



Proposed Budget 2021-2022

Budget Committee Presentation

April 15, 2021

Tuesday April 13, 2021	Thursday April 15, 2021
<ul style="list-style-type: none"> • Orientation • Budget Message • Administrative Tasks 	<ul style="list-style-type: none"> • Budget Presentation
Board Meeting	Thursday April 22, 2021
	<ul style="list-style-type: none"> • Capital Improvement Plan Presentation
Tuesday April 27, 2021	Thursday April 29, 2021
<ul style="list-style-type: none"> • Public Hearing • Committee Deliberation 	<ul style="list-style-type: none"> • Committee Deliberation
Tuesday May 4, 2021	
<ul style="list-style-type: none"> • Committee Deliberation (as needed) 	

Proposed Budget Versioning

v.1

v.2

Edits in v.2

- Page 4 – COLA percentage for fiscal year 2021-22 changed from 1.4% to 1.6%
- Page 8 – Chart legend size was adjusted to include Watershed Protection Fund
- Page 15 – 6560 Uniforms line was hidden yet included in the total Materials and Services

Total Proposed Budget is the same in both versions.

Our Commitments



Protect public health



Provide excellent customer service



Make smart investments and keep rates affordable



Keep our streams and rivers clean

Resources versus Requirements

Resources

Not Revenue

- Beginning Fund Balance
- Utility Service Charges
- System Development Charges
- Other Revenue
- Transfers In

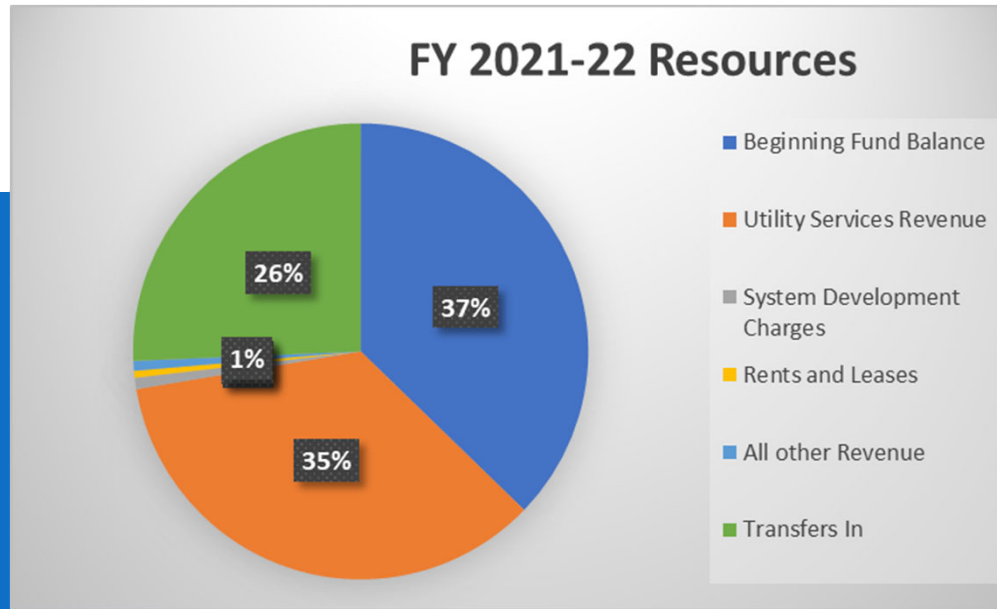
Requirements

Not Expenses

- Personnel Services
- Materials and Services
- Capital Outlay
- Debt Service
- Special Payments
- Transfers Out
- Contingency
- Reserve

