COASTAL WATER AUTHORITY LAKE HOUSTON FACILITIES PROJECT 2023 ANNUAL BUDGET



COASTAL WATER AUTHORITY

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November 9, 2022

The Honorable Sylvester Turner, Mayor Members of the City Council City of Houston P. O. Box 1562 Houston, Texas 77251-1562

RE:

2023 ANNUAL BUDGET

LAKE HOUSTON FACILITIES PROJECT

Mayor Turner and Members of the City Council:

In compliance with provisions of the Operating Contract between the City of Houston (the City) and the Coastal Water Authority (CWA), the Board of Directors respectfully submits the 2023 Calendar Year Budget for the Lake Houston Facilities Project for your consideration and approval.

The CWA 2023 Proposed Budget is \$3,880,700, an increase in expenditures of about \$395,200 from the Adopted 2022 Budget. This increase in expenditures is primarily due to the anticipated increases in the cost of supporting the increase in water demand from Lake Houston to the City's East Water Purification Plant. CWA expects to deliver 23.1 billion gallons of surface water as requested by the City compared to the water delivery of 14.3 billion gallons budgeted in 2022. This increase in the amount of water being delivered is the increase in the costs involving the allocation of field staffing efforts along with the increase in electricity usage.

This budget incorporates the activities and assignments requested by the City's Houston Public Works Department and authorized in the Authority's contract with the City as amended by the Mayor and City Council on November 25, 2003. At the direction of the City, CWA will provide maintenance and operational activities to include Lake Houston, the Lake Houston Dam and certain structures and property downstream of the Dam. CWA will also continue to provide the maintenance and operation of the Lake Houston Pump Station and the West Canal Facilities as it has since the original contract was executed in 1995.

The 2023 Capital Improvement Budget includes funding of about \$2.4 million for the Lake Houston Dam Spillway Improvement Project that is supported with a FEMA Grant awarded to the City of Houston. There is also \$680,000 in expenditures from CWA's available Special Project Fund for work on erosion control and upgrading the monitoring equipment on the water flow in the West Canal.

The Authority's Board of Directors and its management team continue to identify activities where costs could be reduced and still allow CWA to meet its obligations to the City. Some of those activities are:

• The Authority has renegotiated the electricity contract and achieved a rate reduction that continues through 2023.

The Honorable Sylvester Turner, Mayor Members of the City Council 2023 Annual Budget, Lake Houston November 9, 2022 Page 2

> The Authority anticipates an increase in the renewal of the employees' medical insurance during 2023.

CWA's staffing for electrical and equipment maintenance will be on a job order basis and will be charged to the Lake Houston Facilities Project as they are incurred. Personnel for the mowing season will be provided by CWA from our existing work force and with available mowing equipment. Costs for the mowing operations and other canal maintenance activities will also be charged to the Lake Houston Facilities Project as they are incurred.

The proposed budget is reflective of the City of Houston's desire to maintain acceptable normal service levels while remaining in a position to respond favorably to requests for changes in water volume demands during peak periods. CWA will strive to continue to provide optimum service to our customers and keep maintenance and operating costs within the budget amounts.

It must be pointed out that there are minimal contingencies provided within the budget. In the event of unanticipated occurrences such as water deliveries in excess of 14.2 billion gallons, the failure of high-cost equipment or severe weather conditions that damage the system, a supplemental funding request may be necessary during the 2023 budget year. In the event of an additional funding request, it will be documented as to need and coordinated with the Department of Houston Public Works.

The members of the Board of Directors wish to express their appreciation to everyone involved in this Project, especially those City employees of the Department of Houston Public Works for their cooperation and assistance in furthering the Lake Houston Facilities Project as a major contributory resource for the Houston Combined Utility System. We look forward to continued efforts in planning and providing for the further growth of the City of Houston's water requirements.

