from Engineers		\$ -	N/A	\$ -	\$ -	Scope Development	0%
2019 Bond & NBEDC	Sports Complex Phase 1		Finalizing Sewer connection design; Finalizing TXDOT driveway access; submitted for grant from Tx Parks & Wildlife; design completion expected August 2020	\$ 25,784,920	\$ 689,883	N/A	\$ -	\$ 25,095,037	Design Phase	3%
2013, 2019 Bonds & Grant	All Abilities Park Enhancements		Equipment installation at Morningside. Landa to follow	\$ 700,000	\$ 379,467	N/A	\$ -	\$ 320,533	Construction Phase	54%
2007 CoFo & 2019 Bond	Comal Cemetery Wall Improvements		Bids received; under review	\$ 4,500,000	\$ 105,491	N/A		\$ 4,394,509	Design Phase	2%
Hotel Motel Tax	Comal River Improvements		Preliminary design underway	\$ 350,473	\$ -	N/A		\$ 350,473	Design Phase	0%
2013 Bond	Hinman Island Restrooms		Contractor pushing to finish construction before river season.	\$ 250,000	\$ -	N/A	\$ 105,876	\$ 144,124	Construction Phase	42%
Contributions & 2004, 2008 & 2009 CoFo's	Downtown Restrooms Façade Improvements		Waiting on response and funds from Main Street Partners	\$ 75,000	\$ -	N/A	\$ -	\$ 75,000	Bid Phase	0%
NBEDC & Seguin 4A	CTTC HVAC replacement		Contract in negotiation	\$ 400,000	\$ -	N/A	\$ -	\$ 400,000	Bid Phase	0%
Endowment	Library Space Assessment		Waiting on Library staff	\$ -	\$ -	N/A	\$ -	\$ -	Scope Development	0%
2019 Bond	Westside Community Library Center		60 % plan review March 5th.	\$ 5,525,340	\$ 163,307	N/A	\$ -	\$ 5,362,033	Design Phase	3%
2019 Bond	Fire Station #2		Final design in progress. Anticipate Spring bid.	\$ 7,367,500	\$ 415,830	N/A	\$ -	\$ 6,951,670	Design Phase	6%
2019 Bond	Fire Station #3		Final design in progress. Anticipate Spring bid.	\$ 6,736,000	\$ 311,578	N/A	\$ -	\$ 6,424,422	Design Phase	5%
Creekside TIRZ	Firestation #7		Financial review of project needs	\$ 1,300,000	\$ -	N/A	\$ -	\$ 1,300,000	On Hold	0%
2019 Bond	Police Department Facility/Veterans Memorial		50% design documents received, Veterans Memorial public meeting scheduled for March 12, 2020	\$ 36,311,250	\$ 122,746	\$ 1,781,331	\$ -	\$ 34,407,173	Design Phase	5%

RIF = Roadway Impact Fees

CoFo = Certificates of Obligation

NBEDC = New Braunfels Economic Development Corporation

VACANT POSITIONS REPORT
as of 3/11/20

Department	FY2019-20 # Authorized Positions	# Vacant Positions (FTE)	Notes
Airport	9.00	-	
Capital Programs	5.00	-	
City Attorney's Office	4.00	-	
City Manager's Office	7.00	1.00	Director of Communications and Community Engagement - Applicant scheduled to start 4/6
City Secretary	3.75	-	
Civic Center	9.00	-	
Finance	12.00	-	
Fire	Support Services 15.00 Emergency Management 1.00 Operations 123.00 Total FTE 139.00	1.00 7.00 8.00	Battalion Chief - Pending potential reclass to fill vacancy Firefighter - Applicants currently in background process from 1/31 and 2/1 testing
Golf Course	15.00	0.50	Golf Cart Porter - Part-Time - Currently posted
Human Resources	8.00	1.00	Safety and Training Coordinator - Pending posting
Information Technology	14.00	1.00	Service Desk Technician - Currently in interview process
Library	27.00	1.00 0.50 1.00	Assistant Library Director - Currently posted Library Aide (2 @ 20 hrs/wk) (1@ 19hrs/wk) - Currently posted WCC - Program Specialist - Currently in interview process
Municipal Court	9.00	-	
Parks & Recreation	Administration 8.00 Recreation - Fischer Park 3.25 Recreation - Landa Park 4.00 Athletics 1.00 Aquatics 2.00 Rangers 2.50 Operations 26.00 Das Rec - Full Time 12.00 Das Rec - Part Time 92.50 Total FTE 151.25	- 0.50 0.50 - - 0.50 1.00 1.00 1.00 1.00 5.00 4.00 4.00 1.50 0.50 19.50	Recreation Instructor (3 @ 20 hours) - Currently posted Recreation Instructor (9 @ 20 hours) - Currently posted Park Ranger (3 @ 20 hours) - Currently posted Urban Forester - Currently posted Assistant Aquatics Supervisor - Currently in interview process Slide/Party Attendant (15 @ 19 hours) - Currently posted Fitness Instructors (32 @ 19 hours) - Currently posted Guest Services Representatives (21 @ 19 hours) - Currently posted Lifeguard/Water Safety Instructor (44 @ 19 hours) - Currently posted Kinder Care Attendant (12 @ 19 hours) - Currently posted Recreation/Program Instructors (5 @ 19 hours) - Currently posted
Planning & Comm Dev	Building Inspections 15.00 Environmental Services 16.00 Planning 13.00 Total FTE 44.00	- 1.00 1.00 2.00	Senior Code Enforcement Officer - Currently posted Planning Technician - Pending posting
Police	Administration 12.00 Support Services 29.50 Patrol 93.00 Criminal Investigation 33.50 Total FTE 168.00	- 1.00 1.00 1.00 12.00 15.00	Emergency Dispatcher - Applicant selected, waiting to confirm start date Police Lieutenant - Pending promotional exam April 7th Police Records Clerk - Pending reposting Police Officer - Pending background process; entry-level test was 11/16/19
Public Works	Engineering 21.00 Streets 22.00 Drainage 12.00 Facilities Maintenance 8.00 Total FTE 63.00	- 1.00 - - 1.00	Equipment Operator II - Currently posted
Solid Waste	Support Services 8.00 Residential Collection 12.00 Commercial Collection 13.00 Recycling Collection 15.00 Fleet Services 9.00 Total FTE 57.00	- 1.00 1.00 - - 1.00 3.00	Solid Waste Operator - Currently posted Refuse Collector - Currently posted Fleet Technician I - Currently in interview process
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	752.00	54.50	
City-wide Staffing Level	92.75%		