



FINANCE DEPARTMENT

FY 2022 First Quarter Financial Report

March 4, 2022

Overview

The monthly financial report is directed at providing a snapshot of the General Fund revenues and expenditures, as well as other important financial information, through the month of **December**, with 25.0% 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 2/4/22, a current (FY 2022 authorized totals) Vacant Positions Report as of 2/28/22, an FY 2022 Funded Resource Request Status Update for Q1, an Economic Data Report, and a report reflecting Roadway Impact Fees and Park Development Fee balances by district.

In the financial summaries, the General Fund revenues are consolidated into major groups such as Taxes and Franchise Fees, as well as Licenses and Permits. General Fund expenditures are shown by department. The financial summary for the remaining City funds is broken down by total revenues and total expenditures.

As indicated, this financial report and accompanying financial summaries are focused on monthly and year to date activity. Additional detailed financial information can be found within the City's FY 2022 Operating Budget and Plan of Municipal Services, and the Annual Comprehensive Financial Report. All of these documents, as well as other financial information produced by the Finance Department, can be found on the City website.



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General Fund Revenues

As of December 31, General Fund revenues total \$28.9 million or 36.4% of total budgeted revenue. \$17.9 million was received during the month of December. The majority of this amount came from property taxes. December – March are the primary collection months for property taxes. Sales tax and property tax are the two largest sources of revenue for the General Fund, totaling 60.6% of all budgeted revenue.

License and Permit revenue collections for the month of December were greater than budget at \$1.7 million (32.7%). Fines and Forfeiture revenue are below budget with collections at 17.1% (\$240,000) of the budgeted totals. Charges for Services totals \$824,000 (19.1%). 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 \$120,000 through the month of December – 7.7% of budgeted revenue, which is below budget. Parks revenues are seasonal in nature. Das Rec revenue is greater than budget at \$723,000 (30.9%) and continues to exceed its goal of 95% cost recovery.

General Fund Expenditures

As of December 31, General Fund expenditures and encumbrances total \$25.8 million or 28.5% 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 December, 23.3% of the total payroll for the fiscal year has elapsed. The table below is broken down by total General Fund expenditures and encumbrances within each expenditure category. Operating expenses are currently at 46.5% committed, reflecting encumbrances issued for one-time expenditures and/or annual contracts approved by City Council. The capital expense category is over budget at 56.1%, due primarily to encumbrances for purchases that have not been paid.

Expenditure Category	Current Total Budget	Period Activity	Expenditures YTD	Encumbrances YTD	Total Fiscal YTD Expenditures	Fiscal YTD % of Budget
Employee Expenses	\$62,991,867	\$ 6,653,754	\$ 13,559,320	\$ 151,871	\$ 13,711,191	21.8%
Operating Expenses	17,872,363	1,437,843	3,080,523	5,228,284	8,308,807	46.5%
Capital Expenses	3,905,010	459,340	501,682	1,688,972	2,190,654	56.1%
Debt Service	156,440	-	79,171	-	79,171	50.6%
Interfund Transfers	5,623,910	1,553,478	1,553,478	-	1,553,478	27.6%
Contingencies	160,000	-	-	-	-	0.0%
Total	\$90,709,590	\$ 10,104,415	\$ 18,774,174	\$ 7,069,127	\$ 25,843,301	28.5%

Enterprise Funds

Airport Fund – Revenues through the month of December total \$1.1 million or 33.0% of total budgeted revenues, which is greater than budget. The majority of these revenues are from fuel sales. Fuel sales (gallons) for the month of December increased 38.1% compared to December of last year. Expenditures and encumbrances total \$1.5 million or 44.4% of budget, which is also greater than budget due to purchase orders issued at the beginning of the new fiscal year for fuel. Airport employee expenditures are at 22.2% of budget, which is slightly less than budget due to vacancies. The operating allocation is greater than budget at 57.2%, due to purchase orders issued for fuel that are not yet paid. Capital expenses are at 64.1% of budget due to purchase orders issued for the budgeted purchases of mowers, tractors, and a shredder.

Solid Waste Fund – Revenues through the month of December total \$2.8 million or 26.5% of total budgeted revenues which is greater than budget. Solid Waste expenditures and encumbrances total \$4.9 million or 41.6% of budget, which is greater than budget due to purchase orders issued at the beginning of the new fiscal year. Employee expenditures are slightly less than budget at 22.8% due to vacancies. Operating expenditures are over budget (57.0%), due to the above-mentioned purchase orders issued for refuse disposal and refuse containers, that are not yet paid. Capital expenses are at 100% of budget due to purchase orders issued for the budgeted purchases of 3 side load collection trucks.

Golf Course Fund – Revenues through the month of December total \$465,000 or 24.4% of total budgeted revenues, which is slightly less than budget. Revenue for the month of December was up 15.9% compared to December of last year and was another record month. Rounds of golf played increased 21.1% from the same month last year (4,536 rounds played), with 6 tournaments hosted. Operating expenditures are at 53.7% of budget – which is over budget due to purchase orders issued for merchandise that are not yet paid. Capital Expenses are at 92.6% of budget reflecting purchase orders issued for the budgeted purchases of mowers and utility vehicles. Employee expenditures are less than budget at 21.7% due to vacancies.

Civic/Convention Center Fund – Charges for Services revenues through the month of December total \$110,000 or 23.7%, which is less than budget. Expenditures and encumbrances in the fund total \$191,000 or 23.1%, which is below budget due to employee vacancies.

Roadway Development Impact Fees

Revenue from these fees must be used only to complete roadway improvements in the service area in which the funds were generated. The City is divided into 7 service areas, including the Veramendi Traffic Impact Fees area. The table below represents by area, all revenues and expenditures from inception through December 31, 2021.

Roadway Impact Fees	Revenues (Inception to Date)	Expenditures and Encumbrances (Inception to Date)	Balance
Service Area 1	\$ 2,154,013	\$ 1,001,098	\$ 1,152,915
Service Area 2	345,131	246,721	98,411
Service Area 3	8,172,046	5,403,273	2,768,773
Service Area 4	1,103,969	24,020	1,079,949
Service Area 5	8,100,751	6,015,597	2,085,154
Service Area 6	4,642,535	2,024,885	2,617,650
Veramendi Traffic Impact Fees	1,526,199	1,440,712	85,488
Total	\$ 26,044,645	\$ 16,156,304	\$ 9,888,341

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 December 31, 2021.

