



## FINANCE DEPARTMENT

# November Monthly Financial Report

January 28, 2015

### 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 **November**. This is two months or 16.7% through the fiscal year. 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](#)



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## General Fund Revenues

As of November 30, General Fund revenues total \$3,255,325 or 6.6% 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 or received 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 November are mainly driven by the first property tax payments received (\$874,879) as well as the monthly franchise payment from NBU (\$530,415). License and permit revenue totaled \$166,645, which is driven mainly by building permit revenue. Fines and forfeiture revenue totaled \$72,540 in November. Through the first two months of the fiscal year, fine and forfeiture revenue is being collected at a higher rate in comparison to the past two fiscal years, a positive trend moving forward. Miscellaneous revenue totaled \$41,644 in November. Miscellaneous revenue is driven almost entirely by payments from non-annexation agreements. These payments will be received during the second quarter of the fiscal year (January – March).

## General Fund Expenditures

As of November 30 or through the first two months of the fiscal year (16.7%), General Fund expenditures and encumbrances total \$9,221,111 or 18.1% 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. In the attached financial statement, the majority of the department's commitments exceed 16.7%. However, this is entirely driven by encumbrances. The table below is broken down by total General Fund expenditures and encumbrances within each expenditure category. At the end of November, 4 out of 26 payrolls have been posted, which represent 15.4% of the total payrolls for the fiscal year (employee expenses); however, our actual expenditures are slightly below budget (15.1%).

Expenditure Category	Current Total Budget	Period Activity November	Fiscal YTD Expenditures and Encumbrances	Fiscal YTD % of Budget
<b>Employee Expenses</b>	\$36,564,862	\$ 2,745,145	\$ 5,518,327	15.1%
<b>Operating Expenses</b>	11,099,221	589,065	3,232,907	29.1%
<b>Capital Expenses</b>	949,095	20,105	469,878	49.5%
<b>Interfund Transfers</b>	848,975	-	-	0.0%
<b>Contingencies*</b>	1,499,300	-	-	0.0%
<b>Total</b>	<b>\$50,961,453</b>	<b>\$3,354,314</b>	<b>\$9,221,111</b>	<b>18.1%</b>

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

## Enterprise Funds

**Airport Fund** – Revenues through the month of November total \$413,605 or approximately 15.2% of total budgeted revenues. Of that amount, approximately \$297,611 was generated from fuel sales. While revenue collection decreased slightly in November (compared to October) the revenue figures still reflect a positive outlook. Expenditures and encumbrances total \$383,131 or 14.2%. Again, expenditures are driven significantly by fuel purchases. Employee expenses are currently under budget at the end of November (13.5%).

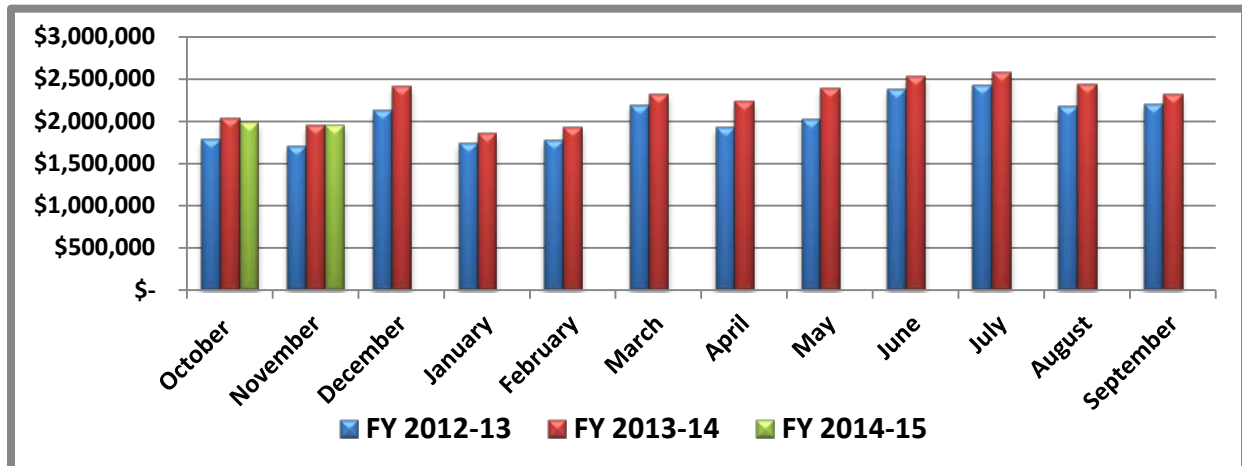
**Solid Waste Fund** – Revenues through the month of November total \$1,327,198 or 17.2% of total budgeted revenues. Revenues through the first two months of the fiscal year are right on line when forecasting against total budgeted revenues. Solid Waste expenditures and encumbrances total \$915,509 or 11.3%. Employee expenses are slightly below budget as of November 30<sup>th</sup> (15.1%).

