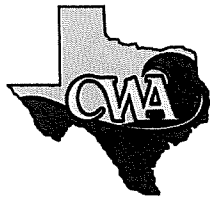


**COASTAL WATER AUTHORITY**  
**LAKE HOUSTON FACILITIES PROJECT**  
**2022 ANNUAL BUDGET**

COASTAL WATER AUTHORITY  
LAKE HOUSTON FACILITIES PROJECT  
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2022 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 10, 2021

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

**RE: 2022 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 2022 Calendar Year Budget for the Lake Houston Facilities Project for your consideration and approval.

The CWA 2022 Proposed Budget is \$3,485,500, an increase in expenditures of about \$108,600 from the Adopted 2021 Budget. This increase in expenditures is primarily due to the anticipated increases in the cost of employee insurance along with the anticipated increase in the cost of the delivery of electricity to the pump station.

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 14.2 billion gallons of surface water as requested by the City in an operationally cost-effective environment.

The 2022 Capital Improvement Budget includes funding of about \$2.9 million for the continuation of the design phase of the Lake Houston Dam Spillway Improvement Project that is supported with a FEMA Grant awarded to the City of Houston. There is also \$425,000 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 2022.

- The Authority anticipates an increase in the renewal of the employees' medical insurance during 2022.
- The Authority anticipates an increase in the addition of a storm related cost recovery fee to the delivery of electricity to the Lake Houston Facility.
- Allocation of CWA's employee time related to the ongoing Lake Houston Dam and Spillway Improvement Project is reimbursed to CWA and credited against this operating budget.

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 2022 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

COASTAL WATER AUTHORITY  
LAKE HOUSTON FACILITIES PROJECT  
BUDGET SUMMARY  
2022 ANNUAL BUDGET

<u>APPLICATION OF FUNDS</u>	<u>2021 BUDGET</u>	<u>2021 PROJECTED</u>	<u>2022 BUDGET</u>
Expenditures (1)	\$3,376,900	\$3,367,000	\$3,485,500
Capital Outlay	3,800,000	3,800,000	3,325,000
Total Expenditures	<u>7,176,900</u>	<u>7,167,000</u>	<u>6,810,500</u>
Ending Fund Balances (2)	<u>844,228</u>	<u>844,228</u>	<u>871,328</u>
Total Applications	<u><u>8,021,128</u></u>	<u><u>8,011,228</u></u>	<u><u>7,681,828</u></u>
 <u>SOURCE OF FUNDS</u>			
Beginning Fund Balances (2)	1,299,228	1,299,228	844,228
Investment Income	2,300	1,000	500
Other Income	30,000	31,000	30,000
Subtotal Sources	<u>1,331,528</u>	<u>1,331,228</u>	<u>874,728</u>
Capital Funding - Construction (3)	<u>3,800,000</u>	<u>3,800,000</u>	<u>3,325,000</u>
Subtotal	<u>5,131,528</u>	<u>5,131,228</u>	<u>4,199,728</u>
System Revenue - Project	<u>\$2,889,600</u>	<u>\$2,880,000</u>	<u>\$3,482,100</u>
Total Sources	<u><u>8,021,128</u></u>	<u><u>8,011,228</u></u>	<u><u>7,681,828</u></u>

(1) Includes assets purchased

(2) Operating Fund only.

(3) Special Project Equity Funding/ COH FEMA

COASTAL WATER AUTHORITY  
LAKE HOUSTON FACILITIES  
FACTS AND ASSUMPTIONS  
2022 ANNUAL BUDGET

FACTS

1. The 2022 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 2022 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 2022 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 2022.

COASTAL WATER AUTHORITY  
 LAKE HOUSTON FACILITIES PROJECT  
 RECONCILIATION OF 2021  
 BUDGET TO 2022 BUDGET

2021 Budget  
to  
2022 Budget

2021 Budget

\$3,376,900

Field Salaries Allocation	25,100
Materials and Supplies	17,400
Contract Labor and Equipment	(2,100)
Utilities	16,100
Administrative Expense	10,800
General Operating Expenses (Insurance)	41,300
Engineering, Legal and Professional	<u>0</u>

Subtotal 108,600

2022 Budget

\$3,485,500

Capital Improvement (City of Houston FEMA Funding Project # DR-4332-TX-0023)	2,900,000
LHD&D Erosion Control	250,000
LHD&D Ultrasonic/GPR Testing	25,000
West Canal RTU Upgrade	<u>150,000</u>
Total 2022 Capital Improvement Budget:	<u>\$3,325,000</u>

