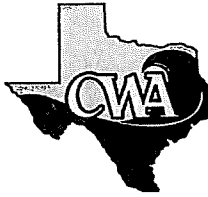


**COASTAL WATER AUTHORITY**  
**LAKE HOUSTON FACILITIES PROJECT**  
**2020 ANNUAL BUDGET**

COASTAL WATER AUTHORITY  
LAKE HOUSTON FACILITIES PROJECT  
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2020 ANNUAL BUDGET

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## COASTAL WATER AUTHORITY

1801 Main Street, Suite 800  
Houston, Texas 77002

Phone: 713-658-9020  
Fax: 713-658-9429

November 13, 2019

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

**RE: 2020 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 2020 Calendar Year Budget for the Lake Houston Facilities Project for your consideration and approval.

The CWA 2020 Proposed Budget is \$5,196,900, an increase in expenditures of about \$2.4 million from the Adopted 2019 Budget. This increase in expenditures is primarily due to the funding of about \$1.98 million to conduct a Water Quality Study of Lake Houston. This study is being accomplished at the request of the City's Public Works Department.

There is also an increase in the allocation of CWA personnel to support this project and the construction phase of the rehabilitation/repair project on the Lake Houston Dam. 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. CWA expects to deliver 14.3 billion gallons of surface water as requested by the City in an operationally cost-effective environment.

The 2020 Capital Improvement Budget includes funding of about \$7.5 million from CWA's available Special Project Fund for the construction phase of the rehabilitation/repair work on the Lake Houston Dam. The Capital Improvement Budget also includes about \$4.4 million for the engineering and design phase of the Lake Houston Dam Spillway Improvement Project that is supported with a FEMA Grant awarded to the City of Houston.

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 an additional rate reduction starting in 2018 that will continue through 2020.

The Honorable Sylvester Turner, Mayor  
Members of the City Council  
2020 Annual Budget, Lake Houston  
November 13, 2019  
Page 2

- The Authority has been able to achieve reduction in the renewal cost of some of its insurance policies utilizing a Risk Management program with the Texas Water Conservation Association.

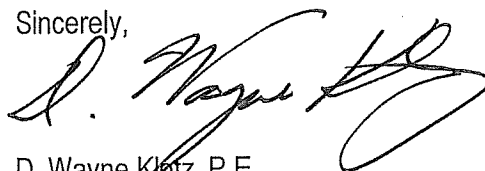
CWA's staffing for electrical and equipment maintenance will be on a job order basis and will be charged to the Lake Houston Facilities Project as they are incurred. Personnel for the mowing season will be provided by CWA from our existing work force and with available mowing equipment. Costs for the 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 14.3 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 2020 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 and the Legal Department 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  
BUDGET SUMMARY  
2020 ANNUAL BUDGET

APPLICATION OF FUNDS	2019 BUDGET	2019 PROJECTED	2020 BUDGET
Expenditures (1)	\$2,793,700	\$2,611,000	\$5,196,900
Capital Outlay	11,904,500	4,403,000	11,876,699
Total Expenditures	<u>14,698,200</u>	<u>7,014,000</u>	<u>17,073,599</u>
Ending Fund Balances (2)	698,428	698,428	1,299,228
Total Applications	<u>15,396,628</u>	<u>7,712,428</u>	<u>18,372,827</u>
SOURCE OF FUNDS			
Beginning Fund Balances (2)	687,428	687,428	698,428
Investment Income	46,800	48,000	35,100
Other Income	60,000	30,000	30,000
Subtotal Sources	<u>794,228</u>	<u>765,428</u>	<u>763,528</u>
Capital Funding - Construction (3)	11,904,500	4,403,000	11,876,699
Subtotal	<u>12,698,728</u>	<u>5,168,428</u>	<u>12,640,227</u>
System Revenue - Project	\$2,697,900	\$2,544,000	\$5,732,600
Total Sources	<u>15,396,628</u>	<u>7,712,428</u>	<u>18,372,827</u>

- (1) Includes assets purchased  
(2) Operating Fund only.  
(3) Special Project Equity Funding

COASTAL WATER AUTHORITY  
LAKE HOUSTON FACILITIES  
FACTS AND ASSUMPTIONS  
2020 ANNUAL BUDGET

FACTS

1. The 2020 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 16%.
5. The 2020 Capital Outlay Project is to be funded with CWA's Special Project Equity Fund, and City of Houston FEMA funding.