**Golf Course Fund** – Revenues through the month of November total \$294,051 or 14.4% of total budgeted revenues. Revenues for the month of November increased 20.4% when compared to November 2012. The increase in revenue is impressive seeing that there was a significant increase in rainfall – 6.9" when comparing the two periods. Golf Fund expenditures and encumbrances total \$216,005 or 11.6% as of November 30. Various encumbrances for supplies and annual services make the operating expense figures look inflated (31.2%). Employee expenses are currently under budget – 14.4%.

**Civic/Convention Center Fund** – Revenues in the Civic/Convention Center Fund through month of November total \$55,164 or 8.0% of total budgeted revenues. When looking only at the charges for services category, revenues total \$54,828 or 15.4% of the budget. Expenditures in the fund total \$110,847 or 17.0%. As with the Golf Course, there are several encumbrances for operating expenses such as landscaping services that make the figures look slightly inflated for the month (24.8%). Employee expenses are currently well under budget (13.5%).

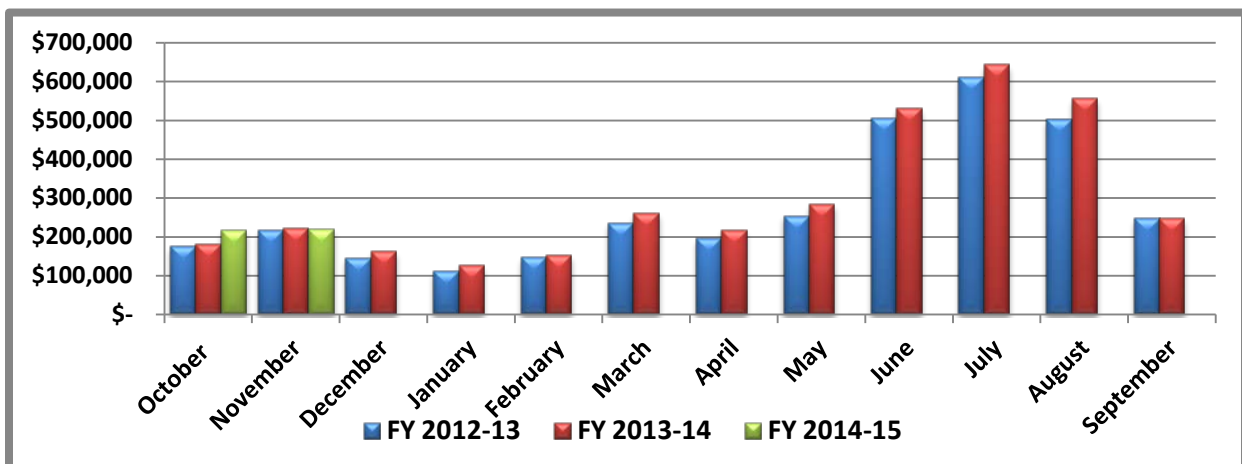
## Sales Tax Collection

As mentioned earlier, sales tax is received approximately six weeks after the month has ended. However, the graph below includes the November sales tax payment in an effort to provide the most up to date information regarding sales tax collections. The November sales tax payment was up .34% when compared to last fiscal year. Year to date collections are down .94%. The loss of sales tax revenue from recent state legislation relating to distribution centers was built into the Budget. Staff will continue to analyze collections as it relates to the budget for the current fiscal year.