COASTAL WATER AUTHORITY  
LAKE HOUSTON FACILITIES PROJECT  
STATEMENT OF REVENUES AND EXPENDITURES  
2022 ANNUAL BUDGET

	<u>2021 BUDGET</u>	<u>2021 PROJECTED</u>	<u>2022 BUDGET</u>
<b>REVENUES</b>			
Funds provided by City of Houston	\$2,889,600	\$2,880,000	\$3,482,100
Interest on Investments	2,300	1,000	500
Other	30,000	31,000	30,000
Total Revenue	<u>2,921,900</u>	<u>2,912,000</u>	<u>3,512,600</u>
 <b>EXPENDITURES</b>			
Field Salaries	1,160,200	1,260,000	1,185,300
Materials & Supplies	210,600	175,000	228,000
Contract Labor & Equipment (1)	992,700	985,000	990,600
Utilities	92,400	98,000	108,500
Administrative Expenses	498,800	445,000	509,600
General Operating Expenses	323,100	318,000	364,400
Engineering, Legal & Professional	99,100	86,000	99,100
Subtotal	<u>3,376,900</u>	<u>3,367,000</u>	<u>3,485,500</u>
Total Expenditures	<u>3,376,900</u>	<u>3,367,000</u>	<u>3,485,500</u>
	(2)		(3)
Net Increase (Decrease) in Operating/Construction Fund Balances	<u>(\$455,000)</u>	<u>(\$455,000)</u>	<u>\$27,100</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  
 2022 ANNUAL BUDGET

	OPERATING FUND	CONTINGENCY FUND	TOTAL LAKE HOUSTON FACILITIES PROJECT FUND
Beginning Balance	\$844,228	\$2,000,000	\$2,844,228
Service Revenue	3,482,100	0	3,482,100
Interest Earnings	100	400	500
Other Income	30,000	0	30,000
Transfer - Interest	400	(400)	0
Expenses	(3,485,500)	0	(3,485,500)
Net Activity	<u>27,100</u>	<u>0</u>	<u>27,100</u>
Ending Balance	<u><u>\$871,328</u></u>	<u><u>\$2,000,000</u></u>	<u><u>\$2,871,328</u></u>

COASTAL WATER AUTHORITY  
LAKE HOUSTON FACILITIES PROJECT  
WATER DEMAND FORECAST  
2022 ANNUAL BUDGET

	<u>2021</u> <u>BUDGET</u>	<u>2021</u> <u>PROJECTED</u>	<u>2022</u> <u>BUDGET</u>
Gallons (in thousands)	<u>14,216,700</u>	<u>14,351,000</u>	<u>14,358,800</u>

COASTAL WATER AUTHORITY  
LAKE HOUSTON FACILITIES PROJECT  
INVESTMENT AND OTHER INCOME  
2022 ANNUAL BUDGET

INVESTMENT INCOME

Average Cash and Investments	\$2,340,000
Average Effective Interest Rate	0.02%
Total	<u>\$ 500</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  
 2022 ANNUAL BUDGET

<u>GENERAL AND ADMINISTRATIVE EXPENDITURES</u>	<u>2021 BUDGET</u>	<u>2021 PROJECTED</u>	<u>2022 BUDGET</u>
ADMINISTRATIVE	\$498,800	\$445,000	\$509,600
GENERAL OPERATING (Insurance)	323,100	318,000	364,400
ENGINEERING, LEGAL & PROFESSIONAL	<u>99,100</u>	<u>86,000</u>	<u>99,100</u>
Total	<u><u>\$921,000</u></u>	<u><u>\$849,000</u></u>	<u><u>\$973,100</u></u>

COASTAL WATER AUTHORITY  
 LAKE HOUSTON FACILITIES PROJECT  
 ADMINISTRATIVE EXPENSES  
 2022 ANNUAL BUDGET

Administrative Salaries	\$167,700	(1)
Pension Plan Contribution (11.8% of total compensation)	159,654	
Payroll Taxes (7.65% of total compensation)	103,505	
Office Lease and Utilities	48,000	(1)
Office Supplies	5,250	(1)
Travel, Meetings and Parking	3,000	(1)
Directors Compensation	4,500	(1)
Printing and Reproduction	3,750	(1)
Telephone/ Data Maintenance	6,000	(1)
Vehicle: Gas & Maintenance	1,500	(1)
Payroll / Employee Processing Services	3,750	(1)
Miscellaneous	3,000	(1)
	\$509,609	

