

**CITY OF SHAVANO PARK
WATER ADVISORY COMMITTEE MEETING
900 SADDLETREE COURT, SHAVANO PARK, TX 78231
MONDAY, JULY 12, 2021
3:00 PM
AGENDA**

Livestream Viewing. The meeting will be livestreamed and available to watch via the YouTube website or app from your computer, tablet or smartphone at: https://youtu.be/m_QzBhYbe1w

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, June 14, 2021

5. REPORTS - Public Works Director Update

- a. Water system
 - i Water System Infrastructure Updates
- b. Financial Reports
 - i May 2021 Financial Report

6. REGULAR BUSINESS

- a. Discussion / review - FY 2021-22 Expenses Budget - PW Director/Finance Director
- b. Discussion - Water Goals and Objectives for FY 2021-22 Budget - PW Director
- c. Discussion - NW Military Highway Water Line Relocation - PW Director
- d. Discussion/action – Consider new time for future meetings

7. FUTURE ITEMS

- a. Sanitary Sewer Easements around well sites

8. ADJOURNMENT

I, the undersigned authority, do hereby certify that the above Notice of Meeting of the governing body of the above named City of Shavano Park Water Advisory Committee is a true and correct copy of said Notice and that I posted a true and correct copy of said Notice on the bulletin boards, of the City Hall of said City Shavano Park, Texas, a place convenient and readily accessible to the general public at all times, and said Notice was posted on this the 9 th day of July 2021 at 4:00 pm and remained so posted continuously for at least 72 hours preceding the scheduled time of said meeting.

Trish Nichols
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. Sign interpretative services for meetings must be made 48 hours in advance of the meeting. Call the A.D.A. Coordinator at 817-447-5400 or TDD 1-800-735-2989.

**CITY OF SHAVANO PARK
WATER ADVISORY COMMITTEE MEETING
900 SADDLETREE CT, SHAVANO PARK, TX 78231
MONDAY, JUNE 14, 2021**

3:03 P.M.
MINUTES

1. CALL TO ORDER

The meeting was called to order at 3:03 p.m. by Chairman Walea. This is a Live Stream/telephone meeting with those in attendance as follows:

2. ROLL CALL

PRESENT:

Al Walea, Chairman
Tommy Peyton
Tomas Palmer
Steve Fleming

ABSENT:

Sam Bakke
Matt Trippy

3. CITIZENS TO BE HEARD

No one signed up to address the committee.

4. CONSENT AGENDA

a. Approval - Water Advisory Committee Meeting Minutes, May 10, 2021

Member Peyton moved to approve above minutes, Member Palmer seconded. The motion passed with a unanimous vote.

5. REPORTS – Public Works Director Update

a. Water System-

- Well # 7 – A camera survey was performed to inspect interior condition of the well. Results are being drafted and will be available soon. Some repairs have been performed, and some parts are still on order.
- 217 old water meters failed to read this month. 247 new meters have been installed. 463 old meters remaining to be replaced.

b. Financial Report - April 2021.

A motion to approve the financial report was made by Member Fleming. The motion was seconded by Member Peyton. The motion passed with a unanimous vote.

6. REGULAR BUSINESS

- a. Discussion/action - Water Goals and Objectives for FY 2021-22 Budget. Member Peyton made a motion to approve the Water Goals and Objectives for FY 2021-22 Budget, Member Fleming seconded the motion. The motion passed with a unanimous vote.

- b. Discussion - NW Military Hwy Water Line Relocation. Construction has officially begun on NW Military, City Manager Bill Hill stated that he added a link on the City's website that gives updates on this project and answers most frequently asked questions.

7. FUTURE ITEMS

- a. Action – Obtain cost analysis of the three options for meter replacements.
- b. Action – Choose a cul de sac and obtain cost analysis for repair.
- c. Action – Obtain information when the Debt Service Fee is paid out.

8. ADJOURNMENT

Member Peyton made a motion to adjourn, Member Fleming seconded the motion. The motion passed with a unanimous vote. Meeting adjourned at 4:08 p.m.

Jessica Chinski
PW/Water Utility
Office Manager

Al Walea, Chairman

Date: _____

WATER ADVISORY COMMITTEE STAFF SUMMARY

Meeting Date: July 12, 2021

Agenda item: 5.b.

Prepared by: Brenda Morey

Reviewed by: Bill Hill

AGENDA ITEM DESCRIPTION:

Presentation of May 2021 Financial Report

X

Attachments for Reference:

1) May 2021 Revenue & Expense Report

BACKGROUND / HISTORY:

The information provided in the attachment is for the FY 2020-21 budget period, month ending May 31, 2021. The “Current Budget” column contains the original adopted budget plus one approved budget amendment. This summary highlights a number of points related to the current month’s activity.

DISCUSSION:

As of May 31, 2021, the Water Fund total revenues are \$880,184 or 67.68% of the total annual budgeted amount, including transfers in from the Water Capital Replacement Fund. Water Fund (Water department & Debt Service) expenses total \$767,415 or 59.01% of amended budget. The Utility is 8 months through FY 2021, or 66.67%.

Revenues (Water)

- Water consumption (5015) billed in May for the month of April is \$72,219, 71.99% of annual budget recognized to date. This is \$34,594 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 66.61% and 66.86% respectively.
- The EAA Pass Thru (5036) fees are charged to customers based on usage, \$9,177 was recorded for the month and 72.36% of the annual budgeted amount has been recognized to date.
- The Trf in – Capital Replacement (8072) account reflects the costs to repair/replace pump 2 at the Huebner Plant, as approved in FY2021 budget amendment #1.

Expenses (Water)

Water department (606) expenses for the day-to-day operations are below budget with a total of \$62,166 incurred this month, 55.34% of the annual amended budget utilized. Expenses reflect a credit of \$3,429 in Well Site #4, which represents the payment to the Utility of the neighboring property owner’s 50% share of the fence replacement – which is currently underway and will be billed in June. Capital – Huebner Plant (8090) includes the final invoice on the pump 2 replacement and Capital – Well #8 (8098) reflects the well’s emergency drive shaft/gear box repairs.

Debt service payments, interest only - \$35,273 are scheduled for August.

Payroll:

The City is on a bi-weekly payroll; there have been 18 pay periods out of 26 so approximately 69.23% should be expensed in the line items directly related to salaries. One serviceman was out on workers compensation from August to late November and the split serviceman position had been vacant from February to April so the base salary and wages account (1010) is below expected. TMRS (1040) expenditures is at 71.38%, in line with the related salaries and overtime accounts. Health insurance related line items are at approximately 64.58%, below budget but reasonable considering the vacant position during the year.

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: MAY 31ST, 2021

20 -WATER FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 66.67

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>REVENUE SUMMARY</u>					
NON-DEPARTMENTAL	<u>1,300,425.00</u>	<u>126,210.87</u>	<u>880,184.45</u>	<u>420,240.55</u>	<u>67.68</u>
TOTAL REVENUES	<u>1,300,425.00</u>	<u>126,210.87</u>	<u>880,184.45</u>	<u>420,240.55</u>	<u>67.68</u>
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
WATER DEPARTMENT	1,114,001.00	62,166.42	616,465.04	497,535.96	55.34
DEBT SERVICE	<u>186,424.00</u>	<u>0.00</u>	<u>150,950.05</u>	<u>35,473.95</u>	<u>80.97</u>
TOTAL EXPENDITURES	<u>1,300,425.00</u>	<u>62,166.42</u>	<u>767,415.09</u>	<u>533,009.91</u>	<u>59.01</u>
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	0.00	64,044.45	112,769.36 (112,769.36)	0.00

20 -WATER FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 66.67

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>NON-DEPARTMENTAL</u>					
<u>WATER SALES</u>					
20-599-5015 WATER CONSUMPTION	623,000.00	72,218.54	448,499.44	174,500.56	71.99
20-599-5016 LATE CHARGES	6,000.00	0.00	0.00	6,000.00	0.00
20-599-5018 DEBT SERVICE	189,900.00	15,828.58	126,493.16	63,406.84	66.61
20-599-5019 WATER SERVICE FEE	58,800.00	4,957.50	39,313.22	19,486.78	66.86
20-599-5036 EAA PASS THRU CHARGE	82,700.00	9,177.00	59,844.50	22,855.50	72.36
20-599-5040 TAPPING FEES	<u>0.00</u>	<u>0.00</u>	<u>2,800.00</u>	<u>(2,800.00)</u>	<u>0.00</u>
TOTAL WATER SALES	960,400.00	102,181.62	676,950.32	283,449.68	70.49
<u>MISC./GRANTS/INTEREST</u>					
20-599-7000 INTEREST INCOME	2,000.00	529.24	2,516.03	(516.03)	125.80
20-599-7011 OTHER INCOME	0.00	8.90	71.20	(71.20)	0.00
20-599-7012 LEASE OF WATER RIGHTS	15,000.00	0.00	15,750.00	(750.00)	105.00
20-599-7060 CC SERVICE FEES	5,000.00	659.37	2,585.73	2,414.27	51.71
20-599-7075 SITE/TOWER LEASE REVENUE	38,600.00	3,222.74	25,771.52	12,828.48	66.77
20-599-7090 SALE OF FIXED ASSETS	4,500.00	0.00	4,505.65	(5.65)	100.13
20-599-7097 INSURANCE PROCEEDS	<u>18,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>18,000.00</u>	<u>0.00</u>
TOTAL MISC./GRANTS/INTEREST	83,100.00	4,420.25	51,200.13	31,899.87	61.61
<u>TRANSFERS IN</u>					
20-599-8072 TRF IN-CAPITAL REPLACEMENT	<u>256,925.00</u>	<u>19,609.00</u>	<u>152,034.00</u>	<u>104,891.00</u>	<u>59.17</u>
TOTAL TRANSFERS IN	256,925.00	19,609.00	152,034.00	104,891.00	59.17
TOTAL NON-DEPARTMENTAL	1,300,425.00	126,210.87	880,184.45	420,240.55	67.68
TOTAL REVENUES	1,300,425.00	126,210.87	880,184.45	420,240.55	67.68
	=====	=====	=====	=====	=====

