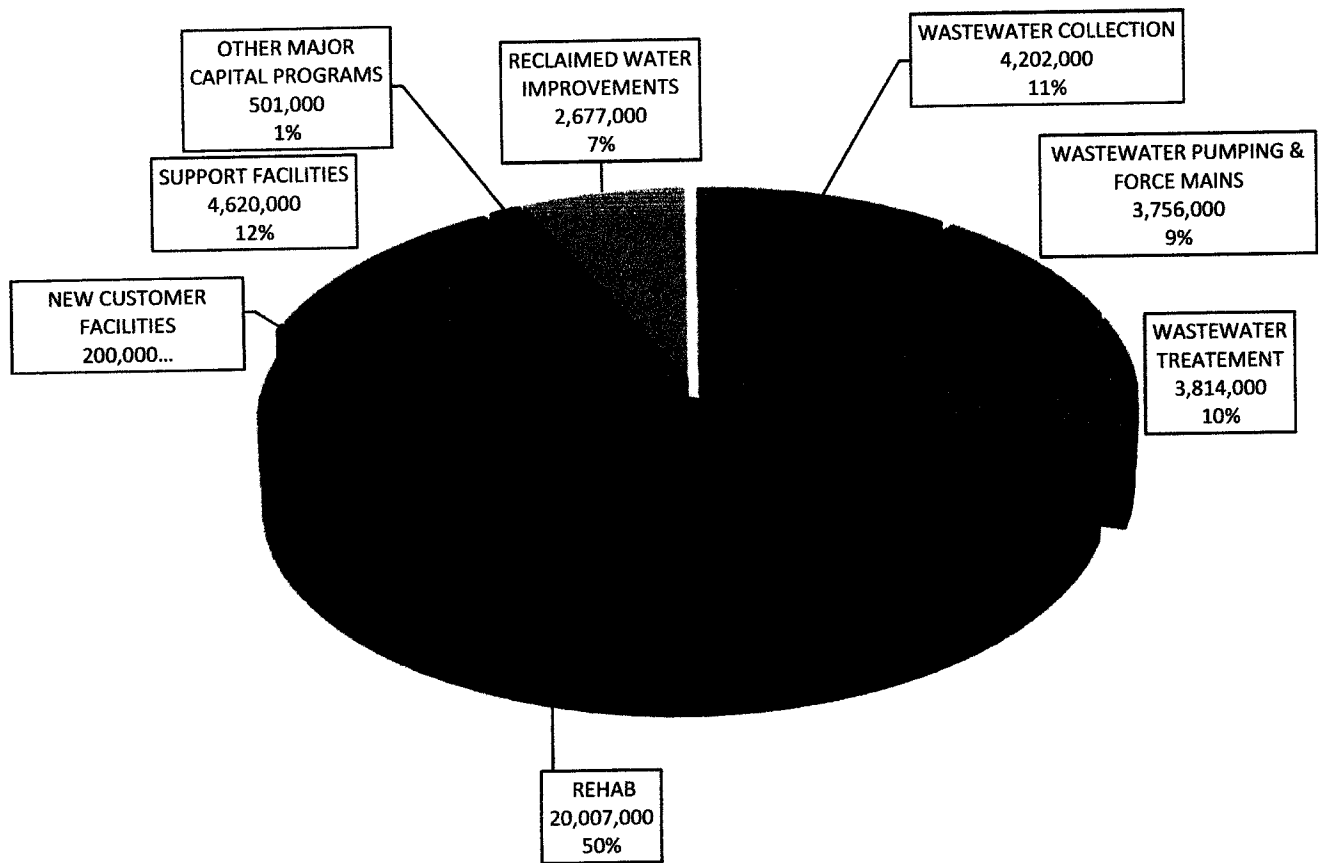


FY 2015-2016

CAPITAL BUDGET SUMMARY

Projected Wastewater Expenditures
(Including Reclaimed Water System)



Total Wastewater Capital Budget
\$39,777,000

El Paso Water Utilities
Public Service Board
Capital Improvement Program
Funding for Fiscal Year 2015-2016