## 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 attached financial summary does not reflect hotel activity for the month of November. However, the graph below does include hotel/motel collection activity for the months of October and November, again to provide the latest information. November Hotel/Motel tax collections were actually down slightly (-.6%) when compared to the previous fiscal year. However, this figure could change slightly as several late payments are received. Year to date, collections are still up 8.6%.





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City of New Braunfels  
 Monthly Financial Summaries  
 As of November 30, 2014

## General Fund

	Current Total Budget	Period Activity November	Total Fiscal YTD	Fiscal YTD % of budget
<b>Revenues</b>				
Taxes and Franchise Fees	\$ 39,269,972	\$ 1,461,250	\$ 2,313,919	5.9%
Licenses and Permits	2,632,390	166,645	368,361	14.0%
Intergovernmental	162,500	-	-	0.0%
Charges for Services	3,087,600	124,736	295,615	9.6%
Fines and Forfeitures	1,019,125	72,540	170,305	16.7%
Interest Income	70,000	-	-	0.0%
Parks and Recreation	1,296,350	31,671	51,471	4.0%
Miscellaneous	1,256,850	41,644	55,654	4.4%
Interfund Transfers	799,714	-	-	0.0%
<b>Total General Fund Revenues</b>	<b>\$ 49,594,502</b>	<b>\$ 1,898,486</b>	<b>\$ 3,255,325</b>	<b>6.6%</b>

	Current Total Budget	Period Activity November	Total Fiscal YTD Expenditures and Encumbrances	Total Fiscal YTD Committed as % of budget
<b>Expenditures</b>				
City Council	\$ 41,350	\$ 4,072	\$ 8,432	20.4%
City Attorney	675,137	64,711	208,557	30.9%
City Administration	2,522,713	156,812	369,810	14.7%
Human Resources	618,516	43,737	101,808	16.5%
Finance	879,027	54,353	110,321	12.6%
Planning and Community Development	2,742,506	201,197	631,651	23.0%
Police	13,144,794	959,855	2,441,692	18.6%
Fire	14,312,203	1,106,408	2,477,280	17.3%
Public Works	5,762,305	290,995	998,754	17.3%
Parks	4,606,066	257,540	872,349	18.9%
Library	1,987,703	132,807	333,960	16.8%
Non-Departmental	3,669,134	81,827	666,497	18.2%
<b>Total General Fund Expenditures</b>	<b>\$ 50,961,453</b>	<b>\$ 3,354,314</b>	<b>\$ 9,221,111</b>	<b>18.1%</b>

### Airport Fund

	Current Total Budget	Period Activity November	Total Fiscal YTD	Fiscal YTD % of budget
<b>Revenues</b>				
Charges for Services	\$ 2,623,500	\$ 178,491	\$ 413,605	15.8%
Intergovernmental	50,000	-	-	0.0%
<b>Total Airport Revenues</b>	<b>\$ 2,723,500</b>	<b>\$ 178,491</b>	<b>\$ 413,605</b>	<b>15.2%</b>

	Current Total Budget	Period Activity November	Total Fiscal YTD Expenditures and Encumbrances	Total Fiscal YTD Committed as % of budget
<b>Expenditures</b>				
Employee Expenses	\$ 442,797	\$ 28,393	\$ 59,792	13.5%
Operation Expenses	1,865,715	92,941	323,339	17.3%
Interfund Transfer	372,571	-	-	0.0%
Contingencies	16,400	-	-	0.0%
<b>Total Airport Fund Expenditures</b>	<b>\$ 2,697,483</b>	<b>\$ 121,334</b>	<b>\$ 383,131</b>	<b>14.2%</b>