Sincerely,

D. Wayne Klotz, P.E.

President, Board of Directors

Attachment

COASTAL WATER AUTHORITY LAKE HOUSTON FACILITIES PROJECT TABLE OF CONTENTS 2023 ANNUAL BUDGET

	PAGE
President's Letter	C - 1
Budget Summary - Comparative	C - 2
Facts and Assumptions	C - 2 - 1
Reconciliation of 2022 Budget to 2023 Budget	C - 2 - 2
Statement of Revenues and Expenditures	C - 3
Reconciliation of Fund Activity	C - 3 - 1
Water Demand Forecast	C - 4
Investment and Other Income	C - 5
Summary of General and Administrative Expenditures	C - 6
Administrative Expenses	C - 7
Office Salary Allocation	C - 7 - 1
General Operating Expenses	C - 8
Engineering, Legal and Professional Expenses	C - 9
Summary of Field Expenditures	C - 10
Field Expenditures by Location	C - 10 - 1
Summary of Field Salaries by Location	C - 11
Analysis of Base Field Salaries by Function and Location	C - 11 - 1
Analysis of Materials and Supplies by Location	C - 12
Analysis of Contract Labor and Equipment by Location	C - 13
Analysis of Utilities by Location	C - 14
Canital Outlays	C - 15

COASTAL WATER AUTHORITY LAKE HOUSTON FACILITIES PROJECT **BUDGET SUMMARY** 2023 ANNUAL BUDGET

APPLICATION OF FUNDS		2022 BUDGET	2022 PROJECTED	2023 BUDGET
Expenditures (1) Capital Outlay Total Expe	enditures -	\$3,485,500 3,325,000 6,810,500	\$2,353,100 3,325,000 5,678,100	\$3,880,700 3,078,400 6,959,100
Ending Fund Balances (2)	-	871,328	871,328	970,128
Total App	olications	7,681,828	6,549,428	7,929,228
SOURCE OF FUNDS				
Beginning Fund Balances (2) Investment Income Other Income Subtotal	Sources	844,228 500 30,000 874,728	844,228 15,000 20,000 879,228	871,328 46,800 30,000 948,128
Capital Funding - Construction (3)	Subtotal	3,325,000 4,199,728	3,325,000 4,204,228	3,078,400 4,026,528
System Revenue - Project		\$3,482,100	\$2,345,200	\$3,902,700
Tota	l Sources	7,681,828	6,549,428	7,929,228

⁽¹⁾ Includes assets purchased

⁽²⁾ Operating Fund only.(3) Special Project Equity Funding/ COH FEMA

COASTAL WATER AUTHORITY LAKE HOUSTON FACILITIES FACTS AND ASSUMPTIONS 2023 ANNUAL BUDGET

FACTS

- 1. The 2023 budget is prepared on a cash basis.
- 2. Lake Houston Facilities books and records consist of two funds, which are the Operating Fund and the Contingency Fund.
- 3. The required fund balances have been reflected at the minimum balances per the operating contract.
- 4. Lake Houston Facilities is charged with direct salary and costs as well as an allocation of certain general items based upon an overall payroll allocation of 15%.
- 5. The 2023 Capital Outlay Project is to be funded with the City of Houston FEMA funding and CWA's Special Project Equity Fund.

ASSUMPTIONS

- 1. Salaries anticipate funding the employee benefits of one field retiree.
- 2. The 2023 budget staffing level supports ongoing activity levels as requested in the operating and maintenance contract.
- 3. The Lake Houston Dam Spillway Improvement Project continues in 2023.

COASTAL WATER AUTHORITY LAKE HOUSTON FACILITIES PROJECT RECONCILIATION OF 2022 BUDGET TO 2023 BUDGET

2022 Budget	2023	Budget to Budget 485,500
Field Salaries Allocation Materials and Supplies Contract Labor and Equipment Utilities Administrative Expense General Operating Expenses (Insurance) Engineering, Legal and Professional		64,300 37,100 (37,000) 52,100 61,900 13,800 3,000
2023 Budget	\$3,	880,700
Capital Improvement (City of Houston FEMA Funding Project # DR-4332-TX-0023) Lake Houston Dam Erosion Control Structure Repair West Canal RTU Upgrades Lake Houston Dam Wing Wall Repair West Canal Greens Bayou Overflow Repair West Canal Concrete Repair	:	398,400 250,000 150,000 220,000 40,000 20,000
Total 2023 Capital Improvemen	nt Budget:\$3	<u>,078,400</u>