Park Development Fees	Revenues (Inception to Date)	Expenditures and Encumbrances (Inception to Date)	Balance Before Refunding	Amount Eligible for Refunding	Net Available Balance
PARK DISTRICT 1	\$ 1,464,459	\$ 151,430	\$ 1,313,029	\$ 545,012	\$ 768,018
PARK DISTRICT 2	3,614,785	-	3,614,785	1,744,560	1,870,225
PARK DISTRICT 3	1,991,614	106,273	1,885,341	1,167,654	717,687
PARK DISTRICT 4	330,429	96,531	233,898	50,400	183,498
Total	\$ 7,401,288	\$ 354,235	\$ 7,047,053	\$ 3,507,626	\$ 3,539,427



FINANCE DEPARTMENT

City of New Braunfels
 Monthly Financial Summaries
 As of December 31, 2021

General Fund

	Current Total Budget	Period Activity December		Total Fiscal YTD	Fiscal YTD % of Budget
Revenues					
Taxes and Franchise Fees	\$ 60,326,505	\$ 16,288,079		\$ 24,706,160	41.0%
Licenses and Permits	5,205,530	715,474		1,704,476	32.7%
Intergovernmental/Contributions	650,000	-		90,409	13.9%
Charges for Services	4,312,186	140,068		823,618	19.1%
Fines and Forfeitures	1,401,000	87,259		239,908	17.1%
Interest Income	50,000	6,217		8,159	16.3%
Parks and Recreation	1,552,890	38,487		120,020	7.7%
Das Rec	2,343,000	226,973		722,889	30.9%
Miscellaneous	2,536,250	72,166		161,917	6.4%
Interfund Transfers	997,760	276,940		276,940	27.8%
Total General Fund Revenues	\$ 79,375,121	\$ 17,851,663		\$ 28,854,495	36.4%

	Current Total Budget	Period Activity December	Expenditures YTD	Encumbrances YTD	Total Fiscal YTD Expenditures and Encumbrances	Total Fiscal YTD Committed as % of Budget
Expenditures						
City Secretary	\$ 472,884	\$ 42,788	\$ 78,067	\$ 6,639	\$ 84,706	17.9%
City Council	36,200	3,299	11,736	-	11,736	32.4%
City Attorney	1,009,434	126,512	202,955	478,074	681,029	67.5%
City Administration	961,873	97,295	229,507	-	229,507	23.9%
Human Resources	1,143,455	131,318	251,838	63,324	315,162	27.6%
Communication	572,664	48,343	150,118	8,388	158,506	27.7%
Finance	1,496,547	131,338	291,406	81,499	372,905	24.9%
Information Technology	2,889,349	186,238	543,690	178,671	722,361	25.0%
Economic Development	601,491	45,243	83,487	640	84,127	14.0%
Planning and Development Services	3,816,933	425,308	879,359	298,652	1,178,011	30.9%
Police	23,202,084	2,387,905	4,724,437	1,178,579	5,903,016	25.4%
Municipal Court	838,059	92,273	207,030	-	207,030	24.7%
Fire	22,698,789	2,646,936	5,080,195	1,132,684	6,212,879	27.4%
Public Works	10,554,018	916,482	1,523,147	2,232,354	3,755,501	35.6%
Parks	7,159,848	605,253	1,136,743	623,324	1,760,067	24.6%
Das Rec	2,720,194	252,914	528,572	129,474	658,046	24.2%
Library	2,756,358	246,209	484,195	41,143	525,338	19.1%
Non-Departmental	7,779,410	1,718,761	2,367,692	615,682	2,983,374	38.3%
Total General Fund Expenditures	\$ 90,709,590	\$ 10,104,415	\$ 18,774,174	\$ 7,069,127	\$ 25,843,301	28.5%

Airport Fund

	Current Total Budget	Period Activity December		Total Fiscal YTD	Fiscal YTD % of Budget
Revenues					
Charges for Services	\$ 2,849,500	\$ 248,008		\$ 843,334	29.6%
Intergovernmental	190,000	-		-	0.0%
Interfund Transfer	349,910	274,978		274,978	78.6%
Total Airport Revenues	\$ 3,389,410	\$ 522,986		\$ 1,118,312	33.0%

	Current Total Budget	Period Activity December	Expenditures YTD	Encumbrances YTD	Total Fiscal YTD Expenditures and Encumbrances	Total Fiscal YTD Committed as % of Budget
Expenditures						
Employee Expenses	\$ 721,376	\$ 77,010	\$ 154,640	\$ 5,392	\$ 160,032	22.2%
Operation Expenses	1,756,640	127,193	455,550	549,931	1,005,481	57.2%
Capital Expenses	320,000	-	5,852	199,315	205,167	64.1%
Debt Service	128,954	-	-	-	-	0.0%
Interfund Transfer	371,781	92,945	92,945	-	92,945	25.0%
Total Airport Fund Expenditures	\$ 3,298,751	\$ 297,148	\$ 708,987	\$ 754,638	\$ 1,463,625	44.4%

Solid Waste Fund

	Current Total Budget	Period Activity December		Total Fiscal YTD	Fiscal YTD % of Budget
Revenues					
Charges for Services	\$ 10,630,829	\$ 934,483		\$ 2,725,366	25.6%
Licenses & Permits	25,000	2,000		4,000	16.0%
Miscellaneous	75,000	40,425		112,566	150.1%
Interest Income	2,500	85		168	6.7%
Total Solid Waste Fund Revenues	\$ 10,733,329	\$ 976,993		\$ 2,842,100	26.5%

	Current Total Budget	Period Activity December	Expenditures YTD	Encumbrances YTD	Total Fiscal YTD Expenditures and Encumbrances	Total Fiscal YTD Committed as % of Budget
Expenditures						
Employee Expenses	\$ 4,401,526	\$ 482,754	\$ 960,215	\$ 41,594	\$ 1,001,809	22.8%
Operation Expenses	4,334,365	352,033	699,281	1,772,331	2,471,612	57.0%
Capital Expenses	956,283	-	(315)	956,283	955,968	100.0%
Interfund Transfer	2,157,175	501,794	501,794	-	501,794	23.3%
Total Solid Waste Fund Expenditures	\$ 11,849,349	\$ 1,336,581	\$ 2,160,975	\$ 2,770,208	\$ 4,931,183	41.6%

Golf Fund

	Current Total Budget	Period Activity December		Total Fiscal YTD	Fiscal YTD % of Budget
Revenues					
Charges for Services	\$ 1,870,000	\$ 159,314		\$ 457,571	24.5%
Miscellaneous	35,000	2,747		7,116	20.3%
Total Golf Fund Revenues	\$ 1,905,000	\$ 162,061		\$ 464,687	24.4%

	Current Total Budget	Period Activity December	Expenditures YTD	Encumbrances YTD	Total Fiscal YTD Expenditures and Encumbrances	Total Fiscal YTD Committed as % of Budget
Expenditures						
Employee Expenses	\$ 897,687	\$ 94,253	\$ 188,920	\$ 5,578	\$ 194,498	21.7%
Operation Expenses	494,200	37,452	127,515	138,111	265,626	53.7%
Capital Expenses	404,798	-	-	374,798	374,798	92.6%
Interfund Transfer	184,781	46,195	46,195	-	46,195	25.0%
Total Golf Fund Expenditures	\$ 1,981,466	\$ 177,900	\$ 362,630	\$ 518,487	\$ 881,117	44.5%

