

**CITY OF SHAVANO PARK  
WATER ADVISORY COMMITTEE MEETING  
900 SADDLETREE COURT, SHAVANO PARK, TX 78231  
MONDAY, DECEMBER 19, 2022  
5:00 PM  
AGENDA**

The meeting agenda and agenda packet are posted online at [www.shavanopark.org](http://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, October 10, 2022

**5. REPORTS - Public Works Director Update**

- a. Water system
  - i. Water System Infrastructure Updates
  - ii. NW Military update
- b. October 2022 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 - Monthly pumping and status update - PW Director
- c. Discussion - Use of Bexar County ARPA/SLFRF Grant funds - City Manager

**7. FUTURE ITEMS**

- a. Sanitary Sewer Easements around well sites
- b. Adding and updating the water fee schedule
- c. Sanitary Sewer Easements around well sites
- d. Increase the resilience of the water system

**d. 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 16th day of December 2022 at 3:26 pm and remained so posted continuously for at least 72 hours preceding the scheduled time of said meeting.

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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.

**1. CALL MEETING TO ORDER**

Chairman Walea called the meeting to order at 5:42 p.m.

**2. ROLL CALL**

PRESENT:  
Al Walea, Chairman  
Tommy Peyton  
Jason Beck  
Sam Bakke  
Steve Fleming

ABSENT:  
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 August 11, 2022**

Member Peyton made a motion to approve the August 11, 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 the meter at Well #6 stopped registering. Per TCEQ regulations Well #6 was shut down until the meter register is replaced. The part needed for repair of the register has been ordered and is expected to be delivered before the end of the month.

PW Director Peterson reported that the new Pump #1 at the Huebner station was installed.

PW Director Peterson reported that both Pumps #1 and #2 at the Shavano Drive station need to be replaced.

PW Director Peterson reported that the Water and Public Works team repaired a water main break that occurred on Saturday October 8, 2022. The water main break was caused by a crack along the AC line.

PW Director Peterson reported that 632 out of 713 cellular meters have been installed as of today.

Chairman Walea asked for the status of the capping of Well #1. PW Director Peterson reported that Well #1 was capped successfully in September.

Chairman Walea requested that the city obtain and keep monthly reports from USGS who monitors Well #2.

**ii. NW Military update**

PW Director Peterson reported that the Northwest Military construction project remains slightly ahead of schedule and Section A of the project is to begin this week, which includes installation of a traffic signal light at Pond Hill.

**b. August 2022 Financial Report**

Public Works Director Peterson presented the August 2022 Financial Report.

Member Peyton made a motion to approve the August 2022 Financial Report.

Member Bakke seconded the motion.

The motion carried with a unanimous vote.

**6. REGULAR BUSINESS**

**a. Discussion / Action – Nomination and appointment of Chairman**

Member Bakke made a motion to nominate Al Walea as chairman.

Member Fleming seconded the motion.

The motion carried with a unanimous vote.

**b. Discussion / Action – Nomination and appointment of Vice-Chairman**

Member Bakke made a motion to nominate Tommy Peyton as vice-chairman.

Member Fleming seconded the motion.

The motion carried with a unanimous vote.

**c. Discussion / Update – Preparation for Street Repairs**

PW Director Peterson discussed the relocation of approximately 113 water service lines and extension of 4 cul-de-sac water mains in preparation for initiation of the Bond Project.

**d. Discussion / Action – Monthly pumping and status update**

PW Director Peterson reviewed the status of water pumped from the Aquifer, forecasted water usage, and implication for the rest of the year. The Committee came to the consensus to recommend to the City to purchase or lease additional water rights in order to ensure a surplus of water for the remainder of the calendar year.

**7. FUTURE ITEMS**

- a. Updating the water fee schedule**
- b. Well #1: Place back into operation or plug as per TCEQ requirements**
- c. Increase the resilience of the water system**

**8. ADJOURNMENT**

Member Peyton made a motion to adjourn this meeting.

Member Fleming seconded the motion.

Chairman Walea adjourned the meeting at 6:44 pm.

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**Al Walea, Chairman**

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**Jessica Chinski, Office Manager**

# WATER ADVISORY COMMITTEE STAFF SUMMARY

Meeting Date: December 19, 2022

Agenda item: 5.b.

Prepared by: Brenda Morey

Reviewed by: Bill Hill

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**AGENDA ITEM DESCRIPTION:**

Presentation of October 2022 Financial Report

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**Attachments for Reference:**

1) October 2022 Revenue and Expense Report

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**BACKGROUND / HISTORY:**

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

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**DISCUSSION:**

As of October 31, 2022, the Water Fund total revenues are \$123,816 or 11.52% of the total annual budgeted amount. Water Fund (Water Department & Debt Service) expenses total \$115,152 or 10.71% of budget.