WASTEWATER SYSTEM IMPROVEMENTS

Item #	Project	FY 2015-2016 Funding Request	FY 2015-2016 Projected Expenditures	PROPOSED FUNDING SOURCES FOR NEW MONEY PROJECTS					
				IMP	WSRC IMP	CP	GRANT	BONDS	CIA
COLLECTION SYSTEM									
1218A	Other Interceptors (Tierra Del Este) Area 8 East I.F.	615,000	4,202,000						
1235	Trans Mountain Northwest Interceptors		556,000						
1241	WW Diversion from Haskell St WWTP to Fred Hervey		527,000						
1246	Cottonwood Collector	585,000	647,000			585,000			
1250	Lee Interceptor (12"-30")		1,142,000						
1251	Canutillo (4-Streets) Grant		1,300,000						
		30,000	30,000				30,000		
WASTEWATER TREATMENT									
2003	Montwood/Edgemere LS & FM I.F.	500,000	3,756,000						
2015	Montana East L.S. El Paso Electric Company (1.3 MGD)		1,789,000						
2016	Canutillo Independent School District Lift Station (0.13 MGD)		567,000						
		500,000	1,400,000						
		2,300,000	3,114,000						500,000
3021	Odor Control at John T. Hickerson Water Reclamation Facility and Haskell WWTP								
3024	HRS Digester #1 Rehab		2,175,000						
3025	FOG Receiving Station	2,300,000	1,416,000			2,300,000			
			223,000						
WASTEWATER DISTRIBUTION									
4101	Routine Line Rehabilitation	14,700,000	20,000,000						
4102	City of El Paso Community Development Bond Paying Projects City	1,612,000	2,170,000	1,612,000					
4103	TXDOT Wastewater Improvements	2,436,000	3,000,000	2,436,000					
4111	Manholes	1,290,000	2,740,000			1,290,000			
4172	Boone Interceptor	60,000	60,000	60,000					
4179	Upper Valley Outfall Relocation (IBWC)	500,000	500,000			500,000			
4180	Alameda, Glenwood to Concepcion	5,230,000	3,300,000			5,230,000			
4189	Various Small Diameter Sewer Line Replacements		144,000						
4208	Small Plant Upgrades		150,000						
4209	Plant Emergencies	690,000	923,000	690,000					
4223	John T. Hickerson Water Reclamation Facility Filter Retrofit		255,000						
4224	Plant Process Optimization (Bustamante, Hickerson, Haskell)	747,000	1,177,000			747,000			
4226	Primary Clarifier Rehab	872,000	897,000			872,000			
4231	Haskell WWTP & Fred Hervey WRP Emergency Power		2,387,000						
4301	Lift Station Replacement	206,000	306,000						
4307	Routine Lift Station Rehab (Sec 620) Emergency Cont.	337,000	500,000	337,000		206,000			
4309	Grouse Street Force Main Assessment		357,000						
4315	Clarke Fox L.S.		241,000						
4316	Dallas Clearing of Utilities Ph 2		100,000						
		800,000	800,000			800,000			
WATER SUPPLY									
5100	Line Relocation	200,000	200,000						
5200	Supplement for Oversize Lines	25,000	25,000	25,000					
5300	Supplement for Individual Payments	50,000	50,000	50,000					
5400	Lines Financed by Contribution	100,000	100,000	100,000					
		25,000	25,000	25,000					

El Paso Water Utilities
Public Service Board

Capital Improvement Program

Funding for Fiscal Year 2015-2016

7000 VII. SUPPORT ACTIVITIES	4,100,000	4,620,000							
7002 Field Operation Yards	1,500,000	1,500,000				1,500,000			
7003 Process Automation SCADA-Sewer	2,600,000	3,120,000			2,600,000				
8000 VIII. CAPITAL PROJECTS		500,000							
8001 Wastewater Master Plan		200,000							
8003 Security Upgrades - Sewer Facilities		50,000							
8005 Sewer Facility Beautification		200,000							
8006 Countywide Wastewater Plan		51,000							
	22,495,000	37,465,000			7,980,000	14,050,000	30,000		500,000

El Paso Water Utilities
Public Service Board
Capital Improvement Program
Funding for Fiscal Year 2015-2016

RECLAIMED AND BRACKISH WATER SYSTEM IMPROVEMENTS

Item #	Project	FY 2015-2016 Funding Request	FY 2015-2016 Projected Expenditures	PROPOSED FUNDING SOURCES FOR NEW MONEY PROJECTS					
				IMP	WSRC IMP	CP	GRANT	BONDS	CIA
WATERWATER REUSE DISTRIBUTION SYSTEM									
6005	John T. Hickerson Water Reclamation Facility Phases II & III	-	2,677,000						
6014	Facility Plan Amend		314,000						
6018	Rio Bosque Restoration Project (USBR)		110,000						
6019	John T. Hickerson Water Reclamation Facility Reclaimed Water Storage Tank		240,000						
TOTAL RECLAIMED AND BRACKISH WATER IMPROVEMENTS			2,013,000						
TOTAL COMBINED SYSTEM IMPROVEMENTS			2,677,000						
TOTAL WATER		133,373,000	169,563,000	26,192,000	9,844,000	25,907,000	156,000	70,000,000	1,274,000
TOTAL WASTEWATER		110,878,000	129,786,000	18,257,000	9,844,000	11,877,000	126,000	70,000,000	774,000
		22,495,000	37,100,000	7,935,000	-	14,030,000	30,000	-	500,000
TOTAL RECLAIMED AND BRACKISH WATER IMPROVEMENTS		-	2,677,000	-	-	-	-	-	-
		133,373,000	169,563,000	26,192,000	9,844,000	25,907,000	156,000	70,000,000	1,274,000