ASSUMPTIONS

1. Salaries anticipate funding the employee benefits of one field retiree.
2. The 2020 budget staffing level supports ongoing activity levels as requested in the operating and maintenance contract.
3. The rehabilitation of the Lake Houston Dam continues in 2020 with the construction phase of the project.

COASTAL WATER AUTHORITY  
 LAKE HOUSTON FACILITIES PROJECT  
 RECONCILIATION OF 2019  
 BUDGET TO 2020 BUDGET

	2019 Budget to 2020 Budget
2019 Budget	<u>\$2,793,700</u>
Field Salaries Allocation	118,700
Materials and Supplies	7,500
Contract Labor and Equipment	2,221,600
Utilities	(1,700)
Administrative Expense	43,300
General Operating Expenses (Insurance)	10,900
Engineering, Legal and Professional	2,900
	<u>Subtotal 2,403,200</u>
2020 Budget	<u><u>\$5,196,900</u></u>
Capital Improvement (To be funded from CWA's Special Project Equity Fund)	\$7,501,500
Capital Improvement (City of Houston FEMA Funding Project # DR-4332-TX-0023)	<u>4,375,199</u>
Total 2020 Capital Improvement Budget:	<u><u>\$11,876,699</u></u>

COASTAL WATER AUTHORITY  
LAKE HOUSTON FACILITIES PROJECT  
STATEMENT OF REVENUES AND EXPENDITURES  
2020 ANNUAL BUDGET

	<u>2019 BUDGET</u>	<u>2019 PROJECTED</u>	<u>2020 BUDGET</u>
<b>REVENUES</b>			
Funds provided by City of Houston	\$2,697,900	\$2,544,000	\$5,732,600
Interest on Investments	46,800	48,000	35,100
Other	60,000	30,000	30,000
Total Revenue	<u>2,804,700</u>	<u>2,622,000</u>	<u>5,797,700</u>
<b>EXPENDITURES</b>			
Field Salaries	1,035,100	1,010,000	1,153,800
Materials & Supplies	199,500	188,000	207,000
Contract Labor & Equipment (1)	607,900	505,000	2,829,500
Utilities	103,000	101,000	101,300
Administrative Expenses	462,500	445,000	505,800
General Operating Expenses	287,200	281,000	298,100
Engineering, Legal & Professional	98,500	81,000	101,400
Subtotal	<u>2,793,700</u>	<u>2,611,000</u>	<u>5,196,900</u>
Total Expenditures	<u>2,793,700</u>	<u>2,611,000</u>	<u>5,196,900</u>
	(2)		(3)
Net Increase (Decrease) in Operating/Construction Fund Balances	<u>\$11,000</u>	<u>\$11,000</u>	<u>\$600,800</u>

- (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  
 2020 ANNUAL BUDGET

	OPERATING FUND	CONTINGENCY FUND	TOTAL LAKE HOUSTON FACILITIES PROJECT FUND
Beginning Balance	\$698,428	\$2,000,000	\$2,698,428
Service Revenue	5,732,600	0	5,732,600
Interest Earnings	5,100	30,000	35,100
Other Income	30,000	0	30,000
Transfer - Interest	30,000	(30,000)	0
Expenses	(5,196,900)	0	(5,196,900)
Net Activity	<u>600,800</u>	<u>0</u>	<u>600,800</u>
Ending Balance	<u>\$1,299,228</u>	<u>\$2,000,000</u>	<u>\$3,299,228</u>

COASTAL WATER AUTHORITY  
LAKE HOUSTON FACILITIES PROJECT  
WATER DEMAND FORECAST  
2020 ANNUAL BUDGET

	<u>2019</u> <u>BUDGET</u>	<u>2019</u> <u>PROJECTED</u>	<u>2020</u> <u>BUDGET</u>
Gallons (in thousands)	<u>15,188,500</u>	<u>14,983,600</u>	<u>14,328,600</u>

COASTAL WATER AUTHORITY  
LAKE HOUSTON FACILITIES PROJECT  
INVESTMENT AND OTHER INCOME  
2020 ANNUAL BUDGET

INVESTMENT INCOME

Average Cash and Investments	\$2,340,000
Average Effective Interest Rate	1.50%
Total	<u>\$ 35,100</u>

