

**AGENDA
NOTICE OF MEETING OF THE
WATER ADVISORY COMMITTEE
SHAVANO PARK, TEXAS**

This notice is posted pursuant to the Texas Open Meetings Act. Notice hereby given that the Water Advisory Committee will conduct a Regular Meeting on Monday, May 8, 2023 at 5:30 p.m. at 900 Saddletree Court, Shavano Park City Council Chambers

The meeting agenda and agenda packet are posted online at www.shavanopark.org.

1. CALL TO ORDER

2. ROLL CALL

3. CITIZENS TO BE HEARD

The Water Advisory Committee welcomes Citizens to be heard, we request that if you wish to speak that you follow these guidelines. Pursuant to Resolution No. R-2019-011 citizens are given three (3) minutes to speak during Citizens to be heard. Members of the public may only speak once and cannot pass the individual's allotted time to someone else. In compliance with the Texas Open Meetings Act, the Water Advisory Committee may not deliberate on comments (Attorney General Opinion – JC0169)

4. CONSENT AGENDA

- a. Approval – Water Advisory Committee Meeting Minutes, January 9, 2023
- b. Approval – Water Advisory Committee Meeting Minutes, March 13, 2023

5. REPORTS - Public Works Director Update

- a. Water system
 - i Water System Infrastructure Updates
 - ii NW Military update
 - iii Dezavala Update
- b. Accept – March 2023 Financial Report

6. REGULAR BUSINESS

- a. Discussion / Update – Relocation of water service lines and water main crossings in preparation for Street Bond - PW Director
- b. Discussion / Update – Utility Fee Schedule additions - PW Director
- c. Discussion / Update – Utility Bill Payment Plan - PW Director
- d. Discussion – Water Goals and Objectives for FY 2023-24 Budget - PW Director
- e. Discussion / Review – FY 2023-24 Revenues Budget - Finance Director

7. FUTURE ITEMS

- a. Sanitary Sewer Easements around well sites
- b. Increase the resilience of the water system

8. ADJOURNMENT

CERTIFICATE:

I hereby certify that the above Notice of Meeting was posted on the City Hall bulletin board on the 5th day of May 2023 at 10:30 a.m. at a place convenient and readily accessible to the general public at all times, and to the City's website, www.shavanopark.org, in compliance with Chapter 551, Texas Government Code.

Kristen Hetzel
City Secretary

Accessibility Statement:

The City of Shavano Park City Hall is wheelchair accessible. The entry ramp is located in the front of the building. Accessible parking spaces are also available in the front and sides of the building. Requests for other accommodations for meetings must be made 48 hours in advance of the meeting. Call the City Secretary 210-581-1116 or email: citysecretary@shavanopark.org.

1. CALL MEETING TO ORDER

Chairman Walea called the meeting to order at 5:06 p.m.

2. ROLL CALL

PRESENT:

Al Walea, Chairman
Matt Trippy
Tommy Peyton
Jason Beck
Sam Bakke
Steve Fleming

ABSENT:

None

3. CITIZENS TO BE HEARD

No one signed up to address the Water Advisory Committee at this time.

4. CONSENT AGENDA

a. Approval of Water Advisory Committee Meeting Minutes from December 19, 2022

Member Peyton made a motion to approve the December 19, 2022 meeting minutes.

Member Fleming seconded the motion.

The motion carried with a unanimous vote.

5. REPORTS

a. Water System Update

i. Water System Infrastructure Update

PW Director Peterson reported that inclement weather during the month of December caused damage to some of the equipment at the Wells and the plants. Valves at Well #5 cracked and were replaced. The electrical outlet for pump #2 at the Shavano Drive plant went out and was replaced.

PW Director Peterson reported that loose lugs were discovered and repaired by a contractor on the starter at Well #6.

PW Director Peterson reported that the generator at Well #8 does not have sufficient voltage to run the chlorine pump and is considering the option of purchasing another generator or using the Fire Department generator in an emergency.

PW Director Peterson reported the discovery of rust within the emergency drive shaft fuel tank at the Huebner plant. The tank was cleaned and an extra tank was purchased.

PW Director Peterson reported that two water service lines located along Mossy Cup West and Broken Bough were repaired after they leaked due to the inclement weather and aging.

ii. NW Military – Water main relocation update

PW Director Peterson reported that water pressure was tested and Bac T samples were taken along the water lines on Northwest Military in preparation of the connection of the new water main.

Chairman Walea followed up on a request from the December Water Advisory Committee meeting regarding a map illustrating types of water main water lines parallel to Northwest Military Highway. Public Works Director Peterson stated that the map will be presented at the February Water Advisory Committee meeting.

b. November 2022 Financial Report

Public Works Director Peterson presented the November 2022 Financial Report.

Member Trippy made a motion to accept the November 2022 Financial Report.

Member Fleming seconded the motion.

The motion carried with a unanimous vote.

c. FY 2021-22 Year End Financial Summary

Public Works Director Peterson presented the FY 2021-22 Year End Financial Summary.

Member Fleming made a motion to accept the FY 2021-22 Year End Financial Summary.

Member Bakke seconded the motion.

The motion carried with a unanimous vote.

6. REGULAR BUSINESS

a. Discussion / Update – Relocation of water service lines and crossings.

PW Director Peterson reported that nine long service relocations were completed along Saddletree Road and one long service along Cliffside Drive.

PW Director Peterson reported that four more water main crossings adjacent to Northwest Military Highway are scheduled to be lowered and tied into the main water lines in January and February.

Chairman Al Walea asked for the timeline of awarding of the bid for Phase #1 of the Street Reconstruction Project. City Manager Hill replied that the bond is set to be awarded in March.

b. Discussion / Update – Expansion of utilities on De Zavala Rd.

PW Director Peterson reported that gas lines and telecommunication lines are being surveyed to determine if any utility conflicts exist with the project.

PW Director reported that two six-inch water main crossings were located along De Zavala Road at Painted Post Lane and Bikeway Lane; these water lines are likely “in conflict” with the

trenching in support of the underground storm drain. These lines with either need to be removed prior to trenching with a rock saw or the contractor will need to carefully dig around the pipes with some other device besides a trencher.

PW Director Peterson reported that the service lines for three houses located on De Zavala will be upgraded and tied into the six-inch water main line in conjunction with the De Zavala project.

7. FUTURE ITEMS

- a. Documentation of location of PVC and A/C pipes along Northwest Military**
- b. Updating the water fee schedule**
- c. Sanitary Sewer Easements around well sites**

8. ADJOURNMENT

Member Peyton made a motion to adjourn this meeting.

Member Fleming seconded the motion.

Chairman Walea adjourned the meeting at 6:32 pm.

Al Walea, Chairman

Jessica Chinski, Office Manager

1. CALL MEETING TO ORDER

Chairman Walea called the meeting to order at 5:01 p.m.

2. ROLL CALL

PRESENT:

Al Walea, Chairman
Tommy Peyton
Sam Bakke

ABSENT:

Jason Beck
Steve Fleming
Matt Trippy

3. CITIZENS TO BE HEARD

No one signed up to address the Water Advisory Committee at this time.

4. CONSENT AGENDA

a. Approval of Water Advisory Committee Meeting Minutes from January 9, 2023

Chairman Walea suggested we defer the approval of the minutes until the next WAC meeting.

5. REPORTS

a. Water System Update

i. Water System Infrastructure Update

PW Director Peterson reported that two new booster pumps were installed at the Shavano Drive plant and a new fuel tank was installed for the drive shaft at the Huebner plant.

ii. NW Military – Water main relocation update

PW Director Peterson reported that the relocation of the water service lines along NW Military is complete.

iii. De Zavala Update

PW Director Peterson reported that he met with the city engineers regarding the design of the De Zavala project in which it was determined that the six-inch water main crossings that are at De Zavala and Bikeway Lane and De Zavala and Painted Post Lane will most likely not be impacted by the storm drain installation project, however, the mains may need to be replaced depending on the age and condition of the pipes.

b. Accept – January 2023 Financial Report

Finance Director Morey presented the January 2023 Financial Report.

Member Peyton made a motion to accept the January 2023 Financial Report.

Member Bakke seconded the motion.

The motion carried with a unanimous vote.

c. Accept - FY 2021-22 Year End Financial Report

Finance Director Morey presented the FY 2021-22 Year End Financial Report.

Member Peyton made a motion to accept the FY 2021-22 Year End Financial Report

Member Bakke seconded the motion.

The motion carried with a unanimous vote.

6. REGULAR BUSINESS

a. Discussion / Update – Relocation of Street Bond related water service lines and crossings.