20 -WATER FUND
WATER DEPARTMENT

% OF YEAR COMPLETED: 66.67

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>PERSONNEL</u>					
20-606-1010 SALARIES	212,300.00	15,405.09	138,369.23	73,930.77	65.18
20-606-1015 OVERTIME	15,000.00	979.78	13,630.53	1,369.47	90.87
20-606-1020 MEDICARE	3,200.00	240.90	2,227.07	972.93	69.60
20-606-1025 TWC (SUI)	720.00	0.00	0.00	720.00	0.00
20-606-1030 HEALTH INSURANCE	29,088.00	2,272.50	18,786.00	10,302.00	64.58
20-606-1031 HSA	178.00	13.88	114.72	63.28	64.45
20-606-1033 DENTAL INSURANCE	1,365.00	122.89	960.80	404.20	70.39
20-606-1035 VISION CARE INSURANCE	365.00	32.11	263.64	101.36	72.23
20-606-1036 LIFE INSURANCE	281.00	21.94	176.50	104.50	62.81
20-606-1037 WORKERS' COMP INSURANCE	5,760.00	0.00	2,574.35	3,185.65	44.69
20-606-1040 TMRS RETIREMENT	30,680.00	2,377.61	21,898.64	8,781.36	71.38
20-606-1070 SPECIAL ALLOWANCES	<u>11,500.00</u>	<u>657.74</u>	<u>5,515.76</u>	<u>5,984.24</u>	<u>47.96</u>
TOTAL PERSONNEL	310,437.00	22,124.44	204,517.24	105,919.76	65.88
<u>SUPPLIES</u>					
20-606-2020 OFFICE SUPPLIES	1,700.00	75.29	1,237.82	462.18	72.81
20-606-2030 POSTAGE	3,100.00	240.84	2,077.70	1,022.30	67.02
20-606-2035 EMPLOYEE APPRECIATION	150.00	0.00	39.31	110.69	26.21
20-606-2050 PRINTING & COPYING	500.00	0.00	521.78 (21.78)	104.36
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	8,000.00	673.81	6,302.04	1,697.96	78.78
20-606-2080 UNIFORMS	1,795.00	0.00	1,349.33	445.67	75.17
20-606-2090 SMALL TOOLS	2,500.00	59.90	952.69	1,547.31	38.11
20-606-2091 SAFETY SUPPLIES/EQUIPMENT	<u>1,900.00</u>	<u>0.00</u>	<u>439.08</u>	<u>1,460.92</u>	<u>23.11</u>
TOTAL SUPPLIES	19,845.00	1,049.84	12,919.75	6,925.25	65.10
<u>SERVICES</u>					
20-606-3012 ENGINEERING SERVICES	8,600.00	0.00	4,126.00	4,474.00	47.98
20-606-3020 ASSOCIATION DUES & PUBS	2,215.00	810.00	1,812.38	402.62	81.82
20-606-3030 TRAINING/EDUCATION	3,750.00	907.75	3,582.75	167.25	95.54
20-606-3040 TRAVEL/MILEAGE/LODGING/PERD	1,000.00	0.00	0.00	1,000.00	0.00
20-606-3050 INSURANCE - LIABILITY	3,900.00	0.00	4,198.28 (298.28)	107.65
20-606-3060 UNIFORM SERVICES	3,000.00	216.88	2,145.88	854.12	71.53
20-606-3070 INSURANCE - PROPERTY	1,900.00	0.00	2,045.32 (145.32)	107.65
20-606-3075 CONSERV. ED./REBATES	100.00	0.00	0.00	100.00	0.00
20-606-3080 SPECIAL SERVICES	750.00	22.80	240.35	509.65	32.05
20-606-3082 WATER ANALYSIS FEES	<u>7,000.00</u>	<u>1,013.46</u>	<u>4,877.10</u>	<u>2,122.90</u>	<u>69.67</u>
TOTAL SERVICES	32,215.00	2,970.89	23,028.06	9,186.94	71.48
<u>CONTRACTUAL</u>					
20-606-4075 COMPUTER SOFTWARE/INCODE	8,870.00	1,056.11	7,326.03	1,543.97	82.59
20-606-4085 EAA -WATER MANAGEMENT FEES	84,084.00	6,306.52	51,292.16	32,791.84	61.00
20-606-4086 CONTRACT LABOR	<u>0.00</u>	<u>0.00</u>	<u>1,301.48</u> (<u>1,301.48</u>)	<u>0.00</u>
TOTAL CONTRACTUAL	92,954.00	7,362.63	59,919.67	33,034.33	64.46

20 -WATER FUND
WATER DEPARTMENT

% OF YEAR COMPLETED: 66.67

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>MAINTENANCE</u>					
20-606-5005 EQUIPMENT LEASES	1,500.00	0.00	4,563.33 (3,063.33)	304.22
20-606-5010 EQUIPMENT MAINT & REPAIR	5,000.00	0.00	2,119.92	2,880.08	42.40
20-606-5015 ELECTRONIC EQPT MAINTENANCE	500.00	0.00	0.00	500.00	0.00
20-606-5020 VEHICLE MAINTENANCE	3,000.00	715.99	2,912.05	87.95	97.07
20-606-5030 BUILDING MAINTENANCE	2,500.00	0.00	1,913.05	586.95	76.52
20-606-5060 VEHICLE & EQPT FUELS	<u>4,000.00</u>	<u>258.11</u>	<u>2,016.53</u>	<u>1,983.47</u>	<u>50.41</u>
TOTAL MAINTENANCE	16,500.00	974.10	13,524.88	2,975.12	81.97
<u>DEPT MATERIALS-SERVICES</u>					
20-606-6011 CHEMICALS	10,000.00	130.00	2,464.07	7,535.93	24.64
20-606-6050 WATER METERS & BOXES	4,500.00	0.00	3,669.82	830.18	81.55
20-606-6055 FIRE HYDRANTS & VALVES	10,000.00	0.00	0.00	10,000.00	0.00
20-606-6060 HUEBNER STORAGE TANK	5,000.00	863.33	5,412.77 (412.77)	108.26
20-606-6061 WELL SITE #1	8,750.00	463.34	1,941.38	6,808.62	22.19
20-606-6062 WELL SITE #2-EAA MONITORED	1,300.00	0.00	0.00	1,300.00	0.00
20-606-6063 WELL SITE #3-NOT OPERATION	1,800.00	0.00	0.00	1,800.00	0.00
20-606-6064 WELL SITE #4-NOT OPERATION	4,700.00 (3,429.35) (3,429.35)	8,129.35	72.96-
20-606-6065 WELL SITE #5-EDWARDS BLENDI	1,000.00	0.00	2,644.15 (1,644.15)	264.42
20-606-6066 WELL SITE #6-MUNI TRACT	4,000.00	0.00	7,589.08 (3,589.08)	189.73
20-606-6067 WELL SITE #7	4,000.00	0.00	11,112.90 (7,112.90)	277.82
20-606-6068 WELL SITE #8	4,000.00	0.00	9,137.01 (5,137.01)	228.43
20-606-6069 WELL SITE #9-TRINITY	1,000.00	0.00	325.00	675.00	32.50
20-606-6070 SCADA SYSTEM MAINTENANCE	3,000.00	0.00	9,953.94 (6,953.94)	331.80
20-606-6071 SHAVANO DRIVE PUMP STATION	15,000.00	463.33	1,273.33	13,726.67	8.49
20-606-6072 WATER SYSTEM MAINTENANCE	30,000.00	1,100.45	24,025.85	5,974.15	80.09
20-606-6080 STREET MAINT SUPPLIES	<u>4,000.00</u>	<u>0.00</u>	<u>1,974.88</u>	<u>2,025.12</u>	<u>49.37</u>
TOTAL DEPT MATERIALS-SERVICES	112,050.00 (408.90)	78,094.83	33,955.17	69.70
<u>UTILITIES</u>					
20-606-7040 UTILITIES - ELECTRIC	72,000.00	3,943.39	45,915.95	26,084.05	63.77
20-606-7042 UTILITIES - PHONE/CELL	1,350.00	111.00	143.00	1,207.00	10.59
20-606-7044 UTILITIES - WATER	<u>400.00</u>	<u>47.53</u>	<u>322.44</u>	<u>77.56</u>	<u>80.61</u>
TOTAL UTILITIES	73,750.00	4,101.92	46,381.39	27,368.61	62.89
<u>CAPITAL OUTLAY</u>					
20-606-8015 NON-CAPITAL - COMPUTERS	0.00	0.00	588.60 (588.60)	0.00
20-606-8020 NON-CAPITAL MAINTENANCE EQU	4,820.00	0.00	4,717.94	102.06	97.88
20-606-8080 WATER SYSTEM IMPROVEMENTS	28,700.00	0.00	0.00	28,700.00	0.00
20-606-8087 WATER METER REPLACEMENT	62,500.00	0.00	60,357.08	2,142.92	96.57
20-606-8090 CAPITAL - HUEBNER PLANT	21,000.00	5,610.00	19,609.00	1,391.00	93.38
20-606-8091 CAPITAL - WELL #1	23,500.00	0.00	0.00	23,500.00	0.00
20-606-8097 CAPITAL - WELL #7	80,000.00	0.00	0.00	80,000.00	0.00
20-606-8098 CAPITAL - WELL #8	<u>92,425.00</u>	<u>18,381.50</u>	<u>92,806.60 (</u>	<u>381.60)</u>	<u>100.41</u>
TOTAL CAPITAL OUTLAY	312,945.00	23,991.50	178,079.22	134,865.78	56.90