Resources

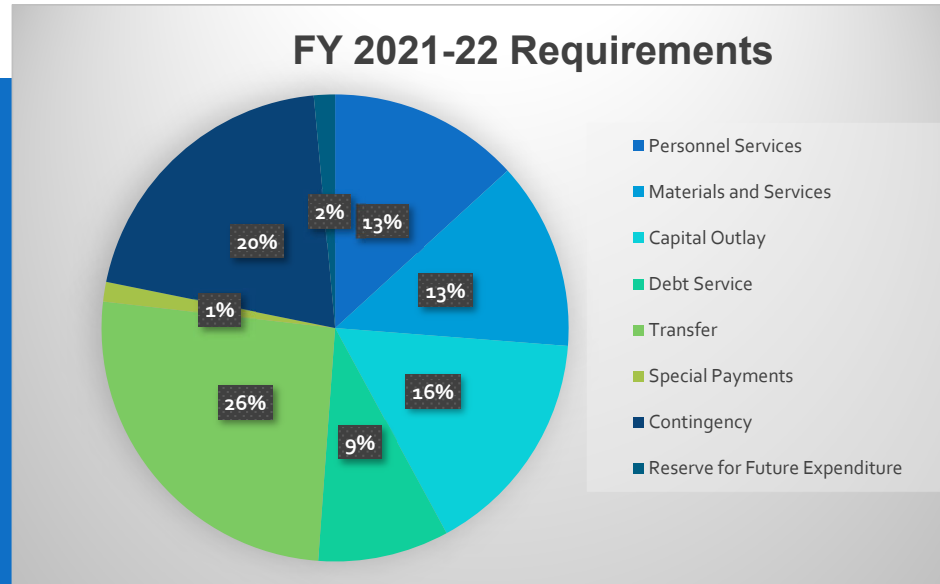
Year-on-Year Comparison



	Adopted Budget FY 2020-21	Proposed Budget FY 2021-22	
Beginning Fund Balance	15,157,000	15,125,700	99.8%
Utility Services Revenue	13,920,000	14,258,000	102.4%
System Development Charges	225,000	325,000	144.4%
Rents and Leases	200,000	200,000	100.0%
All other Revenue	452,084	282,400	62.5%
Transfers In	10,252,000	10,422,800	101.7%
	40,206,084	40,613,900	