PW Director Peterson reported that long service relocations will continue along Windmill Road, Bent Oak Drive, and Cliffside Drive in April.

b. Discussion – Utility Fee Schedule additions

PW Director Peterson presented utility fees that he is recommending be added to the Utility Fee Schedule including fees for water meter repairs and replacements, water service line repairs, and emergency locate requests.

Chairman Walea requested for this discussion to be deferred until the next WAC meeting and for PW Director Peterson to provide more detailed supporting documents for the justification of the fee schedule additions.

7. FUTURE ITEMS

- a. Documentation of location of PVC and A/C pipes along Northwest Military**
- b. Updating the water fee schedule**
- c. Sanitary Sewer Easements around well sites**
- d. Discussion of Utility Bill Payment Plan**

8. ADJOURNMENT

Member Peyton made a motion to adjourn this meeting.

Member Bakke seconded the motion.

Chairman Walea adjourned the meeting at 6:31 pm.

Al Walea, Chairman

Jessica Chinski, Office Manager

WATER ADVISORY COMMITTEE STAFF SUMMARY

Meeting Date: May 8, 2023

Agenda item: 5.b.

Prepared by: Brenda Morey

Reviewed by: Bill Hill

AGENDA ITEM DESCRIPTION:

Presentation of March 2023 Financial Report

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Attachments for Reference:

1) Revenue and Expense Report

BACKGROUND / HISTORY:

The information provided in the attachment is for the FY 2022-23 budget period, month ending March 31, 2023. The “Current Budget” column contains the original adopted budget. This summary highlights a number of points related to the current month’s activity.

DISCUSSION:

As of March 31, 2023, the Water Fund total revenues are \$574,168 or 53.40% of the total annual budgeted amount. Water Fund (Water Department & Debt Service) expenses total \$685,284 or 63.74% of budget.

Revenues:

- Water consumption (5015) billed in March for the month of February use is \$31,352, with 49.99% of annual budget recognized to date. This is \$4,603 more revenue recognized than for the same month prior year.
- The Debt Service (5018) and Water Service Fee (5019) are on target with annual budgeted amounts as these are flat fees and are not related to volume charges recognized, at 49.89% and 51.29% respectively.
- The EAA Pass Thru (5036) fees are charged to customers based on usage, \$4,585 was recorded for the month and 49.77% of the annual budgeted amount has been recognized to date.
- Interest Income (7000) – the Utility is seeing the effect of higher rates and more diversified investments.
- Lease of Water Rights – received the quarterly payment on the lease agreement with the area doctor.
- Sale of Fixed Assets – scrap metal sold including the old meter bodies.

Expenses:

Water Department (606) expenses for the day-to-day operations are over budget with a total of \$68,262 incurred this month, 61.94% of the annual budget utilized. Expenses include \$2,714 for the annual maintenance agreement in SCADA System Maintenance (6072), \$3,008 for meter risers in Water System Maintenance (6072) and top soil, sand and rocksaw rental (with operator) expenses for long service and main crossing relocation in the Phase I street reconstruction project area are recorded in Water System Improvements (8080).

The next debt payments are due in August, principal of \$28,940 on the SIB loan and interest on the Water Utility's share of the bonds of \$32,616.

Payroll:

The City is on a bi-weekly payroll; there have been 13 pay periods out of 26 so 50% should be expensed in the line items directly related to salaries and those items are just a bit below expected due to overtime utilization being less than planned to date. Workers Comp Insurance (1037) is at 48.62%, in line with the related compensation and overtime accounts. TMRS (1040) expenditures is at approximately 51.63%, not far off from the expected budget but I'll be looking into this a bit closer, to verify the allocation between public works and water utility. Health and other employee insurance related line items are at approximately 50%, on target with budget as this line is not compensation driven. There have been no position vacancies this fiscal year to date (a utility serviceman separated from the City in April).

COURSES OF ACTION: None related to the Report.

FINANCIAL IMPACT: N/A

STAFF RECOMMENDATION: N/A

CITY OF SHAVANO PARK
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2023

20 -WATER FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 50.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>REVENUE SUMMARY</u>					
NON-DEPARTMENTAL	<u>1,075,124.00</u>	<u>72,130.01</u>	<u>574,168.37</u>	<u>500,955.63</u>	<u>53.40</u>
TOTAL REVENUES	<u>1,075,124.00</u> =====	<u>72,130.01</u> =====	<u>574,168.37</u> =====	<u>500,955.63</u> =====	<u>53.40</u> =====
<u>EXPENDITURE SUMMARY</u>					
WATER DEPARTMENT	861,952.00	68,262.15	533,867.26	328,084.74	61.94
DEBT SERVICE	<u>213,172.00</u>	<u>0.00</u>	<u>151,416.40</u>	<u>61,755.60</u>	<u>71.03</u>
TOTAL EXPENDITURES	<u>1,075,124.00</u> =====	<u>68,262.15</u> =====	<u>685,283.66</u> =====	<u>389,840.34</u> =====	<u>63.74</u> =====
REVENUES OVER/ (UNDER) EXPENDITURES	0.00	3,867.86 (111,115.29)	111,115.29	0.00

20 -WATER FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 50.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>NON-DEPARTMENTAL</u>					
<u>WATER SALES</u>					
20-599-5015 WATER CONSUMPTION	656,000.00	31,351.98	327,923.11	328,076.89	49.99
20-599-5016 LATE CHARGES	8,000.00	1,122.98	7,196.81	803.19	89.96
20-599-5018 DEBT SERVICE	189,900.00	15,760.84	94,745.68	95,154.32	49.89
20-599-5019 WATER SERVICE FEE	64,000.00	5,466.80	32,826.54	31,173.46	51.29
20-599-5036 EAA PASS THRU CHARGE	<u>85,700.00</u>	<u>4,585.00</u>	<u>42,657.00</u>	<u>43,043.00</u>	<u>49.77</u>
TOTAL WATER SALES	1,003,600.00	58,287.60	505,349.14	498,250.86	50.35
<u>MISC./GRANTS/INTEREST</u>					
20-599-7000 INTEREST INCOME	1,100.00	3,869.83	22,435.69 (21,335.69)	2,039.61
20-599-7011 OTHER INCOME	0.00	8.90	78.40 (78.40)	0.00
20-599-7012 LEASE OF WATER RIGHTS	23,000.00	2,000.00	9,750.00	13,250.00	42.39
20-599-7060 CC SERVICE FEES	6,000.00	510.98	4,045.69	1,954.31	67.43
20-599-7075 SITE/TOWER LEASE REVENUE	24,424.00	2,026.95	12,161.70	12,262.30	49.79
20-599-7090 SALE OF FIXED ASSETS	<u>0.00</u>	<u>5,425.75</u>	<u>5,425.75</u> (<u>5,425.75</u>)	<u>0.00</u>
TOTAL MISC./GRANTS/INTEREST	54,524.00	13,842.41	53,897.23	626.77	98.85
<u>TRANSFERS IN</u>					
20-599-8072 TRF IN-CAPITAL REPLACEMENT	<u>17,000.00</u>	<u>0.00</u>	<u>14,922.00</u>	<u>2,078.00</u>	<u>87.78</u>
TOTAL TRANSFERS IN	17,000.00	0.00	14,922.00	2,078.00	87.78
<hr/>					
TOTAL NON-DEPARTMENTAL	1,075,124.00	72,130.01	574,168.37	500,955.63	53.40
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TOTAL REVENUES	1,075,124.00	72,130.01	574,168.37	500,955.63	53.40
	=====	=====	=====	=====	=====

