



SUPPORT SERVICES DEPARTMENT

October Monthly Financial Report

December 23, 2014

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 for the month of **October**. Attached to this report are monthly financial summaries that indicate financial activity for the period as well as fiscal year to date. An active capital project status summary has also been attached as well.

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 2014-15 Operating Budget and Plan of Municipal Services as well as the Comprehensive Annual Financial Report (CAFR). To view these documents as well as other financial information produced by the Support Services Department, please click on the links below. All of these documents can be found on the City website.

- [City of New Braunfels Financial Documents](#)
- [Monthly Check Register](#)



For more information contact:

Martie Simpson
Director of Finance
msimpson@nbtexas.org

Jared Werner
Assistant Director of Finance
jwerner@nbtexas.org

General Fund Revenues

As of October 31, General Fund revenues total \$1,070,227 or 2.2% of total budgeted revenues. The City does not receive its first sales tax payment for the FY 2014-15 budget until December as that revenue source is not delivered to the City until six weeks after the month has ended. Moreover, the majority of property tax revenue is collected during the months of December-March. Sales tax and property tax are by far the two largest sources of revenue for the General Fund totaling 62.7% of all budgeted revenues; therefore, the delay and timing of these two sources has a significant impact on overall monthly revenue collections.

Revenue collections for the month of October are mainly driven by license and permit revenue (\$201,716) as well as the monthly franchise payment from NBU (\$530,415). Fines and forfeiture revenue totals \$97,765 while Charges for Services totals \$170,879. Charges for services are driven mainly by ambulance revenue fees. Parks and Recreation revenue totals \$19,800. Parks and Recreation revenue is driven significantly by seasonality.

General Fund Expenditures

As of October 31, General Fund expenditures and encumbrances total \$5,229,397 or 10.3% of the total budget. Encumbrances allow for funds to be committed at the beginning of the year for earmarked expenditures such as software licenses and maintenance, copier rentals, EMS supplies and landscape services. At the end of October, 2 out of 26 payrolls have been posted, which represent 7.7% of the total payrolls for the fiscal year. The attached financial summary includes total General Fund expenditures and encumbrances by department. The table below is broken down by total General Fund expenditures and encumbrances within each expenditure category.

Expenditure Category	Current Total Budget	Period Activity October	Fiscal YTD Expenditures and Encumbrances	Fiscal YTD % of Budget
Employee Expenses	\$36,564,862	\$2,704,806	\$ 2,772,942	7.6%
Operating Expenses	11,099,221	1,090,673	2,384,745	21.5%
Capital Expenses	949,095	23,072	71,711	7.6%
Interfund Transfers	848,975	-	-	0.0%
Contingencies*	1,499,300	-	-	0.0%
Total	\$50,961,453	\$3,818,550	\$5,229,397	10.3%

*Contingencies funding includes undesignated funds, turnover adjustment and all funding allocated for the FY 2014-15 market compensation increases. This allocation will be transferred to departments' employee expense appropriation towards the end of the fiscal year if and when the funds are needed.

Enterprise Funds

Airport Fund – Revenues in the month of October total \$235,113 or approximately 8.6% of total budgeted revenues. Of that amount, approximately \$178,000 was generated from fuel sales. Typically, flight operations begin to decrease as the fall begins, therefore the October revenue figures represent a positive outlook as the fiscal year begins. Expenditures and encumbrances total \$256,925 or 9.5%. Similar to revenue, fuel purchases represent the majority of Airport expenditures. Therefore, the expenditures are high from a monthly perspective; however it is mainly driven by the need to purchase the amount of fuel to meet the demand, which is currently higher than budgeted.