**Revenues:**

- Water consumption (5015) billed in October for the month of September use is \$80,205, with 12.23% of annual budget recognized to date. This is \$13,059 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 8.34% and 8.56% respectively.
- The EAA Pass Thru (5036) fees are charged to customers based on usage, \$10,223 was recorded for the month and 11.93% of the annual budgeted amount has been recognized to date.
- Lease of Water Rights (7060) - amount represents the portion of the laundry and dentist leases that pertain to the October 1 - December 31, 2022 time period.

**Expenses:**

Water Department (606) expenses for the day-to-day operations are over budget with a total of \$115,152 incurred this month, 13.36% of the annual budget utilized. Expenses include annual insurance premiums in Liability (3050) and Property (3070) Insurance, Computer Software/Incode (4075) includes \$4,955 for the annual fee for Incode modules, \$25,000 for a 200 acre-foot water lease from the EAA is reflected in Water Rights/Lease Payments (4099), two refills of the diesel fuel tank are included in Vehicle & Equipment Fuels (5060) due to heavy use of equipment this month, \$3,294 for a chlorine pump is reflected in Well Site #5 – Edwards Blending (6065), Water System Maintenance (6072) includes \$5,258 for two 12” wedge gate valves, and Water System Improvements includes curb stops, clamps, casings, hardware/parts, sand and flowable fill for the End Gate project.

Debt service payments, principal of \$117,265 and interest of \$33,951, are due in February 2023.

**Payroll:**

The City is on a bi-weekly payroll; there have been 2 pay periods out of 26 so approximately 7.69% should be expensed in the line items directly related to salaries. Workers Comp Insurance (1037) is at 0% which is expensed quarterly, and will not be calculated until December. TMRS (1040) expenditures is at approximately 7.53%, in line with the related salaries and overtime accounts. Health insurance related line items are at approximately 8.33%, on target with budget.

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**COURSES OF ACTION:** None related to the Report.

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**FINANCIAL IMPACT:** N/A

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**STAFF RECOMMENDATION:** N/A

CITY OF SHAVANO PARK  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: OCTOBER 31ST, 2022

20 -WATER FUND  
 FINANCIAL SUMMARY

% OF YEAR COMPLETED: 08.33

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>					
NON-DEPARTMENTAL	<u>1,075,124.00</u>	<u>123,816.05</u>	<u>123,816.05</u>	<u>951,307.95</u>	<u>11.52</u>
TOTAL REVENUES	<u>1,075,124.00</u>	<u>123,816.05</u>	<u>123,816.05</u>	<u>951,307.95</u>	<u>11.52</u>
<u>EXPENDITURE SUMMARY</u>					
WATER DEPARTMENT	861,952.00	115,151.95	115,151.95	746,800.05	13.36
DEBT SERVICE	<u>213,172.00</u>	<u>0.00</u>	<u>0.00</u>	<u>213,172.00</u>	<u>0.00</u>
TOTAL EXPENDITURES	<u>1,075,124.00</u>	<u>115,151.95</u>	<u>115,151.95</u>	<u>959,972.05</u>	<u>10.71</u>
REVENUES OVER/ (UNDER) EXPENDITURES	0.00	8,664.10	8,664.10 (	8,664.10)	0.00



20 -WATER FUND  
 FINANCIAL SUMMARY

% OF YEAR COMPLETED: 08.33

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	656,000.00	80,204.62	80,204.62	575,795.38	12.23
20-599-5016 LATE CHARGES	8,000.00	1,774.14	1,774.14	6,225.86	22.18
20-599-5018 DEBT SERVICE	189,900.00	15,828.58	15,828.58	174,071.42	8.34
20-599-5019 WATER SERVICE FEE	64,000.00	5,479.86	5,479.86	58,520.14	8.56
20-599-5036 EAA PASS THRU CHARGE	<u>85,700.00</u>	<u>10,222.50</u>	<u>10,222.50</u>	<u>75,477.50</u>	<u>11.93</u>
TOTAL WATER SALES	1,003,600.00	113,509.70	113,509.70	890,090.30	11.31
<u>MISC./GRANTS/INTEREST</u>					
20-599-7000 INTEREST INCOME	1,100.00	1,690.82	1,690.82 (	590.82)	153.71
20-599-7011 OTHER INCOME	0.00	33.90	33.90 (	33.90)	0.00
20-599-7012 LEASE OF WATER RIGHTS	23,000.00	5,750.00	5,750.00	17,250.00	25.00
20-599-7060 CC SERVICE FEES	6,000.00	804.68	804.68	5,195.32	13.41
20-599-7075 SITE/TOWER LEASE REVENUE	<u>24,424.00</u>	<u>2,026.95</u>	<u>2,026.95</u>	<u>22,397.05</u>	<u>8.30</u>
TOTAL MISC./GRANTS/INTEREST	54,524.00	10,306.35	10,306.35	44,217.65	18.90
<u>TRANSFERS IN</u>					
20-599-8072 TRF IN-CAPITAL REPLACEMENT	<u>17,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>17,000.00</u>	<u>0.00</u>
TOTAL TRANSFERS IN	17,000.00	0.00	0.00	17,000.00	0.00
TOTAL NON-DEPARTMENTAL	1,075,124.00	123,816.05	123,816.05	951,307.95	11.52
TOTAL REVENUES	<u>1,075,124.00</u>	<u>123,816.05</u>	<u>123,816.05</u>	<u>951,307.95</u>	<u>11.52</u>