20 -WATER FUND
WATER DEPARTMENT

% OF YEAR COMPLETED: 50.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>PERSONNEL</u>					
20-606-1010 SALARIES	238,000.00	27,409.23	118,191.53	119,808.47	49.66
20-606-1015 OVERTIME	15,000.00	342.04	5,993.41	9,006.59	39.96
20-606-1020 MEDICARE	3,673.00	413.40	1,832.55	1,840.45	49.89
20-606-1025 TWC (SUI)	900.00	36.00	36.00	864.00	4.00
20-606-1030 HEALTH INSURANCE	32,400.00	2,700.00	16,200.00	16,200.00	50.00
20-606-1031 HSA	133.00	11.10	66.60	66.40	50.08
20-606-1033 DENTAL INSURANCE	1,480.00	125.65	753.90	726.10	50.94
20-606-1035 VISION CARE INSURANCE	330.00	27.88	167.28	162.72	50.69
20-606-1036 LIFE INSURANCE	562.00	46.80	280.80	281.20	49.96
20-606-1037 WORKERS' COMP INSURANCE	5,830.00	1,549.45	2,834.78	2,995.22	48.62
20-606-1040 TMRS RETIREMENT	36,299.00	4,249.17	18,740.52	17,558.48	51.63
20-606-1070 SPECIAL ALLOWANCES	<u>13,000.00</u>	<u>1,401.96</u>	<u>6,075.16</u>	<u>6,924.84</u>	<u>46.73</u>
TOTAL PERSONNEL	347,607.00	38,312.68	171,172.53	176,434.47	49.24
<u>SUPPLIES</u>					
20-606-2020 OFFICE SUPPLIES	1,200.00	32.79	169.51	1,030.49	14.13
20-606-2030 POSTAGE	3,895.00	608.72	2,116.32	1,778.68	54.33
20-606-2035 EMPLOYEE APPRECIATION	370.00	0.00	0.00	370.00	0.00
20-606-2050 PRINTING & COPYING	600.00	598.78	898.78	(298.78)	149.80
20-606-2060 MED EXAMS/SCREENING/TESTING	100.00	0.00	0.00	100.00	0.00
20-606-2070 JANITORIAL SUPPLIES	100.00	0.00	0.00	100.00	0.00
20-606-2075 BANK/CREDITCARD FEES	8,500.00	678.85	5,427.57	3,072.43	63.85
20-606-2080 UNIFORMS	1,600.00	0.00	610.77	989.23	38.17
20-606-2090 SMALL TOOLS	3,000.00	162.86	1,924.74	1,075.26	64.16
20-606-2091 SAFETY SUPPLIES/EQUIPMENT	<u>1,400.00</u>	<u>0.00</u>	<u>331.20</u>	<u>1,068.80</u>	<u>23.66</u>
TOTAL SUPPLIES	20,765.00	2,082.00	11,478.89	9,286.11	55.28
<u>SERVICES</u>					
20-606-3012 ENGINEERING SERVICES	10,000.00	0.00	1,080.00	8,920.00	10.80
20-606-3013 PROFESSIONAL SERVICES	2,000.00	0.00	0.00	2,000.00	0.00
20-606-3020 ASSOCIATION DUES & PUBS	2,115.00	0.00	1,419.75	695.25	67.13
20-606-3030 TRAINING/EDUCATION	3,750.00	0.00	(282.50)	4,032.50	7.53-
20-606-3040 TRAVEL/MILEAGE/LODGING/PERD	1,000.00	43.23	84.48	915.52	8.45
20-606-3050 INSURANCE - LIABILITY	5,100.00	0.00	4,577.58	522.42	89.76
20-606-3060 UNIFORM SERVICES	3,000.00	321.64	1,579.82	1,420.18	52.66
20-606-3070 INSURANCE - PROPERTY	2,600.00	0.00	2,333.67	266.33	89.76
20-606-3075 CONSERV. ED./REBATES	100.00	0.00	0.00	100.00	0.00
20-606-3080 SPECIAL SERVICES	2,300.00	40.85	304.95	1,995.05	13.26
20-606-3082 WATER ANALYSIS FEES	7,000.00	153.00	2,889.07	4,110.93	41.27
20-606-3090 COMMUNICATIONS SERVICES	<u>0.00</u>	<u>54.24</u>	<u>279.34</u>	<u>(279.34)</u>	<u>0.00</u>
TOTAL SERVICES	38,965.00	612.96	14,266.16	24,698.84	36.61

20 -WATER FUND
WATER DEPARTMENT

% OF YEAR COMPLETED: 50.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>CONTRACTUAL</u>					
20-606-4075 COMPUTER SOFTWARE/INCODE	12,130.00	(2.03)	7,945.80	4,184.20	65.51
20-606-4085 EAA -WATER MANAGEMENT FEES	84,084.00	2,946.52	38,679.08	45,404.92	46.00
20-606-4099 WATER RIGHTS/LEASE PAYMENTS	0.00	0.00	6,250.00	(6,250.00)	0.00
TOTAL CONTRACTUAL	96,214.00	2,944.49	52,874.88	43,339.12	54.96
<u>MAINTENANCE</u>					
20-606-5005 EQUIPMENT LEASES	5,000.00	0.00	845.00	4,155.00	16.90
20-606-5010 EQUIPMENT MAINT & REPAIR	7,000.00	95.34	586.82	6,413.18	8.38
20-606-5015 ELECTRONIC EQPT MAINTENANCE	500.00	0.00	0.00	500.00	0.00
20-606-5020 VEHICLE MAINTENANCE	3,000.00	35.04	270.17	2,729.83	9.01
20-606-5030 BUILDING MAINTENANCE	2,500.00	0.00	31.88	2,468.12	1.28
20-606-5060 VEHICLE & EQPT FUELS	6,500.00	455.43	4,478.38	2,021.62	68.90
TOTAL MAINTENANCE	24,500.00	585.81	6,212.25	18,287.75	25.36
<u>DEPT MATERIALS-SERVICES</u>					
20-606-6011 CHEMICALS	9,000.00	200.00	2,670.93	6,329.07	29.68
20-606-6050 WATER METERS & BOXES	2,000.00	0.00	945.37	1,054.63	47.27
20-606-6055 FIRE HYDRANTS & VALVES	10,000.00	0.00	712.49	9,287.51	7.12
20-606-6060 HUEBNER STORAGE TANK	5,000.00	630.00	1,818.83	3,181.17	36.38
20-606-6061 WELL SITE #1	8,750.00	0.00	250.94	8,499.06	2.87
20-606-6062 WELL SITE #2-EAA MONITORED	500.00	0.00	0.00	500.00	0.00
20-606-6064 WELL SITE #4-NOT OPERATION	1,000.00	0.00	0.00	1,000.00	0.00
20-606-6065 WELL SITE #5-EDWARDS BLENDI	1,000.00	0.00	3,676.64	(2,676.64)	367.66
20-606-6066 WELL SITE #6-MUNI TRACT	8,500.00	0.00	687.84	7,812.16	8.09
20-606-6067 WELL SITE #7	4,000.00	0.00	365.72	3,634.28	9.14
20-606-6068 WELL SITE #8	4,000.00	537.04	1,456.37	2,543.63	36.41
20-606-6069 WELL SITE #9-TRINITY	500.00	0.00	0.00	500.00	0.00
20-606-6070 SCADA SYSTEM MAINTENANCE	5,000.00	2,714.25	3,482.05	1,517.95	69.64
20-606-6071 SHAVANO DRIVE PUMP STATION	2,000.00	0.00	0.00	2,000.00	0.00
20-606-6072 WATER SYSTEM MAINTENANCE	30,000.00	3,042.30	25,232.25	4,767.75	84.11
20-606-6080 STREET MAINT SUPPLIES	4,000.00	0.00	3,744.65	255.35	93.62
TOTAL DEPT MATERIALS-SERVICES	95,250.00	7,123.59	45,044.08	50,205.92	47.29
<u>UTILITIES</u>					
20-606-7040 UTILITIES - ELECTRIC	74,700.00	4,970.18	30,953.67	43,746.33	41.44
20-606-7042 UTILITIES - PHONE/CELL	1,350.00	0.00	0.00	1,350.00	0.00
20-606-7044 UTILITIES - WATER	400.00	43.08	246.47	153.53	61.62
TOTAL UTILITIES	76,450.00	5,013.26	31,200.14	45,249.86	40.81
<u>CAPITAL OUTLAY</u>					
20-606-8015 NON-CAPITAL - COMPUTERS	700.00	0.00	0.00	700.00	0.00
20-606-8020 NON-CAPITAL MAINTENANCE EQU	2,320.00	0.00	0.00	2,320.00	0.00
20-606-8080 WATER SYSTEM IMPROVEMENTS	37,647.00	10,567.36	185,676.83	(148,029.83)	493.20
20-606-8087 WATER METER REPLACEMENT	3,000.00	1,020.00	1,020.00	1,980.00	34.00
20-606-8093 CAPITAL - SHAV DR PUMP STA	30,000.00	0.00	14,921.50	15,078.50	49.74
TOTAL CAPITAL OUTLAY	73,667.00	11,587.36	201,618.33	(127,951.33)	273.69