Civic/Convention Center Fund

	Current Total Budget	Period Activity December		Total Fiscal YTD	Fiscal YTD % of Budget
Revenues					
Charges for Services	\$ 465,000	\$ 23,024		\$ 110,334	23.7%
Interfund Transfers	412,463	-		-	0.0%
Miscellaneous	125	57		148	118.4%
Total Civic/Convention Center Fund Revenues	\$ 877,588	\$ 23,081		\$ 110,482	12.6%

	Current Total Budget	Period Activity December	Expenditures YTD	Encumbrances YTD	Total Fiscal YTD Expenditures and Encumbrances	Total Fiscal YTD Committed as % of Budget
Expenditures*						
Employee Expenses	\$ 536,569	\$ 44,738	\$ 93,330	\$ -	\$ 93,330	17.4%
Operation Expenses	257,065	23,584	65,738	16,769	82,507	32.1%
Capital Expenses	-	-	-	6,427	6,427	0.0%
Interfund Transfer	35,178	8,795	8,795	-	8,795	25.0%
Total Civic/Convention Center Fund Expenditures	\$ 828,812	\$ 77,117	\$ 167,863	\$ 23,196	\$ 191,059	23.1%

*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 December	Total Fiscal YTD	Fiscal YTD % of budget		Current Total Budget	Period Activity December	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 **	\$ 25,215,558	\$ 11,547,495	\$ 12,711,383	50.4%		\$ 25,033,058	\$ -	\$ 343,042	\$ -	\$ 343,042	1.4%
Self Insurance Fund *	\$ 7,583,500	\$ 567,621	\$ 1,683,685	22.2%		\$ 7,500,000	\$ 337,818	\$ 1,294,795	\$ 65,993	\$ 1,360,788	18.1%
Special Revenue Funds											
CDBG Fund	\$ 486,739	\$ -	\$ 77,106	15.8%		\$ 486,739	\$ 16,530	\$ 16,530	\$ 368,446	\$ 384,976	79.1%
Grant Fund	\$ 9,765,477	\$ 24,007	\$ 30,967	0.3%		\$ 14,793,547	\$ 5,544	\$ 11,642	\$ 258,416	\$ 270,058	1.8%
Special Revenue Fund	\$ 200,000	\$ 22,233	\$ 39,090	19.5%		\$ 700,000	\$ 23,797	\$ 27,646	\$ 8,093	\$ 35,739	5.1%
River Activities Fund	\$ 1,221,600	\$ 6,166	\$ 24,334	2.0%		\$ 1,236,685	\$ 22,668	\$ 38,482	\$ 165	\$ 38,647	3.1%
Court Security Fund	\$ 30,000	\$ 2,667	\$ 8,946	29.8%		\$ 40,000	\$ 3,727	\$ 7,735	\$ -	\$ 7,735	19.3%
Judicial Efficiency Fund	\$ 7,000	\$ 573	\$ 1,797	25.7%		\$ 13,500	\$ -	\$ -	\$ -	\$ -	0.0%
Court Technology Fund	\$ 30,000	\$ 2,239	\$ 7,482	24.9%		\$ 75,000	\$ 95	\$ 708	\$ -	\$ 708	0.9%
Child Safety Fund	\$ 151,000	\$ 1,328	\$ 4,216	2.8%		\$ 158,000	\$ 38,905	\$ 38,905	\$ 89,058	\$ 127,963	81.0%
Stormwater Development Fund	\$ 80,000	\$ -	\$ 91,000	113.8%		\$ 100,000	\$ -	\$ -	\$ -	\$ -	0.0%
Truancy Fund	\$ 50,000	\$ 2,842	\$ 9,473	18.9%		\$ 45,000	\$ 5,372	\$ 11,371	\$ -	\$ 11,371	25.3%

Revenues

Expenditures

	Revenues				Expenditures						
	Current Total Budget	Period Activity December	Total Fiscal YTD	Fiscal YTD % of budget	Current Total Budget	Period Activity December	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											
Cable Franchise Fund (PEG)	\$ 182,500	\$ -	\$ 8,740	4.8%	\$ 350,000	\$ -	\$ -	\$ -	\$ -	0.0%	
Equipment Replacement Fund	\$ 3,626,500	\$ 896,436	\$ 898,671	24.8%	\$ 1,514,112	\$ 157,291	\$ 185,813	\$ 658,280	\$ 844,093	55.7%	
Federal Court Awards Fund	\$ -	\$ -	\$ -	0.0%	\$ 84,000	\$ -	\$ -	\$ -	\$ -	0.0%	
Non-Federal Court Awards Fund	\$ -	\$ 33,473	\$ 56,288	0.0%	\$ 120,000	\$ -	\$ 726	\$ 17,970	\$ 18,696	15.6%	
Facilities Maintenance Fund	\$ 1,500,000	\$ 375,000	\$ 375,000	25.0%	\$ 300,000	\$ -	\$ -	\$ 49,000	\$ 49,000	16.3%	
Enterprise Maintenance and Equipment Replacement Fund	\$ 1,137,943	\$ 258,143	\$ 258,297	22.7%	\$ 2,808,333	\$ 436,810	\$ 436,810	\$ 2,171,184	\$ 2,607,994	92.9%	
Fire Apparatus Replacement Maintenance Fund	\$ 230,000	\$ 8,116	\$ 19,377	8.4%	\$ 506,702	\$ 121,730	\$ 185,829	\$ 304,560	\$ 490,389	96.8%	
Edwards Aquifer Habitat Conservation Plan Fund	\$ 868,593	\$ 95,276	\$ 112,933	13.0%	\$ 868,593	\$ 98,675	\$ 142,983	\$ 508,244	\$ 651,227	75.0%	
Faust Library Fund	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	
Rec Center Improvements & Op Revenues Fund	\$ 100	\$ -	\$ -	0.0%	\$ 100,000	\$ -	\$ -	\$ -	\$ -	0.0%	
Development Services Fund	\$ 1,145,000	\$ 170,312	\$ 379,025	33.1%	\$ 1,744,000	\$ 97,963	\$ 130,195	\$ 1,129,856	\$ 1,260,051	72.3%	
Cemetery Improvements Fund	\$ 5,000	\$ 113	\$ 7,843	156.9%	\$ 188,000	\$ 1,972	\$ 2,006	\$ 2,548	\$ 4,554	2.4%	
Hotel/Motel Tax Fund *	\$ 4,371,968	\$ 351,737	\$ 340,686	7.8%	\$ 4,321,262	\$ 219,074	\$ 221,764	\$ 105,379	\$ 327,143	7.6%	