### Solid Waste Fund

	Current Total Budget	Period Activity November	Total Fiscal YTD	Fiscal YTD % of budget
<b>Revenues</b>				
Charges for Services	\$ 7,574,601	\$ 660,775	\$ 1,300,877	17.2%
Miscellaneous	139,000	21,023	26,321	18.9%
Interest Income	1,000	-	-	0.0%
<b>Total Solid Waste Fund Revenues</b>	<b>\$ 7,714,601</b>	<b>\$ 681,798</b>	<b>\$ 1,327,198</b>	<b>17.2%</b>

	Current Total Budget	Period Activity November	Total Fiscal YTD Expenditures and Encumbrances	Total Fiscal YTD Committed as % of budget
<b>Expenditures</b>				
Employee Expenses	\$ 2,898,226	\$ 210,980	\$ 438,035	15.1%
Operation Expenses	4,004,223	184,378	435,935	10.9%
Capital Expenses	293,150	36,539	41,539	14.2%
Interfund Transfer	856,270	-	-	0.0%
Contingencies	73,600	-	-	0.0%
<b>Total Solid Waste Fund Expenditures</b>	<b>\$ 8,125,469</b>	<b>\$ 431,897</b>	<b>\$ 915,509</b>	<b>11.3%</b>

<b>Golf Fund</b>	Current Total Budget	Period Activity November	Total Fiscal YTD	Fiscal YTD % of budget
<b>Revenues</b>				
Charges for Services	\$ 1,711,095	\$ 79,434	\$ 293,325	17.1%
Contributions	290,500	-	-	0.0%
Miscellaneous	35,000	12	726	2.1%
<b>Total Golf Fund Revenues</b>	<b>\$ 2,036,595</b>	<b>\$ 79,446</b>	<b>\$ 294,051</b>	<b>14.4%</b>
	Current Total Budget	Period Activity November	Total Fiscal YTD Expenditures and Encumbrances	Total Fiscal YTD Committed as % of budget
<b>Expenditures</b>				
Employee Expenses	\$ 731,169	\$ 54,739	\$ 105,239	14.4%
Operation Expenses	355,168	22,926	110,766	31.2%
Capital Expenses	205,000	-	-	0.0%
Interfund Transfer	542,674	-	-	0.0%
Contingencies	26,600	-	-	0.0%
<b>Total Golf Fund Expenditures</b>	<b>\$ 1,860,611</b>	<b>\$ 77,665</b>	<b>\$ 216,005</b>	<b>11.6%</b>
	Current Total Budget	Period Activity November	Total Fiscal YTD	Fiscal YTD % of budget
<b>Civic/Convention Center Fund</b>				
<b>Revenues</b>				
Charges for Services	\$ 355,848	\$ 11,400	\$ 54,828	15.4%
Interfund Transfers	334,883	-	-	0.0%
Miscellaneous	-	125	336	0.0%
<b>Total Civic/Convention Center Fund Revenues</b>	<b>\$ 690,731</b>	<b>\$ 11,525</b>	<b>\$ 55,164</b>	<b>8.0%</b>
	Current Total Budget	Period Activity November	Total Fiscal YTD Expenditures and Encumbrances	Total Fiscal YTD Committed as % of budget
<b>Expenditures</b>				
Employee Expenses	\$ 361,088	\$ 23,917	\$ 48,624	13.5%
Operation Expenses	250,412	18,595	62,223	24.8%
Interfund Transfer	30,575	-	-	0.0%
Contingencies	8,200	-	-	0.0%
<b>Total Civic/Convention Center Fund Expenditures</b>	<b>\$ 650,275</b>	<b>\$ 42,512</b>	<b>\$ 110,847</b>	<b>17.0%</b>





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City of New Braunfels

Monthly Financial Summaries  
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Revenues