El Paso Water Utilities/Fiscal Year 2015-2016 Annual Budget
APPROVED WASTEWATER PROJECTS

PROGRAM: WW Diversion from Haskell St WWTP to Fred Hervey

CIP #1241

PROGRAM CATEGORY Collection System

PROJECT Re-route wastewater from Haskell R. Street Wastewater Treatment Plant to Fred Hervey Water Reclamation Plant

Total Funding Request	\$585,000
Funding Sources	CP \$585,000
FY 2015-16 Projected Expenditures	\$647,000
Total Project Cost	\$9,000,000
Impact on Operating Budget	<\$5,000 Negligible

PROGRAM: Canutillo (4-Steets)

CIP #1251

PROGRAM CATEGORY Collection System

PROJECT This will provide for design of the first-time sewer service to 4 streets in the Canutillo Economically Distressed Area Project.

Total Funding Request	\$30,000
Funding Sources	GRANT \$30,000
FY 2015-16 Projected Expenditures	\$30,000
Total Project Cost	\$950,000
Impact on Operating Budget	<\$5,000 Negligible

PROGRAM: Canutillo Independent School District Lift Station (0.13MGD)

CIP #2016

PROGRAM CATEGORY Pumping and Force Mains

PROJECT This lift station will be constructed to allow the Canutillo Independent School District to abandon their wastewater facility at one of their Middle Schools.

Total Funding Request	\$500,00
Funding Sources	CIA \$500,000
FY 2015-16 Projected Expenditures	\$1,400,000
Total Project Cost	\$2,300,000
Impact on Operating Budget	<\$5,000 Negligible



El Paso Water Utilities/Fiscal Year 2015-2016 Annual Budget
APPROVED WASTEWATER PROJECTS

PROGRAM: HRS Digester #1 Rehab

CIP #3024

PROGRAM CATEGORY Treatment

PROJECT HRS Digester #1 Rehabilitation – Replace floating roof & provide for access

Total Funding Request \$2,300,000

Funding Sources CP \$2,300,000

FY 2015-16 Projected Expenditures \$1,416,000

Total Project Cost \$2,700,000

Impact on Operating Budget <\$5,000 Negligible

PROGRAM: Routine Line Rehabilitation

CIP #4101

PROGRAM CATEGORY Rehabilitation

PROJECT Routine Line Replacement – Replace aging/infiltrating collection lines

Total Funding Request \$1,612,000

Funding Sources IMP \$1,612,000

FY 2015-16 Projected Expenditures \$2,170,000

Total Project Cost \$2,000,000 Annually

Impact on Operating Budget <\$5,000 Negligible

PROGRAM: City of El Paso Community Development Bond Paving Projects

CIP #4102

PROGRAM CATEGORY Rehabilitation

PROJECT City of El Paso Community Development Bond Paving Projects – Replace lines in conjunction with City and TXDOT paving projects

Total Funding Request \$2,436,000

Funding Sources IMP \$2,436,000

FY 2015-16 Projected Expenditures \$3,000,000

Total Project Cost \$2,600,000 Annually

Impact on Operating Budget <\$5,000 Negligible



El Paso Water Utilities/Fiscal Year 2015-2016 Annual Budget
APPROVED WASTEWATER PROJECTS

PROGRAM: TXDOT Wastewater Improvements

CIP #4103

PROGRAM CATEGORY Rehabilitation

PROJECT TXDOT Wastewater Improvements – Payments to TXDOT for relocation of wastewater lines

Total Funding Request	\$1,290,000
Funding Sources	CP \$1,290,000
FY 2015-16 Projected Expenditures	\$2,740,000
Total Project Cost	
Impact on Operating Budget	<\$5,000 Negligible

PROGRAM: Manholes

CIP #4111

PROGRAM CATEGORY Rehabilitation

PROJECT Manholes – Rehabilitation of existing manholes

Total Funding Request	\$60,000
Funding Sources	IMP \$60,000
FY 2015-16 Projected Expenditures	\$60,000
Total Project Cost	\$50,000 Annually
Impact on Operating Budget	<\$5,000 Negligible

PROGRAM: Boone Interceptor

CIP #4172

PROGRAM CATEGORY Rehabilitation

PROJECT Rehabilitation – Design of a secondary Boone Siphon

Total Funding Request	\$500,000
Funding Sources	CP \$500,000
FY 2015-16 Projected Expenditures	\$500,000
Total Project Cost	\$5,200,000
Impact on Operating Budget	<\$5,000 Negligible



El Paso Water Utilities/Fiscal Year 2015-2016 Annual Budget
APPROVED WASTEWATER PROJECTS

PROGRAM: Upper Valley Outfall Relocation (IBWC)

CIP #4179

PROGRAM CATEGORY Rehabilitation

PROJECT Upper Valley Outfall Relocation – Replace portions of Upper Valley Outfall in IBWC levee

Total Funding Request	\$5,230,000
Funding Sources	CP \$5,230,000
FY 2015-16 Projected Expenditures	\$3,300,000
Total Project Cost	\$6,570,000
Impact on Operating Budget	<\$5,000 Negligible

PROGRAM: Small Plant Upgrades

CIP #4208

PROGRAM CATEGORY Rehabilitation

PROJECT This is for unplanned replacement/repair of motors, pumps, and/or structures at Wastewater Treatment Plants.