OTHER INCOME

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

COASTAL WATER AUTHORITY  
 LAKE HOUSTON FACILITIES PROJECT  
 SUMMARY OF GENERAL AND ADMINISTRATIVE EXPENDITURES  
 2020 ANNUAL BUDGET

GENERAL AND ADMINISTRATIVE EXPENDITURES	2019 BUDGET	2019 PROJECTED	2020 BUDGET
ADMINISTRATIVE	\$462,500	\$445,000	\$505,800
GENERAL OPERATING (Insurance)	287,200	281,000	298,100
ENGINEERING, LEGAL & PROFESSIONAL	98,500	81,000	101,400
Total	<u>\$848,200</u>	<u>\$807,000</u>	<u>\$905,300</u>

COASTAL WATER AUTHORITY  
 LAKE HOUSTON FACILITIES PROJECT  
 ADMINISTRATIVE EXPENSES  
 2020 ANNUAL BUDGET

Administrative Salaries	\$168,320 (1)
Pension Plan Contribution (11.8% of total compensation)	156,010
Payroll Taxes (7.65% of total compensation)	101,142
Office Lease and Utilities	49,920 (1)
Office Supplies	4,800 (1)
Travel, Meetings and Parking	4,000 (1)
Directors Compensation	4,800 (1)
Printing and Reproduction	3,200 (1)
Telephone/ Data Maintenance	6,400 (1)
Vehicle: Gas & Maintenance	1,600 (1)
Payroll / Employee Processing Services	3,200 (1)
Miscellaneous	2,400 (1)
	\$505,792

(1) Allocated based upon payroll estimate of 16%.

COASTAL WATER AUTHORITY  
 LAKE HOUSTON FACILITIES PROJECT  
 OFFICE SALARY ALLOCATION  
 2020 ANNUAL BUDGET

Executive Director

Chief Financial Officer

Chief Accountant

Senior Accountant

Senior Accountant

Senior Accountant

Senior Accountant

Administrative Assistant

IT Manager

	Base Office Salaries	1,052,000
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Office Allocation Factor (1)

	Lake Houston Office Salaries	16.0%
	\$168,320	

(1) Based upon payroll estimate allocation

COASTAL WATER AUTHORITY  
 LAKE HOUSTON FACILITIES PROJECT  
 GENERAL OPERATING EXPENSES  
 2020 ANNUAL BUDGET

INSURANCE PREMIUM DESCRIPTION

Texas Commercial Policy (General Liability)	6,848	(3)	(5)
Watercraft Policy	8,450	(9)	(5)
Public Official & Employees Liability	2,320	(3)	(4) (7)
Pension - Fidelity Bond	32	(3)	(4)
Pension - Fiduciary Responsibility	1,040	(3)	(4)
Medical Insurance	232,400	(3)	(6) (7)
Public Official Position (Director Fidelity)	192	(3)	(4)
Automobile Insurance	4,160	(3)	(5)
Workers Compensation	18,160	(3)	(5) (7)
Dental Insurance	11,552	(3)	(5) (7)
Vision Insurance	2,112	(3)	(5) (7)
Combined Group Life/Short & Long Term Disability	10,800	(3)	(5) (7)
	<u>\$298,066</u>		

- (3) Allocated based upon total payroll estimate of 16%.
- (4) Assumes no rate increase.
- (5) Assumes 4% 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  
2020 ANNUAL BUDGET

Engineering Services	\$40,000 (1)
Legal Services	20,000 (3)
Accounting & Auditing	10,560 (2)
Computer Support services	12,800 (2)
Website Development & Maintenance	6,400 (2)
Hardware, Software Upgrades and Maintenance	6,400 (2)
Miscellaneous Bank Fees	5,200 (3)
	<u>\$101,360</u>

(1) Based upon specific services.

(2) Allocated based upon total payroll estimate of 16%.

(3) Based upon specific and allocated services.