CITY OF SHAVANO PARK
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2021

20 -WATER FUND
WATER DEPARTMENT

% OF YEAR COMPLETED: 66.67

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<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>121,255.00</u>	<u>0.00</u>	<u>0.00</u>	<u>121,255.00</u>	<u>0.00</u>
TOTAL INTERFUND TRANSFERS	143,305.00	0.00	0.00	143,305.00	0.00
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TOTAL WATER DEPARTMENT	1,114,001.00	62,166.42	616,465.04	497,535.96	55.34

CITY OF SHAVANO PARK
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2021

20 -WATER FUND
DEBT SERVICE

% OF YEAR COMPLETED: 66.67

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	65,000.00	0.00	32,850.00	32,150.00	50.54
20-607-8030 BOND AGENT FEES	400.00	0.00	200.00	200.00	50.00
20-607-8056 2018 GO REFUNDING (2009) PR	44,183.00	0.00	44,182.50	0.50	100.00
20-607-8057 2018 GO REFUNDING (2009) IN	<u>6,841.00</u>	<u>0.00</u>	<u>3,717.55</u>	<u>3,123.45</u>	<u>54.34</u>
TOTAL CAPITAL OUTLAY	186,424.00	0.00	150,950.05	35,473.95	80.97
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TOTAL DEBT SERVICE	186,424.00	0.00	150,950.05	35,473.95	80.97
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TOTAL EXPENDITURES	1,300,425.00	62,166.42	767,415.09	533,009.91	59.01
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	0.00	64,044.45	112,769.36 (112,769.36)	0.00
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Water Advisory Committee Agenda Form

Meeting Date: July 12, 2021

Agenda item: 6.a.

Prepared by: Brandon Peterson/Brenda Morey

Reviewed by: Bill Hill

AGENDA ITEM DESCRIPTION:

Discussion – FY 2021-22 Proposed Budget
Revenue & Expenses

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Attachments for Reference:

- 1) Draft FY 2021-22 – Capital/Major Purchases
- 2) Draft FY 2021-22 Proposed Budget Worksheet
- 3) Draft FY 2021-22 Water Capital Replacement
- 4) Water Cash & Investments – May 31, 2021

BACKGROUND / HISTORY: This is the first draft of the Proposed FY 2021-22 Water Utility Budget.

DISCUSSION: Attached is a first draft of the FY 2021-22 Water Utility budget. The “Proposed Budget Worksheet” (1) includes all revenue and expense lines for the Water Utility Fund. The first column is the line item number and the description. The next three columns are the three previous fiscal years, amounts after audit. The “Current Budget” column is the Original budget plus the one amendment that has been approved to date. The “Y-T-D Actual” column is all revenues and expenses posted as of May 31, 2021. The “Projected Year End” column represents the PW Director and Finance Director estimates for the full fiscal year amounts. The “Requested Budget” column is the draft proposed FY 2021-22 amounts.

Revenue

Proposed revenues from water sales and miscellaneous/interest are \$1,042,662, as detailed below, based on assumptions discussed at the June 14, 2021, updated for additional information that has come to staff’s attention. These updates are highlighted in yellow.

Water Consumption (5015) \$640,000 based on prior 5-year average of actual revenues.

Debt Service (5018) \$189,900 based on 701 active meters with the current flat fee of \$22.58 a month.

Water Service Fee (5019) \$58,800 based on the average monthly fees collected the last three fiscal years. This revenue is a flat/monthly fee based on the size of the meter.

EAA Pass Thru Charge (5036) \$84,700 proposed based on the prior 5-year average of actual gallons sold as determined for the Water Consumption (5015) revenues.

Interest Income (20-599-7000) - Interest paid on City investment accounts have not yet rebounded from the coronavirus effect. While the City continues to explore investment opportunities, proposing budget of \$1,000 for this line item.

Lease of Water Rights (20-599-7012) – The Utility has a lease for 100-acre feet of water to a laundry. The laundry has expressed interest in continuing to lease, therefore proposing 100-acre feet under lease at \$150AF.

Credit Card Service Fees (20-599-7060) – Utility customers have expressed dissatisfaction with Tyler Technologies AutoPay program and the associated fees. Proposing \$4,000 for this revenue line.

Site/Tower Lease (20-599-7075) \$23,262 proposed revenue. Small scheduled increase in the lease terms from T-Mobile. The Public Works director received notification that the Sprint portion of the lease will be terminated due to the Sprint/T-Mobile merger, so the Sprint portion of the revenue has been removed.

Other Income (20-599-7011) \$20,000 for Northwest Military Highway expansion assistance from the County.

Expenses

Total proposed expenses are \$1,042,662 and are summarized by category below.

The **Personnel (1000's)**: Proposed budget increase of \$17,875. The budget proposes an 8.0% raise for all Water Utility staff as a placeholder until the results of the compensation study are received and Council considers and adopts its recommendations. TML-IRP reported a projected 5% increase for worker's compensation insurance. TWC increased the City's unemployment tax rate to 2.80% for calendar year 2021, estimating 3.0% for 2022. No changes planned in employee insurance. Total proposed expenses of \$328,312.

The **Supplies (2000's)** category reflects an overall increase of \$160 with the proposed budget total of \$20,005.

The **Services (3000's)** category has been increased by \$5,130 from the amended FY21 budget. Engineering Services (3012) is budgeted at \$5,000 each for the basic services and Northwest Military. Restoring the \$2,000 placeholder to outsource the water bills printing in Professional

Services (3013). Liability insurance (3050) expected to increase \$930 as TML-IRP indicated rates were going up 15%. Property Insurance (3070) expected to increase \$350 as TML-IRP indicated this rate was going up 10%. Special services (3080) proposed increase of \$550 as NWM will need to be re-located every two weeks, and this line includes the paint supplies. The overall proposed total for the category is \$37,345.

The **Contractual (4000's)** category shows an increase of \$4,298, with total for the category of \$97,252. Increase is due to the increasing numbers of cellular read meters, as that Beacon meter fee is \$0.89/ month per meter versus the old type meter fee which was \$0.06/mo per meter.

The **Maintenance (5000's)** category proposes an increase of \$3,500 for rock saw rentals in Equipment Leases (5005) with all other lines unchanged. Budget total of \$20,000.

The **Department Materials-Services (6000's)** category reflects an increase of \$1,600 over prior year's amended budget. Proposed expenses reflect a decrease in Well site #4 of \$2,900 – mainly due to the fence replacement in FY21 and an increase of \$4,000 for SCADA computer updates. The proposed total for this category is \$113,650.

The **Utilities (7000's)** category is unchanged at \$73,750.

The **Capital Outlay (8000's)** proposed requests total \$48,570, and includes \$19,550 for replacing spider water lines in cul de sacs/projects, \$23,500 toward putting Well #1 in service, if so assessed, and maintenance equipment.

The **Interfund Transfers (9000's)** Staff has maintained the transfer to the General Fund at \$22,050 and estimated a transfer to the Capital Replacement Fund at \$66,925 for a category total of \$88,975.

The **Debt Service Department (607)** has an increase of \$28,379 for the principal/interest payments. The total proposed expense is \$214,803. Budget includes one half of the SIB loan payment for the water line relocation related to the NW Military expansion project. That payment is partially offset by contributions from Bexar County.

Regarding meter replacement – City Staff is proposing the use of American Rescue Plan Act funding to replace all the remaining meters to cellular, a total of approximately 430 meters at an estimated cost of \$154,000. As such, this expenditure will be recorded in the 58 Fund and the meters will be added to the water system as part of the year-end adjustments that are recorded for financial reporting purposes.

COURSES OF ACTION:

1. Make recommendation to staff to present additional information and bring back to committee for further review.
2. Approve to present to Council with changes as provided, if any.

FINANCIAL IMPACT: Varies

STAFF RECOMMENDATION: Committee discuss and provide recommendations and guidance.

Water Prioritized List



Together We Can!