Total Funding Request	\$690,000
Funding Sources	IMP \$690,000
FY 2015-16 Projected Expenditures	\$923,000
Total Project Cost	\$500,000 Annually
Impact on Operating Budget	<\$5,000 Negligible

PROGRAM: John T. Hickerson Water Reclamation Facility Filter Retrofit

CIP #4223

PROGRAM CATEGORY Rehabilitation

PROJECT Hickerson Filter Retrofit – Replace Sand Filters with Disc Filters

Total Funding Request	\$747,000
Funding Sources	CP \$747,000
FY 2015-16 Projected Expenditures	\$1,177,000
Total Project Cost	\$2,500,000
Impact on Operating Budget	\$10,000 / Year



El Paso Water Utilities/Fiscal Year 2015-2016 Annual Budget
APPROVED WASTEWATER PROJECTS

PROGRAM: Plant Process Optimization (Bustamante, Hickerson, Haskell)
CIP #4224
PROGRAM CATEGORY Rehabilitation
PROJECT Plant Process Optimization (Bustamante, Hickerson, Haskell) – Replace Aeration Filters at Haskell, Hickerson, and Bustamante Plants
Total Funding Request \$872,000
Funding Sources CP \$872,000
FY 2015-16 Projected Expenditures \$897,000
Total Project Cost \$4,680,000
Impact on Operating Budget <\$5,000 Negligible

PROGRAM: Haskell WWTP & Fred Hervey WRP Emergency Power
CIP #4231
PROGRAM CATEGORY Rehabilitation
PROJECT Haskell WWTP & Fred Hervey WRP Emergency Power – Provide back-up generation for power outages
Total Funding Request \$206,000
Funding Sources CP \$206,000
FY 2015-16 Projected Expenditures \$306,000
Total Project Cost \$2,600,000
Impact on Operating Budget <\$5,000 Negligible

PROGRAM: Lift Station Replacement
CIP #4301
PROGRAM CATEGORY Rehabilitation
PROJECT Lift Station Replacement – Replacement / rehabilitation of existing lift stations
Total Funding Request \$337,000
Funding Sources IMP \$337,000
FY 2015-16 Projected Expenditures \$500,000
Total Project Cost \$1,800,000
Impact on Operating Budget <\$5,000 Negligible



El Paso Water Utilities/Fiscal Year 2015-2016 Annual Budget
APPROVED WASTEWATER PROJECTS

PROGRAM: Dallas Clearing of Utilities Ph 2

CIP #4316

PROGRAM CATEGORY Rehabilitation

PROJECT Dallas Clearing of Utilities Phase 2 – Remove and relocate sewer lines going through Dallas Box Culvert

Total Funding Request	\$800,000
Funding Sources	CP \$800,000
FY 2015-16 Projected Expenditures	\$800,000
Total Project Cost	\$800,000
Impact on Operating Budget	<\$5,000 Negligible

PROGRAM: Line Relocation

CIP #5100

PROGRAM CATEGORY New Customer Facilities

PROJECT Line Relocation – Various line relocations and upgrades as they conflict with other public projects

Total Funding Request	\$25,000
Funding Sources	IMP \$25,000
FY 2015-16 Projected Expenditures	\$25,000
Total Project Cost	\$25,000 Annually
Impact on Operating Budget	None

PROGRAM: Supplement for Oversized Lines

CIP #5200

PROGRAM CATEGORY New Customer Facilities

PROJECT Supplement for Oversized Lines – Payment to developers toward master plan lines installed greater than 12-inch or greater than necessary to serve their development.

Total Funding Request	\$50,000
Funding Sources	IMP \$50,000
FY 2015-16 Projected Expenditures	\$50,000
Total Project Cost	\$50,000 Annually
Impact on Operating Budget	None



El Paso Water Utilities/Fiscal Year 2015-2016 Annual Budget
APPROVED WASTEWATER PROJECTS

PROGRAM: Supplement for Individual Payments

CIP #5300

PROGRAM CATEGORY New Customer Facilities

PROJECT Supplement for Individual Payments – EPWU share of the line extension cost to serve new customers.