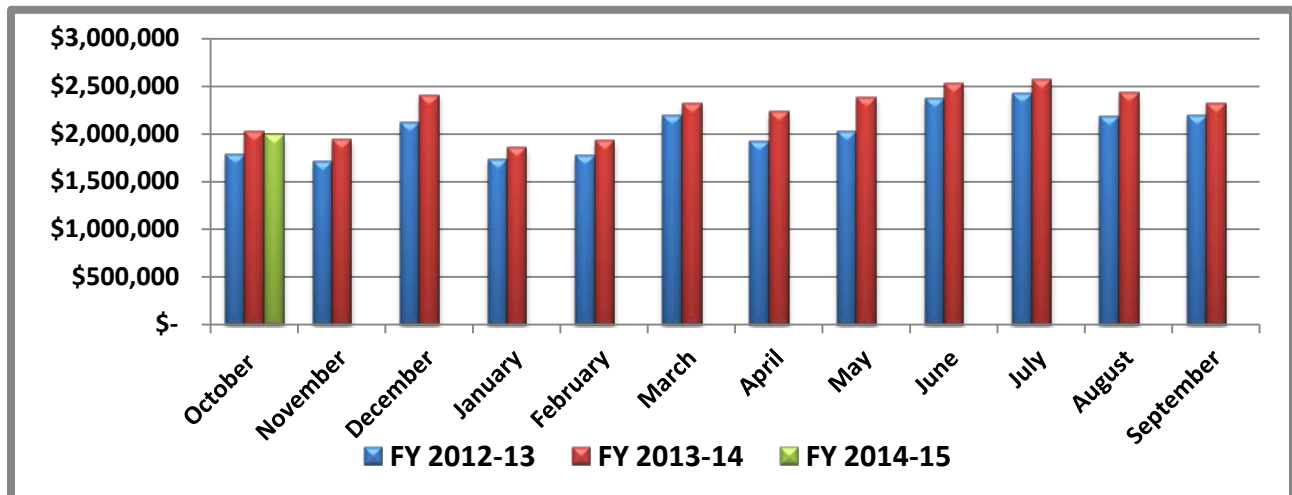
Solid Waste Fund – Revenues in the month of October total \$645,401 or 8.4% of total budgeted revenues. Revenues for the first month of the fiscal year are right on line when forecasting against total budgeted revenues. Solid Waste expenditures and encumbrances total \$543,889 or 6.7%. The expenditures committed in the capital expense appropriation are for the purchase of a commercial can crusher.

Golf Course Fund – Revenues in the month of October total \$214,604 or 10.5% of total budgeted revenues. Revenues for the month of October increased \$116,000 or 110% when compared to October 2012 (the course was closed during FY 2013-14). As of October 31st, Golf Fund expenditures and encumbrances total 135,014 or 7.3% as of October 31. Moreover, operating expenses committed are at 23.8% as of October 31st. This figure is driven mainly by encumbrances for advertising efforts and annual janitorial services.

Civic/Convention Center Fund – Revenues in the Civic/Convention Center Fund in the month of October total \$43,639 or 6.3% of total budgeted revenues. When looking only at the charges for services category, revenues total \$43,428 or 12.2% of the budget. This is a positive trend regarding booking activity at the center for the first month of the fiscal year. Expenditures in the fund total \$67,787 or 10.4%. There are several encumbrances for operating expenses such as landscaping services that make the figures look slightly inflated for the month.