COASTAL WATER AUTHORITY LAKE HOUSTON FACILITIES PROJECT STATEMENT OF REVENUES AND EXPENDITURES 2023 ANNUAL BUDGET

_	2022	2022	2023
	BUDGET	PROJECTED	BUDGET
REVENUES Funds provided by City of Houston Interest on Investments Other Total Revenue	\$3,482,100	\$2,345,200	\$3,902,700
	500	15,000	46,800
	30,000	20,000	30,000
	3,512,600	2,380,200	3,979,500
EXPENDITURES Field Salaries Materials & Supplies	1,185,300	822,800	1,349,600
	228,000	92,800	365,100
	990,600	448,800	953,600
Contract Labor & Equipment (1) Utilities Administrative Expenses General Operating Expenses	108,500	130,000	160,600
	509,600	426,400	571,500
	364,400	351,200	378,200
Engineering, Legal & Professional Subtotal	99,100	81,100 2,353,100	102,100 3,880,700
Total Expenditures	(2)	2,353,100	3,880,700
Net Increase (Decrease) in Operating/Construction Fund Balances	\$27,100	<u>\$27,100</u>	\$98,800

- (1) Includes assets purchased.
- (2) Increase in required operating reserve.
- (3) Increase in required operating reserve.

COASTAL WATER AUTHORITY LAKE HOUSTON FACILITIES PROJECT RECONCILIATION OF FUND ACTIVITY 2023 ANNUAL BUDGET

OPERATING FUND	CONTINGENCY FUND	TOTAL LAKE HOUSTON FACILITIES PROJECT FUND
\$871,328	\$2,000,000	\$2,871,328
3,902,700	0	3,902,700
6,800	40,000	46,800
30,000	0	30,000
40,000	(40,000)	0
(3,880,700)	0	(3,880,700)
98,800	0	98,800
\$970,128	\$2,000,000	\$2,970,128
	\$871,328 3,902,700 6,800 30,000 40,000 (3,880,700) 98,800	FUND FUND \$871,328 \$2,000,000 3,902,700 0 6,800 40,000 30,000 0 40,000 (40,000) (3,880,700) 0 98,800 0

COASTAL WATER AUTHORITY LAKE HOUSTON FACILITIES PROJECT WATER DEMAND FORECAST 2023 ANNUAL BUDGET

	2022	2022	2023
	BUDGET	PROJECTED	BUDGET
Gallons (in thousands)	14,358,800	14,229,100	23,136,600

COASTAL WATER AUTHORITY LAKE HOUSTON FACILITIES PROJECT INVESTMENT AND OTHER INCOME 2023 ANNUAL BUDGET

INVESTMENT INCOME

Average Cash and Investments

\$2,340,000

Average Effective Interest Rate

2.00%

Total

\$ 46,800

OTHER INCOME

Lake Houston Facilities anticipates \$30,000 to be received from the Texas Parks & Wildlife Department for acquatic vegitation control in Lake Houston.

COASTAL WATER AUTHORITY LAKE HOUSTON FACILITIES PROJECT SUMMARY OF GENERAL AND ADMINISTRATIVE EXPENDITURES 2023 ANNUAL BUDGET

GENERAL AND ADMINISTRATIVE EXPENDITURES	2022 BUDGET	2022 PROJECTED	2023 BUDGET
ADMINISTRATIVE	\$509,600	\$426,400	\$571,500
GENERAL OPERATING (Insurance)	364,400	351,200	378,200
ENGINEERING, LEGAL & PROFESSIONAL	99,100	81,100	102,100
Total	\$973,100	\$858,700	\$1,051,800

COASTAL WATER AUTHORITY LAKE HOUSTON FACILITIES PROJECT ADMINISTRATIVE EXPENSES 2023 ANNUAL BUDGET

Administrative Salaries	\$189,000	(1)
Pension Plan Contribution (11.8% of total compensation)	181,555	
Payroll Taxes (7.65% of total compensation)	117,703	
Office Lease and Utilities	48,000	(1)
Office Supplies	6,000	(1)
Travel, Meetings and Parking	3,750	(1)
Directors Compensation	4,500	(1)
Printing and Reproduction	3,750	(1)
Telephone/ Data Maintenance	6,000	(1)
Vehicle: Gas & Maintenance	2,250	(1)
Payroll / Employee Processing Services	4,500	(1)
Miscellaneous	4,500	(1)
	\$571,508	_

⁽¹⁾ Allocated based upon payroll estimate of 15%.