20 -WATER FUND  
WATER DEPARTMENT

% OF YEAR COMPLETED: 08.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>PERSONNEL</u>					
20-606-1010 SALARIES	238,000.00	17,691.05	17,691.05	220,308.95	7.43
20-606-1015 OVERTIME	15,000.00	667.02	667.02	14,332.98	4.45
20-606-1020 MEDICARE	3,673.00	270.23	270.23	3,402.77	7.36
20-606-1025 TWC (SUI)	900.00	0.00	0.00	900.00	0.00
20-606-1030 HEALTH INSURANCE	32,400.00	2,700.00	2,700.00	29,700.00	8.33
20-606-1031 HSA	133.00	11.10	11.10	121.90	8.35
20-606-1033 DENTAL INSURANCE	1,480.00	125.65	125.65	1,354.35	8.49
20-606-1035 VISION CARE INSURANCE	330.00	27.88	27.88	302.12	8.45
20-606-1036 LIFE INSURANCE	562.00	46.80	46.80	515.20	8.33
20-606-1037 WORKERS' COMP INSURANCE	5,830.00	0.00	0.00	5,830.00	0.00
20-606-1040 TMRS RETIREMENT	36,299.00	2,731.99	2,731.99	33,567.01	7.53
20-606-1070 SPECIAL ALLOWANCES	<u>13,000.00</u>	<u>934.64</u>	<u>934.64</u>	<u>12,065.36</u>	<u>7.19</u>
TOTAL PERSONNEL	347,607.00	25,206.36	25,206.36	322,400.64	7.25
<u>SUPPLIES</u>					
20-606-2020 OFFICE SUPPLIES	1,200.00	0.00	0.00	1,200.00	0.00
20-606-2030 POSTAGE	3,895.00	294.80	294.80	3,600.20	7.57
20-606-2035 EMPLOYEE APPRECIATION	370.00	0.00	0.00	370.00	0.00
20-606-2050 PRINTING & COPYING	600.00	120.00	120.00	480.00	20.00
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	1,236.79	1,236.79	7,263.21	14.55
20-606-2080 UNIFORMS	1,600.00	395.38	395.38	1,204.62	24.71
20-606-2090 SMALL TOOLS	3,000.00	350.00	350.00	2,650.00	11.67
20-606-2091 SAFETY SUPPLIES/EQUIPMENT	<u>1,400.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,400.00</u>	<u>0.00</u>
TOTAL SUPPLIES	20,765.00	2,396.97	2,396.97	18,368.03	11.54
<u>SERVICES</u>					
20-606-3012 ENGINEERING SERVICES	10,000.00	0.00	0.00	10,000.00	0.00
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	975.00	975.00	1,140.00	46.10
20-606-3030 TRAINING/EDUCATION	3,750.00	0.00	0.00	3,750.00	0.00
20-606-3040 TRAVEL/MILEAGE/LODGING/PERD	1,000.00	0.00	0.00	1,000.00	0.00
20-606-3050 INSURANCE - LIABILITY	5,100.00	4,577.58	4,577.58	522.42	89.76
20-606-3060 UNIFORM SERVICES	3,000.00	235.08	235.08	2,764.92	7.84
20-606-3070 INSURANCE - PROPERTY	2,600.00	2,333.67	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	61.75	61.75	2,238.25	2.68
20-606-3082 WATER ANALYSIS FEES	7,000.00	237.00	237.00	6,763.00	3.39
20-606-3090 COMMUNICATIONS SERVICES	<u>0.00</u>	<u>45.02</u>	<u>45.02</u>	<u>(45.02)</u>	<u>0.00</u>
TOTAL SERVICES	38,965.00	8,465.10	8,465.10	30,499.90	21.72