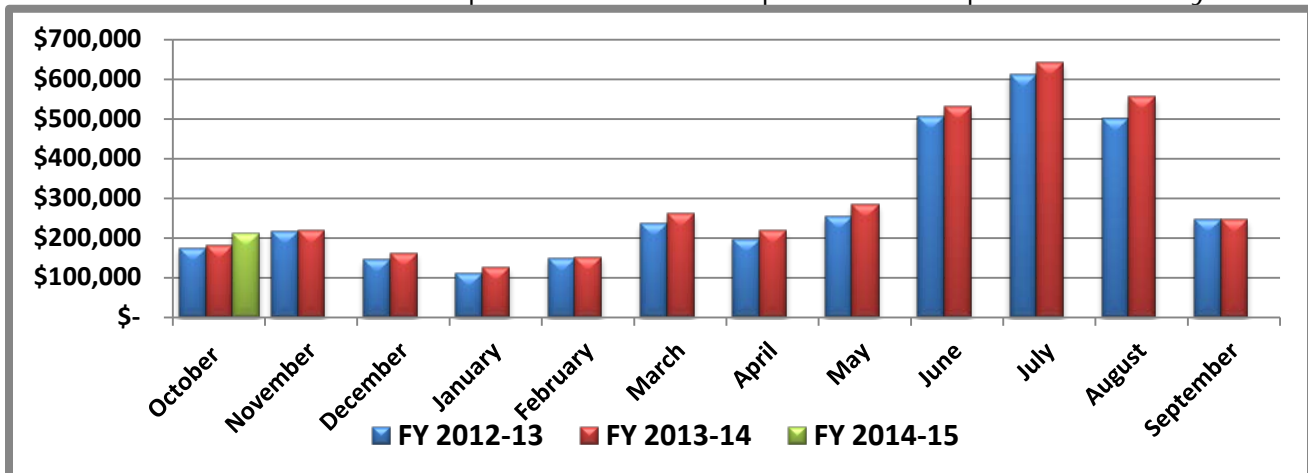
Sales Tax Collection

As mentioned earlier, sales tax is received approximately six weeks after the month has ended. However, the graph below includes the October sales tax payment in an effort to provide the most up to date information regarding sales tax collections. The October sales tax payment was down 2.17% when compared to last fiscal year. The decrease is driven by two factors. First, a negative audit adjustment by the state of approximately \$80,500 was included in the overall amount. The comparison for October without any audit or other monthly adjustments actually increases 1.56%. Secondly, state legislation now impacts the amount of sales tax revenue that the City of New Braunfels receives from Ashley Furniture. Prior to September 1, sales tax generated from any merchandise that was distributed from the New Braunfels location was paid to the City of New Braunfels, even though the sale of the furniture may have occurred in other incorporated areas such as San Antonio. This change in legislation will impact sales tax revenue and growth for the City of New Braunfels in FY 2014-15.



Hotel/Motel Tax Collection

Hotel Motel tax collections are another revenue source that is typically received 30-45 days after a month has ended. Therefore, the October financial summary does not reflect hotel activity for the month of October. However, the graph below does include hotel/motel collections for the month of October, again to provide the latest information. October Hotel/Motel tax collections were up 19.8% when compared to the previous fiscal year.





SUPPORT SERVICES DEPARTMENT

City of New Braunfels
 Monthly Financial Summaries
 As of October 31, 2014

General Fund

	Current Total Budget	Period Activity October	Total Fiscal YTD	Fiscal YTD % of budget
Revenues				
Taxes and Franchise Fees	\$ 39,269,972	\$ 565,957	\$ 565,957	1.4%
Licenses and Permits	2,632,390	201,716	201,716	7.7%
Intergovernmental	162,500	-	-	0.0%
Charges for Services	3,087,600	170,879	170,879	5.5%
Fines and Forfeitures	1,019,125	97,765	97,765	9.6%
Interest Income	70,000	-	-	0.0%
Parks and Recreation	1,296,350	19,800	19,800	1.5%
Miscellaneous	1,256,850	14,110	14,110	1.1%
Interfund Transfers	799,714	-	-	0.0%
Total General Fund Revenues	\$ 49,594,502	\$ 1,070,227	\$ 1,070,227	2.2%