Priority	Description	Cost	Funded In Capital Replacement	Additional Required	Included in CM 21/22 Budget
1	Replace all water meters / box (Options #1)	\$ 154K	\$ 25K	\$ 129K	Yes
2	Replace dead ends in cul-de-sac and repave (1x)	\$ 30,000	No	\$ 30,000	Yes
3	GPS valves and meters across system	\$ 30,000	No	\$ 30,000	TBD'ed
4	Place Well #1 back into operation	\$80,000	No	\$ 80,000	TBD'ed
5	Build shade structures over the drive shaft motors to preserve and extend life of the motors	\$ 6,500	No	\$ 6,500	TBD'ed
6	Enclose / improve Chorine / Well houses	\$10,000	No	\$ 10,000	TBD'ed
7	Outsourcing water bills printing (TBD'ed)	\$ 2,000	No	\$ 2,000	TBD'ed
n/a	Repaint the Huebner ground storage tank roof	\$ 20,000	Yes	TBD'ed	No
n/a	Installation of emergency power supply (generators at well sites)	TBD'ed	No	TBD'ed	No

\$

American Rescue Plan Act Funding Eligible

CITY OF SHAVANO PARK
PROPOSED BUDGET WORKSHEET
AS OF: MAY 31ST, 2021

20 -WATER FUND

	2017-2018	2018-2019	2019-2020	(----- 2020-2021 -----)	(----- 2021-2022 -----)			
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	661,864	586,511	709,130	623,000	448,499	645,000	640,000	
20-599-5016 LATE CHARGES	6,010	7,401	505	6,000	0	2,000	6,000	
20-599-5018 DEBT SERVICE	53,530	87,465	189,198	189,900	126,493	189,900	189,900	
20-599-5019 WATER SERVICE FEE	58,646	59,270	58,764	58,800	39,313	58,800	58,800	
20-599-5036 EAA PASS THRU CHARGE	89,139	76,975	91,813	82,700	59,845	84,500	84,700	
20-599-5037 CONNECTION/DISCONNECT FEE	0	0	0	0	0	0	0	
20-599-5040 TAPPING FEES	0	1,800	0	0	2,800	2,800	0	
TOTAL WATER SALES	869,190	819,421	1,049,409	960,400	676,950	983,000	979,400	
<u>MISC./GRANTS/INTEREST</u>								
20-599-7000 INTEREST INCOME	11,822	15,964	9,295	2,000	2,516	2,990	1,000	
20-599-7011 OTHER INCOME	49	1,181	93	0	71	107	20,000	
BEXAR COUNTY - NWM 0	0.00						20,000	
20-599-7012 LEASE OF WATER RIGHTS	10,000	10,000	10,500	15,000	15,750	15,750	15,000	
20-599-7028 TCEQ GRANT	0	0	42,335	0	0	0	0	
20-599-7060 CC SERVICE FEES	788	1,404	1,958	5,000	2,586	4,500	4,000	
20-599-7075 SITE/TOWER LEASE REVENUE	15,491	15,647	37,244	38,600	25,772	38,662	23,262	
T-MOBILE 0	0.00						23,262	
20-599-7090 SALE OF FIXED ASSETS	4,705	641	(10,551)	4,500	4,506	4,506	0	
20-599-7097 INSURANCE PROCEEDS	9,838	0	0	18,000	0	18,000	0	
TOTAL MISC./GRANTS/INTEREST	52,693	44,837	90,874	83,100	51,200	84,515	63,262	
<u>TRANSFERS IN</u>								
20-599-8010 TRANSFER FROM GENERAL (NWM)	0	0	28,900	0	0	0	0	
20-599-8072 TRF IN-CAPITAL REPLACEMENT	37,048	58,645	52,644	256,925	152,034	256,925	0	
WATER METER REPLACEMENT 0	292.00						0	
20-599-8090 PRIOR PERIOD ADJUSTMENT (4,839)	0	0	0	0	0	0	
20-599-8099 TRF IN - RESERVES	0	0	0	0	0	0	0	
TOTAL TRANSFERS IN	32,209	58,645	81,544	256,925	152,034	256,925	0	
<hr/>								
TOTAL NON-DEPARTMENTAL	954,092	922,903	1,221,827	1,300,425	880,184	1,324,440	1,042,662	
<hr/>								
TOTAL REVENUES	954,092	922,903	1,221,827	1,300,425	880,184	1,324,440	1,042,662	=====

20 -WATER FUND
WATER DEPARTMENT

	2017-2018	2018-2019	2019-2020	(----- 2020-2021 -----)	(----- 2021-2022 -----)			
EXPENDITURES	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
PERSONNEL								
606-1010 SALARIES	169,239	175,518	191,971	212,300	138,369	202,400	224,560	
606-1015 OVERTIME	8,741	11,405	12,132	15,000	13,631	20,000	15,000	
606-1020 MEDICARE	2,617	2,737	2,932	3,200	2,227	2,950	3,400	
606-1025 TWC (SUI)	508	27	432	720	0	576	1,080	
606-1030 HEALTH INSURANCE	22,453	25,086	26,026	29,088	18,786	28,482	29,088	
606-1031 HSA	135	147	168	178	115	178	178	
606-1033 DENTAL INSURANCE	1,284	1,371	1,379	1,365	961	1,480	1,535	
606-1035 VISION CARE INSURANCE	309	326	340	365	264	406	330	
606-1036 LIFE INSURANCE	298	301	256	281	177	272	281	
606-1037 WORKERS' COMP INSURANCE	5,218	4,684	6,393	5,760	2,574	5,200	6,450	
606-1040 TMRS RETIREMENT	25,154	26,867	28,804	30,680	21,899	32,200	33,210	
606-1070 SPECIAL ALLOWANCES	8,666	7,604	6,277	11,500	5,516	8,375	13,200	
TOTAL PERSONNEL	244,619	256,071	277,111	310,437	204,517	302,519	328,312	
SUPPLIES								
606-2020 OFFICE SUPPLIES	1,463	1,601	1,886	1,700	1,238	1,650	1,700	
606-2030 POSTAGE	2,776	3,124	3,868	3,100	2,078	3,060	3,160	
POSTAGE 12	245.00							2,940
ANNUAL BULK MAIL PERMIT 0	0.00							220
606-2035 EMPLOYEE APPRECIATION	0	0	22	150	39	150	150	
606-2050 PRINTING & COPYING	459	971	426	500	522	600	600	
606-2060 MED EXAMS/SCREENING/TESTING	147	45	0	100	0	0	100	
606-2070 JANITORIAL SUPPLIES	384	0	70	100	0	100	100	
606-2075 BANK/CREDITCARD FEES	7,001	5,820	9,624	8,000	6,302	9,400	8,000	
ELAVON - 2 ACCOUNTS 0	0.00							8,000
606-2080 UNIFORMS	743	864	622	1,795	1,349	1,750	1,795	
BOOTS - ANNUAL ALLOWANC 4	200.00							800
RAINWARE/ WINTER COATS/ 0	0.00							400
OTHER 0	0.00							595
606-2090 SMALL TOOLS	1,929	2,901	2,137	2,500	953	2,400	2,500	
606-2091 SAFETY SUPPLIES/EQUIPMENT	1,212	1,213	796	1,900	439	1,200	1,900	
TOTAL SUPPLIES	16,113	16,540	19,451	19,845	12,920	20,310	20,005	
SERVICES								
606-3012 ENGINEERING SERVICES	191	4,635	38,670	8,600	4,126	7,250	10,000	
BASIC MISC SERVICES 0	0.00							5,000
NM MILITARY 0	0.00							5,000
606-3013 PROFESSIONAL SERVICES	0	0	0	0	0	0	2,000	
WATER BILL PRINT-OUTSOU 0	0.00							2,000
606-3020 ASSOCIATION DUES & PUBS	996	1,057	1,510	2,215	1,812	2,200	2,115	
TWUA 0	0.00							360
S.A.R.A. ANNUAL FEE 0	0.00							200
S.A.R.A DUES - SEPARATE 0	0.00							200
REG WTR RES DEV (RWRD) 0	0.00							300
AWWA - AMER WTR WKS ASS 0	0.00							100