COASTAL WATER AUTHORITY LAKE HOUSTON FACILITIES PROJECT OFFICE SALARY ALLOCATION 2023 ANNUAL BUDGET

Executive Director	,	
Chief Financial Officer		
Chief Accountant		
Senior Accountant		
Senior Accountant		
Senior Accountant		
Senior Accountant		
Executive Secretary		
Financial Analyst		
	Base Office Salaries	1,260,000
Office Allocation Factor (1)		15.0%
,	Lake Houston Office Salaries	\$189,000
(1) Based upon payroll esti	mate allocation	

COASTAL WATER AUTHORITY LAKE HOUSTON FACILITIES PROJECT GENERAL OPERATING EXPENSES 2023 ANNUAL BUDGET

INSURANCE PREMIUM DESCRIPTION

Texas Commercial Policy (General Liability) Watercraft Policy Public Official & Employees Liability Pension - Fidelity Bond	5,520 16,900 1,380 60	(3) (9 (3) (3)	(5) (5) (4) (4)	(7)
Pension - Fiduciary Responsibility Medical Insurance Public Official Position (Director Fidelity) Automobile Insurance Workers Compensation	1,110 298,500 255 4,350 22,050	(3)(3)(3)(3)(3)	(5) (6) (4) (5) (5)	(7)(7)
Dental Insurance Vision Insurance Combined Group Life/Short & Long Term Disability	11,700 3,750 12,600 \$378,175	(3) (3) (3) (3)	(5) (5) (5)	(7) (7) (7)

- (3) Allocated based upon total payroll estimate of 15%.
- (4) Assumes no rate increase.
- (5) Assumes 5% rate increase.
- (6) Assumes 10% rate increase.
- (7) Assumes full employment.
- (9) Allocated to Maintenance Boat Locations.

COASTAL WATER AUTHORITY LAKE HOUSTON FACILITIES PROJECT ENGINEERING, LEGAL AND PROFESSIONAL EXPENSES 2023 ANNUAL BUDGET

Engineering Services	\$40,000	(1)
Legal Services	20,000	(3)
Accounting & Auditing	9,900	(2)
Computer Support services	12,000	(2)
Website Development & Maintenance	6,000	(2)
Hardware, Software Upgrades and Maintenance	9,000	(2)
Miscellaneous Bank Fees	5,200	(3)
	\$102,100	=

- (1) Based upon specific services.
- (2) Allocated based upon total payroll estimate of 15%.
- (3) Based upon specific and allocated services.

COASTAL WATER AUTHORITY LAKE HOUSTON FACILITIES PROJECT SUMMARY OF FIELD EXPENDITURES 2023 ANNUAL BUDGET

FIELD EXPENDITURES		2022 BUDGET	2022 PROJECTED	2023 BUDGET
SALARIES		\$1,185,300	\$822,800	\$1,349,600
MATERIALS & SUPPLIES		228,000	92,800	365,100
CONTRACT LABOR AND E	EQUIPMENT			
(Contracted	\$970,000	428,200	877,000
I	Purchased	\$20,600	20,600	76,600
	Subtotal	990,600	448,800	953,600
UTILITIES		108,500	130,000	160,600
	Total	\$2,512,400	\$1,494,400	\$2,828,900

COASTAL WATER AUTHORITY LAKE HOUSTON FACILITIES PROJECT FIELD EXPENDITURES BY LOCATION 2023 ANNUAL BUDGET

		MATERIALS	CONTRACT		
	FIELD	AND	LABOR AND		LOCATION
LOCATIONS	SALARIES	SUPPLIES	EQUIPMENT	<u>UTILITIES</u>	TOTAL
Lake Houston & Pump Station	\$618,385	\$85,100	\$636,100	\$160,600	\$1,500,185
West Canal	270,281	108,500	84,300	0	463,081
Dam & Downstream	460,892	171,500	233,200	0	865,592
	\$1,349,558	\$365,100	\$953,600	\$160,600	\$2,828,858