	Current Total Budget	Period Activity October	Total Fiscal YTD Expenditures and Encumbrances	Total Fiscal YTD Committed as % of budget
Expenditures				
City Council	\$ 41,350	\$ 4,077	\$ 4,077	9.9%
City Attorney	675,137	63,915	132,648	19.6%
City Administration	2,522,713	69,409	77,549	3.1%
Human Resources	618,516	44,893	54,580	8.8%
Support Services	879,027	177,483	190,240	21.6%
Planning and Community Development	2,742,506	190,951	423,745	15.5%
Police	13,144,794	1,129,469	1,167,122	8.9%
Fire	14,312,203	1,036,546	1,378,764	9.6%
Public Works	5,762,305	270,304	667,170	11.6%
Parks	4,606,066	270,850	369,603	8.0%
Library	1,987,703	146,524	204,670	10.3%
Non-Departmental	3,669,134	414,130	559,229	15.2%
Total General Fund Expenditures	\$ 50,961,453	\$ 3,818,551	\$ 5,229,397	10.3%



SUPPORT SERVICES DEPARTMENT

City of New Braunfels
 Monthly Financial Summaries
 As of October 31, 2014

Airport Fund

	Current Total Budget	Period Activity October	Total Fiscal YTD	Fiscal YTD % of budget
Revenues				
Charges for Services	\$ 2,623,500	\$ 235,113	\$ 235,113	9.0%
Intergovernmental	50,000	-	-	0.0%
Total Airport Revenues	\$ 2,723,500	\$ 235,113	\$ 235,113	8.6%

	Current Total Budget	Period Activity October	Total Fiscal YTD Expenditures and Encumbrances	Total Fiscal YTD Committed as % of budget
Expenditures				
Employee Expenses	\$ 442,797	\$ 29,249	\$ 29,249	6.6%
Operation Expenses	1,865,715	224,641	227,676	12.2%
Interfund Transfer	372,571	-	-	0.0%
Contingencies	16,400	-	-	0.0%
Total Airport Fund Expenditures	\$ 2,697,483	\$ 253,890	\$ 256,925	9.5%

Solid Waste Fund

	Current Total Budget	Period Activity October	Total Fiscal YTD	Fiscal YTD % of budget
Revenues				
Charges for Services	\$ 7,574,601	\$ 640,102	\$ 640,102	8.5%
Miscellaneous	139,000	5,299	5,299	3.8%
Interest Income	1,000	-	-	0.0%
Total Solid Waste Fund Revenues	\$ 7,714,601	\$ 645,401	\$ 645,401	8.4%

	Current Total Budget	Period Activity October	Total Fiscal YTD Expenditures and Encumbrances	Total Fiscal YTD Committed as % of budget
Expenditures				
Employee Expenses	\$ 2,898,226	\$ 227,054	\$ 227,054	7.8%
Operation Expenses	4,004,223	218,257	280,296	7.0%
Capital Expenses	293,150	-	36,539	12.5%
Interfund Transfer	856,270	-	-	0.0%
Contingencies	73,600	-	-	0.0%
Total Solid Waste Fund Expenditures	\$ 8,125,469	\$ 445,311	\$ 543,889	6.7%