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

COASTAL WATER AUTHORITY  
 LAKE HOUSTON FACILITIES PROJECT  
 OFFICE SALARY ALLOCATION  
 2022 ANNUAL BUDGET

Executive Director

Chief Financial Officer

Chief Accountant

Senior Accountant

Senior Accountant

Senior Accountant

Senior Accountant

Administrative Assistant

	Base Office Salaries	1,118,000
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		15.0%
Office Allocation Factor (1)		15.0%
	Lake Houston Office Salaries	\$167,700

(1) Based upon payroll estimate allocation

COASTAL WATER AUTHORITY  
 LAKE HOUSTON FACILITIES PROJECT  
 GENERAL OPERATING EXPENSES  
 2022 ANNUAL BUDGET

INSURANCE PREMIUM DESCRIPTION

Texas Commercial Policy (General Liability)	4,500	(3)	(5)
Watercraft Policy	9,000	(9)	(5)
Public Official & Employees Liability	1,800	(3)	(4) (7)
Pension - Fidelity Bond	30	(3)	(4)
Pension - Fiduciary Responsibility	1,200	(3)	(5)
Medical Insurance	292,500	(3)	(6) (7)
Public Official Position (Director Fidelity)	180	(3)	(4)
Automobile Insurance	3,900	(3)	(5)
Workers Compensation	22,500	(3)	(5) (7)
Dental Insurance	12,000	(3)	(5) (7)
Vision Insurance	3,300	(3)	(5) (7)
Combined Group Life/Short & Long Term Disability	13,500	(3)	(5) (7)
	<u>\$364,410</u>		

- (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  
2022 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	6,000 (2)
Miscellaneous Bank Fees	5,200 (3)
	<u>\$99,100</u>

(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  
 2022 ANNUAL BUDGET

<u>FIELD EXPENDITURES</u>	<u>2021 BUDGET</u>	<u>2021 PROJECTED</u>	<u>2022 BUDGET</u>
SALARIES	\$1,160,200	\$1,260,000	\$1,185,300
MATERIALS & SUPPLIES	210,600	175,000	228,000
CONTRACT LABOR AND EQUIPMENT			
Contracted	\$982,700	975,000	970,000
Purchased	\$10,000	10,000	20,600
Subtotal	<u>992,700</u>	<u>985,000</u>	<u>990,600</u>
UTILITIES	92,400	98,000	108,500
Total	<u><u>\$2,455,900</u></u>	<u><u>\$2,518,000</u></u>	<u><u>\$2,512,400</u></u>

COASTAL WATER AUTHORITY  
 LAKE HOUSTON FACILITIES PROJECT  
 FIELD EXPENDITURES BY LOCATION  
 2022 ANNUAL BUDGET

LOCATIONS	FIELD SALARIES	MATERIALS AND SUPPLIES	CONTRACT LABOR AND EQUIPMENT	UTILITIES	LOCATION TOTAL
Lake Houston & Pump Station	\$552,342	\$45,200	\$366,600	\$108,500	\$1,072,642
West Canal	177,717	80,600	36,300	0	294,617
Dam & Downstream	455,245	102,200	587,700	0	1,145,145
	<u>\$1,185,304</u>	<u>\$228,000</u>	<u>\$990,600</u>	<u>\$108,500</u>	<u>\$2,512,404</u>

COASTAL WATER AUTHORITY  
 LAKE HOUSTON FACILITIES PROJECT  
 SUMMARY OF FIELD SALARIES BY LOCATION  
 2022 ANNUAL BUDGET

<u>LOCATION</u>	<u>BASE COMPENSATION</u>	<u>RETIREE PAY (1)</u>	<u>4% OVERTIME (2)</u>	<u>TOTAL</u>
Lake Houston & Pump Station	\$458,983	\$75,000	\$18,359	\$552,342
West Canal	170,882	0	6,835	177,717
Dam & Downstream	437,736	0	17,509	455,245
	<u>\$1,067,601</u>	<u>\$75,000</u>	<u>\$42,703</u>	<u>\$1,185,304</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  
 2022 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	\$73.50	\$7,644
West Canal	0.05	104	73.50	7,644
Dam & Downstream	0.30	624	73.50	45,864
Subtotal	<u>0.40</u>	<u>832</u>	<u>73.50</u>	<u>61,152</u>
<u>SUPERVISORY PERSONNEL (2)</u>				
Lake Houston Pump Station	0.45	936	64.20	60,091
West Canal	0.40	832	64.20	53,414
Dam & Downstream	0.75	1,560	64.20	100,152
Subtotal	<u>1.60</u>	<u>3,328</u>	<u>64.20</u>	<u>213,657</u>
<u>ALL OTHER PERSONNEL (3)</u>				
Lake Houston Pump Station	5.70	11,856	33.00	391,248
West Canal	1.60	3,328	33.00	109,824
Dam & Downstream	4.25	8,840	33.00	291,720
Subtotal	<u>11.55</u>	<u>24,024</u>	<u>33.00</u>	<u>792,792</u>
Total Base Salaries	<u>13.55</u>	<u>28,184</u>	<u>\$37.88</u>	<u>\$1,067,601</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  
2022 ANNUAL BUDGET