CITY OF SHAVANO PARK
PROPOSED BUDGET WORKSHEET
AS OF: MAY 31ST, 2021

20 -WATER FUND
WATER DEPARTMENT

		2020-2021							2021-2022	
		-----							-----	
		2017-2018	2018-2019	2019-2020	CURRENT	Y-T-D	PROJECTED	REQUESTED	PROPOSED	
		ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	BUDGET	BUDGET	
EXPENDITURES										
TRWA - TX RURAL WATER A	0	0.00							325	
WATER LICENSE RENEWALS	5	111.00							555	
TX MUNI UTILITIES ASSN	0	0.00							75	
606-3030 TRAINING/EDUCATION		2,583	2,251	2,631	3,750	3,583	4,000	3,750		
606-3040 TRAVEL/MILEAGE/LODGING/PERD		1,779	1,557	1,609	1,000	0	750	1,000		
606-3050 INSURANCE - LIABILITY		6,183	3,870	3,798	3,900	4,198	4,198	4,830		
606-3060 UNIFORM SERVICES		1,556	1,728	2,832	3,000	2,146	2,800	3,000		
606-3070 INSURANCE - PROPERTY		1,832	1,887	1,850	1,900	2,045	2,045	2,250		
606-3075 CONSERV. ED./REBATES		0	0	0	100	0	0	100		
606-3080 SPECIAL SERVICES		138	248	598	750	240	360	1,300		
SA HAZARDOUS MAT'L PERM	0	0.00							300	
ONE CALL LOCATES/PAINT	0	0.00							1,000	
606-3082 WATER ANALYSIS FEES		5,074	4,741	7,408	7,000	4,877	7,000	7,000		
WATER ANALYSIS FEES	0	0.00							2,145	
TCEQ ANNUAL WATER TESTI	0	0.00							3,000	
DSHS CENTRAL LAB - TCEQ	0	0.00							1,805	
TIER II REPORT FEES - A	0	0.00							50	
TOTAL SERVICES		20,332	21,974	60,906	32,215	23,028	30,603	37,345		
CONTRACTUAL										
606-4075 COMPUTER SOFTWARE/INCODE		6,083	7,086	7,022	8,870	7,326	8,350	13,168		
INCODE-UTILITYSOFTWARE	0	0.00							3,255	
INCODE-METER READER INT	0	0.00							702	
INCODE-BILLPAY WEB HOST	0	0.00							1,200	
INCODE-BILL PAY ONLINE	0	0.00							340	
INCODE - HAND HELD METE	0	0.00							636	
BEACON SERVICE AGREEMEN	0	0.00							900	
BEACON MOBILE READER	1	360.00							360	
BEACON METER FEE	0	0.00							5,000	
SCADA ANTIVIRUS - 2 COM	0	0.00							75	
GIS LICENSE	0	0.00							500	
FOXIT LICENSE	1	200.00							200	
BEACON CELLULAR METER F	0	0.00							0	
606-4085 EAA -WATER MANAGEMENT FEES		69,765	79,878	80,298	84,084	51,292	76,518	84,084		
MONTHLY EAA FEES	1,001	40.00							40,040	
MONTHLY HABITAT FEE	1,001	44.00							44,044	
606-4086 CONTRACT LABOR		0	0	0	0	1,301	1,301	0		
606-4099 WATER RIGHTS/LEASE PAYMENTS		78,227	12,282	0	0	0	0	0		
PURCHASE 13 AC/FT	5,000	0.00							0	
TOTAL CONTRACTUAL		154,074	99,245	87,321	92,954	59,920	86,169	97,252		

20 -WATER FUND
WATER DEPARTMENT

	2017-2018	2018-2019	2019-2020	(----- 2020-2021 -----)	(----- 2021-2022 -----)			
EXPENDITURES	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
MAINTENANCE								
606-5005 EQUIPMENT LEASES	1,954	600	6,055	1,500	4,563	4,563	5,000	
606-5010 EQUIPMENT MAINT & REPAIR	3,492	1,042	4,193	5,000	2,120	4,750	5,000	
606-5015 ELECTRONIC EQPT MAINTENANCE	0	150	177	500	0	200	500	
606-5020 VEHICLE MAINTENANCE	4,039	5,117	4,310	3,000	2,912	3,750	3,000	
606-5030 BUILDING MAINTENANCE	2,170	1,265	942	2,500	1,913	2,250	2,500	
GENERAL 0	0.00							2,500
606-5060 VEHICLE & EQPT FUELS	<u>3,340</u>	<u>4,712</u>	<u>3,360</u>	<u>4,000</u>	<u>2,017</u>	<u>3,300</u>	<u>4,000</u>	
TOTAL MAINTENANCE	14,995	12,887	19,037	16,500	13,525	18,813	20,000	
DEPT MATERIALS-SERVICES								
606-6011 CHEMICALS	19,295	15,439	10,033	10,000	2,464	7,500	10,000	
606-6050 WATER METERS & BOXES	5,224	4,693	4,349	4,500	3,670	4,350	5,000	
METER BOX REPLACEMENT 0	0.00							5,000
606-6055 FIRE HYDRANTS & VALVES	3,367	11,951	8,941	10,000	0	7,500	10,000	
HYDRANTS AND VALVES 0	0.00							10,000
606-6060 HUEBNER STORAGE TANK	15,232	3,060	12,587	5,000	5,413	6,900	5,000	
GENERAL 0	0.00							5,000
606-6061 WELL SITE #1	3,286	4,641	1,689	8,750	1,941	8,250	8,750	
WELL SITE 0	0.00							6,750
ELEVATED STORAGE TANK 0	0.00							2,000
606-6062 WELL SITE #2-EAA MONITORED	0	0	0	1,300	0	0	1,300	
606-6063 WELL SITE #3-NOT OPERATION	0	0	0	1,800	0	0	1,800	
606-6064 WELL SITE #4-NOT OPERATION	0	0	910	4,700	(3,429)	3,430	1,800	
606-6065 WELL SITE #5-EDWARDS BLENDI	26,282	627	8,328	1,000	2,644	3,600	1,000	
606-6066 WELL SITE #6-MUNI TRACT	8,887	3,720	22,476	4,000	7,589	8,500	4,000	
606-6067 WELL SITE #7	5,907	3,802	6,389	4,000	11,113	12,100	4,000	
GENERAL 0	0.00							4,000
606-6068 WELL SITE #8	2,132	2,544	5,339	4,000	9,137	10,100	4,000	
GENERAL 0	0.00							4,000
606-6069 WELL SITE #9-TRINITY	2,408	279	10,712	1,000	325	325	1,000	
606-6070 SCADA SYSTEM MAINTENANCE	4,967	2,339	12,651	3,000	9,954	9,954	7,000	
ANNUAL MAINTENANCE CONT 0	0.00							3,000
0	0.00							4,000
606-6071 SHAVANO DRIVE PUMP STATION	33,710	22,257	10,979	15,000	1,273	5,000	15,000	
606-6072 WATER SYSTEM MAINTENANCE (34,398)	34,720	25,459	30,000	24,026	28,000	30,000	
USUAL & CUSTOMARY 0	0.00							30,000
NWM RELATED 0	0.00							0
606-6080 STREET MAINT SUPPLIES	<u>1,099</u>	<u>254</u>	<u>2,454</u>	<u>4,000</u>	<u>1,975</u>	<u>3,800</u>	<u>4,000</u>	
TOTAL DEPT MATERIALS-SERVICES	97,398	110,325	143,295	112,050	78,095	119,309	113,650	

20 -WATER FUND
WATER DEPARTMENT

	2017-2018	2018-2019	2019-2020	(----- 2020-2021 -----)	(----- 2021-2022 -----)			
EXPENDITURES	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
<u>UTILITIES</u>								
606-7040 UTILITIES - ELECTRIC	78,782	59,353	72,583	72,000	45,916	72,000	72,000	
606-7042 UTILITIES - PHONE/CELL	810	696	1,986	1,350	143	587	1,350	
606-7044 UTILITIES - WATER	<u>254</u>	<u>255</u>	<u>505</u>	<u>400</u>	<u>322</u>	<u>475</u>	<u>400</u>	
TOTAL UTILITIES	79,847	60,303	75,074	73,750	46,381	73,062	73,750	
<u>CAPITAL OUTLAY</u>								
606-8010 NON-CAP ELECTRONIC EQUIPMEN	0	0	0	0	0	0	0	
606-8015 NON-CAPITAL - COMPUTERS	0	0	724	0	589	589	700	
606-8020 NON-CAPITAL MAINTENANCE EQU	6,210	0	1,078	4,820	4,718	4,718	4,820	
RESPIRATORS (MASK-CARTR	1							320
TRASH PUMPS	1							2,500
RATCHET/CHAINS/TIEDOWNS	0							2,000
606-8045 CAPITAL-COMPUTER EQUIPMENT	0	0	0	0	0	0	0	
606-8050 CAPITAL - VEHICLES	0	0	42,335	0	0	0	0	
606-8060 CAPITAL- EQUIPMENT	4,906	31,175	0	0	0	0	0	
606-8080 WATER SYSTEM IMPROVEMENTS	44,674	52,760	0	28,700	0	0	19,550	
REPL SPIDERS IN CUL DE	0							12,000
PROJECTS	0							7,550
606-8081 CAPITAL - BUILDING	0	0	0	0	0	0	0	
606-8085 CAPITAL-WATER TOWER/STORAGE	0	0	0	0	0	0	0	
606-8087 WATER METER REPLACEMENT	5,748	3,185	29,144	62,500	60,357	62,400	0	
METERS	0							0
606-8090 CAPITAL - HUEBNER PLANT	0	0	0	21,000	19,609	21,000	0	
606-8091 CAPITAL - WELL #1	0	0	23,857	23,500	0	23,500	23,500	
606-8095 CAPITAL - WELL #5	0	0	17,157	0	0	0	0	
606-8097 CAPITAL - WELL #7	0	0	0	80,000	0	80,000	0	
606-8098 CAPITAL - WELL #8	<u>0</u>	<u>0</u>	<u>0</u>	<u>92,425</u>	<u>92,807</u>	<u>92,807</u>	<u>0</u>	
TOTAL CAPITAL OUTLAY	61,537	87,120	114,294	312,945	178,079	285,014	48,570	
<u>INTERFUND TRANSFERS</u>								
606-9000 EOY ASSET RECLASS	(138,963)	(77,914)	(149,094)	0	0	0	0	
606-9010 TRF TO GENERAL FUND	22,050	22,050	22,050	22,050	0	22,050	22,050	
606-9020 TRF TO CAPITAL REP. FUND 72	109,487	71,946	124,020	121,255	0	121,255	66,925	
INFRASTRUCTURE	0							32,250
VEHICLES/EQUIPMENT	0							22,675
METER REPLACEMENT	0							12,000
606-9050 BAD DEBT EXPENSE	0	0	860	0	0	0	0	
606-9090 DEPRECIATION EXPENSE	190,805	205,401	209,091	0	0	0	0	
606-9095 PENSION EXPENSE	<u>2,883</u>	<u>14,100</u>	<u>4,727</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL INTERFUND TRANSFERS	186,262	235,583	211,654	143,305	0	143,305	88,975	
TOTAL WATER DEPARTMENT	875,177	900,047	1,008,144	1,114,001	616,465	1,079,104	827,859	