Expenditures

	Current Total Budget	Period Activity November	Total Fiscal YTD	Fiscal YTD of budget	%	Current Total Budget	Period Activity November	Total Fiscal YTD Expenditures and Encumbrances	Total Fiscal YTD Committed as % of budget
Debt Service Fund	\$ 13,372,540	\$ 690,707	\$ 944,675		7.1%	\$ 13,247,729	\$ 1,677,919	\$ 1,677,919	12.7%
Self Insurance Fund	\$ 5,460,987	\$ 440,408	\$ 856,701		15.7%	\$ 5,358,185	\$ -	\$ 22,000	0.4%
<b>Special Revenue Funds</b>									
CDBG Fund	\$ 493,204	\$ 129,278	\$ 174,868		35.5%	\$ 493,204	\$ 117,751	\$ 364,019	73.8%
Grant Fund	\$ 1,137,768	\$ 167,810	\$ 167,810		14.7%	\$ 1,137,768	\$ 3,190	\$ 217,113	19.1%
Special Revenue Fund	\$ 100,000	\$ 5,012	\$ 64,527		64.5%	\$ 172,000	\$ 1,674	\$ 66,683	38.8%
River Activities Fund	\$ 951,127	\$ -	\$ 23,567		2.5%	\$ 951,127	\$ 13,814	\$ 39,737	4.2%
Court Security Fund	\$ 26,300	\$ 1,743	\$ 4,732		18.0%	\$ 27,287	\$ -	\$ -	0.0%
Judicial Efficiency Fund	\$ 4,200	\$ 556	\$ 1,395		33.2%	\$ 13,800	\$ -	\$ -	0.0%
Court Technology Fund	\$ 35,200	\$ 2,331	\$ 6,329		18.0%	\$ 35,700	\$ 759	\$ 18,221	51.0%
Child Safety Fund	\$ 115,575	\$ 2,095	\$ 5,256		4.5%	\$ 267,615	\$ 73,186	\$ 90,939	34.0%
Stormwater Development Fund	\$ 36,000	\$ -	\$ -		0.0%	\$ 80,000	\$ 2,555	\$ 2,555	3.2%
Juvenile Case Manager Fund	\$ 43,100	\$ 3,345	\$ 9,111		21.1%	\$ 80,490	\$ 4,354	\$ 8,390	10.4%
Cable Franchise Fund (PEG)	\$ 183,100	\$ -	\$ -		0.0%	\$ 250,000	\$ -	\$ -	0.0%
Equipment Replacement Fund	\$ 452,208	\$ -	\$ -		0.0%	\$ 516,000	\$ -	\$ 297,406	57.6%
Enterprise Maintenance and Equipment Replacement Fund	\$ 1,926,576	\$ -	\$ -		0.0%	\$ 1,967,000	\$ -	\$ 1,782,507	90.6%





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Revenues

Expenditures

	Current Total Budget	Period Activity November	Total Fiscal YTD	Fiscal YTD of budget	%		Current Total Budget	Period Activity November	Total Fiscal YTD Expenditures and Encumbrances	Total Fiscal YTD Committed as % of budget
<b>Special Revenue Funds - continued</b>										
Facilities Maintenance Fund	\$ 56,648	\$ -	\$ -		0.0%		\$ 80,000	\$ 6,379	\$ 12,630	15.8%
Edwards Aquifer Habitat Conservation Plan Fund	\$ 1,586,675	\$ -	\$ 85,614		5.4%		\$ 1,586,675	\$ 39,555	\$ 506,557	31.9%
Cemetery Improvements Fund	\$ 700	\$ -	\$ -		0.0%		\$ 80,000	\$ -	\$ -	0.0%
Hotel/Motel Tax Fund	\$ 3,825,366	\$ 193,179	\$ 196,673		5.1%		\$ 3,965,429	\$ 476	\$ 114,995	2.9%