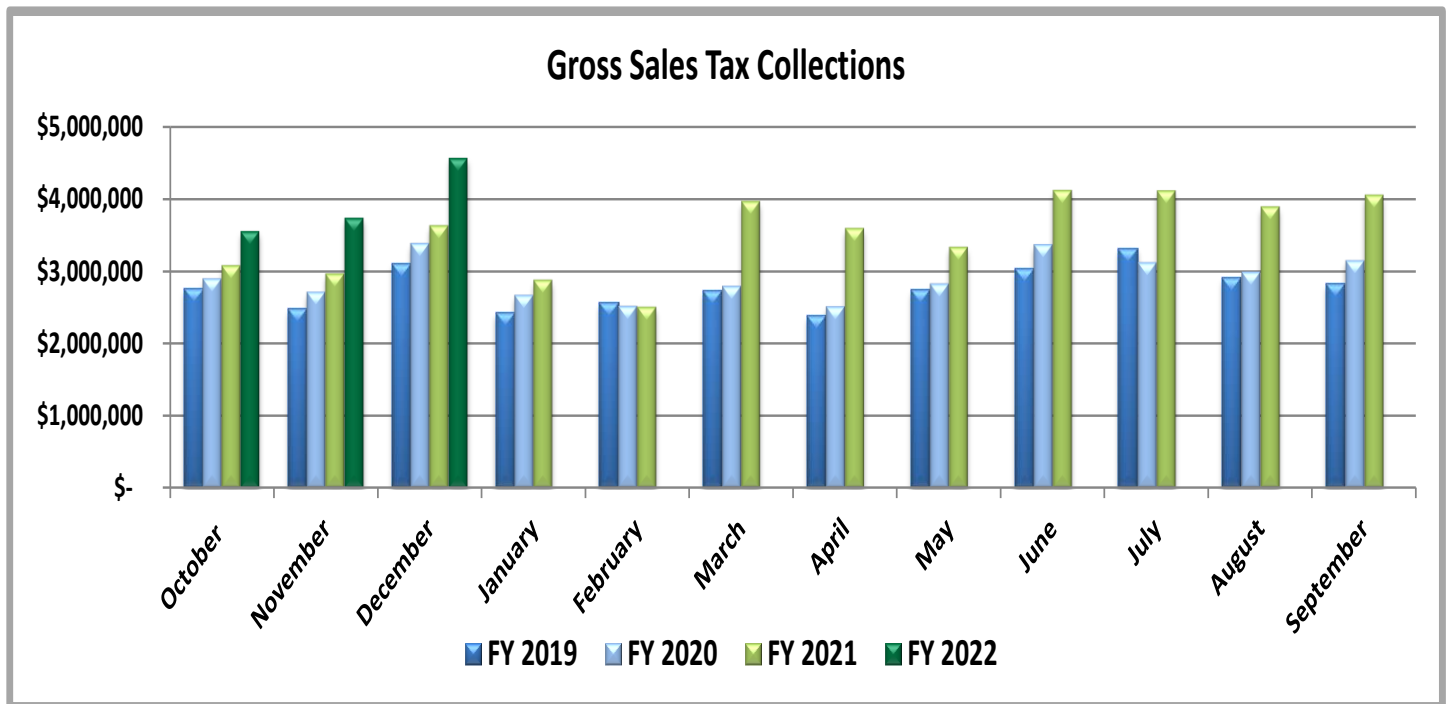
* Driven by End-of-Year accrual entries.

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

ECONOMIC DATA

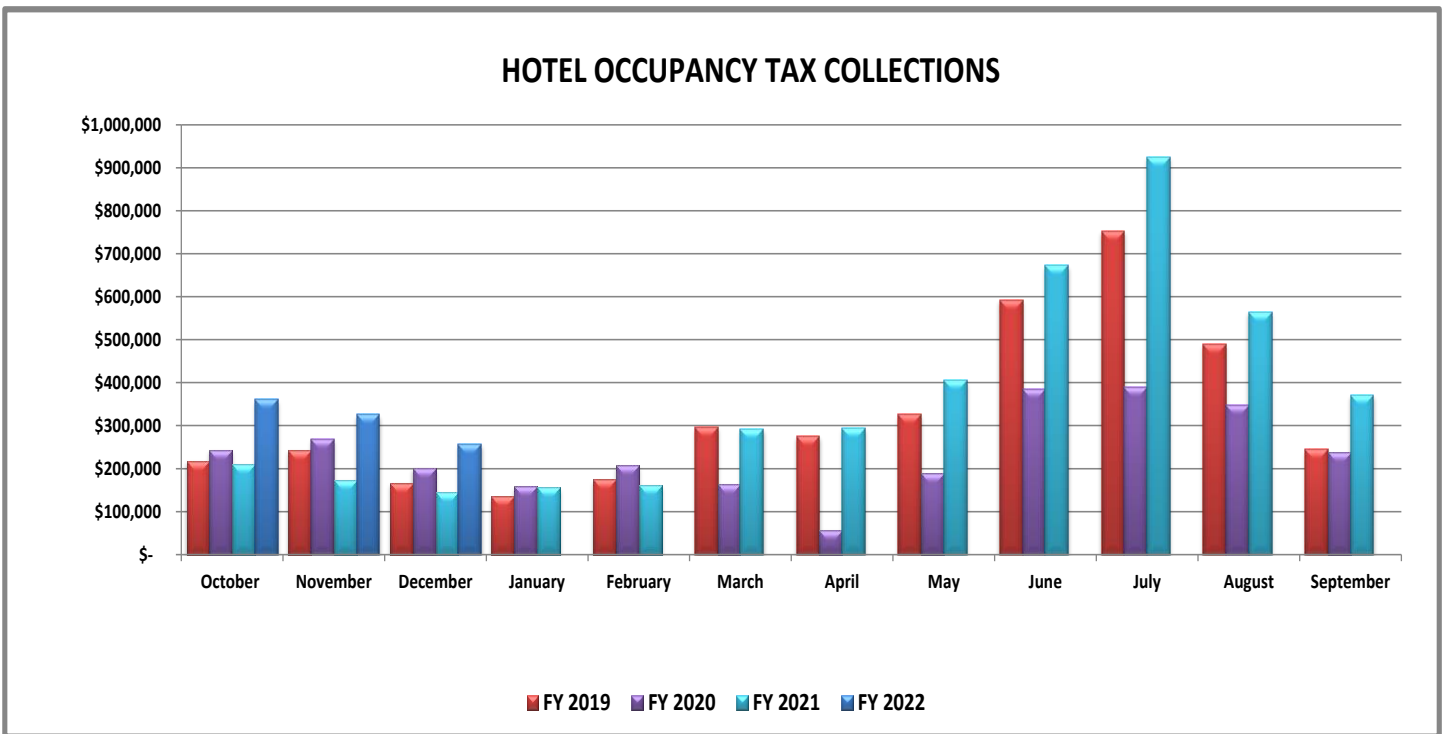
Total Sales Tax Collections – General Fund and NBEDC

Sales tax is received approximately six weeks after the month has ended. The graph below includes the December 2021 sales tax payment. The December 2021 payment was up 25.8% when compared to December of the previous fiscal year but did include a \$290,000 positive audit adjustment. Without the adjustment, current period collections were up 17.8% compared to current period collections for December of 2020. Sales tax collections through December were up 22.5% fiscal year to date compared to FY 2021.