20 -WATER FUND
WATER DEPARTMENT

% OF YEAR COMPLETED: 50.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>INTERFUND TRANSFERS</u>					
20-606-9010 TRF TO GENERAL FUND	22,050.00	0.00	0.00	22,050.00	0.00
20-606-9020 TRF TO CAPITAL REP. FUND 72	<u>66,484.00</u>	<u>0.00</u>	<u>0.00</u>	<u>66,484.00</u>	<u>0.00</u>
TOTAL INTERFUND TRANSFERS	88,534.00	0.00	0.00	88,534.00	0.00
TOTAL WATER DEPARTMENT	861,952.00	68,262.15	533,867.26	328,084.74	61.94

20 -WATER FUND
DEBT SERVICE

% OF YEAR COMPLETED: 50.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>CAPITAL OUTLAY</u>					
20-607-8016 2017 GO REFUNDING (2009) PR	70,000.00	0.00	70,000.00	0.00	100.00
20-607-8017 2017 GO REFUNDING (2009) IN	62,200.00	0.00	31,450.00	30,750.00	50.56
20-607-8030 BOND AGENT FEES	400.00	0.00	200.00	200.00	50.00
20-607-8056 2018 GO REFUNDING (2009) PR	47,265.00	0.00	47,265.00	0.00	100.00
20-607-8057 2018 GO REFUNDING (2009) IN	4,367.00	0.00	2,501.40	1,865.60	57.28
20-607-8060 SIB LOAN - PRINCIPAL	<u>28,940.00</u>	<u>0.00</u>	<u>0.00</u>	<u>28,940.00</u>	<u>0.00</u>
TOTAL CAPITAL OUTLAY	213,172.00	0.00	151,416.40	61,755.60	71.03
<hr/>					
TOTAL DEBT SERVICE	213,172.00	0.00	151,416.40	61,755.60	71.03
<hr/>					
TOTAL EXPENDITURES	1,075,124.00	68,262.15	685,283.66	389,840.34	63.74
	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	0.00	3,867.86 (111,115.29)	111,115.29	0.00
	=====	=====	=====	=====	=====

WATER ADVISORY COMMITTEE STAFF SUMMARY

Meeting Date: May 8, 2023

Agenda item: 6.a

Prepared by: Brandon Peterson

Reviewed by: Bill Hill

AGENDA ITEM DESCRIPTION:

Discussion/Action - Consideration for Public Works / Water to relocate approximately 113 water service lines, 16 water main crossings and extend 4 cul de sac water mains in preparation for Bond Project – PW Director

X

Attachments for Reference:

BACKGROUND / HISTORY: At the February 3, 2022 City Council workshop the City Engineer briefed Council that engineering for the bond projects could be completed in 9 - 10 months (before January 2023). But to achieve that schedule required getting surveying and geotechnical work started before any Bond Election outcome is known in May.

DISCUSSION: Because Engineering work will take 9 to 10 months, staff recommends the Task Order Phase I be approved. The sooner engineering is completed the sooner construction can begin the work (assuming the bond passes and the debt is issued in July 2022, we only have three years to complete all work). Staff analysis is that it will be difficult to complete the projects in the required 3 years if we don't start the Engineering now.

Staff have worked diligently to provide an After-Action Report (AAR) for completing a test run of Chimney Rock. While working on Chimney Rock to complete 5 long services staff observed the following issues and how we could address them:

-
1. Two services installed side by side, created a problem where City Staff had to back fill the one trench before the contractor could cut the second service. On the second cut at one location the contractor for the trencher stuck taking about 30 mins to get it unstuck and back to work. Solution – Cut a wider trench depending on the main location. After evaluating Chimney Rock, staff believes the only street like this was chimney Rock, any other street will be because the resident has 2 meters (house and irrigation)
 2. Corporations that break/crack or flake off the main. Solution - Order repair clamps with 1” taps as seen in the attached pictures
 3. Direction the trench is cut with trencher. Solution - Pick the correct direction to avoid falling in the hole or bring steel plates, best option is from the main to the meter
 4. Tripping over each other, need to identify who works on each task. Solution – Place Team

members in pairs to assign tasks appropriately with sequencing

5. Longer streets need to complete a test shut down of the main to prepare for the actual day. Solution – Test the day before, so proper notifications are posted
6. Prepare bigger working ditch. Solution – Tie in at the main needs to be a bigger hole
7. Water main may need to be relocated at street intersections or need to be deeper on the edge of roadway. Solution – investigate the water crossing under the roadway

Water services completed to date:

Chimney Rock – 5 long services (15-meter swaps)

Wagon Trail – 17 long services (37-meter swaps)

Fawn (300 Blk) – 6 long service (13-meter swaps)

Fawn (100 -200 Blk) – 12 long service (14-meter swaps)

Shavano Dr – 13 long service (24-meter swaps)

End Gate – 7 long service (7-meter swaps)

Saddletree – 11 long service (13-meter swaps)

Cliffside – 22 long service (39-meter swaps)

Bent Oak – 5 long service (9-meter swaps)

Windmill – 6 long service (9-meter swaps)

NW Military – (11-meter swaps) (28-meter swaps)

Water main crossings completed to date:

Wagon Trail / NW Military – Completed 4/26/23 (8 days)

600 ft on NW Military / Shavano Dr. – Completed 02/24/23 (11 days)

99 Shavano Dr – Completed 5/5/23 (3 days)

Wagon Trail / Shavano Dr – In Progress (3 days)

Fawn Dr. / Shavano Dr

Fire Station / Saddletree Rd

Saddletree / Fawn Dr

Fawn Dr / Saddletree Rd

Chimney Rock / Saddletree

Cliffside Dr / Saddletree

280 ft on NW Military / Fawn Dr. – Completed 12/5/22 (12 days)

Windmill / NW Military – Completed 1/27/23 (11 days)

Windmill / Alley

Bent Oak / NW Military – Completed 1/27/23 (11 days)

Bent Oak / Alley

Cliffside / Alley

End Gate whole street (334 ft water main and 7 services) – Completed 11/3/23 (18 days)

Cul de Sacs completed to date:

Elm Spring 88 ft of main and 5 services – Completed 5/17/22 (7 days)

Honey Bee

Turkey Creek

Hunters Branch

Hunters Branch South

COURSES OF ACTION: City Staff continue working in conjunction with a Rock Saw contractor to complete the installation of water mains and service lines.

FINANCIAL IMPACT: Approximate costs so far thru end of march is \$185,676.83, including the backfill and all parts necessary to complete the install of service lines and water mains.

MOTION REQUESTED: N/A

<u>SHAVANO PARK WATER SYSTEM FEES</u>		AMOUNT
Water Meter Deposit		\$250.00
Tapping Fee (new homes)		
Short Service		\$1,800.00
Long Service		\$2,800.00
Any long service on new street will be required to bore. Boring fee will be \$150/ft (min 25 ft)		\$3,750.00
Long service is defined as a service line which cuts more than 25% of the street pavement.		
Disconnect/Reconnect Fee		\$25.00
Nonpayment Turn Off/On Fee		\$60.00
Water Service Fee:	Meter Size	Monthly Charge
	5/8"	\$5.10
	3/4"	\$7.34
	1"	\$13.06
	1½"	\$29.38
	2"	\$52.22
	2.5" Fire Hydrant Meter	\$60.00
	4"	\$153.45
	6"	\$470.02
Debt Service Fee:		\$22.58/month per account
Water Consumption Charge:	Consumption Range In Gallons	Rate/Thousand Gallons
Tier 1	0—5,000	\$3.07
Tier 2	5,001—30,000	\$3.40
Tier 3	30,001—50,000	\$3.83
Tier 4	50,001—70,000	\$4.58
Tier 5	70,001—100,000	\$6.29
Tier 6	Excess of 100,000	\$11.94
Edwards Aquifer Authority Water Management Fee:		\$0.50 per thousand gallons

Meter Repairs:		
Install a new meter lid		\$20
Install a new meter lid and box		\$50
Meter cellular end point		\$125
Service Line Repairs/Damages		
Broken Curb Stop		\$350
Damage to a hydrant – new replacement		\$2,500
Locates		
Emergency locates – Nights or weekends when its technically not an emergency	2-hour min charge	\$30/hr
Contractor hits a water main without locates		\$5,000 plus repairs and water loss
Contractor hits a service line without locates		\$500 plus repairs and water loss

WATER ADVISORY COMMITTEE STAFF SUMMARY

Meeting Date: May 8, 2023

Agenda item: 6.c

Prepared by: Brandon Peterson

Reviewed by: Bill Hill

AGENDA ITEM DESCRIPTION:

Discussion/Action – Consideration to adopted a payment plan policy for residents on the City of Shavano Park Water System – PW Director

X

Attachments for Reference:

1. Policy #X – Water Bill Payment Plan
2. Draft Payment Plan Agreement

BACKGROUND / HISTORY: The City of Shavano Park is a high effluent community and the average resident does not lack funds to prevent them from paying their water bill on time. However, since COVID-19 in March of 2020; several residents have started to struggle to pay their water bills on time. Whether it is a lack of funds or they are just choosing to not pay, the Water Department must still provide water to the residents of Shavano Park.