SUPPORT SERVICES DEPARTMENT

City of New Braunfels
 Monthly Financial Summaries
 As of October 31, 2014

Golf Fund	Current Total Budget	Period Activity October	Total Fiscal YTD	Fiscal YTD % of budget
Revenues				
Charges for Services	\$ 1,711,095	\$ 213,891	\$ 213,891	12.5%
Contributions	290,500	-	-	0.0%
Miscellaneous	35,000	713	713	2.0%
Total Golf Fund Revenues	\$ 2,036,595	\$ 214,604	\$ 214,604	10.5%
	Current Total Budget	Period Activity October	Total Fiscal YTD Expenditures and Encumbrances	Total Fiscal YTD Committed as % of budget
Expenditures				
Employee Expenses	\$ 731,169	\$ 49,143	\$ 50,620	6.9%
Operation Expenses	355,168	60,356	84,394	23.8%
Capital Expenses	205,000	-	-	0.0%
Interfund Transfer	542,674	-	-	0.0%
Contingencies	26,600	-	-	0.0%
Total Golf Fund Expenditures	\$ 1,860,611	\$ 109,499	\$ 135,014	7.3%
	Current Total Budget	Period Activity October	Total Fiscal YTD	Fiscal YTD % of budget
Civic/Convention Center Fund				
Revenues				
Charges for Services	\$ 355,848	\$ 43,428	\$ 43,428	12.2%
Interfund Transfers	334,883	-	-	0.0%
Miscellaneous	-	211	211	0.0%
Total Civic/Convention Center Fund Revenues	\$ 690,731	\$ 43,639	\$ 43,639	6.3%
	Current Total Budget	Period Activity October	Total Fiscal YTD Expenditures and Encumbrances	Total Fiscal YTD Committed as % of budget
Expenditures				
Employee Expenses	\$ 361,088	\$ 24,707	\$ 24,707	6.8%
Operation Expenses	250,412	28,452	43,080	17.2%
Interfund Transfer	30,575	-	-	0.0%
Contingencies	8,200	-	-	0.0%
Total Civic/Convention Center Fund Expenditures	\$ 650,275	\$ 53,159	\$ 67,787	10.4%



Revenues

Expenditures

	Current Total Budget	Period Activity October	Total Fiscal YTD	Fiscal YTD of budget	%	Current Total Budget	Period Activity October	Total Fiscal YTD Expenditures and Encumbrances	Total Fiscal YTD Committed as % of budget
Debt Service Fund	\$ 13,372,540	\$ 253,968	\$ 253,968		1.9%	\$ 13,247,729	\$ 1,677,919	\$ 1,677,919	12.7%
Self Insurance Fund	\$ 5,460,987	\$ 416,200	\$ 416,200		7.6%	\$ 5,358,185	\$ -	\$ -	0.0%
Special Revenue Funds									
CDBG Fund	\$ 493,204	\$ 45,590	\$ 45,590		9.2%	\$ 493,204	\$ 29,843	\$ 255,851	51.9%
Grant Fund	\$ 1,137,768	\$ -	\$ -		0.0%	\$ 1,137,768	\$ 205,559	\$ 206,422	18.1%
Special Revenue Fund	\$ 100,000	\$ 59,436	\$ 59,436		59.4%	\$ 172,000	\$ 1,252	\$ 62,972	36.6%
River Activities Fund	\$ 951,127	\$ 23,567	\$ 23,567		2.5%	\$ 951,127	\$ 9,459	\$ 23,815	2.5%
Court Security Fund	\$ 26,300	\$ 2,989	\$ 2,989		11.4%	\$ 27,287	\$ -	\$ -	0.0%
Judicial Efficiency Fund	\$ 4,200	\$ 839	\$ 839		20.0%	\$ 13,800	\$ -	\$ -	0.0%
Court Technology Fund	\$ 35,200	\$ 3,997	\$ 3,997		11.4%	\$ 35,700	\$ 964	\$ 5,911	16.6%
Child Safety Fund	\$ 115,575	\$ 3,162	\$ 3,162		2.7%	\$ 267,615	\$ 16,862	\$ 72,455	27.1%
Stormwater Development Fund	\$ 36,000	\$ -	\$ -		0.0%	\$ 80,000	\$ -	\$ -	0.0%
Juvenile Case Manager Fund	\$ 43,100	\$ 5,764	\$ 5,764		13.4%	\$ 80,490	\$ 4,035	\$ 4,035	5.0%
Cable Franchise Fund (PEG)	\$ 183,100	\$ -	\$ -		0.0%	\$ 250,000	\$ -	\$ -	0.0%
Equipment Replacement Fund	\$ 452,208	\$ -	\$ -		0.0%	\$ 516,000	\$ -	\$ -	0.0%
Enterprise Maintenance and Equipment Replacement Fund	\$ 1,926,576	\$ -	\$ -		0.0%	\$ 1,967,000	\$ -	\$ 1,782,507	90.6%