LOCATION AND DESCRIPTION

LAKE HOUSTON AND PUMP STATION

Air Conditioning Repair Parts	\$2,000
Automotive / Equip Repair Parts	3,000
Building / Grounds Maintenance	4,000
Electrical / Instrument	5,000
Herbicides / Insecticides	2,000
Mechanical, Plumbing, Valves, etc	1,000
Miscellaneous Supplies	17,500
Office / Administrative	2,700
Oils and Lubricants	4,000
Power Tools, Hand Tools & Equip.	3,000
Tires & Batteries	1,000
	<u>45,200</u>

WEST CANAL

Air Conditioning Repair Parts	1,000
Automotive / Equip Repair Parts	3,000
Building / Grounds Maintenance	1,000
Diesel Fuel	17,100
Electrical / Instrument	3,000
Gasoline	9,800
Herbicides / Insecticides	20,000
Mechanical, Plumbing, Valves, etc	1,000
Miscellaneous Supplies	9,200
Oils and Lubricants	500
Power Tools, Hand Tools & Equip.	4,000
Road Base, Sand, Rock, Rip Rap, etc.	5,000
Access Control Devices	5,000
Tires & Batteries	1,000
	<u>80,600</u>

DAM & DOWNSTREAM

Air Conditioning Repair Parts	800
Automotive / Equip Repair Parts	3,000
Building / Grounds Maintenance	3,000
Electrical / Instrument	5,000
Herbicides / Insecticides	10,000
Miscellaneous Supplies	15,400
Office / Administrative	4,000
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>102,200</u>

Total	<u><u>\$228,000</u></u>
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COASTAL WATER AUTHORITY  
 LAKE HOUSTON FACILITIES PROJECT  
 ANALYSIS OF CONTRACT LABOR AND EQUIPMENT BY LOCATION  
 2022 ANNUAL BUDGET

LOCATION AND DESCRIPTION

LAKE HOUSTON AND PUMP STATION

Security: Contract Guards	\$	170,000
Major Motor Repair, 1 each		12,000
Major Pump Repair, 1 each		150,000
Security: Fencing Repairs/Replacement		2,000
Annual Service Contracts:		
Crane Test/Certification		400
Pest Control Service		600
Substation, Relay Testing		4,000
Uniform Service		4,500
Generator Load Testing		1,200
Asset Management Software Upgrade		1,300
Purchase Equipment		
JD 1550 with 72" Lawn Mower		20,600
		366,600

WEST CANAL

Equipment Rental Services	\$	5,000
Security: Fencing - Repairs/Replacements		30,000
Asset Management Software Upgrade		1,300
		36,300

DAM & DOWNSTREAM

Aquatic Vegetation Control		180,000
Lake Houston Water Quality Study		175,000
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
Asset Management Software Upgrade		1,500
		587,700

		\$990,600
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COASTAL WATER AUTHORITY  
 LAKE HOUSTON FACILITIES PROJECT  
 ANALYSIS OF UTILITIES BY LOCATION  
 2022 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	1,407,000	\$0.0700	\$98,500	\$10,000	\$108,500
	<u>1,407,000</u>	<u>\$0.0700</u>	<u>\$98,500</u>	<u>\$10,000</u>	<u>\$108,500</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  
 2022 ANNUAL BUDGET

	Special Project Equity Fund	City of Houston FEMA Funding Project # DR-4332- TX-0023	Total
<u>Lake Houston Dam Spillway Improvement Project:</u>			
Engineering & Design Phase I & II		\$ 2,900,000	\$ 2,900,000
LHD&D Erosion Control	\$ 250,000		
LHD&D Ultrasonic/GPR Testing	25,000		
West Canal RTU Upgrade	150,000		\$ 425,000
Total Capital Outlays	\$ 175,000	\$ 2,900,000	\$ 3,325,000