Requirements

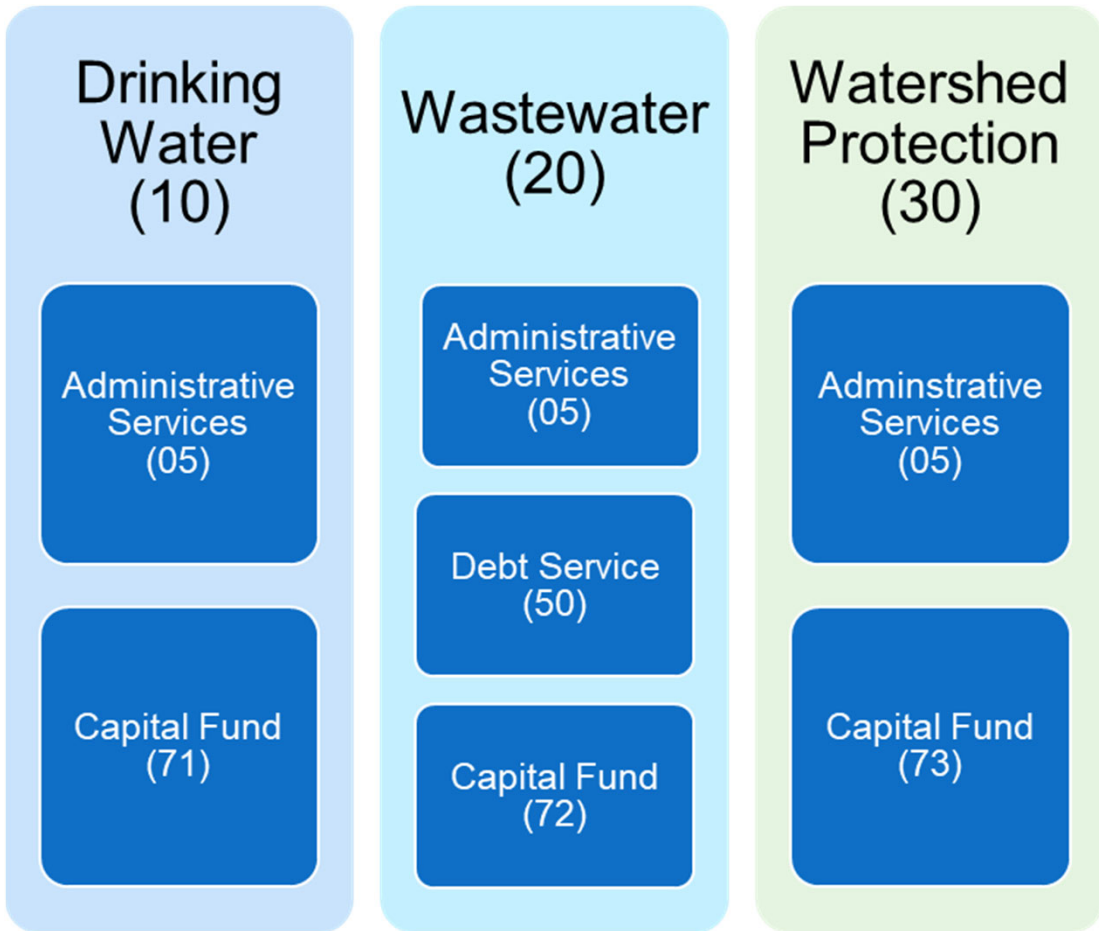
Year-on-Year Comparison



	Adopted Budget FY 2020-21	Proposed Budget FY 2021-22	
Personnel Services	4,987,000	5,371,000	107.7%
Materials and Services	4,846,500	5,279,500	108.9%
Capital Outlay	4,430,000	6,439,000	145.3%
Debt Service	3,879,544	3,684,805	95.0%
Transfer	10,252,000	10,422,800	101.7%
Special Payments	552,000	550,000	99.6%
Contingency	10,034,141	8,273,600	82.5%
Reserve for Future Expenditure	1,224,899	593,195	48.4%
	<u>40,206,084</u>	<u>40,613,900</u>	

Revenue generating funds

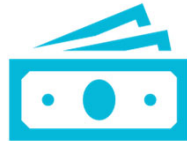
Utility service charges are recorded in three operating funds. From these 3 funds, monies are transferred to the other associated funds.





Operating Funds

Administrative Services Fund
Drinking Water Fund
Wastewater Reclamation Fund
Watershed Protection Fund



Debt Service Funds

Wastewater General Obligation
Debt Service Fund
Wastewater Revenue Bond Debt
Service Fund



Capital Funds

Drinking Water Capital Fund
Wastewater Reclamation Capital
Fund
Watershed Capital Fund



Fund Balance and Reserve Policy

Adopted October 16, 2018

Operating Funds			
	Drinking Water	Wastewater	Watershed
Operating Costs	2,614,000	3,023,400	453,100
Contingency	714,000	755,300	264,900
25% Target	653,500	755,850	113,275
	Okay	Okay	Okay

Fund balance targets for respective funds are as follows:

Drinking Water Fund

A minimum fund balance equal to three (3) months of operations or 25% of budgeted expenditures in the Fund.

Wastewater Reclamation Fund

A minimum fund balance equal to three (3) months of operations or 25% of budgeted expenditures in the Fund.

Watershed Protection Fund

A minimum fund balance equal to three (3) months of operations or 25% of budgeted expenditures in the Fund.

Wastewater Revenue Bond Debt Service

A minimum fund balance equal to the first debt service payment due in the subsequent fiscal year.

Wastewater GO Bond Debt Service

A minimum fund balance equal to the first debt service payment due in the subsequent fiscal year.

	Debt Service	
	General Obligation	Revenue Bond
1st Debt Service payment	-	586,998
Reserve	-	593,195
	Okay	Okay

		Principal	Interest	Fees
JP Morgan Chase	Waterwater Treatment	1,385,000	340,675	
OBDD-IFA	Waterwater Treatment	307,409	144,809	
DEQ Clean Water R70030	Waterwater Treatment	250,000	-	14,375
DEQ Clean Water R70031	Waterwater Treatment	678,171	245,825	45,540
KS Statebank	Watershed Protection	56,229	6,328	
Zions Bank	Drinking Water	183,000	25,985	
		2,859,809	763,623	59,915

Water Capital Reserve Fund

A minimum balance adequate to spread the cost of replacement of capital assets over the life of the respective assets. Additionally, the minimum balance should be consistent with identified funding needs of the District's Capital Improvement Plan (CIP)

Wastewater Capital Reserve

A minimum balance adequate to spread the cost of replacement of capital assets over the life of the respective assets. Additionally, the minimum balance should be consistent with identified funding needs of the District's Capital Improvement Plan (CIP)

Watershed Protection Capital Reserve

A minimum balance adequate to spread the cost of replacement of capital assets over the life of the respective assets. Additionally, the minimum balance should be consistent with identified funding needs of the District's Capital Improvement Plan (CIP)

	Capital Funds		
	Drinking Water	Wastewater	Watershed
FY2021-22 Capital Outlay	3,180,000	2,774,000	450,000
Contingency	1,695,000	2,811,000	1,732,000
	Okay	Okay	Okay