DISCUSSION: Currently, the water department does not have any form or basic contract to work with residents, to give them more time to make payments. The attached form is what was drafted as a proposed solution.

The Utility Billing Payment Plan consists of two parts; a down payment and an installment plan to pay the remaining outstanding balance. On a monthly basis, the customer is required to pay his or her current bill charges in full, in addition to the agreed upon installment payment. Payment must be received on or before the 28th of each month. Missed monthly payments will result in cancellation of payment plan. Failure to fulfill the payment agreement terms will result in reinstating of late fees and disconnection.

COURSES OF ACTION: Approve Utility Billing Payment Plan as presented; approve with edits; or provide staff more guidance

FINANCIAL IMPACT: Allows the water department to collect on bills before they get out of hand and unmanageable. The City in the past has lost money due to foreclosures and people walking from bills and selling houses before we know they have sold the house.

MOTION REQUESTED: Approve the Water Bill Payment Plan Policy as provided or with modifications.



UTILITY BILLING PAYMENT PLAN

NAME: _____

ADDRESS: _____

ACCOUNT #: _____

DATE: _____

A Utility Billing Payment Plan consists of two parts; a down payment and an installment plan to pay the remaining outstanding balance. On a monthly basis, the customer is required to pay his or her current bill charges in full, in addition to the agreed upon installment payment. Payment must be received on or before the 28th of each month. Missed monthly payments will result in cancellation of payment plan. Failure to fulfill the payment agreement terms will result in reinstating of late fees and disconnection.

PAST DUE AMOUNT:	
DOWN PAYMENT AMOUNT:	
REMAINING PAST DUE AMOUNT:	
MONTHLY PAYMENT PLAN INSTALLMENTS:	

I, (Print Name) _____ agree to the above utility billing payment plan until my bill charges are paid in full. Payment plan amounts will not be subject to late fees.

SIGNATURE: _____

DATE : _____

PHONE #: _____



CITY OF SHAVANO PARK
900 Saddletree Court
Shavano Park, TX 78231

CITY POLICY NO. 24

SUBJECT: Payment Plan Policy

08 May 2023

1. References.

- a) May 8, 2023 Water Advisory Meeting Minutes
- b) May 22, 2023 City Council Minutes

2. Purpose. The purpose of this policy is to define how and when the City of Shavano Park Water Utility will enter into an agreement with a customer for bills not paid in full.

3. Background.

The City has invested time and revenue into providing quality water services to each and every resident. It is the Public Works' responsibility to account for all metered water in our system, and to collect all fees incurred by a resident for water used at their residence.

In 2022, the City of Shavano Park lost thousands of dollars due to residents moving out without notice and having bills left unpaid. If this policy was in place, we would have been able to place a lien on the house prior to it being sold.

4. Policy.

If you can't pay the full balance on your bill, setting up a payment plan will keep your water service connected while giving you more time to pay. It will also prevent late fee charges from being applied to your account.

Here's how it works:

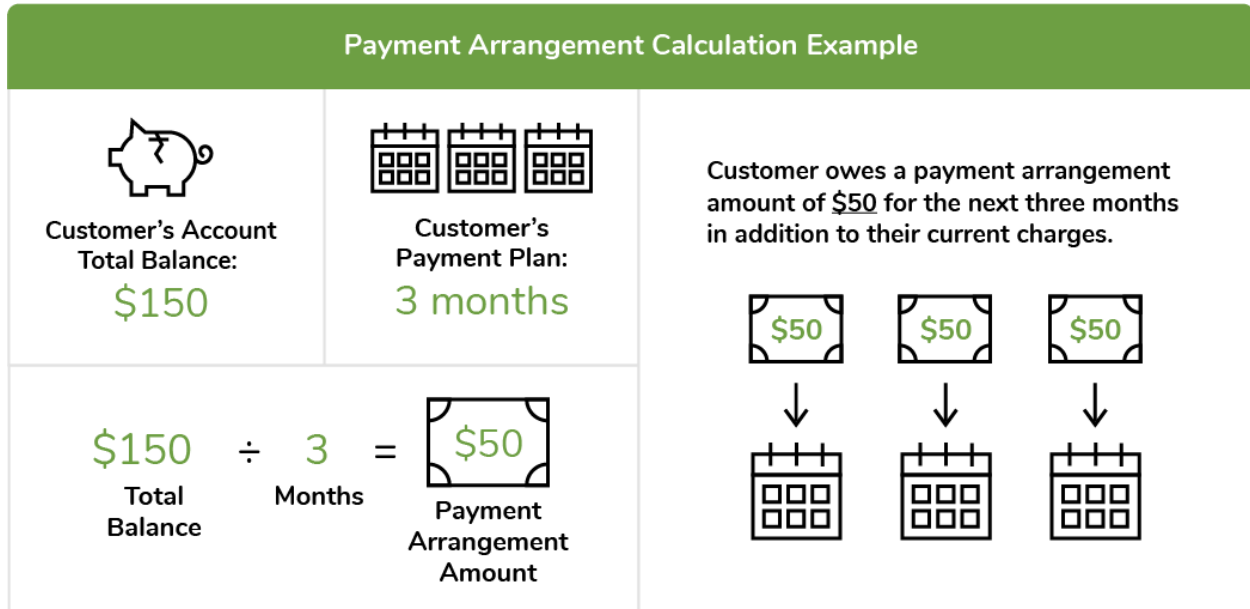
- 1. Select the number of months you'd like to pay (3, 6, or 9 months).
- 2. Your **Total Account Balance** will be divided up into equal, affordable monthly payments.
- 3. Starting with your next bill, you will pay the **Total Current Charges** on your bill **PLUS** the payment plan

There is no penalty for paying off the entire balance earlier than agreed, or for paying more than the agreed monthly installments.

If a resident cannot make the required monthly payment, per the signed agreement. Then the payment plan is considered broken and the account is considered delinquent and may be subject to disconnection.

5. Example.

Customer's Total Account Balance is \$150. The customer picks to pay it in 3 months. So the payment is \$150 divided by 3 = \$50 + current bill for the next 3 months.



Water Utility Department – 606

Color Code [Light Blue](#)

Mission Statement

The City of Shavano Park Water Utility Department continuously provides safe and reliable drinking water and maintains essential public water infrastructure for the service connections within Shavano Park in order to provide long-term first-class water utility support to our citizens.

Goals:

- Continually provide safe and reliable drinking water through efficient treatment and delivery of water, meet or exceed environmental and public health standards
- Resource and maintain appropriate equipment and assets
- Improve & sustain employee proficiency to include: [informative practices](#), educational training and development opportunities
- [Continuously](#) improve water system functions & [infrastructure](#) to achieve an efficient operation level while meeting State requirements
- Provide and maintain essential public water infrastructure services while anticipating future requirements

Objectives:

Continually provide safe and reliable drinking water through efficient treatment and delivery of water, exceeding environmental and public health standards

- Maintain 100% compliance of all State and Federal regulations and laws associated with a water system
- Maintain a Superior Water System Rating ~~and investigate and research requirements to~~ [attain an Outstanding Water System rating](#)
- Ensure State requirements are met by having a minimum of ~~3~~ [2](#) Class C groundwater operators ~~and 2 Class D water operators~~ within the Water Department
- [Continue to expand](#) & educate the public while implementing the backflow prevention program approved by Council in accordance with an appropriate ~~strategy~~ [method of deliver](#)
- Maintain & [improve on](#) accurate records of Reduced Pressure Backflow Prevention Device testing per residence / connection for compliance with City ordinance and TCEQ requirements
- Develop Pre-Scripted Public Info Messages [and continue changes as needed](#)

Resource and maintain appropriate equipment and assets

- Maintain sufficient money in reserve to handle emergencies, and provide a cushion for low water consumption years
- Annually re-evaluate adequacy of Edwards water rights and resources

- Continue to implement Winter Storm Uri infrastructure recommendations as appropriate
- ~~Complete Assessment of~~ Evaluate Water Infrastructure for Emergencies and create a minimum of 3 EOPs (Emergency Operating Procedures)
- ~~Continue to replace old meters with new cellular meters~~
- Actively apply for grants/funding for other equipment that would make crews more efficient
- Continue working with City Engineer to advance with the geographic information system (GIS) mapping program to include utilities, streets, and drainage information
- Continue ~~preparing~~ developing a schedule based on needs priority/classification to replace all undersized water mains within the system; and apply for grants
- Based on power supply needs, initiate applying for grants to pay a portion of or all costs for installation of emergency power supply (generators) for water facilities
- Provide a plan & funding sources Assess for all wooden well houses (chorine buildings), develop a plan to incrementally rebuild, to enclose (weatherize) all well pumps and chemical feeds – rebuild a minimum 1 building per year
- Consider a water rate study to determine if the tiered water rates / water service fee should be restructured/increased
- Assess all 6 ft well site security fences, ~~develop a plan~~ continue to incrementally replace as needed with 8ft chain link – rebuild a minimum 1 building per year

Improve employee quality to include educational training and development opportunities.