Total Funding Request \$100,000

Funding Sources IMP \$100,000

FY 2015-16 Projected Expenditures \$100,000

Total Project Cost \$100,000 Annually

Impact on Operating Budget None

PROGRAM: Lines Financed by Contribution

CIP #5400

PROGRAM CATEGORY New Customer Facilities

PROJECT Lines Financed by Contribution – New customer paid for sewer extensions

Total Funding Request \$25,000

Funding Sources IMP \$25,000

FY 2015-16 Projected Expenditures \$25,000

Total Project Cost \$25,000 Annually

Impact on Operating Budget None

PROGRAM: Field Operation Yards

CIP #7002

PROGRAM CATEGORY Support Facilities

PROJECT Field Operation Yards – Relocate the Field Operation Yards

Total Funding Request \$1,500,000

Funding Sources CP \$1,500,000

FY 2015-16 Projected Expenditures \$1,500,000

Total Project Cost \$3,500,000

Impact on Operating Budget <\$5,000 Negligible



El Paso Water Utilities/Fiscal Year 2015-2016 Annual Budget
APPROVED WASTEWATER PROJECTS

PROGRAM: Process Automation SCADA-Sewer

CIP #7003

PROGRAM CATEGORY Support Facilities

PROJECT Process Automation SCADA – Sewer – Upgrade SCADA Facilities at Lift Stations
and Wastewater Treatment Plants.

Total Funding Request \$2,600,000

Funding Sources IMP \$2,600,000

FY 2015-16 Projected Expenditures \$3,120,000

Total Project Cost \$500,000 Annually

Impact on Operating Budget <\$5,000 Negligible

**EL PASO WATER UTILITIES/PUBLIC SERVICE BOARD
WATER AND WASTEWATER PROPOSED CAPITAL OUTLAY FOR
LIGHT, OFFICE and MISCELLANEOUS EQUIPMENT
FY 2015-16**

Item#	Section	# of Items	Item Description	Approved
1	320	3	Replace Level and Rod Equipment	\$ 45,000
2	450	1	Portable Ultra Sonic Flow Meter	\$ 15,000
3	630		Camera Unit Parts and Accessories	\$ 17,000
4	630	1	OZ II Camera Unit	\$ 19,000
5	630	1	Ultra Shorty 21 Transporter	\$ 20,000
6	690		Sewer Air Plugs Various Sizes	\$ 18,000
Total Light, Office and Miscellaneous Equipment				\$ 134,000

EL PASO WATER UTILITIES /PUBLIC SERVICE BOARD
SUMMARY OF PROPOSED CAPITAL OUTLAY FOR
NEW AND REPLACEMENT AUTOMOTIVE AND CONSTRUCTION EQUIPMENT
FY 2015-16

UTILITY VEHICLES

Section Unit# Description			Projected Mileage-Hours by 02-2016		Type of Vehicle	Estimated Cost
420	4043	2010 COMPACT PICK-UP 4X4	254,512	1/2 TON PICK UP 4X4		\$22,000
420	4003	2007 COMPACT PICK-UP 4X4	220,571	1/2 TON PICK UP 4X4		\$22,000
420	460	2006 1 TON VAN	201,472	COMPACT CAGRO VAN		\$25,000
440	406	2000 2 TON 4 DR UTILITY	143,788	2 TON 4 DR UTILITY		\$82,000
440	425	2000 2 TON 4 DR UTILITY	132,299	2 TON 4 DR UTILITY		\$82,000
470	4013	2007 1/2 TON PICK UP	206,428	1/2 TON PICK UP		\$18,000
480	4021	2007 COMPACT PICK-UP 4X4	173,472	1/2 TON PICK UP 4X4		\$22,000
520	117	2006 1 TON VAN	181,509	COMPACT CAGRO VAN		\$25,000
630	628	2001 VACUUM JET RODDER CB	108,124	VACCUM JET RODDER COMBINATION		\$350,000
720	7005	2007 COMPACT PICK-UP	210,478	COMPACT CAGRO VAN		\$25,000
720	7006	2007 COMPACT PICK-UP	179,274	COMPACT CAGRO VAN		\$25,000
720	7007	2007 COMPACT PICK-UP	138,240	COMPACT CAGRO VAN		\$25,000
720	7008	2007 COMPACT PICK-UP	179,538	COMPACT CAGRO VAN		\$25,000
720	7009	2007 COMPACT PICK-UP	126,716	COMPACT CAGRO VAN		\$25,000
720	7010	2007 COMPACT PICK-UP	112,500	COMPACT CAGRO VAN		\$25,000
720	7011	2007 COMPACT PICK-UP	153,522	COMPACT CAGRO VAN		\$25,000
720	7002	2007 COMPACT PICK-UP	146,977	COMPACT CAGRO VAN		\$25,000
825	4001	2006 1 TON VAN	161,243	COMPACT CAGRO VAN		\$25,000
825	4002	2006 1 TON VAN	148,459	COMPACT CAGRO VAN		\$25,000
825	428	2006 1 TON VAN	182,503	COMPACT CAGRO VAN		\$25,000
912	7004	2007 1/2 TON PICK UP	191,595	1/2 TON PICK UP		\$18,000
914	721	2005 3/4 TON PICK-UP	200,546	1 TON PICK UP WITH LIFT GATE		\$31,000
916	9016	2001 5 TON DUMP	266,454	5 TON DUMP		\$102,000
916	9010	2001 5 TON DUMP	263,892	5 TON DUMP		\$102,000
325	NEW			TWO PICK-UP TRUCKS		\$36,000
430	NEW			VEHICLE FOR STANDBY ELECTRICIAN		\$18,500
440	NEW			TWO PICK-UP TRUCKS W/CHLORINE RESIDUAL TEST KITS		\$36,400
480	NEW			CREW CAB TRUCK		\$31,000
825	NEW			COMPACT SPORTS UTILITY VEHICLE		\$27,500
825	NEW			TWO TRANSIT MINI VANS		\$56,900
PD				CUSHMAN UTILITY VEHICLE		\$16,000