Revenues

Expenditures

	Current Total Budget	Period Activity October	Total Fiscal YTD	Fiscal YTD of budget	%		Current Total Budget	Period Activity October	Total Fiscal YTD Expenditures and Encumbrances	Total Fiscal YTD Committed as % of budget
Special Revenue Funds - continued										
Facilities Maintenance Fund	\$ 56,648	\$ -	\$ -		0.0%		\$ 80,000	\$ 6,251	\$ 6,251	7.8%
Edwards Aquifer Habitat Conservation Plan Fund	\$ 1,586,675	\$ 85,614	\$ 85,614		5.4%		\$ 1,586,675	\$ 42,111	\$ 499,247	31.5%
Cemetery Improvements Fund	\$ 700	\$ -	\$ -		0.0%		\$ 80,000	\$ -	\$ -	0.0%
Hotel/Motel Tax Fund	\$ 3,825,366	\$ 2,839	\$ 2,839		0.1%		\$ 3,965,429	\$ 114,519	\$ 114,519	2.9%

Active Capital Projects

Project Name	Funding Source(s)	Total Current Project Budget	Expensed	Encumbered	Uncommitted	*Percent Complete Total Project	Status	Project Manager
Streets and Drainage Projects								
Alves Lane Drainage Improvements	2013 Bond	\$ 7,830,000	\$ 403,505	\$ 207,495	\$ 7,219,001	FD	Final Design contract approved by City Council on 12/8; final design underway	Adam Michie
Blieders/German Creek Watershed Improvements	2013 Bond	\$ 8,557,000	\$ 329,006	\$ 338,867	\$ 7,889,127	PD	Preliminary Design ongoing; report to City Council in early 2015	Adam Michie
Citywide Street Improvements	2013 Bond	\$ 10,000,000	\$ 1,343,397	\$ 507,828	\$ 8,148,774	13%	Group 2 projects presented to City Council on 12/2, public input meetings to be scheduled	Josh Niles
Klein Road Reconstruction	2013 Bond	\$ 11,531,000	\$ 416,409	\$ 73,178	\$ 11,041,413	PD	Preliminary Design complete; final design contract to City Council on 1/12	Eric Navarrete
Landa Street Bridge Light Replacement	Mainstreet Partners, 4B	\$ 244,950	\$ 21,704	\$ 38,871	\$ 184,375	FD	Advance funding agreement signed and finalized with TxDOT; pre-construction meeting on 12/16	Josh Niles
Live Oak/Katy St. Drainage Improvements	2013 Bond	\$ 4,589,000	\$ 255,468	\$ 15,682	\$ 4,317,850	PD	Preliminary design under staff review; Report to City Council in early 2015	Adam Michie
North Tributary Flood Control Project	2004, 2008 & 2012 C of O's	\$ 7,697,043	\$ 6,621,942	\$ 551,552	\$ 523,549	86%	Flood control appears functional; Completion on hold pending resolution of litigation	Adam Michie
Panther Canyon Erosion Control	2013 Bond	\$ 424,000	\$ 266	\$ 43,964	\$ 379,770	PD	Preliminary Design ongoing; report to City Council in early 2015	Adam Michie
Railroad Quiet Zones	2008 & 2012 C of O's	\$ 2,439,000	\$ 1,410,436	\$ 947,133	\$ 81,430	58%	Phase 1 completed; Phase 2 under construction, New Braunfels Smokehouse parking lot completed	Jennifer Cain
Solms Road/Morningside Drive/Rueckle Road Reconstruction	2013 Bond	\$ 15,364,000	\$ 517,475	\$ 602,524	\$ 14,244,001	FD	Final design contract approved by City Council on 12/8 and currently underway	Eric Navarrete
Wood Road/Landa Street Drainage Improvements Preliminary Design	2013 Bond	\$ 2,700,000	\$ 525,572	\$ 92,868	\$ 2,081,560	PD	Finish Preliminary Design; report to City Council in early 2015	Adam Michie
Parks and Recreation								
Comal Cemetery	2007 C of O's	\$ 359,685	\$ 66,501	\$ 291,982	\$ 1,202	FD	Final Design ongoing	Adam Michie
Community Recreation Center	2013 Bond	\$ 15,692,000	\$ 336,072	\$ 1,067,128	\$ 14,288,800	FD	Design on hold pending direction from City Council; construction manager at risk selection postponed	Jennifer Cain
Fischer Park Construction	2012 & 2013 C of O's	\$ 8,773,844	\$ 4,961,965	\$ 3,684,826	\$ 127,053	57%	Under construction; playground equipment installed, all buildings completed	Jennifer Cain
Land acquisition for Future Sports Complex Development	2013 Bond	\$ 2,500,000	\$ 5,798	\$ 5,802	\$ 2,488,400	1%	Possible sites identified; reviewing appraisals and site evaluations	Andrew Blouet
*PD=Preliminary Design in Progress FD=Final Design In Progress Construction=0%-100%								