- Provide additional quality educational opportunities and send crews to classes to earn credits to upgrade/increase and improve knowledge of water systems
- Maintain the safety and training program on all equipment and water system functions
- Maintain a safe working environment and a zero (0) lost time accident rate
- Continue to seek & improve the preventative maintenance program ~~by establishing a tracking schedule for each piece of equipment/vehicle and when they should be replaced~~

Improve water system functions to achieve an efficient operation level and meet State requirements

- Continue with corrective action on dead end main issues to lessen flushing and reduce loss ratio rate
- Continue ~~Work~~ working with TxDOT during the construction phase of NW Military to address avoid any additional issues or concerns with the water system infrastructure, also to funnel any resident concerns through the proper channel
- Identify cul-de-sac dead end mains, including gross cost estimate for each and prioritization for addressing. Complete remediation of at least one such dead end main each year until all resolved
- Stay current on new and proposed TCEQ water system requirements
- Propose updates for Shavano Park Ordinances to meet all TCEQ and pertinent Edwards Aquifer Authority requirements
- Achieve annual water loss of less than 5%

- Respond to all water system complaints within one service day. Provide summary of complaints and resolutions to Water Advisory Committee
- Create a communication plan to help disperse information to residents, to lessen the number of calls (Road Runner Articles, Frequently Asked Questions on website)
- Provide adequate maintenance for all fire hydrants to include installation of valves if necessary and/or raise to proper height for Fire Department access
- Consider outsourcing printing water utility bills
- ~~Televis and investigate options of some or all wells not in production, evaluate possibilities to place back in production or plug. (Wells #3, and #4)~~
- ~~Assess and maintain all inactive wells to prevent freezing~~
- Initiate assessments of sanitary sewer easements or obtain variance for all active wells (#5, 6, 7, 8)

Provide and maintain essential public water infrastructure and services while anticipating future requirements.

- Complete a comprehensive water model to better anticipate future capital requirement (pending Bexar County ARPA funds)
- Develop and execute a fiscally responsible budget that meets mission requirements
- Update the capital equipment replacement schedule. (Water system, pumps, motors, VFD's, water mains, and hydrants)
- Maintain quality of new SCADA system and entire water system as changes and repairs are accomplished
- Reactive Well #1 adding additional support to the ground storage tank at Shavano to efficiently run both booster pumps (pending Bexar County ARPA funds)
- ~~Replace all long services on the old Shavano Park side in preparation for the street bond program~~
- Extend and reroute water mains and services in cul de sacs to prepare for street bond program
- Continue to evaluate water system isolation valves and develop recommendations

WATER UTILITY FUND PERFORMANCE MEASURES:				
Description:	Actual FY20-21	Actual FY21-22	Projected FY22-23	Target FY23-24
<i>Strategic Goal - Maintain excellent infrastructure.</i> <i>Department Goal - Resource and maintain appropriate equipment and assets.</i> <i>Department Goal - Improve water system functions to achieve an efficient operation level & meet state requirements.</i>				
Number of Cellular Water Meters:				
Installed	188	320	138	3
Repaired	N/A	12	<10	<10
Number of Fire Hydrants not in Compliance	10	3	0	0
Percentage of Backflow Devices in Compliance	3%	4%	5%	10%
Number of Main Valves Exercised	30	40	45	50
Lost Water Ratio	8.91%	6.86%	6.00%	5.00%

The Shavano Park Water Utility has approximately 713 customers and provides water service only, no sanitary sewer.

WATER ADVISORY COMMITTEE STAFF SUMMARY

Meeting Date: May 8, 2023

Agenda item: 6.e.

Prepared by: Brenda Morey

Reviewed by: Bill Hill

AGENDA ITEM DESCRIPTION:

Discussion/Review – FY 2023-24 Revenues Budget

X

Attachments for Reference:

- 1) Water Rate History
- 2) Water Consumption/Revenues History
- 3) Debt Service Fee
- 4) Edwards Aquifer Authority Fees
- 5) Proposed Budget Worksheet – Revenues only

BACKGROUND / HISTORY: The attached spreadsheets have been presented for information and background when discussing rates and revenues.

- 1.) Attachment 1 - Water Rate History. This spreadsheet shows the current/past adopted rates. Ordinance 300-08-04 approved on 9-21-2004 began the current tier rate structure for water in the FY 2004-05 after the 2004 Rate Study was completed. The rate structure was updated in FY 2009-10. Ordinance 500-02-09 approved on 9-15-2009 increased the water consumption tier portion only. The Debt Service Fee was increased to cover the Utility's full debt service beginning July 1, 2019, going from \$6.40 to \$22.58 per service address. The Edwards Aquifer Authority (EAA) Fee was increased to \$0.60 per thousand gallons for FY 2011-12 and reduced to \$0.50 per thousand gallons for FY 2012-13. *Note: a water service fee for a 4-inch meter should be considered.*
- 2.) Attachment 2 – Water Consumption/Revenues History with Averages. This spreadsheet includes revenues, actual and budgeted, from FY 2010-11 to current with gallons sold for the corresponding year. See further discussion below.
- 3.) Attachment 3 - Debt Service Fee. In 2019, City Council approved an increase in the Fee to fully fund the Utility's average annual debt payments. The fee is a set amount of \$22.58 a month per account. The spreadsheet reflects the fees collected and paid out for debt service from FY2009-10 to FY2022-23 and scheduled payments thru FY2028-29. Note: the debt service fee was last adjusted prior to the issuance of the SIB loan, so the fee does not support the full amount of the total debt service with approximately \$26,800 of debt service payments that is funded thru operations for FY24 under the current fee structure.
- 4.) Attachment 4 – Edwards Aquifer Authority (EAA) Pass Thru Water Management Fee. The spreadsheet shows the fees charged, revenues collected, amounts paid by the City to the Authority, rebate received, ASR Lease Program revenues, and the difference between the revenues vs cost less rebated and ASR. In July 2012, the EAA began charging a new fee referred to as Habitat Fee and the City did increase the fee to cover the costs that year.

The current fee charged to customers is \$0.50 per 1,000 gallons. Up until FY 2013-14, the EAA had a rebate program that returned a portion of fees charged for unused acre feet. With the discontinuance of this program, the fees collected were no longer covering the related expenses and a true pass thru did not exist. In FY2015, the EAA began offering other lease programs in which the City recouped some expenses and received funds for leasing unused acre feet. FY 2017-18 was the final year of the ASR program.

DISCUSSION: Attachment 5 – FY 2023-24 Proposed Budget Worksheet. This report is for revenues only. The first column is the line-item account number and description. The next three columns are the actual balances for the indicated fiscal years. The next three columns reflect FY 2022-23 amounts for the original budget, the Y-T-D Actual for revenues posted as of March 31, 2023 and projected year-end amounts based on discussions with the PW director, review of account history, etc. The FY 2023-24 “Requested Budget” column is the draft proposed budgeted revenues developed thru analysis based on the attached documents and staff discussions. This is a rough draft, for initial discussion purposes and is not to be considered final. Staff will continue working on the FY 2023-24 proposed budget in accordance with WAC guidance.

Water Consumption (20-599-5015) – Staff currently has requested budgeted revenues of \$678,000 which is based on the five-year average beginning with FY 2017-18 (see attachment #2) but excluding the highest and lowest amounts to ‘normalize’ the estimate. Based on the trending water usage and weather factors staff believes utilizing this modified 5-year average of actual usage is appropriate.

Late Charges (20-599-5016) – The Utility had put a hold on charging late fees from April 2020 to August 2021, like many other utilities. Proposing budget of \$12,000 based on review of account history.