Hotel Occupancy Tax Collection

As shown in the graph below, December Hotel Occupancy Tax collections were up 77.2% when compared to December of last fiscal year, when COVID was still a significant factor, and 27.1% when compared to December of 2019. They reflected a 78.0% increase fiscal year to date (through December) compared to FY 2021. This comparison includes current, actual collections due for December only and does not include pending or prior month payments received in the month. All sectors experienced significant increases compared to the same month last year.



CAPITAL PROJECT STATUS as of 2/4/2022

- Infrastructure
- Quality of Life
- Growth and Development
- Public Safety

Funding Source	Project	Sub-project & Limits	Description	Budget	Total Remaining	Status	Overall Completion
2013 Bond	Klein Road Phase 1	FM 1044 to Walnut Avenue	Deterioration review underway	\$ 10,790,991	\$ 708,526	Construction Phase	93%
2013 Bond/RIF	Solms/Morningside/Rueckle	Solms Road from IH 35 Frontage to Morningside Drive & Morningside Drive from Solms Road to IH 35 Frontage & Reuckle from IH 35 Frontage to Morningside	Final Pavement complete. Additional retaining walls and punch list underway.	\$ 16,364,000	\$ 1,085,323	Construction Phase	93%
2013 Bond	Wood Road/Landa Street		Design of localized improvements pending funding	\$ 2,111,341	\$ 1,227,306	On Hold	42%
2019 Bond	Citywide Streets			\$ 15,000,000	\$ 6,702,947		55%
		<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>Year 3 project - On hold</i>			<i>On Hold</i>	
		<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>Roadwork and sidewalks underway on Veramendi, Central, Main and Houston, addressing additional base on Veramendi</i>			<i>Construction Phase</i>	
		<i>Lakeview Boulevard</i>	<i>Paving complete - Project closeout underway</i>			<i>Project Closeout</i>	
		<i>Union Avenue</i>	<i>Complete</i>			<i>Project Closeout</i>	
		<i>Comal Avenue</i>	<i>Project closeout underway</i>			<i>Project Closeout</i>	
		<i>County Line Road</i>	<i>Year 3 project - On hold</i>			<i>On Hold</i>	
		<i>Peach/Plum/Grape</i>	<i>Year 3 project - On hold</i>			<i>On Hold</i>	
		<i>Central Avenue</i>	<i>Construction started - Addressing waterline conflict</i>			<i>Construction Phase</i>	
		<i>Grant Street</i>	<i>Paving to be complete on final block after Lamar streets</i>			<i>Construction Phase</i>	
		<i>South Street</i>	<i>Work complete from Houston to East - NBU waterline cost in review</i>			<i>Construction Phase</i>	
2019 Bond/RIF	Klein Road Phase 2	FM 725 to Walnut Avenue	ROW acquisition under way - Dry utility design underway	\$ 13,000,800	\$ 10,830,105	Design Phase	12%
2019 Bond	Goodwin/Conrad Lane	Goodwin Lane from FM 306 to Conrad Lane & Conrad Lane from Goodwin to IH 35 Frontage	Design work continuing - Open house held	\$ 17,897,150	\$ 16,456,216	Design Phase	8%
2019 Bond	Business 81 & FM 306 Extensions		Project on hold until after Prop 1 projects are complete	\$ 2,514,540	\$ 1,730,757	On Hold	7%

CAPITAL PROJECT STATUS as of 2/4/2022

- Infrastructure
- Quality of Life
- Growth and Development
- Public Safety

Funding Source	Project	Sub-project & Limits	Description	Budget	Total Remaining	Status	Overall Completion
Roadway Impact Fees	FM 306 Extension PER (Barbarosa)	FM 1101 to FM 758	On hold	\$ 359,388	\$ 3,837	On Hold	99%
Roadway Impact Fees	Kowald PER	IH 35 to FM 1101	Project complete	\$ 248,631	\$ 32,676	Design Phase	87%
TxDot	Airport Detention Pond		TxDot managing	\$ -	\$ -	Design Phase	0%
NBEDC	Elizabeth Street Parking Realignment		Construction underway	\$ 1,662,000	\$ 705,632	Construction Phase	58%
Edwards Aquifer Habitat Conservation Plan	*Elizabeth Water Quality Pond		Construction underway	\$ 101,439	\$ 28,948	Construction Phase	71%
RIF	Old FM 306 /Common Intersection		On hold	\$ 47,125	\$ 2,566	Design Phase	95%
RIF	FM 1044/ Klein intersection		Final design complete	\$ 46,100	\$ 3,532	Design Phase	92%
TxDot/Roadway Impact Fees	County Line Signalization	County Line Road @ Dove Crossing	Design underway	\$ 37,244	\$ -	Design Phase	100%
TxDot/Roadway Impact Fees	Hanz Drive Signalization	Hanz Drive @ Gruene Road	Design underway	\$ 13,738	\$ -	Design Phase	100%
TxDot/Roadway Impact Fees	S. Walnut Signalization	South Walnut @ County Line Road	Design underway	\$ 39,328	\$ 39,328	Design Phase	0%
TxDot/Roadway Impact Fees	Barbarosa Intersection improvements	Barbarosa Rd @ FM1102	Design underway	\$ 442,000	\$ 312,163	Design Phase	29%
NBEDC	S. Castell Corridor Plan	Business 35 to Bridge Street	Design underway	\$ 842,000	\$ 778,541	Design Phase	8%
2019 Bond & NBEDC	Sports Complex Phase 1		Design work continuing	\$ 27,073,788	\$ 25,031,166	Design Phase	7%
2013, 2019 Bonds & Grant	All Abilities Park Enhancements		Fischer Park additions	\$ 700,000	\$ 113,355	On Hold	84%
Hotel Motel Tax	Comal River Improvements		Preliminary design underway	\$ 350,473	\$ 88,154	Design Phase	75%
2019 Bond	Westside Community Library Center		Construction underway	\$ 5,525,340	\$ 3,854,599	Construction Phase	30%
Parks Operating/Multiple Sources	Mission Hills Park		Contract awarded	\$ 237,000	\$ 215,633	Design Phase	9%
NBEDC & MPO	Dry Comal Creek		Design underway	\$ 375,000	\$ 375,000	Design Phase	0%
Parks Foundation	Cypress Bend Restrooms		On hold	\$ 300,000	\$ 261,668	On Hold	13%
2019 Bond	Fire Station #2		Construction underway	\$ 7,367,500	\$ 2,103,283	Construction Phase	71%
2019 Bond	Fire Station #3		Construction underway	\$ 6,736,000	\$ 1,769,458	Construction Phase	74%
Creekside TIRZ & 2020 Cofo	Firestation #7		Preparing for bid	\$ 14,928,000	\$ 13,672,378	Design Phase	8%
2019 Bond	Police Department Facility/Veterans Memorial		Construction ongoing	\$ 36,311,250	\$ 17,869,636	Construction Phase	51%
General Fund	Five Year CIP Development		Finalizing Project Detail Sheets	\$ 300,000	\$ 197,070	Design Phase	34%