COASTAL WATER AUTHORITY  
 LAKE HOUSTON FACILITIES PROJECT  
 SUMMARY OF FIELD EXPENDITURES  
 2020 ANNUAL BUDGET

<u>FIELD EXPENDITURES</u>	<u>2019 BUDGET</u>	<u>2019 PROJECTED</u>	<u>2020 BUDGET</u>
SALARIES	\$1,035,100	\$1,010,000	\$1,153,800
MATERIALS & SUPPLIES	199,500	188,000	207,000
CONTRACT LABOR AND EQUIPMENT			
Contracted	\$595,500	492,600	2,795,000
Purchased	\$12,400	12,400	34,500
Subtotal	<u>607,900</u>	<u>505,000</u>	<u>2,829,500</u>
UTILITIES	103,000	101,000	101,300
Total	<u><u>\$1,945,500</u></u>	<u><u>\$1,804,000</u></u>	<u><u>\$4,291,600</u></u>

COASTAL WATER AUTHORITY  
 LAKE HOUSTON FACILITIES PROJECT  
 FIELD EXPENDITURES BY LOCATION  
 2020 ANNUAL BUDGET

LOCATIONS	FIELD SALARIES	MATERIALS AND SUPPLIES	CONTRACT LABOR AND EQUIPMENT	UTILITIES	LOCATION TOTAL
Lake Houston & Pump Station	\$539,282	\$33,600	\$349,500	\$101,300	\$1,023,682
West Canal	172,456	82,600	94,000	0	349,056
Dam & Downstream	442,077	90,800	2,386,000	0	2,918,877
	<u>\$1,153,815</u>	<u>\$207,000</u>	<u>\$2,829,500</u>	<u>\$101,300</u>	<u>\$4,291,615</u>

COASTAL WATER AUTHORITY  
 LAKE HOUSTON FACILITIES PROJECT  
 SUMMARY OF FIELD SALARIES BY LOCATION  
 2020 ANNUAL BUDGET

LOCATION	BASE COMPENSATION	RETIREE PAY (1)	4% OVERTIME (2)	TOTAL
Lake Houston & Pump Station	\$446,425	\$75,000	\$17,857	\$539,282
West Canal	165,823	0	6,633	172,456
Dam & Downstream	425,074	0	17,003	442,077
	<u>\$1,037,322</u>	<u>\$75,000</u>	<u>\$41,493</u>	<u>\$1,153,815</u>

- (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  
 2020 ANNUAL BUDGET

<u>LOCATION AND FUNCTION</u>	<u># OF EMPLOYEES</u>	<u>MAN HOURS (4)</u>	<u>AVG. RATE PER HOUR</u>	<u>BASE SALARIES</u>
<u>MANAGEMENT (1)</u>				
Lake Houston Pump Station	0.05	104	\$71.25	\$7,410
West Canal	0.05	104	71.25	7,410
Dam & Downstream	0.30	624	71.25	44,460
Subtotal	<u>0.40</u>	<u>832</u>	<u>71.25</u>	<u>59,280</u>
<u>SUPERVISORY PERSONNEL (2)</u>				
Lake Houston Pump Station	0.45	936	61.80	57,845
West Canal	0.40	832	61.80	51,418
Dam & Downstream	0.75	1,560	61.80	96,408
Subtotal	<u>1.60</u>	<u>3,328</u>	<u>61.80</u>	<u>205,671</u>
<u>ALL OTHER PERSONNEL (3)</u>				
Lake Houston Pump Station	5.70	11,856	32.15	381,170
West Canal	1.60	3,328	32.15	106,995
Dam & Downstream	4.25	8,840	32.15	284,206
Subtotal	<u>11.55</u>	<u>24,024</u>	<u>32.15</u>	<u>772,371</u>
Total Base Salaries	<u>13.55</u>	<u>28,184</u>	<u>\$36.81</u>	<u>\$1,037,322</u>

- (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  
 2020 ANNUAL BUDGET

LOCATION AND DESCRIPTION

LAKE HOUSTON AND PUMP STATION

Air Conditioning Repair Parts	\$2,000
Building / Grounds Maintenance	4,000
Electrical / Instrument	5,000
Herbicides / Insecticides	2,000
Mechanical, Plumbing, Valves, etc	1,000
Miscellaneous Supplies	10,200
Office / Administrative	1,400
Oils and Lubricants	4,000
Power Tools, Hand Tools & Equip.	3,000
Tires & Batteries	1,000
	<u>33,600</u>