Debt Service (20-599-5018) – Based on 701 customers and the current flat fee of \$22.58 per month, staff is proposing budgeted revenue of \$189,900 as found on attachment #3. This fee is charged to fund the Utility’s annual debt service payments, prior to considering the SIB loan debt service.

Water Service Fee (20-599-5019) – Staff is proposing revenue of \$66,000. This revenue is a flat/monthly fee based on the size of the meter as shown on attachment #1. This is a proposed increase due to replacing the old 5/8” meters, with monthly service fee of \$5.10, with cellular read 3/4” meters, with monthly service fee of \$7.34. The final meters will be replaced when the TxDOT NWM Highway project is completed, estimated to be around the end of the calendar year. Once all the old meters are replaced, there will be no more 5/8” in the system.

EAA Pass Thru Charge (20-599-5036) – Using the same assumption as above of an adjusted five years average that excludes the highest and lowest amounts for gallons sold located on attachment #2, the proposed budgeted revenue amount is \$88,900 which can be seen on attachment #4.

Interest Income (20-599-7000) - Interest earned on investment accounts have reacted to the Federal Reserve rate increases, plus the City has worked to provide a more diversified portfolio to take advantage of these increased rates. Expecting decreased amounts invested as the Utility funds the long service and water crossing relocations in advance of the Phase I street reconstruction project. While the City continues to explore investment opportunities, proposing budget of \$20,000 for this line item.

Lease of Water Rights (20-599-7012) – The Utility has a lease with an area doctor for 40-acre feet at \$200 per AF. The Utility expects this will continue.

Credit Card Service Fees (20-599-7060) – Customers have adapted to the current AutoPay program, which began March 2021. This budget proposes revenue of \$8,000 for this line item.

Site/Tower Lease Revenue (20-599-7075) – Reflects amounts received for cell phone equipment on Utility property under existing 20-year lease agreement with T-Mobile, which has a 5% per year increase. Total rentals scheduled to be received - \$25,438.

The proposed budget amount for Transfer in – Water Capital Replacement Fund (20-599-8072) will be determined in conjunction with the budgeted expenses analysis to correlate with the related expense accounts.

COURSES OF ACTION:

1. Provide input to staff to accept the current assumptions for budgeted water revenues development as presented.
2. Provide input to staff to modify the current assumptions for budgeted water revenues development as presented.
3. Provide input to staff to update the projected revenues.

FINANCIAL IMPACT: Varies

STAFF RECOMMENDATION: Committee discuss, provide input and recommendations.

**City of Shavano Park
Water Rate History**

					Water Service Fee						Water Consumption Charge -Tiers							
					5/8"	3/4"	1"	1 1/2"	2"	4"	6"	0-5000	5,001 -	30,001	50,001 -	70,001 -	Excess of	
													30,000	50,000	70,000	100,000		100,000
		Debt Service Flat Fee	Edwards Aquifer Fee		Per Month	Per Month	Per Month	Per Month	Per Month		Per Month		Rate/1000	Rate/1000	Rate/1000	Rate/1000	Rate/1000	Rate/1000
		Per Month	Per Thousand Gallons															
2004/2005	*	\$ 6.72	\$ 0.25	\$ 5.10	\$ 7.34	\$ 13.06	\$ 29.38	\$ 52.22		\$ 470.02	\$ 2.82	\$ 3.10	\$ 3.53	\$ 4.23	\$ 5.64	\$ 11.29		
2009/2010	**	\$ 6.72	\$ 0.25	\$ 5.10	\$ 7.34	\$ 13.06	\$ 29.38	\$ 52.22		\$ 470.02	\$ 3.07	\$ 3.40	\$ 3.83	\$ 4.58	\$ 6.29	\$ 11.94		
2010/2011	***	\$ 6.72	\$ 0.25	\$ 5.10	\$ 7.34	\$ 13.06	\$ 29.38	\$ 52.22		\$ 470.02	\$ 3.07	\$ 3.40	\$ 3.83	\$ 4.58	\$ 6.29	\$ 11.94		
2011/2012	***	\$ 6.72	\$ 0.60	\$ 5.10	\$ 7.34	\$ 13.06	\$ 29.38	\$ 52.22		\$ 470.02	\$ 3.07	\$ 3.40	\$ 3.83	\$ 4.58	\$ 6.29	\$ 11.94		
2012/2013	***	\$ 6.40	\$ 0.50	\$ 5.10	\$ 7.34	\$ 13.06	\$ 29.38	\$ 52.22		\$ 470.02	\$ 3.07	\$ 3.40	\$ 3.83	\$ 4.58	\$ 6.29	\$ 11.94		
2018/2019	A	\$ 22.58	\$ 0.50	\$ 5.10	\$ 7.34	\$ 13.06	\$ 29.38	\$ 52.22		\$ 470.02	\$ 3.07	\$ 3.40	\$ 3.83	\$ 4.58	\$ 6.29	\$ 11.94		

* Ordinance 300-08-04 Approved on 9-21-2004 included the new tier rate structure for the 2004/2005 Fiscal Year. The tier rates not modified again until 2009/2010 Fiscal Year.

** Ordinance 500-02-09 Approved on 9-15-2009 increased the tier rates only for the 2009/2010 Fiscal Year. No change to tier or water service fee have occurred since this date.

*** Ordinances were approved with changes to Debt Service Fee and EAA Fee only.

A Ordinance O-2019-004 approved on 5/13/2019 increased debt service fee to fully fund the Utility's average debt service, effective 7/1/2019

Note: 4" meter size - fee to be added to schedule (Pavilion)

City of Shavano Park
Water Consumption/Revenues History with Averages
Water Consumption - Billed on Tiers
FY 2023-24 Budget

Budget Year	Budget	Actual Revenues		Average
2023/2024	\$ 678,000	Proposed		
2022/2023	\$ 688,000	\$ 720,000	Estimated	
2021/2022	\$ 640,000	\$ 853,178	\$ 853,178	1 yr Average
2020/2021	\$ 623,000	\$ 661,861	\$ 757,520	2 yr Average
2019/2020	\$ 627,000	\$ 709,130	\$ 741,390	3 yr Average
2018/2019	\$ 621,347	\$ 586,511	\$ 702,670	4 yr Average
2017/2018	\$ 609,034	\$ 661,864	\$ 694,509	5 yr Average
2016/2017	\$ 670,185	\$ 658,287	\$ 688,472	6 yr Average
2015/2016	\$ 675,000	\$ 585,411	\$ 673,749	7 yr Average
2014/2015	\$ 735,000	\$ 602,875	\$ 664,890	8 yr Average
2013/2014	\$ 735,000	\$ 638,815	\$ 661,992	9 yr Average
2012/2013	\$ 700,000	\$ 764,052	\$ 672,198	10 yr Average
2011/2012	\$ 700,000	\$ 736,913	\$ 678,081	11 yr Average
2010/2011	\$ 700,000	\$ 951,468	\$ 700,864	12 yr Average

Budget Year	Gallons Sold	Average
2023/2024	177,742,000	Proposed
2022/2023	175,000,000	Estimated
2021/2022	212,986,707	212,986,707 1 yr Average
2020/2021	169,975,103	191,480,905 2 yr Average
2019/2020	185,577,000	189,512,937 3 yr Average
2018/2019	153,456,179	180,498,747 4 yr Average
2017/2018	177,674,665	179,933,931 5 yr Average
2016/2017	170,797,036	178,411,115 6 yr Average
2015/2016	159,541,015	175,715,386 7 yr Average
2014/2015	161,436,005	173,930,464 8 yr Average
2013/2014	174,778,180	174,024,654 9 yr Average
2012/2013	200,482,000	176,670,389 10 yr Average
2011/2012	196,846,000	178,504,535 11 yr Average
2010/2011	247,034,000	184,215,324 12 yr Average