CITY OF SHAVANO PARK
PROPOSED BUDGET WORKSHEET
AS OF: MAY 31ST, 2021

20 -WATER FUND
DEBT SERVICE

	2017-2018	2018-2019	2019-2020	(----- 2020-2021 -----)	(----- 2021-2022 -----)			
EXPENDITURES	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
<u>CAPITAL OUTLAY</u>								
607-8000 BOND PRINCIPAL EOY	(101,990)	(110,210)	(113,155)	0	0	0	0	
607-8011 ACCRUED BOND INTEREST	(427)	(954)	(386)	0	0	0	0	
607-8012 2009 CO - PRINCIPAL	0	0	0	0	0	0	0	
607-8013 2009 CO - INTEREST	0	0	0	0	0	0	0	
607-8014 2009 GO REFUND - PRINCIPAL	36,990	40,073	40,073	0	0	0	0	
607-8015 2009 GO REFUND - INTEREST	15,279	4,432	795	0	0	0	0	
607-8016 2017 GO REFUNDING (2009) PR	65,000	65,000	70,000	70,000	70,000	70,000	70,000	
607-8017 2017 GO REFUNDING (2009) IN	70,288	68,163	66,400	65,000	32,850	65,000	63,600	
607-8020 BOND UNAMORTIZED LOSS	(1,702)	1,730	1,720	0	0	0	0	
607-8030 BOND AGENT FEES	200	400	400	400	200	400	400	
607-8035 BOND ISSUANCE COSTS	0	7,470	0	0	0	0	0	
607-8056 2018 GO REFUNDING (2009) PR	0	5,138	3,083	44,183	44,183	44,183	46,238	
607-8057 2018 GO REFUNDING (2009) IN	0	5,567	7,477	6,841	3,718	6,841	5,625	
607-8060 SIB LOAN - PRINCIPAL	0	0	0	0	0	0	28,940	
SIB LOAN, ONE HALF PMT 0	0.00							28,940
607-8061 SIB LOAN - PRINCIPAL	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u></u>
TOTAL CAPITAL OUTLAY	83,637	86,807	76,406	186,424	150,950	186,424	214,803	
TOTAL DEBT SERVICE	83,637	86,807	76,406	186,424	150,950	186,424	214,803	
TOTAL EXPENDITURES	958,814	986,854	1,084,550	1,300,425	767,415	1,265,528	1,042,662	
	=====	=====	=====	=====	=====	=====	=====	=====
REVENUE OVER/(UNDER) EXPENDITURES	(4,722)	(63,951)	137,277	0	112,769	58,912	0	
	=====	=====	=====	=====	=====	=====	=====	=====

72 -WATER CAPITAL REPLACEMENT

	2017-2018	2018-2019	2019-2020	(----- 2020-2021 -----)	(----- 2021-2022 -----)			
REVENUES	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
<hr/>								
NON-DEPARTMENTAL								
=====								
MISC./GRANTS/INTEREST								
72-599-7099 PROCEEDS OF DEBT ISSUE	0	0	0	462,500	462,500	462,500	0	
TOTAL MISC./GRANTS/INTEREST	0	0	0	462,500	462,500	462,500	0	
<hr/>								
TRANSFERS IN								
72-599-8015 TRANSFER FROM GENERAL FUND	0	0	0	462,500	462,500	462,500	0	
72-599-8020 TRANSFER FROM WATER FUND	109,487	71,946	124,020	121,255	0	121,255	66,925	
INFRASTRUCTURE	0							32,250
VEHICLES/EQUIPMENT	0							22,675
METER REPLACEMENT	0							12,000
72-599-8099 FUND BALANCE RESERVE	0	0	0	0	0	0	0	
TOTAL TRANSFERS IN	109,487	71,946	124,020	583,755	462,500	583,755	66,925	
<hr/>								
TOTAL NON-DEPARTMENTAL	109,487	71,946	124,020	1,046,255	925,000	1,046,255	66,925	
<hr/>								
TOTAL REVENUES	109,487	71,946	124,020	1,046,255	925,000	1,046,255	66,925	
	=====	=====	=====	=====	=====	=====	=====	=====

CITY OF SHAVANO PARK
PROPOSED BUDGET WORKSHEET
AS OF: MAY 31ST, 2021

72 -WATER CAPITAL REPLACEMENT
WATER DEPARTMENT

	2017-2018	2018-2019	2019-2020	(----- 2020-2021 -----)	(----- 2021-2022 -----)			
EXPENDITURES	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
<hr/>								
<u>CAPITAL OUTLAY</u>								
606-8080 WATER SYSTEM IMPROVEMENTS	0	0	0	925,000	807,238	807,238	110,000	
606-8087 WATER METER REPLACEMENT	<u>37,048</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL CAPITAL OUTLAY	37,048	0	0	925,000	807,238	807,238	110,000	
<hr/>								
<u>INTERFUND TRANSFERS</u>								
606-9020 TRANSFER TO WATER UTILITY	<u>0</u>	<u>58,645</u>	<u>52,644</u>	<u>256,925</u>	<u>152,034</u>	<u>256,925</u>	<u>0</u>	
TOTAL INTERFUND TRANSFERS	0	58,645	52,644	256,925	152,034	256,925	0	
<hr/>								
TOTAL WATER DEPARTMENT	37,048	58,645	52,644	1,181,925	959,272	1,064,163	110,000	

CITY OF SHAVANO PARK
PROPOSED BUDGET WORKSHEET
AS OF: MAY 31ST, 2021

72 -WATER CAPITAL REPLACEMENT
DEBT SERVICE

	2017-2018	2018-2019	2019-2020	(----- 2020-2021 -----)	(----- 2021-2022 -----)			
EXPENDITURES	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
<hr/>								
CAPITAL OUTLAY								
607-8055 DEBT ISSUE COSTS	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>7,000</u>	<u>7,000</u>	<u>0</u>	<u></u>
TOTAL CAPITAL OUTLAY	0	0	0	0	7,000	7,000	0	
<hr/>								
TOTAL DEBT SERVICE	0	0	0	0	7,000	7,000	0	
<hr/>								
TOTAL EXPENDITURES	<u>37,048</u>	<u>58,645</u>	<u>52,644</u>	<u>1,181,925</u>	<u>966,272</u>	<u>1,071,163</u>	<u>110,000</u>	<u></u>
<hr/>								
REVENUE OVER/ (UNDER) EXPENDITURES	<u>72,439</u>	<u>13,301</u>	<u>71,376</u>	<u>(135,670)</u>	<u>(41,272)</u>	<u>(24,908)</u>	<u>(43,075)</u>	<u></u>