COASTAL WATER AUTHORITY LAKE HOUSTON FACILITIES PROJECT SUMMARY OF FIELD SALARIES BY LOCATION 2023 ANNUAL BUDGET

LOCATION	BASE COMPENSATION	RETIREE PAY (1)	4% OVERTIME (2)	TOTAL	
Lake Houston & Pump Station	\$522,486	\$75,000	\$20,899	\$618,385	
West Canal	259,886	0	10,395	270,281	
Dam & Downstream	443,165	0	17,727	460,892	
	\$1,225,537	\$75,000	\$49,021	\$1,349,558	

⁽¹⁾ Allows for termination payment to retirees.

⁽²⁾ Provides for minimum overtime.

COASTAL WATER AUTHORITY LAKE HOUSTON FACILITIES PROJECT ANALYSIS OF BASE FIELD SALARIES BY FUNCTION AND LOCATION 2023 ANNUAL BUDGET

LOCATION AND FUNCTION	# OF EMPLOYEES	MAN HOURS (4)	AVG. RATE PER HOUR	BASE SALARIES
MANAGEMENT (1)	0.00	700	Ф 7 4 ОО	÷ Φ 5 9.400
Lake Houston Pump Station West Canal	0.38 0.48	790 998	\$74.00 74.00	\$58,490 73,882
Dam & Downstream	0.59	1,227	74.00	90,813
Subtotal	1.45	3,016	74.00	223,185
SUPERVISORY PERSONNEL (2)				
Lake Houston Pump Station	0.50	1,040	65.00	67,600
West Canal	0.50 0.55	1,040 1,144	65.00 65.00	67,600 74,360
Dam & Downstream Subtotal	1.55	3,224	65.00	209,560
ALL OTHER PERSONNEL (3)		ı		
Lake Houston Pump Station	5.78	12,012	33.00	396,396
West Canal	1.73	3,588	33.00	118,404
Dam & Downstream	4.05	8,424	33.00	277,992
Subtotal	11.55	24,024	33.00	792,792
Total Base Salaries	14.55	30,264	\$40.49	\$1,225,537

(1) Includes Manager of Operations and Production, Manager of Security & General Superintendent.

(2) Includes Superintendents, Master Electrician, Administrator OPM, and Purchasing Agent.

(3) Includes Foremen, Electricians and Operators for construction, electrical, maintenance, and all routine operating functions.

(4) Estimated number of employees at 2,080 hours per year.

COASTAL WATER AUTHORITY LAKE HOUSTON FACILITIES PROJECT ANALYSIS OF MATERIALS AND SUPPLIES BY LOCATION 2023 ANNUAL BUDGET

LOCATION AND DESCRIPTION		
LAKE HOUSTON AND PUMP STATION		
Air Conditioning Repair Parts Automotive / Equip Repair Parts Building / Grounds Maintenance Electrical / Instrument Herbicides / Insecticides Mechanical, Plumbing, Valves, etc Miscellaneous Supplies Office / Administrative Oils and Lubricants Power Tools, Hand Tools & Equip. Road Base, Sand, Rock, Rip Rap, etc. Tires & Batteries Personal Protective Equipment	\$2,000 3,000 4,700 5,000 2,000 1,000 26,500 5,600 7,300 21,000 1,000 1,000 5,000	
WEST CANAL		
Air Conditioning Repair Parts Automotive / Equip Repair Parts Building / Grounds Maintenance Diesel Fuel Electrical / Instrument Gasoline Herbicides / Insecticides Mechanical, Plumbing, Valves, etc Miscellaneous Supplies Office / Administrative Oils and Lubricants Power Tools, Hand Tools & Equip. Road Base, Sand, Rock, Rip Rap, etc. Tires & Batteries Personal Protective Equipment		1,000 3,000 2,500 25,900 3,000 14,400 20,000 1,000 1,000 1,000 6,000 10,000 1,000 5,000
DAM & DOWNSTREAM		
Air Conditioning Repair Parts Automotive / Equip Repair Parts Building / Grounds Maintenance Electrical / Instrument Herbicides / Insecticides Miscellaneous Supplies Office / Administrative Oils and Lubricants Power Tools, Hand Tools & Equip. Road Base, Sand, Rock, Rip Rap, etc. Tires & Batteries Welding Equip & Supplies		1,000 3,000 4,500 5,000 11,000 23,900 8,100 4,000 9,000 100,000 1,000 1,000
	Total	\$365,100