ESTIMATED TOTAL VEHICLE COST, ENTIRE UTILITY \$ 1,398,300

MAINTENANCE & CONSTRUCTION EQUIPMENT

Projected Mileage-Hours by					
Section	Unit#	Description	02-2016	Type of Vehicle	Estimated Cost
916	301	2002 BACKHOE-LOADER	13,909	BACKHOE-LOADER	
916	231	1999 TRAILER FLATBED	N/A	TRAILER FLATBED	\$79,000
916	232	1999 TRAILER FLATBED	N/A	TRAILER FLATBED	\$15,000
916	313	1997 TRAILER FLATBED	N/A	TRAILER FLATBED	\$15,000
916	2025	1995 LOADER	13,618	LOADER	\$15,000
450	NEW				\$109,000
PD				GATOR UTILITY VEHICLE ROTATING SWEEPER	\$6,000
PD				CARTS	\$198,000
				GREENS MOWER	\$32,000

ESTIMATED TOTAL EQUIPMENT COST \$469,000.00

Estimated Total Vehicle and Equipment Cost
Less: Estimated Trade-in Value
Net Cost to FY 2016-16 Budget

\$ 1,867,300
\$ (110,500)
\$ 1,756,800



Strategy Map – Communicates the EPWU's goals and the actions needed to achieve the goals

Defines a logical step-by-step connection between strategic objectives

Perspective	Objectives and Strategy Map	Measures	Targets	Initiatives
Customer (assessment Who? What? Type of customer & service)	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> <p>LEADING QUESTION: HOW</p> </div> <div style="text-align: center;"> <p>LEADING QUESTION: IF THEN</p> </div> </div>	<p>"WHAT GETS MEASURED GETS DONE"</p> <p>Good Performance Measures "</p> <ul style="list-style-type: none"> Clearly defined w/ unit of measure or collection frequency or data quality or expected values Are valid (ensures we're measuring the "right thing") Are verifiable (ensures accuracy of data collection) Focuses employees on what matters most 	<p>Targets</p> <p>refer to the target value that the company seeks to obtain for each measure</p>	<p>Initiatives</p> <p>(a.k.a. improvement projects)</p> <p>have defined start and end dates (typically less than one year) and dedicated resources (people, budget, time)</p>
Financial (funding+ risk assessment + cost/benefit data)				
Internal Process (metrics designed by those who know the process)				
Organizational Capacity (employee culture & training Learning w teamwork collaboration)				

Perspectives: Different views of Organizational performance

ADMINISTRATION

PRESIDENT
& CEO

LEGAL
SERVICES

ADMINISTRATIVE
SUPPORT

VICE PRESIDENT
OPERATIONS & TECHNICAL
SERVICES

VICE PRESIDENT
STRATEGIC, FINANCIAL, &
MANAGEMENT SERVICES

COMMUNICATIONS &
GOVERNMENT AFFAIRS

GOVERNMENT
AFFAIRS

COMMUNICATIONS

WATER CONSERVATION
& TECHNOLOGY

El Paso Water Utilities/Fiscal Year 2015-16 Annual Budget

DIVISION	SECTION	ACTIVITY
ADMINISTRATION	100	PUBLIC SERVICE BOARD

OPERATING AND MAINTENANCE BUDGET					
ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ACTUAL FY 2013-14	BUDGET FY 2014-15	PROJECTED FY 2014-15	APPROVED FY 2015-16
	<u>PERSONAL SERVICES</u>				
7400	Meeting Fees	1,540	3,000	1,240	3,000
	TOTAL PERSONAL SERVICES (LOADE	1,540	3,000	1,240	3,000
	<u>MISCELLANEOUS</u>				
7100	Rent	23,500	25,600	25,600	25,700
7260	Expense of Supervisor & Employees	12,838	12,000	13,278	12,000
7700	Insurance	59,100	30,000	30,000	30,000
7720	Professional Services	332,197	606,500	326,213	270,000
7730	Special Services	209	20,200	3,516	20,300
7780	Miscellaneous Expense	664	400	40	700
7790	Software/Hardware Expense	5,210	300	125	300
	TOTAL MISCELLANEOUS	433,718	695,000	398,772	359,000
	TOTAL - ALL ACCOUNTS	435,258	698,000	400,012	362,000

DIVISION	SECTION	ACTIVITY
ADMINISTRATION	100	PUBLIC SERVICE BOARD

FUNCTION:

To direct the management and operation of the El Paso Water Utilities by establishing policies and regulations, and by adopting goals and budgets for management to follow in the administration and operation of the system.