RIF = Roadway Impact Fees

Cofo = Certificates of Obligation

NBEDC = New Braunfels Economic Development Corporation

VACANT POSITIONS REPORT

as of 2/28/22

Department	FY2022 # Authorized Positions	# Vacant Positions (FTE)	Notes
AIRPORT FUND	10.00	1.00	Airport Maintenance Technician - Newly Funded in FY2022 Budget - Currently Posted
CITY ATTORNEY	5.00	-	
CITY MANAGER	4.00	-	
ECONOMIC AND COMMUNITY DEVELOPMENT	2.75	-	
COMMUNICATIONS AND COMMUNITY ENGAGEMENT	4.00	-	
CITY SECRETARY	4.00	1.00	Administrative Assistant - Currently using a Temp
CIVIC/CONVENTION CENTER	9.00	1.00 0.50	Customer Service Specialist - Currently Posted Internally Event Attendant PT - Currently Posted
FINANCE	13.75	1.00 1.00	Accounting Manager - In Interview Process Assistant Purchasing Manager - Currently Posted
FIRE	14.00	1.00 1.00 1.00	Fire Chief - In Interview Process Fire Captain - Promotional Process in Feb. 2022 Fire Lieutenant - Promotional Process in Feb. 2022
<i>Support Services</i>			
<i>Emergency Management</i>	1.00	-	
<i>Operations</i>	129.00	4.00 1.00	Firefighter - Entry Level Exam Given in January - Interviews scheduled Fire Engineer - Promotional Process in Feb. 2022
<i>Total FTE</i>	144.00	8.00	
GOLF FUND	18.00	1.00 1.00	Maintenance Worker - Currently Posted Golf Marketing Coordinator - No Plan to Post
HUMAN RESOURCES	10.00	1.00 1.00	Learning & Development Coordinator - New Hire Starting 3/7/22 Human Resources Assistant - Currently Posted
INFORMATION TECHNOLOGY	16.00	-	
LIBRARY	28.50	1.00 1.00 1.00 1.00 1.50	Assistant Library Director - No Current Plan to Post Youth Services Technician - Currently Posted Librarian I/II/III - Newly Funded in FY2022 Budget - Approved to Fill 4/1/22 - Currently Posted Library Aide PTR (5@20hrs) - Newly Funded Position in FY 22 Budget - Approved to fill 4/1/22 Library Assistant I/II/III PTR (8 @ 29.5 hrs) - New Funded Postions in FY 22 Budget - Approved to fill 4/1/22
<i>Westside Community Center</i>	3.00		
MUNICIPAL COURT	9.00	-	
PLANNING AND DEVELOPMENT SERVICES	15.00 14.00 7.00 3.00	1.00 1.00 - 1.00	Permit Technician - Internal Transfer - 2/19/22 Administrative Assistant - Currently Posted Assistant Planner - Posting Expired
<i>Building Safety</i>			
<i>Neighborhood Services</i>			
<i>Development Planning</i>			
<i>Comprehensive Planning</i>			
<i>Total FTE</i>	39.00	3.00	
POLICE	21.00 29.50 101.00 32.50	- 1.00 11.00 -	Emergency Dispatcher - Currently Posted Police Records Clerk - Posting Expired Police Officer - 4 FTE Newly Funded in FY2022 Budget - Approved to Fill 1/1/22 - Entry Level Test in Feb. 2022
<i>Administration</i>			
<i>Support Services</i>			
<i>Patrol</i>			
<i>Criminal Investigation</i>			
<i>Total FTE</i>	184.00	14.00	

VACANT POSITIONS REPORT (Cont'd)
as of 2/28/22

Department	FY2022 # Authorized Positions	# Vacant Positions (FTE)	Notes
PARKS AND RECREATION			
Administration	7.00	-	
Recreation - Fischer Park	3.25	-	
Recreation - Landa Park	5.50	1.50	Recreation Instructor PTR (9 @ 20 hours) - Currently Posted
Athletics	1.00	-	
Aquatics	2.00	-	
Rangers	2.50	-	
Operations	26.00	1.00	Field Technician - Position No Longer Posted
		2.00	Maintenance Worker - Currently Posted - 1 Internal Transfer 2/5/22
Das Rec - Full Time	13.00	1.00	Assistant Guest Services Supervisor - Not Posted
		1.00	Assistant Manager - No Current Plans to Post
Das Rec - Part Time	87.25	7.50	Lifeguard/Water Safety Instructor (39 @ 19 hours) - Currently Posted
		2.50	Water Safety Instructor (5 @ 19 hours) - No Current Plans to Post
		1.00	Fitness Instructors (32 @ 19 hours) - Currently Posted
		1.50	Lead Kinder Care Attendant (6 @ 19 hours) - Currently Posted
		5.50	Party Attendant (15 @ 19 hours) - Currently Posted
		1.50	Fitness/Gym Attendant (13 @ 19 hours) - Currently Posted
		3.50	Kinder Care Attendant (12 @ 19 hours) - Currently Posted
		1.00	Lead Guest Services Representatives (6 @ 19 hours) - Not Posted
		4.00	Guest Services Representatives (17 @ 19 hours) - Currently Posted
		0.75	Guest Services Specialist PTR (2 @ 29.5 hours) - Internal Transfer 2/5/22
Total FTE	147.50	35.25	
PUBLIC WORKS			
Engineering	20.00	1.00	Assistant City Engineer - Currently Posted
		1.00	Engineer - Currently Posted
		1.00	First Assistant City Engineer - Not Currently Posted
Streets	20.00	-	
Drainage	14.00	3.00	Maintenance Worker/Equipment Operator 1/11 - Currently Posted
Facilities Maintenance	10.00	1.00	Custodian - Currently Posted
Capital Programs	5.00	1.00	Capital Programs Manager - On Hold
Total FTE	69.00	8.00	
SOLID WASTE FUND			
Support Services	8.00	1.00	Container Maintenance Worker - Pending Posting
		1.00	Recycling Coordinator - Reclassifying to Assistant Solid Waste Manager
Residential Collection	16.00	3.00	Solid Waste Operator I/II/III - Currently Posted - 2 Approved to Fill 1/1/22
		1.00	Refuse Collector I/II/III - Currently Posted
Commercial Collection	15.00	2.00	Solid Waste Operator I/II/III - Currently Posted
Recycling Collection	17.00	1.00	Refuse Collector I/II/III - Currently Posted
Fleet Services	10.00	-	
Total FTE	66.00	9.00	
TRUANCY FUND	1.00	-	
RIVER ACTIVITIES FUND	2.75	-	
EDWARDS AQUIFER HABITAT CONSERVATION PLAN/WPP FUND	1.00	-	
DEVELOPMENT SERVICES FUND	4.00	-	
TOTAL FTE	795.25	92.25	
City-wide Staffing Level	88.40%		