## Active Capital Projects

Project Name	Funding Source(s)	Total Current Project Budget	Expensed	Encumbered	Uncommitted	*Percent Complete Total Project	Status	Project Manager
<b>Streets and Drainage Projects</b>								
Alves Lane 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	Josh Niles
Klein Road Reconstruction	2013 Bond	\$ 11,531,000	\$ 459,984	\$ 29,604	\$ 11,041,413	PD	Preliminary design complete; final design contract to City Council February 2015	Eric Navarrete
Landa Street Bridge Light Replacement	Mainstreet Partners, 4B	\$ 244,950	\$ 21,704	\$ 38,871	\$ 184,375	25%	Construction notice to proceed given 1/5; Construction underway	Josh Niles
Live Oak/Katy 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	\$ 7,746,550	\$ 6,621,941	\$ 551,553	\$ 573,056	85%	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-Phase 1 & 2	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	Notice to proceed given on 1/6; final design underway	Eric Navarrete
Wood Road/Landa Street Drainage Improvements Preliminary Design	2013 Bond	\$ 2,700,000	\$ 549,370	\$ 69,070	\$ 2,081,560	PD	Finishing preliminary design; Report to City Council in early 2015	Adam Michie
<b>Parks and Recreation</b>								
Comal Cemetery Bank Stabilization	2007 C of O's	\$ 359,685	\$ 127,843	\$ 230,640	\$ 1,202	FD	Final design ongoing	Adam Michie
Community Recreation Center	2013 Bond	\$ 15,692,000	\$ 350,886	\$ 1,052,314	\$ 14,288,800	FD	Design on hold pending design direction from City Council; Construction Manager at Risk (CMAR) selection on hold	Jennifer Cain
Fischer Park	2012 & 2013 C of O's	\$ 8,773,844	\$ 5,943,305	\$ 2,707,776	\$ 122,763	57%	Under construction; playground equipment installed, all buildings are complete	Jennifer Cain
Golf Course Development	2014 C of O's	\$ 7,737,564	\$ 7,635,942	\$ 62,592	\$ 39,030	99%	Project completed	Jennifer Cain
Land acquisition for Future Sports Complex Development	2013 Bond	\$ 2,500,000	\$ 5,903	\$ 5,697	\$ 2,188,400	1%	Possible sites identified; Review appraisals and evaluations	Andrew Blouet
Landa Park Riverfront Rehabilitation	2011 & 2012 C of O's	\$ 5,439,820	\$ 4,181,460	\$ 1,122,496	\$ 135,864	90%	Landa Lake Redi Rock walls being installed	Adam Michie
Maintenance Warehouse Shop Repairs	2012 C of O's	\$ 590,000	\$ 524,701	\$ 48,782	\$ 16,517	90%	Construction closeout	Josh Niles

### Active Capital Projects

Project Name	Funding Source(s)	Total Current Project Budget	Expensed	Encumbered	Uncommitted	*Percent Complete Total Project	Status	Project Manager
Morningside Park Development	2013 Bond	\$ 1,000,000	\$ 49,052	\$ 57,048	\$ 893,900	FD	Master plan approved; In final design	Jennifer Cain
<i>Municipal Improvement Projects</i>								
Central Texas Technology Center (CTTC)	2013 Bond	\$ 6,300,000	\$ 58,852	\$ 394,578	\$ 5,846,570	FD	Schematic Design complete; In design development, CMAR process underway	Jennifer Cain
Police Department Improvements	2009 & 2012 C of O's	\$ 445,000	\$ 106,535	\$ 111,519	\$ 226,946	14%	Mechanics shop & mezzanine under construction	Jennifer Cain
City Hall Renovation	2013 C of O's	\$ 5,000,000	\$ 2,735,857	\$ 6,553	\$ 2,257,590	FD	Schematic design	Jennifer Cain
Downtown Improvements Phase 1	4B & 2012 C of O's	\$ 2,486,052	\$ 272,689	\$ 40,363	\$ 2,173,000	FD	Consultant submitted 90% plans; TxDOT reviews complete, incorporating design changes and coordinating with utilities	Adam Michie
Public Works/Fire Training Facility	2008 C of O's	\$ 1,965,088	\$ 1,432,104	\$ 466,607	\$ 66,377	FD	Finalizing design	Eugene Calvert
Fire Station #1	2007, 2009 & 2012 C of O's	\$ 633,943	\$ -	\$ -	\$ 633,943	N/A	Scope development continues	Jennifer Cain
Airport Terminal Improvements	2011 C of O's	\$ 108,296	\$ 67,320	\$ 28,391	\$ 12,585	33%	Fascade improvements underway	Lenny Llerena
Airport Improvements	2014 C of O's	\$ 3,300,000	\$ 2,000,000	\$ -	\$ 1,300,000	N/A	Scope development continues	Lenny Llerena

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