WEST CANAL

Air Conditioning Repair Parts	1,000
Automotive / Equip Repair Parts	9,000
Building / Grounds Maintenance	1,000
Diesel Fuel	20,100
Electrical / Instrument	3,000
Gasoline	10,900
Herbicides / Insecticides	20,000
Mechanical, Plumbing, Valves, etc	1,000
Miscellaneous Supplies	6,100
Oils and Lubricants	500
Power Tools, Hand Tools & Equip.	4,000
Road Base, Sand, Rock, Rip Rap, etc.	5,000
Tires & Batteries	1,000
	<u>82,600</u>

DAM & DOWNSTREAM

Air Conditioning Repair Parts	800
Building / Grounds Maintenance	3,000
Electrical / Instrument	5,000
Herbicides / Insecticides	10,000
Miscellaneous Supplies	9,100
Office / Administrative	1,900
Oils and Lubricants	3,000
Power Tools, Hand Tools & Equip.	6,000
Road Base, Sand, Rock, Rip Rap, etc.	50,000
Tires & Batteries	1,000
Welding Equip & Supplies	1,000
	<u>90,800</u>

Total	<u><u>\$207,000</u></u>
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COASTAL WATER AUTHORITY  
 LAKE HOUSTON FACILITIES PROJECT  
 ANALYSIS OF CONTRACT LABOR AND EQUIPMENT BY LOCATION  
 2020 ANNUAL BUDGET

LOCATION AND DESCRIPTION

LAKE HOUSTON AND PUMP STATION

Security: Contract Guards	\$ 168,000
Major Motor Repair, 1 each	12,000
Major Pump Repair, 1 each	150,000
Annual Service Contracts:	
Crane Test/Certification	400
Pest Control Service	500
Substation, Relay Testing	2,700
Uniform Service	3,700
Generator Load Testing	1,200
Purchase Equipment (Allocated) :	
15-Foot Bat Wing Mower	1,000
Fuel Service Truck	5,000
Mechanical Service Truck	5,000
	<u>349,500</u>

WEST CANAL

Equipment Rental Services	\$ 50,000
Security: Fencing - Repairs/Replacements	30,000
15-Foot Bat Wing Mower	4,000
Fuel Service Truck	10,000
	<u>94,000</u>

DAM & DOWNSTREAM

Aquatic Vegetation Control	160,000
Lake Houston Water Quality Study	1,985,300
Buoy Maintenance/Replacement	10,000
Contract Labor (Welders, Divers, Tech Spt, etc)	5,000
Dam: Debris Removal	200,000
Equipment Rental Services	10,000
Security: Fencing Repairs/Replacement	5,000
Annual Service Contracts:	
Crane Test Certification	400
Generator Load Testing	800
Purchase Equipment (Allocated) :	
15-Foot Bat Wing Mower	2,000
Fuel Service Truck	5,000
Mechanical Service Truck	2,500
	<u>2,386,000</u>

Total \$2,829,500

COASTAL WATER AUTHORITY  
 LAKE HOUSTON FACILITIES PROJECT  
 ANALYSIS OF UTILITIES BY LOCATION  
 2020 ANNUAL BUDGET

<u>ELECTRICITY</u>					
<u>LOCATION</u>	<u>KW HOURS</u>	<u>AVG. RATE PER HOUR (1)</u>	<u>AMOUNT</u>	<u>ALL OTHER (2)</u>	<u>TOTAL</u>
Lake Houston & Pump Station	1,361,000	\$0.0700	\$95,300	\$6,000	\$101,300
	<u>1,361,000</u>	<u>\$0.0700</u>	<u>\$95,300</u>	<u>\$6,000</u>	<u>\$101,300</u>

- (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  
 2020 ANNUAL BUDGET

CWA Special  
 Project Equity  
Fund

Lake Houston Dam Rehabilitation Construction :

Construction Administration & Inspection	\$301,500
Construction Phase Services	200,000
Construction Contract	7,000,000

Special Equity Project Funding:

\$ 7,501,500
City of Houston FEMA Funding Project # DR-4332- TX-0023

Lake Houston Dam Spillway Improvement Project:

Engineering & Design Phase	\$ 4,375,199
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Total Capital Outlays	<u>\$ 11,876,699</u>
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