Active Capital Projects

Project Name	Funding Source(s)	Total Current Project Budget	Expensed	Encumbered	Uncommitted	*Percent Complete Total Project	Status	Project Manager
<i>Parks and Recreation - continued</i>								
Landa Park Riverfront Rehabilitation	2011 & 2012 C of O's	\$ 5,439,820	\$ 3,403,930	\$ 1,908,344	\$ 127,546	70%	Mill Race Run ready rock walls being installed	Adam Michie
Maintenance Warehouse Shop Repairs	2012 C of O's	\$ 590,000	\$ 489,975	\$ 83,508	\$ 16,517	90%	Installing bird netting	Josh Niles
Springfed Pool Improvements	2012 C of O's	\$ 240,000	\$ 106,176	\$ -	\$ 133,824	56%	Currently reviewing proposals for next phase of project	Mark Zavicar/Robin Kunkel
Morningside Park Development	2013 Bond	\$ 1,000,000	\$ 49,052	\$ 57,048	\$ 893,900	FD	Master plan approved; In design development	Jennifer Cain
<i>Municipal Improvement Projects</i>								
Central Texas Technology Center (CTTC)	2013 Bond	\$ 4,000,000	\$ 31,747	\$ 421,683	\$ 3,546,570	PD	Schematic Design complete; currently In design development	Jennifer Cain
Police Department Improvements	2009 & 2012 C of O's	\$ 445,000	\$ 106,535	\$ 100,169	\$ 238,296	14%	Mechanics shop & mezzanine under construction; final phase of project currently in bidding process	Jennifer Cain
City Hall Renovation	2013 C of O's	\$ 5,000,000	\$ 2,718,250	\$ 24,160	\$ 2,257,590	FD	Schematic design	Jennifer Cain
Downtown Improvements - Phase 1	4B & 2012 C of O's	\$ 2,486,052	\$ 268,206	\$ 44,846	\$ 2,173,000	FD	Consultant submitted 90% plans; TxDOT reviews complete, incorporating design changes	Adam Michie
Public Works/Fire Training Facility	2008 C of O's	\$ 1,970,711	\$ 1,470,534	\$ 466,607	\$ 33,570	FD	Finalizing design	Eugene Calvert
Fire Station #1 Improvements	2007, 2009 & 2012 C of O's	\$ 633,943	\$ -	\$ -	\$ 633,943	N/A	Scope development currently ongoing	Jennifer Cain
Airport Terminal and Tower Improvements	2011 C of O's	\$ 108,296	\$ 33,920	\$ 61,150	\$ 13,226	33%	Facade improvements underway	Lenny Llerena
Airport Improvements	2014 C of O's	\$ 3,300,000	\$ 2,000,000	\$ -	\$ 1,300,000	N/A	Buildings acquired - currently under scope development of improvements	Lenny Llerena

***PD=Preliminary Design in Progress FD=Final Design In Progress Construction=0%-100%**