20 -WATER FUND  
 WATER DEPARTMENT

% OF YEAR COMPLETED: 08.33

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	5,536.64	5,536.64	6,593.36	45.64
20-606-4085 EAA -WATER MANAGEMENT FEES	84,084.00	6,306.53	6,306.53	77,777.47	7.50
20-606-4099 WATER RIGHTS/LEASE PAYMENTS	0.00	25,000.00	25,000.00	(25,000.00)	0.00
TOTAL CONTRACTUAL	96,214.00	36,843.17	36,843.17	59,370.83	38.29
<u>MAINTENANCE</u>					
20-606-5005 EQUIPMENT LEASES	5,000.00	0.00	0.00	5,000.00	0.00
20-606-5010 EQUIPMENT MAINT & REPAIR	7,000.00	0.00	0.00	7,000.00	0.00
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	35.04	2,964.96	1.17
20-606-5030 BUILDING MAINTENANCE	2,500.00	0.00	0.00	2,500.00	0.00
20-606-5060 VEHICLE & EQPT FUELS	6,500.00	1,382.41	1,382.41	5,117.59	21.27
TOTAL MAINTENANCE	24,500.00	1,417.45	1,417.45	23,082.55	5.79
<u>DEPT MATERIALS-SERVICES</u>					
20-606-6011 CHEMICALS	9,000.00	0.00	0.00	9,000.00	0.00
20-606-6050 WATER METERS & BOXES	2,000.00	945.37	945.37	1,054.63	47.27
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	0.00	0.00	5,000.00	0.00
20-606-6061 WELL SITE #1	8,750.00	0.00	0.00	8,750.00	0.00
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	3,294.00	3,294.00	(2,294.00)	329.40
20-606-6066 WELL SITE #6-MUNI TRACT	8,500.00	0.00	0.00	8,500.00	0.00
20-606-6067 WELL SITE #7	4,000.00	0.00	0.00	4,000.00	0.00
20-606-6068 WELL SITE #8	4,000.00	0.00	0.00	4,000.00	0.00
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	0.00	0.00	5,000.00	0.00
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	5,405.62	5,405.62	24,594.38	18.02
20-606-6080 STREET MAINT SUPPLIES	4,000.00	0.00	0.00	4,000.00	0.00
TOTAL DEPT MATERIALS-SERVICES	95,250.00	9,644.99	9,644.99	85,605.01	10.13
<u>UTILITIES</u>					
20-606-7040 UTILITIES - ELECTRIC	74,700.00	8,351.14	8,351.14	66,348.86	11.18
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	44.06	44.06	355.94	11.02
TOTAL UTILITIES	76,450.00	8,395.20	8,395.20	68,054.80	10.98
<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	22,782.71	22,782.71	14,864.29	60.52
20-606-8087 WATER METER REPLACEMENT	3,000.00	0.00	0.00	3,000.00	0.00
20-606-8093 CAPITAL - SHAV DR PUMP STA	30,000.00	0.00	0.00	30,000.00	0.00
TOTAL CAPITAL OUTLAY	73,667.00	22,782.71	22,782.71	50,884.29	30.93

CITY OF SHAVANO PARK  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: OCTOBER 31ST, 2022

20 -WATER FUND  
 WATER DEPARTMENT

% OF YEAR COMPLETED: 08.33

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
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TOTAL WATER DEPARTMENT	861,952.00	115,151.95	115,151.95	746,800.05	13.36

20 -WATER FUND  
 DEBT SERVICE

% OF YEAR COMPLETED: 08.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>CAPITAL OUTLAY</u>					
20-607-8016 2017 GO REFUNDING (2009) PR	70,000.00	0.00	0.00	70,000.00	0.00
20-607-8017 2017 GO REFUNDING (2009) IN	62,200.00	0.00	0.00	62,200.00	0.00
20-607-8030 BOND AGENT FEES	400.00	0.00	0.00	400.00	0.00
20-607-8056 2018 GO REFUNDING (2009) PR	47,265.00	0.00	0.00	47,265.00	0.00
20-607-8057 2018 GO REFUNDING (2009) IN	4,367.00	0.00	0.00	4,367.00	0.00
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	0.00	213,172.00	0.00
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TOTAL DEBT SERVICE	213,172.00	0.00	0.00	213,172.00	0.00
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TOTAL EXPENDITURES	<u>1,075,124.00</u>	<u>115,151.95</u>	<u>115,151.95</u>	<u>959,972.05</u>	<u>10.71</u>
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REVENUES OVER/ (UNDER) EXPENDITURES	<u>0.00</u>	<u>8,664.10</u>	<u>8,664.10</u>	<u>( 8,664.10)</u>	<u>0.00</u>