City of Shavano Park

Debt Service Fee

	*Payments for 2000 Debt Service Refinanced in 2009 & 2017	# of Customers in System	Calculated Debt Service Fee Per Meter/Per Month	Approved Debt Service Fee Per Meter/Per Month	Actual Revenue or Budget	
2009-10	\$ 53,130	706	\$ 6.27	\$ 6.72	\$ 60,386	**
2010-11	\$ 53,710	706	\$ 6.34	\$ 6.72	\$ 55,843	
2011-12	\$ 52,349	706	\$ 6.18	\$ 6.72	\$ 56,024	
2012-13	\$ 52,629	706	\$ 6.21	\$ 6.40	\$ 48,940	**
2013-14	\$ 53,697	706	\$ 6.34	\$ 6.40	\$ 53,161	
2014-15	\$ 52,680	695	\$ 6.32	\$ 6.40	\$ 53,498	
2015-16	\$ 53,687	695	\$ 6.44	\$ 6.40	\$ 53,382	
2016-17	\$ 52,518	695	\$ 6.30	\$ 6.40	\$ 53,555	
2017-18	\$ 52,269	695	\$ 6.27	\$ 6.40	\$ 53,376	
2018-19	\$ 53,181	695	\$ 6.38	\$ 6.40	\$ 44,663	Oct-July
***				\$ 22.58	42,802	Aug- Sept
					\$ 87,465	total
2019/2020	\$ 187,833	695	\$ 22.52	\$ 22.58	\$ 188,317	
2020/2021	\$ 186,023	701	\$ 22.11	\$ 22.58	\$ 189,943	
2021/2022	\$ 214,402	701	\$ 25.49	\$ 22.58	\$ 189,830	
2022/2023	\$ 212,772	701	\$ 25.29	\$ 22.58	\$ 189,800	projected
2023/2024	\$ 216,703	701	\$ 25.76	\$ 22.58	\$ 189,943	
					\$ 189,900	rounded
					\$ 216,703	

vs scheduled debt service

Future scheduled debt service:

2023-24	\$ 216,703		shortfall	\$ (26,803)
2024-25	\$ 214,140			
2025-26	\$ 204,310	(2018 issue paid in full)		
2026-27	\$ 161,940			
2027-28	\$ 163,640			
2028-29	\$ 165,140			

The SIB loan has been added since the Debt Service fee was last adjusted
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* This fee was only for the original 2000 Certificate of Obligation. Did not include Trinity Well Project Debt.

Changed in FY2018-19 to include all debt service existing as of that date.

** End of Year Accrual Entries skewed the numbers, entries are no longer calculated this way.

*** FY2018-19 Budget is \$53,376. Fee increase effective beginning 7/1/2019

City of Shavano Park
Edwards Aquifer Authority (EAA) Pass Thru Water Management Fee

	EAA Fee Per Thousand Gallons	EAA Revenue Collected	EAA Fee Paid by City To Authority	Rebate Received from EAA	* ASR Lease Program with EAA	Difference	Gallons Sold	Estimated Fee collected based on Gallons Sold
2008/2009	\$ 0.25	\$ 60,723	\$ 59,558	\$ 29,016	N/A	\$ 30,181	236,652,000	\$ 59,163
2009/2010	\$ 0.25	\$ 40,507	\$ 63,049	\$ 43,721	N/A	\$ 21,179	139,915,000	\$ 34,979
2010/2011	\$ 0.25	\$ 61,896	\$ 63,898	\$ 35,086	N/A	\$ 33,084	247,034,000	\$ 61,759
2011/2012	\$ 0.60	\$ 91,014	\$ 86,123 **	\$ 30,863	N/A	\$ 35,754	196,846,000	\$ 118,108
2012/2013	\$ 0.50	\$ 90,439	\$ 121,143	\$ 32,443	N/A	\$ 1,739	200,482,000	\$ 100,241
2013/2014	\$ 0.50	\$ 88,470	\$ 108,516	\$ -	N/A	\$ (20,046)	174,778,180	\$ 87,389
2014/2015	\$ 0.50	\$ 80,569	\$ 109,748	\$ -	\$ 24,000	\$ (5,179)	161,436,005	\$ 80,718
2015/2016	\$ 0.50	\$ 79,313	\$ 75,735	\$ -	\$ 36,000	\$ 39,578	159,541,015	\$ 79,771
2016/2017	\$ 0.50	\$ 87,732	\$ 75,726	\$ -	\$ 24,000	\$ 36,006	170,797,036	\$ 85,399
2017/2018	\$ 0.50	\$ 89,139	\$ 69,765	\$ -	\$ 24,000	\$ 43,374	177,674,665	\$ 89,139
2018/2019	\$ 0.50	\$ 76,975	\$ 79,878	\$ -	\$ -	\$ (2,903)	153,456,179	\$ 76,975
2019/2020	\$ 0.50	\$ 91,813	\$ 80,298	\$ -	\$ -	\$ 11,515	185,577,000	\$ 91,813
2020/2021	\$ 0.50	\$ 88,264	\$ 76,518	\$ -	\$ -	\$ 11,746	169,975,103	\$ 85,000
2021/2022	\$ 0.50	\$ 106,600	\$ 88,278 (1)	\$ -	\$ -	\$ 18,322	212,986,707 ***	\$ 106,500
2022/2023	\$ 0.50	\$ 87,500 Estimated	\$ 88,278 (2)	\$ -	\$ -	\$ (778)	175,000,000 Estimated	\$ 87,500
2023/2024	\$ 0.50	\$ 88,900 Proposed	\$ 84,078	\$ -	\$ -	\$ 4,822	177,742,000 Proposed	\$ 88,900

* The rebate listed is actually received in the following fiscal year for accounting purposes.

** The Habitat Fee was implemented by the Authority in July 2012.

**** Fiscal year end estimate from consumption schedule.

CITY OF SHAVANO PARK
PROPOSED BUDGET WORKSHEET
AS OF: MARCH 31ST, 2023

20 -WATER FUND

	2019-2020	2020-2021	2021-2022	(----- 2022-2023 -----)	(----- 2023-2024 -----)			
REVENUES	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
<hr/>								
NON-DEPARTMENTAL								
=====								
<u>WATER SALES</u>								
20-599-5015 WATER CONSUMPTION	709,130	661,861	853,178	656,000	327,923	720,000	678,000	
20-599-5016 LATE CHARGES	505	2,183	11,726	8,000	7,197	12,000	12,000	
20-599-5018 DEBT SERVICE	189,198	189,830	189,875	189,900	94,746	189,800	189,900	
20-599-5019 WATER SERVICE FEE	58,764	59,038	61,712	64,000	32,827	66,000	66,000	
20-599-5036 EAA PASS THRU CHARGE	91,813	88,264	106,600	85,700	42,657	87,500	88,900	
20-599-5040 TAPPING FEES	<u>0</u>	<u>2,800</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL WATER SALES	1,049,409	1,003,976	1,223,091	1,003,600	505,349	1,075,300	1,034,800	
<hr/>								
<u>MISC./GRANTS/INTEREST</u>								
20-599-7000 INTEREST INCOME	9,295	3,092	4,316	1,100	22,436	38,000	20,000	
20-599-7005 INTEREST - LEASE RECEIVABLE	0	0	6,222	0	0	0	0	
20-599-7011 OTHER INCOME	93	182	30,245	0	78	200	0	
20-599-7012 LEASE OF WATER RIGHTS	10,500	15,750	21,000	23,000	9,750	11,750	8,000	
DENTIST LEASE 0	0.00						8,000	
20-599-7028 TCEQ GRANT	42,335	0	0	0	0	0	0	
20-599-7060 CC SERVICE FEES	1,958	5,275	9,397	6,000	4,046	9,000	8,000	
20-599-7075 SITE/TOWER LEASE REVENUE	37,244	38,784	26,134	24,424	12,162	24,400	25,438	
T-MOBILE 0	0.00						25,438	
20-599-7076 SITE LEASE REVENUE - CONTRA	0	0	(23,293)	0	0	0	0	
20-599-7077 AMORT - DEF INFLOW - LEASES	0	0	22,634	0	0	0	0	
20-599-7090 SALE OF FIXED ASSETS (10,551)		9,033	4,793	0	5,426	6,000	0	
20-599-7097 INSURANCE PROCEEDS	<u>0</u>	<u>60,199</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL MISC./GRANTS/INTEREST	90,874	132,315	101,449	54,524	53,897	89,350	61,438	
<hr/>								
<u>TRANSFERS IN</u>								
20-599-8010 TRANSFER FROM GENERAL (NWM)	28,900	0	0	0	0	0	0	
20-599-8058 TRANSFER FROM ARPA FUND	0	0	129,062	0	0	0	0	
20-599-8072 TRF IN-CAPITAL REPLACEMENT	<u>52,644</u>	<u>636,387</u>	<u>75,918</u>	<u>17,000</u>	<u>14,922</u>	<u>17,000</u>	<u>0</u>	
TOTAL TRANSFERS IN	81,544	636,387	204,980	17,000	14,922	17,000	0	
<hr/>								
TOTAL NON-DEPARTMENTAL	1,221,827	1,772,677	1,529,520	1,075,124	574,168	1,181,650	1,096,238	
<hr/>								
TOTAL REVENUES	1,221,827	1,772,677	1,529,520	1,075,124	574,168	1,181,650	1,096,238	=====