CITY OF SHAVANO PARK
FY 2021 - 22 PROPOSED WATER FUND EQUIPMENT REPLACEMENT SCHEDULE

	Year Model	Estimated Replacement Cost	Estimated FY To Replace	Total Life (yrs)	Committed Balance 9/30/2020	Adopted Funding 9/30/2021	Utilization/ Transfers	Committed Balance 9/30/2021	Proposed Funding 9/30/2022	Committed Additional Future Yrs Funding	Total Committed Balance
Meter Replacement Program											
713 meters at \$292 per brass meter	various	\$ 208,196	various	10	\$ 73,613	\$ 10,000	\$ (58,000)	\$ 25,613	\$ 12,000	\$ 170,583	\$ 208,196
Water Distribution System											
	various	TBD	unknown		\$ 17,500	\$ 15,000		\$ 32,500	\$ 4,000	\$ -	\$ 36,500
Raw Water Supply System (Wells to Tanks)											
	various	TBD	unknown		\$ 4,000	\$ 5,000		\$ 9,000	\$ 1,000	\$ -	\$ 10,000
Water Line Relocation											
		TBD	TBD		\$ 25,000	\$ 15,000		\$ 40,000	\$ 2,500	\$ -	\$ 42,500
Vehicles/Equipment											
Case Bobcat skid loader (one third-W/two thirds-PW)	2019	20,000	2034	15	\$ 1,000	\$ 1,250	\$ -	\$ 2,250	\$ 750	\$ 16,250	\$ 20,000
Mini excavator (50/50)	2018	20,000	2034	15	1,000	1,250	-	2,250	750	16,250	20,000
Case Backhoe (\$66,100 - 50/50)	2017	33,050	2042	25	2,830	1,250	-	4,080	750	27,470	33,050
Public Works Director Truck (\$40,000 - 50/50)	Future	20,000	2023	15	12,000	2,500	-	14,500	825	-	20,000
Vactron	2017	60,000	2047	30	4,932	2,040	-	6,972	1,000	51,028	60,000
F250 Ford Utility Truck #1	2014	40,000	2029	15	7,975	3,400	-	11,375	1,500	25,625	40,000
Ford F350 Flatbed/Tilt Bed '08 (3492) (\$72,000 - 50/50)	2001	36,000	2023	15	15,835	6,700	-	22,535	5,000	1,700	36,000
Chevrolet Silverado HD3500 (2283) (\$45,000 50/50)	2013	22,500	2028	15	6,239	2,500	-	8,739	1,000	11,761	22,500
Dump truck, 50/50 (Grant funded)	2020	45,000	2040	20	-	2,500	-	2,500	1,000	40,500	45,000
Trailer Mounted Ingersol Rand Air Compressor (50/50)	2006	4,000	2026	20	2,289	100	-	2,389	100	1,411	4,000
SCADA System Main	2017	235,000	2037	20	48,284	10,000	-	58,284	10,000	156,716	235,000
Vehicle/Equipment Sub Totals		\$ 535,550			\$ 102,384	\$ 33,490	\$ -	\$ 135,874	\$ 22,675	\$ 348,711	\$ 535,550
General Buildings											
PW/W Shop (50/50)	UNK	\$ 75,000								\$ 75,000	\$ 75,000
Vehicle Covered Parking (50/50)	2017/2018	\$ 15,000								15,000	\$ 15,000
PW/W Administration Building (50/50)	2015	\$ 75,000								75,000	\$ 75,000
Huebner Plant											
Electric Panel	2013	\$ 20,000	2028	15							
500K Gallon Ground Storage Tank											
Repaint	2013	65,000	2023	10							
New construction \$750,000	1992										
Cathodic Protection	UNK	15,000	TBD	30							
60 HP Booster Pump/motor #1	2021	18,000	2031	10							
60 HP Booster Pump/motor #2	2021	18,000	2031	10							
125 HP Booster Pump/motor (refurbished)	2018	20,000	2028	10							
VFD Yaskawa P7 #1	2013	12,000	2028	15							
VFD Yaskawa P7 #2	2013	12,000	2028	15							
VFD Yaskawa P7 #3	2013	12,000	2028	15							
AC Unit	2013	5,000	2023	10							
Drive Shaft Motor (Detroit) - replacing w/generator	1992	50,000	TBD	25							
Huebner Plant- Equipment subtotal		\$ 247,000			\$ 133,168	\$ 6,000	\$ (39,143)	\$ 100,025	\$ 2,500	\$ 144,475	\$ 247,000
VFD Building	2013	10,000	2043	30	-	-			-	10,000	10,000
Fence	1992	15,000	2022	30	-	-			-	15,000	15,000
Huebner Plant- total		\$ 272,000			\$ 133,168	\$ 6,000	\$ (39,143)	\$ 100,025	\$ 2,500	\$ 169,475	\$ 272,000

CITY OF SHAVANO PARK
FY 2021 - 22 PROPOSED WATER FUND EQUIPMENT REPLACEMENT SCHEDULE

	Year	Estimated Replacement Cost	Estimated FY To Replace	Total Life (yrs)	Committed Balance 9/30/2020	Adopted Funding 9/30/2021	Utilization/ Transfers	Committed Balance 9/30/2021	Proposed Funding 9/30/2022	Committed Additional Future Yrs Funding	Total Committed Balance
Well #1											
Elevated Storage Tank (150K Gallons) (new \$450,000)											
Repaint, cost saving to paint vs replace	2016	\$ 200,000	2046	30							
Cathodic Protection	2016	15,000	2046	30							
Ground Storage Tank (110K Gallons) (new \$110,000)											
Repaint, cost saving to paint vs replace	2010	50,000	2030	20							
Cathodic Protection	2017	12,000	2047	30							
20 HP Goulds booster pump/motor - #1	2019	12,000	2029	10							
20 HP Goulds booster pump/motor - #2	2019	12,000	2029	10							
VFD Yaskawa iQ1000 #1	2016	8,000	2026	10							
VFD Yaskawa iQ1000 #2	2016	8,000	2026	10							
Electric Panel	2013	15,000	2028	15							
Mioxx System											
Filtration system	2013	45,000	2033	20							
mioxx - cells and all cabinet components	2019	80,000	2029	10							
Chlorine tank	2013	500	2028	15							
Air compressor to actuate the sand filter valves	2018	500	2028	10							
chlorine pump #1 - New	2017	5,500	2027	10							
Chlorine Pump #2 - refurbished	2017	5,500	2027	10							
Kinetico water softener	2013	3,000	2023	10							
Chiller	2013	1,500	TBD	5							
Turbidity Meter	2013	1,500	TBD	5							
Sand Filters (piping needs repairs)	2013	100,000	2033	20							
Sand Filters - media	Empty	12,000	TBD	3							
Back Wash Filters	Empty	5,000	TBD	20							
Back Wash Tank	2013	25,000	2053	40							
Well #1 - Open hole		15,000									
Well #1 Equipment subtotal		\$ 632,000			\$ 94,393	\$ 14,765	\$ (36,571)	\$ 72,587	\$ 5,000	\$ 554,413	\$ 632,000
Mioxx Building	2013	\$ 20,000	2113	100						20,000	20,000
Chlorine Bulk storage building	2017	10,000	2117	100						10,000	10,000
Drying Beds	2017	8,000	2117	100						8,000	8,000
Verizon Building	1990	20,000	2090	100						20,000	20,000
Fence	2018	16,000	2048	30						16,000	16,000
Well #1 total		\$ 706,000			\$ 94,393	\$ 14,765	\$ (36,571)	\$ 72,587	\$ 5,000	\$ 628,413	\$ 706,000

CITY OF SHAVANO PARK
FY 2021 - 22 PROPOSED WATER FUND EQUIPMENT REPLACEMENT SCHEDULE

	Year	Estimated Replacement Cost	Estimated FY To Replace	Total Life (yrs)	Committed Balance 9/30/2020	Adopted Funding 9/30/2021	Utilization/ Transfers	Committed Balance 9/30/2021	Proposed Funding 9/30/2022	Committed Additional Future Yrs Funding	Total Committed Balance
Well #5											
Electric Panel	2005	\$ 15,000	2025	20							
Pump and Motor (All components in the well)	2019	35,000	2028	10							
Chlorine Equipment											
Scales	2020	2,200	2025	5							
Regulator	2020	1,600	2022	2							
Injector	2019	500	2020	1							
Pump	2014	2,300	2024	10							
Leak Detector	2014	500	2024	10							
Meter (interior replaced)	2020	1,500	2030	10							
Well #5 Equipment subtotal		\$ 58,600			\$ 8,237	\$ 4,000	\$ -	\$ 12,237	\$ 2,000	\$ 44,363	\$ 58,600
Chlorine Building	2014	5,000	2029	15						5,000	5,000
Fence (extended)	2016	3,000	2046	30						3,000	3,000
Well #5 total		\$ 66,600			\$ 8,237	\$ 4,000	\$ -	\$ 12,237	\$ 2,000	\$ 52,363	\$ 66,600
Well #6											
Electric Panel	2005	\$ 15,000	2025	20							
Pump and Motor (All components in the well)	2018	35,000	2028	10							
Chlorine Equipment											
Scales	2021	2,200	2026	5							
Regulator	2020	1,600	2022	2							
Injector	2020	500	2021	1							
Pump	2021	2,300	2031	10							
Leak Detector	2014	500	2024	10							
Meter	2017	1,500	2027	10							
Well #6 Equipment subtotal		\$ 58,600			\$ 19,440	\$ 2,500	\$ -	\$ 21,940	\$ 1,250	\$ 35,410	\$ 58,600
Chlorine Building (relocated to other side of site)	2017	5,000	2032	15						5,000	5,000
Fence (repaired and relocated gate)	2019	500	2049	30						500	500
Well #6 total		\$ 64,100			\$ 19,440	\$ 2,500	\$ -	\$ 21,940	\$ 1,250	\$ 40,910	\$ 64,100
Well #7											
Electric Panel	1983	\$ 15,000	TBD	20							
Pump and Motor (All components in the well)											
Pump	2021	20,000	2041	20							
250 HP Motor (refurbished)	2021	65,000	2041	20							
Misc components	2021	20,000	2041	20							
Chlorine Equipment											
Scales	2019	2,200	2024	5							
Regulator	2019	1,600	2021	2							
Injector	2019	500	2020	1							
Pump	2018	1,800	2028	10							
Leak Detector	2013	500	2023	10							
Meter	UNK	5,000		10							
Well #7 Equipment subtotal		\$ 131,600			\$ 44,857	\$ 9,000	\$ (53,857)	\$ -	\$ 8,000	\$ 123,600	\$ 131,600
Well House	1983	10,000	1998	15						10,000	10,000
Chlorine Building	2007	5,000	2022	15						5,000	5,000
Fence	1983	5,000	2013	30						5,000	5,000
Well #7 total		\$ 151,600			\$ 44,857	\$ 9,000	\$ (53,857)	\$ -	\$ 8,000	\$ 143,600	\$ 151,600