MAJOR ACCOMPLISHMENTS IN FY 2014-2015:

1. Declared inexpediency of 13 parcels of PSB managed land.
2. Leased 9,590 acres of land for exploratory drilling.
3. Maintained a strong financial position and AA+ S&P bond rating.
4. Semiannually updated City Council on the Land Management program.

STRATEGIC PLAN GOALS FY 2015-2016:

1. Implement a new water rate to relieve very low volume users of the water supply replacement charge.
2. Maintain a strong financial position.
3. Approve land sales as needed.
4. Complete planning and design of the Canutillo water and wastewater collection colonia project.

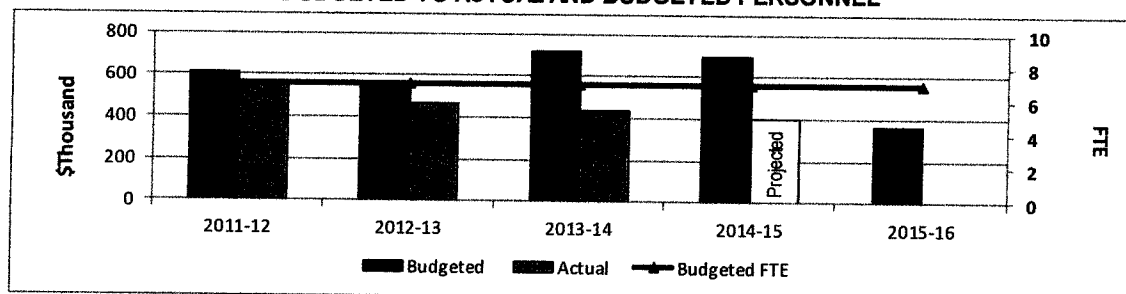
PERFORMANCE MEASURES	PERSPECTIVE	FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 PROJECTED	FY 2015-16 GOAL
Operational efficiencies implemented	Customer	-Continued Hueco & Mesilla modeling	-Continued Hueco & Mesilla modeling	-Continued Hueco & Mesilla modeling	-Continued Hueco & Mesilla modeling
	Financial				
	Internal Process	-Continued construction of stormwater projects	-Continued construction of stormwater projects	-Continued construction of stormwater projects	-Continued construction of stormwater projects
	Organizational Capacity	-Continued with the next phase of organizational development	-Continued with the next phase of organizational development	-Continued with the next phase of organizational development	-Continued with the next phase of organizational development
		-Continued to identify existing land resources not being utilized and promote the marketing of such lands	-Continued to identify existing land resources not being utilized and promote the marketing of such lands	-Continued to identify existing land resources not being utilized and promote the marketing of such lands	-Continued to identify existing land resources not being utilized and promote the marketing of such lands

El Paso Water Utilities/Fiscal Year 2015-16 Annual Budget

DIVISION	SECTION	ACTIVITY
ADMINISTRATION	100	PUBLIC SERVICE BOARD

Positions	Pay Grade	Approved 2013-14	Approved 2014-15	Actual As Of 09/01/14	Approved 2015-16
Chairman	NC	1	1	1	1
Vice Chairman	NC	1	1	1	1
Secretary-Treasurer	NC	1	1	1	1
Mayor, City of El Paso	NC	1	1	1	1
Member	NC	3	3	3	3
Total Personnel		7	7	7	7