Fiscal Year 2022 Funded Resource Requests Status Update - Q1

Description	Total FY 2022 Budget	Funding Source	Council Approval Date (If Applicable)	Actual Cost	Status	Comments
City Secretary						
Council Chambers Technology Enhancements	\$ 49,400	General Fund	N/A*		In Progress	Ipads purchased. Remainder of project on hold until City Secretary transition is complete.
Communications & Community Engagement						
Digital Asset Management Software	\$ 25,200	General Fund	N/A	\$ 23,000	In Progress	PO & Contract issued. Hoping to launch city-wide in January.
Economic Development						
Downtown Infrastructure Enhancements	\$ 75,000	General Fund	TBD		In Progress	In planning phase.
West San Antonio/Spur St. Corridor Reinvestment Plan	\$ 100,000	General Fund	TBD		In Progress	Developing an RFQ.
Finance						
Debt/Investment Software	\$ 68,030	General Fund	10/25/2021	\$ 76,999	In Progress	Scheduling in progress. Approve by City Council. PO issued and contract executed.
Grant Management Software Solution - Internal/External	\$ 30,000	General Fund	TBD		In Progress	Scope is being developed.
Fire						
Mental Health/Peer Support Program	\$ 23,950	General Fund	N/A	\$ 25,000	Complete	PO issued - Sessions being scheduled.
Personal Protection Equipment	\$ 403,500	General Fund	9/13/2021	\$ 318,939	Awaiting Delivery	Gloves & hoods received. Pants & coats scheduled to arrive in May.
Durable Medical Equipment	\$ 250,000	General Fund	10/11/2021	\$ 248,798	Complete	PO issued. Items ordered.
Ambulance Remounts (2)	\$ 250,000	Fire Apparatus Replacement Fund	11/8/2021	\$ 328,436	Awaiting Delivery	Overage to be covered by other operating savings. Ordered - Oct. or Nov. delivery.
Apparatus Headset Replacement	\$ 20,000	General Fund	N/A	\$ 19,545	In Progress	Quotes received and being evaluated.
Westnet AVD Upgrade	\$ 12,700	General Fund	N/A		On Hold	Will be completed in conjunction with new PD dispatch center.
Replacement Truck - Support Services	\$ 47,272	General Fund	8/23/2021	\$ 39,587	Complete	Vehicle received 1/12/22.
Generators for Multiple Public Facilities	\$ 355,000	General Fund	1/10/2022	\$ 391,020	Awaiting Delivery	Quotes received over budget - evaluation in progress.
Human Resources						
Safety Program Enhancements	\$ 5,000	General Fund	N/A		In Progress	Determining needs.
Information Technology						
Phone Software Upgrade	\$ 23,370	General Fund	N/A		In Progress	To be completed in Spring with new PD building. PO in development.
City Hall/FS #4 Fiber Ring	\$ 359,000	General Fund	N/A	\$ 31,895	Awaiting Delivery	Partial PO issued for engineering services to start ASAP. Estimated completion - 6 months.
			TBD	\$ 190,000	In Progress	Construction portion has been bid and is being evaluated. Will go to City Council 3/28/22.
E-signatures with Adobe Sign	\$ 12,500	General Fund	N/A	\$ 8,321	Complete	
Library Public Network Replacement	\$ 47,000	Capital Funds	N/A	\$ 46,398	Awaiting Delivery	Parts ordered. Will not be complete until late Spring or early Summer.
Cybersecurity Services	\$ 70,000	General Fund	TBD		In Progress	Evaluation of options in progress.
Laserfiche Upgrades - Phase I	\$ 43,000	General Fund	N/A	\$ 41,908	Awaiting Delivery	Contract is in place and vendor introductions have started.
Timeclock Replacement and Automation	\$ 28,920	General Fund	2/28/2022	\$ 36,218	Awaiting Delivery	Order confirmed and implementation to start in March.
Library						
Teen Area Renovation (Main Library)	\$ 54,840	General Fund	TBD		Not Started	Vendor selected.
Westside Community Center Lobby Renovation & Parking Lot Improvements	\$ 98,500	General Fund	TBD		In Progress	Lobby construction nearing completion. Will coordinate this project with Westside Library contractors.
Westside Library Branch Opening Costs	\$ 210,937	General Fund	N/A		Not Started	\$75,000 to be used for library books at WSCC. Will have more info Spring/Summer.
Herald Zeitung Digitization	\$ 18,000	General Fund	N/A	\$ 18,090	Complete	
Municipal Court						
Software Enhancements	\$ 35,500	General Fund/Court Technology Fund	N/A		In Progress	Funding was based on off-site/web hosting. On-site hosting one time is \$50K, recurring will be \$30K.
Courtroom & Lobby Audio/Video Refurb	\$ 70,000	Court Technology Fund	TBD		In Progress	Working on getting quotes.
Parks						
Summer Camp-2nd location	\$ -	General Fund	TBD		In Progress	Still in discussions for possible new second site.
Year 1 Equipment Replacement (Parks Operations)	\$ 212,056	General Fund	9/27/2021	\$ 214,940	Awaiting Delivery	PO's issued. One received - awaiting delivery on remaining items.
Main Plaza Brickwork	\$ 21,300	General Fund	N/A	\$ 34,300	Complete	
Kerlick Park Features	\$ 17,000	General Fund	N/A		Awaiting Delivery	PO issued. Waiting for delivery of equipment.
Faust Bridge Repairs	\$ 47,500	General Fund	N/A	\$ 22,100	In Progress	Lumber received - project 50% complete.
Ranger Vehicles (2)	\$ 48,500	General Fund	9/13/2021	\$ 46,920	Awaiting Delivery	PO issued.
Tube Chute (Mill Side) Fence Replacement	\$ 17,000	General Fund	N/A	\$ 20,120	In Progress	PO issued - Waiting on materials.
Hydraulic Lift	\$ 52,493	General Fund	N/A		In Progress	Looking for another vendor.
Sand Volleyball Court Lighting	\$ 60,000	General Fund	9/27/2021	\$ 56,200	Complete	
Landa Park/Prince Solms Parking Lots	\$ 250,000	General Fund	N/A		In Progress	Waiting for completion of Elizabeth St. Will be paired with HCP water quality project at end of fiscal year.
Fischer Park Playground Replacements	\$ 250,000	General Fund	1/24/2022	\$ 261,257	In Progress	Received concept design & preliminary cost estimate. Refining selection of vendor - possible delay in materials. Install date TBD.
West Alligator Creek Final Design	\$ 120,000	General Fund	N/A		Not Started	Preliminary design complete - will start in Feb.