CITY OF SHAVANO PARK
FY 2021 - 22 PROPOSED WATER FUND EQUIPMENT REPLACEMENT SCHEDULE

	Year Model	Estimated Replacement Cost	Estimated FY To Replace	Total Life (yrs)	Committed Balance 9/30/2020	Adopted Funding 9/30/2021	Utilization/ Transfers	Committed Balance 9/30/2021	Proposed Funding 9/30/2022	Committed Additional Future Yrs Funding	Total Committed Balance
Well #8											
Electric Panel	2007	\$ 15,000	2027	20							
VFD	2007	15,000	2022	15							
VFD AC unit	2019	9,500	2029	10							
Pump and Motor (All components in the well)											
Pump	2020	55,000	TBD	20							
250 HP Motor (refurbished)	2021	25,000	2041	20							
Misc Components	2020	20,000	TBD	20							
Chlorine Equipment											
Scales	2020	2,200	2025	5							
Regulator	2021	1,600	2023	2							
Injector	2021	500	2022	1							
Pump	2021	1,800	2031	10							
Leak Detector	2013	500	2023	10							
Meter (new interior)	2020	5,000	2030	10							
Drive Shaft Motor (John Deere) - replacing w/ generator	2010	50,000	2030	20							
Well #8 Equipment subtotal		\$ 201,100			\$ 54,127	\$ 6,500	\$ (60,627)	\$ -	\$ 6,000	\$ 195,100	\$ 201,100
Well House	1983	10,000	1998	15						10,000	10,000
Chlorine Building	2007	5,000	2022	15						5,000	5,000
Fence	1983	16,000	2013	30						16,000	16,000
Well #8 total		\$ 232,100			\$ 54,127	\$ 6,500	\$ (60,627)	\$ -	\$ 6,000	\$ 226,100	\$ 232,100
Well #9											
Electric Panel	2013	\$ 20,000	2033	20							
Pump and Motor (All components in the well)	2017	65,000	2027	10							
Meter	2017	3,000	2027	10							
Well #9 Equipment subtotal		\$ 88,000			\$ 28,727	\$ -	\$ (8,727)	\$ 20,000	\$ -	\$ 68,000	\$ 88,000
Fence	2014	20,000	2044	30						20,000	20,000
Well #9 total		\$ 108,000			\$ 28,727	\$ -	\$ (8,727)	\$ 20,000	\$ -	\$ 88,000	\$ 108,000
TOTAL		\$ 2,509,146			\$ 605,446	\$ 121,255	\$ (256,925)	\$ 469,776	\$ 66,925	\$ 2,033,155	\$ 2,598,146

CITY OF SHAVANO PARK
Analysis of Water Utility Cash and Investment Balances

	as of:							
	<u>5/31/2021</u>	<u>12/31/2020</u>	<u>9/30/2020</u>	<u>9/30/2019</u>	<u>9/30/2018</u>	<u>9/30/2017</u>	<u>9/30/2016</u>	<u>9/30/2015</u>
Cash and Investments:								
Designated - Capital	\$ 453,412.00	\$ 605,446.00	\$ 605,446.00	\$ 534,070.00	\$ 520,769.00	\$ 448,330.00	\$ 380,121.00	\$ 177,872.00
NW Military - Water line relo	110,762.40	110,762.40	-	-	-	-	-	-
Undesignated	<u>614,458.67</u>	<u>548,528.06</u>	<u>462,863.75</u>	<u>327,883.26</u>	<u>395,229.82</u>	<u>501,556.00</u>	<u>953,655.00</u>	<u>1,279,121.00</u>
Total	<u>\$ 1,178,633.07</u>	<u>\$ 1,264,736.46</u>	<u>\$ 1,068,309.75</u>	<u>\$ 861,953.26</u>	<u>\$ 915,998.82</u>	<u>\$ 949,886.00</u>	<u>\$ 1,333,776.00</u>	<u>\$ 1,456,993.00</u>
Undesignated balance	614,458.67	\$ 548,528.06	\$ 462,863.75	\$ 327,883.26	\$ 395,229.82			
Less:								
Amt due to General Fund for operations/accounts payable	55,702.02	34,887.62	37,163.98	35,555.00	10,245.31			
Well #7 rehab (estimate)	80,000.00	-	-	-	-			
Next debt service payment - August/ February 2021	35,473.00	150,750.05	-	-	-			
FY transfers (in)/out budgeted:								
for capital purchases	(104,891.00)	(256,925.00)	-	-	-			
fund CY capital replacement	121,255.00	121,255.00	-	-	-			
to General Fund	<u>22,050.00</u>	<u>22,050.00</u>	<u>-</u>	<u>-</u>	<u>-</u>			
Available cash	<u>\$ 404,869.65</u>	<u>\$ 476,510.39</u>	<u>\$ 425,699.77</u>	<u>\$ 292,328.26</u>	<u>\$ 384,984.51</u>			
Balances after above transactions and AFA amendment settled:								
Cash and Investments:								
Designated - Capital	\$ 469,776.00	\$ 469,776.00	\$ 605,446.00	\$ 534,070.00	\$ 520,769.00			
NW Military - Water line relo	64,521.08	110,762.40	-	-	-			
Undesignated	<u>404,869.65</u>	<u>476,510.39</u>	<u>425,699.77</u>	<u>292,328.26</u>	<u>384,984.51</u>			
Total	<u>\$ 939,166.73</u>	<u>\$ 1,057,048.79</u>	<u>\$ 1,031,145.77</u>	<u>\$ 826,398.26</u>	<u>\$ 905,753.51</u>			
Balance without SIB loan \$	<u>\$ 874,645.65</u>	<u>\$ 946,286.39</u>						

Note:

SIB loan proceeds received November 12, 2020 \$925,000

NW Military water line relocation advance funding agreements disbursed December 2020 \$807,237.60

and reimbursed City for debt financing counsel \$7,000 leaving \$110,762.40, which can be returned to the SIB if not needed

March 2021 update - Advanced Funding Agreement amended after project bid out - additional \$46,241.32 owed to TxDOT (not yet paid)

will leave unspent SIB loan proceeds of \$64,521.08

Water Utility Department - 606

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 employee proficiency to include educational training and development opportunities
- Improve water system functions 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 obtain an Outstanding Water System rating](#)
- Ensure State requirements are met by having a minimum of ~~2~~ [3](#) Class C groundwater operators and 2 Class D water operators within the Water Department
- Educate the public while implementing the backflow prevention program approved by Council in accordance with an appropriate strategy
- ~~Monitor all backflow devices within the water system for compliance with City ordinance and TCEQ requirements~~
- [Maintain 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](#)
- ~~Pass TCEQ Audit in 2021; inspections are every 3 years, last inspection was May 2018~~

Resource and maintain appropriate equipment and assets

- Maintain enough money in reserve to handle emergencies, and cushion for low water consumption years (approx. \$500K)
- Annually re-evaluate adequacy of Edwards water rights and ~~Trinity~~ resources
- [Implement Winter Storm Uri infrastructure recommendations as appropriate](#)
- [Complete Assessment of Water Infrastructure for Emergencies](#)
- Continue to replace ~~old~~ meters [with new cellular meter](#) ~~that have registered approximately 2 million gallons~~

- Option 1 – Fund the replacement of all the meters (430) remaining to be converted to cellular (\$153K)
- Option 2 – Fund all the in-op meters and 50% of the remaining (~323) (\$101K)
- Option 3 – Fund only the in-op meters (217 meters) (\$68K)
- Actively apply for grants/funding for other equipment that would make crews more efficient
- Continue working with KFW (City Engineer) to initiate a geographic information system (GIS) program to include utilities, streets, and drainage information
- Continue preparing a schedule based on needs to replace all undersized water mains within the system
- 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 City water facilities
- Assess all wooden well houses (chorine buildings), develop a plan to incrementally rebuild, to enclose (weatherize) all well pumps and chemical feeds
- 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 to incrementally replace as needed with 8ft chain link

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 and improve knowledge of water systems
- Continue to have a safe working environment and 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, ~~initiate lost accident tally board.~~
- 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 to take corrective action on dead end main issues to lessen flushing and reduce loss ratio rate
- ~~Work with TxDOT to prepare relocating portions of the water mains on NW Military during MPO project construction starting in February~~ Work with TxDOT during construction of NW Military to avoid any additional issues or concerns with the water system infrastructure
- 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
- ~~Raise / install 5~~ Provide adequate maintenance for all fire hydrants with to include installation of a valves if necessary and/or raise to proper height for Fire Department access. per year
- ~~Prepare drainage culvert to install boxes for crossing the creek to Well site # 8~~
- Consider outsourcing printing water utility bills

- Televising and investigating options of some or all wells not in production, evaluate possibilities to place back in production or plug. (Wells #1, #2, #3, and #4)
- Assess and maintain all Inactive Wells to prevent Freezing
- ~~Inspect all valves along NW Military prior to start of construction, repair/replace/install valves where needed to reduce number of residents that will be impacted during water line replacement.~~
- 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.

- 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

WATER UTILITY FUND PERFORMANCE MEASURES:				
Description:	Actual FY17-18	Actual FY18-19	Projected FY19-20	Target FY20-21
Number of Water Meters Installed	39	76	150	200
Number of Fire Hydrants Maintained or Repaired	5	10	8	5
Number of Dead End Mains Flushed	17	15	15	15
Number of Taste and Odor Complaints	31	26	7	0
Lost Water Ratio	4.46%	6.62%	4.03%	5.00%

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