OLWSD Personnel

FY 2018-19

- Reclassified Collections Supervisor to Project Manager

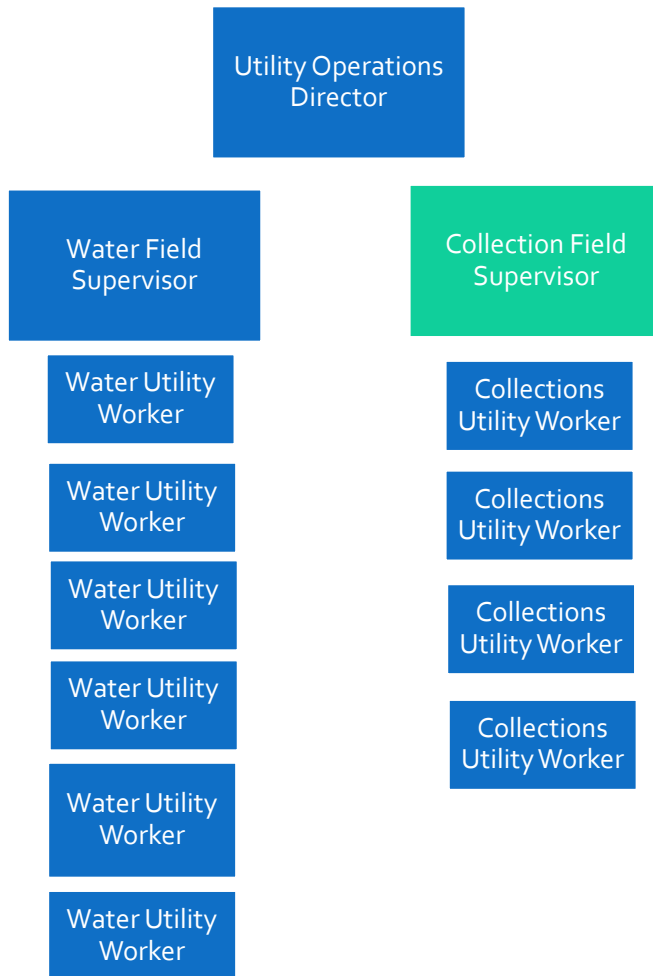
FY 2020-21

- New position – Recorder
- Added back Collections staff as Utility Worker
- New position – Asset Resource Specialist (distributed 30/30/30/10)

FY2021-22

- Reclassify Collections Utility Worker to Collections Supervisor
- Request Collections and Billing Specialist
- Request Accounting Technician

2019	2020	2021	Full Time Equivalents (FTE)	2022
Actual	Actual	Budget		Proposed
			Fund 05 - Internal Services Fund	
0.00	0.00	6.00	Division 01 - Administration and Finance	8.00
0.00	0.00	2.00	Division 02 - Human Resources	2.00
0.00	0.00	6.00	Division 03 - Technical Services	6.00
0.00	0.00	0.00	Division 04 - Vehicle Services	0.00
0.00	0.00	14.00	Subtotal	16.00
			Fund 10 - Drinking Water Fund	
10.00	11.08	7.83	Division 10 - Drinking Water Operations	7.80
			Fund 20 - Wastewater Fund	
11.62	10.09	8.17	Division 21 - Wastewater Treatment	8.30
8.15	8.55	5.67	Division 22 - Wastewater Collections	5.80
19.77	18.63	13.84	Subtotal	14.10
			Fund 30 - Watershed Protection Fund	
4.23	4.29	1.33	Division 23 - Watershed Protection Operations	1.10
34.00	34.00	37.00	Total Employees	39.00



Fund 20 – Wastewater Reclamation Fund
Wastewater Collections Team
Division 22

Easy to explain – there was a position...

Position was used for another need...

A position was added back last fiscal year
– but only as Utility worker instead of
Supervisor...

Reclassify an existing Utility Worker to a
Collection Field Supervisor

Fund 05 – Administrative Services Fund
Finance / Administration
Division 01

Finance Director

Billing Specialist

Senior Accountant
Lead

Billing Specialist

Junior Accountant

Collections and
Billing Specialist

Accounting
Technician

Comparative Data of local utility districts
staffing level for customer service, billing
and finance:

- Water utility – 7 FTE
- Water utility – 8 FTE
- Water utility – 6.5 FTE
- Water and electricity utility – 7 FTE
- OLWSD – 5 FTE

Collections Specialist:

- 792 accounts in delinquent status
- \$417k over 60 days past due
- Over 100 closed accounts with unpaid balances
- Over 300 accounts with credit balances – unclaimed property reporting to State Lands

Accounting Technician:

- Accounts Payable – 3 entities
- Credit Card reconciliation – 3 entities
- 1099 Annual processing – 3 entities
- Vendor account maintenance

Requested Additions to the Proposed Budget

		Proposed 21-22
Fund 05	Administrative Services Fund	
Division 03	Technical Services	
6350	Computer maintenance	309,000
	Technology for new positions	8,300
	Updated Request	317,300
Fund 72	Wastewater Reclamation Capital Fund	
Division 21	Wastewater Treatment	
7520	Equipment	100,000
	Polymer equipment	50,000
	Hypochlorite System	12,000
	Vogelsang digested sludge pump	15,000
	Updated Request	177,000