COASTAL WATER AUTHORITY LAKE HOUSTON FACILITIES PROJECT ANALYSIS OF CONTRACT LABOR AND EQUIPMENT BY LOCATION 2023 ANNUAL BUDGET

LOCATION AND DESCRIPTION			
LAKE HOUSTON AND PUMP STATION			
Security: Contract Guards		\$	180,000
Aquatic Vegetation Control		•	200,000
Major Motor Repair, 1 each			12,000
Major Pump Repair, 1 each			150,000
Security & Safety Training (1st Aid, CPR, AED, Etc.)			40,000
Training: Safety, RMP, Hazwop, Dam, AprPK, Etc.			500
Training: Salety, KMF, Hazwop, Daili, Apri K, Etc. Training: USACE Dam Safety CSE			2,000
Annual Service Contracts:			2,000
			400
Crane/Hoist Test/Certification			600
Pest Control Service			4,000
Substation, Relay Testing			4,500
Uniform Service			1,200
Generator Load Testing			1,300
Asset Management Software Upgrade			1,500
Purchase Equipment			33,600
Security Camera Purchase and Installation			5,000
Emergency Radios (APX 6000) GPS Asset Tracker Units/Annual Service Fee			1,000
GPS Asset Tracker Offics/Affidar Service Fee	-		636,100
	-		000,100
WEST CANAL			
Equipment Rental Services		\$	10,000
Contract Labor (Welders, Divers, Tech Spt, etc)			1,000
Security: Fencing Repairs/Replacements			40,000
Annual Service Contracts:			
Asset Management Software Upgrade			1,300
Purchase Equipment			
Skid Steer			10,000
LHPS Lawn Mower - Backordered 2022			22,000
			84,300
DAM A DOMINOTED AND			
DAM & DOWNSTREAM			10,500
Buoy Maintenance/Replacement			200,000
Dam: Debris Removal			10,000
Equipment Rental Services			5,000
Security: Fencing Repairs/Replacement			3,000
Annual Service Contracts:			400
Crane/Hoist Test/Certification			400
Generator Load Testing			800
Asset Management Software Upgrade			1,500
Purchase Equipment			E 000
Emergency Radios (APX 6000)			5,000
			233,200
	Total		\$953,600
	Total	-	Ψ000,000

COASTAL WATER AUTHORITY LAKE HOUSTON FACILITIES PROJECT ANALYSIS OF UTILITIES BY LOCATION 2023 ANNUAL BUDGET

,		ELECTRICITY			
LOCATION	KW HOURS	AVG. RATE PER HOUR (1)	AMOUNT	ALL OTHER (2)	TOTAL
Lake Houston & Pump Station	2,152,000	\$0.0700	\$150,600	\$10,000	\$160,600
	2,152,000	\$0.0700	\$150,600	\$10,000	\$160,600

⁽¹⁾ Reflects rate reduction accomplished through contract for electricity beginning July, 2015.

⁽²⁾ Includes telephone, water and waste disposal services.

COASTAL WATER AUTHORITY LAKE HOUSTON FACILITIES PROJECT CAPITAL OUTLAYS 2023 ANNUAL BUDGET

		Special Project Equity Fund		City of Houston FEMA Funding Project # DR-4332- TX-0023		Total	
Lake Houston Dam Spillway Improvement Project: Engineering & Design Phase II			\$	2,398,400	\$	2,398,400	
Lake Houston Dam Erosion Control Structure Repair West Canal RTU Upgrades Lake Houston Dam Wing Wall Repair	\$	250,000 150,000 220,000					
West Canal Greens Bayou Overflow Repair West Canal Concrete Repair	\$ \$	40,000 20,000			\$	680,000	
Total Capital Outlays	\$	680,000	\$	2,398,400	\$	3,078,400	