Fiscal Year 2022 Funded Resource Requests Status Update - Q1

Description	Total FY 2022 Budget	Funding Source	Council Approval Date (If Applicable)	Actual Cost	Status	Comments
Das Rec						
Outdoor Fitness Area Project	\$ 47,000	Capital Funds	N/A	\$ 48,564	Complete	
KinderCare Expansion	\$ 44,347	Capital Funds	N/A	\$ 32,135	Awaiting Delivery	Estimated completion end of 3rd Quarter. Materials ordered.
Planning & Development Services						
Electronic Plan Review Software Enhancements	\$ 179,522	Development Services Fund	TBD		In Progress	Consultant selection in progress. Team is mapping processes.
Police						
Mental Health/Peer Support Program	\$ 23,950	General Fund	N/A	\$ 25,000	In Progress	PO issued - First sessions are being scheduled.
Night Vision Monocular	\$ 19,960	General Fund	N/A		In Progress	Awaiting quotes.
License Plate Readers-Pole Mounted	\$ 53,535	General Fund	1/10/2022	\$ 53,535	In Progress	Readers have been received and implementation is being coordinated.
License Plate Readers-Fixed	\$ 118,371	Asset Forfeiture Funds	1/10/2022	\$ 118,371	Awaiting Delivery	Readers have been ordered and awaiting delivery.
Spillman Insight Module	\$ 16,399	General Fund	N/A	\$ 14,950	In Progress	PO issued - Working on timeline.
Taser 7 Weapon System Refresh	\$ 610,000	General Fund	9/13/2021	\$ 612,633	Complete	
E-Ticket Writers	\$ 40,000	General Fund	N/A	\$ 41,790	In Progress	Phones & dedicated printers need to be ordered. Gathering data for number needed for implementation.
Police Building Operating Costs	\$ 66,787	General Fund	N/A		Not Started	Will have better info Spring/Summer.
Electronic Case Submission Partnership with County	\$ 100,000	General Fund	TBD		In Progress	County has agreed to pay half of the cost. Coordinating with County to get started ASAP.
Police Staffing Study Update (CPSM)	\$ 50,000	General Fund	N/A	\$ 29,000	Awaiting Delivery	PO issued.
Public Works						
Capital Improvement Plan Update	\$ 325,000	General Fund	7/26/2021	\$ 289,667	In Progress	Contract w/ Freese & Nichols executed - Bond Advisory Committee in progress.
Drainage Area Master Plan	\$ 110,000	General Fund	TBD		In Progress	Awarded grant funding. Task order issued and opened 2/17/22. Bid in evaluation.
Community Rating System Program Development	\$ 80,000	General Fund	TBD		In Progress	Meeting in progress to develop scope, costs & vendor selection.
Pavement Assessment and Roadway Asset Inventory	\$ 120,000	General Fund	2/14/2022	\$ 168,490	In Progress	PO being issued. Contract negotiation underway.
Comprehensive Dam Safety Program	\$ 20,000	General Fund	N/A		Not Started	Awaiting results of Landa Lake design to evaluate options.
Replacement Trucks (2)	\$ 48,723	General Fund	8/23/2021	\$ 33,423	Awaiting Delivery	1 truck ordered - may wait for better pricing on second truck.
Landa Lake Dam & Spillway Design	\$ 100,000	General Fund	N/A		Not Started	
Space Planning Assessment - PW Facility (FM306)	\$ 100,000	Facilities Maintenance Fund/Solid Waste Fund	11/22/2021	\$ 98,000	In Progress	Vendor selected. Department needs being evaluated.
Milling Machine	\$ 466,163	General Fund	9/13/2021	\$ 461,228	Awaiting Delivery	PO issued.
Backhoe	\$ 111,277	General Fund	9/13/2021	\$ 108,750	Complete	
Dump Truck	\$ 126,901	General Fund	9/13/2021	\$ 121,258	Awaiting Delivery	PO issued.
Skid Steer Loader	\$ 75,738	General Fund	9/13/2021	\$ 72,131	Complete	Received December 2021.
Radar Detection	\$ 25,000	General Fund	N/A	\$ 21,025	Awaiting Delivery	PO issued.
Haul Truck	\$ 157,441	General Fund	9/13/2021	\$ 157,441	Awaiting Delivery	PO issued.
Paver Trailer	\$ 83,984	General Fund	9/13/2021	\$ 83,984	Complete	Received November 2021.
Kohlenberg Widening per Continental Agreement	\$ 350,000	General Fund	N/A	\$ 38,060	In Progress	Design work in progress - should be completed by Summer. Construction should start by May.
			N/A	\$ 13,000	Complete	Survey complete.
City-wide Sidewalk Repairs	\$ 30,000	General Fund	N/A	N/A	In Progress	
Golf Course						
Fairway Mower Replacements (2)	\$ 130,000	Golf Fund	9/27/2021	\$ 131,137	Complete	Minor overage to be covered by other savings.
Fairway Roller Refurbish	\$ 25,000	Golf Fund	N/A	\$ 30,000	Awaiting Delivery	PO issued. Roller sent to be refurbished in December.
Spray Rig Replacement	\$ 50,000	Golf Fund	9/27/2021	\$ 43,227	Awaiting Delivery	PO issued.
Gator Utility Vehicle Replacements (4)	\$ 44,000	Golf Fund	9/27/2021	\$ 39,685	Awaiting Delivery	PO issued.
TriPlex Greens Mower Replacements (2)	\$ 72,000	Golf Fund	9/27/2021	\$ 85,376	Complete	Minor overage to be covered by other savings.
EZ-Go Hauler Replacement	\$ 9,000	Golf Fund	N/A	\$ 7,134	Awaiting Delivery	PO issued.
Solid Waste						
Route Optimization Study	\$ 95,000	Solid Waste Fund	N/A	\$ 40,800	Awaiting Delivery	PO issued. Agreement with vendor signed.
Solid Waste Rate Study	\$ 40,850	Solid Waste Fund	N/A		In Progress	Developing scope. Contract is being executed.
River Management						
River Sign Master Plan	\$ 40,000	General Fund	N/A		In Progress	Waiting for responses to RFP.

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