BUDGETED TO ACTUAL AND BUDGETED PERSONNEL



El Paso Water Utilities/Fiscal Year 2015-16 Annual Budget

DIVISION	SECTION	ACTIVITY
ADMINISTRATION	105	EXECUTIVE SERVICES

OPERATING AND MAINTENANCE BUDGET					
ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ACTUAL FY 2013-14	BUDGET FY 2014-15	PROJECTED FY 2014-15	APPROVED FY 2015-16
	<u>PERSONAL SERVICES</u>				
7020	O & M Salaries and Wages	2,013,882	1,056,000	1,014,439	967,000
	<u>TOTAL PERSONAL SERVICES (LOADED)</u>	2,013,882	1,056,000	1,014,439	967,000
	<u>MATERIALS & SUPPLIES</u>				
7560	Office Supplies & Printing	7,898	7,000	4,872	5,000
7740	Rental of Equipment	17,737	17,500	17,757	17,500
	<u>TOTAL MATERIALS & SUPPLIES</u>	25,635	24,500	22,629	22,500
	<u>MAINTENANCE</u>				
7680	Communication Equipment	22,937	9,800	9,800	9,800
	<u>TOTAL MAINTENANCE</u>	22,937	9,800	9,800	9,800
	<u>MISCELLANEOUS</u>				
7100	Rent	79,200	87,100	87,100	54,300
7120	Transportation	10,424	8,000	8,000	8,000
7260	Expense of Supervisor & Employees	105,674	60,000	55,000	45,000
7420	Postage	298	1,000	605	1,000
7700	Insurance	-	9,000	9,000	9,000
7730	Special Services	1,580	20,100	4,385	20,100
7780	Miscellaneous Expense	5,936	1,700	5,000	2,800
7790	Software/Hardware Expense	5,489	4,400	4,854	5,500
	<u>TOTAL MISCELLANEOUS</u>	208,601	191,300	173,944	145,700
	<u>TOTAL - ALL ACCOUNTS</u>	2,271,055	1,281,600	1,220,813	1,145,000

Section 105 – Administration

Integrated Strategic Planning Map

Perspective	Objectives and Strategy Map	Measures	Targets	Initiatives
Customer (assessment Who? What? Type of customer & service)		¹ Average Call Wait Time	¹ Monthly avg <5min in year 1	¹ Implement real-time recording/IVR; develop call taker feedback
		¹ # of Section Targets Satisfied	¹ 100% goals met in year 1	¹ Develop priority list
		² # of Alternative Resources Evaluated	23 in year 1	² Inc Well Capacity, Addtnl AF of wtr; Resource Recovery Projects
		³ # of Marketing Strategies	³ 1 in year1	³ Develop marketing plan to educate stakeholder & customers on EPWU initiatives
Financial (funding+ risk assessment + cost/benefit data)		³ # of Monthly Brainstorming Sessions	³ 3 Divisions per month rotated in year 1	³ Employ internal communication strategy between diverse areas of the EPWU; 105 to develop mtg schedule and talking points
		¹ # of Rate Structure Evaluations	¹ 1 in year 1	¹ Analyze different rate structures to remain financially stable while improving cash reserves & debt service coverage
		² # of initiatives analyzed	² 100% of those identified in yr 1	² Integrate major initiative into the Financial Plan & analyze potential customer impact
		² # of New Revenue Sources	² 1 in year 1	² Identify PSB assets as potential revenue sources
Internal Process (metrics designed by those who know the process)		³ % Reduction in Op Costs	³ 0.5% in year 1	³ Employ innovative technologies to improve efficiencies
		¹ # of annual Reports on regulatory modifications	¹ 1 in year 1	¹ Monitor regulatory changes and report on any govt quality policies that may impact EPWU
		² % of CIP Budget Spent	² 100% of budgeted \$ In year	² Implement New CIP budget Methodology; prioritize projects for completion on time & w/in budget
		² # Water Main Breaks	² Reduce by 10% in year 1	² Identify & replace high risk mains
Organizational Capacity (employee culture & training Learning w teamwork collaboration)		³ # mtgs conducted w/dept heads	³ 1 per qtr in year 1	³ Discuss communication policies; encourage empl involvement; hear updates from mgmt
		³ # of townhall events	³ 1 in year 1	³ Succession Plan w/key positions/criteria/eligible dates
		¹ # of 105 plans	¹ 3 in year 1	¹ Employ Succession Plan Strategy to identify & develop Employees for future leadership positions
		¹ Total # of EPWU Succession Plans	¹ 46 in year 1	² Dev Cross exposure prog between Eng & Ops to introduce other areas & develop mgmt & leadership
		² # of Cross Exposure Programs Developed	² 1 Plan in year 1	² Create PM program to provide training, coaching and mentoring
		² # of PM Program	² 1 Formal Program in year 1	³ Coord w/EPWU sections; create Plan ID existing impediments; resolution
		³ # of License/Certifications Plans	³ 1 plan in year 1	

DIVISION	SECTION	ACTIVITY
ADMINISTRATION	105	EXECUTIVE SERVICES

FUNCTION:

The office of the President and CEO is responsible to the Public Service Board for the management and general supervision of the Utility in accordance with the rules, regulations, and policies adopted by the Board. It provides the Public Service Board with information and reports on operations and needs of the Utility to assist the Board in making decisions and establishing policy.

MAJOR ACCOMPLISHMENTS IN FY 2014-2015

1. Effectively managed water resources during severe drought this year with no disruption of service to customers or the need to implement restrictions.
2. Fundraised \$32,000 for the El Paso Children's Grief Center and \$64,633 for the United Way.
3. Issued \$156.19 million of Water & Sewer Revenue Refunding Bonds, Series 2015 to advance refund previously issued bonds that resulted in a Net Present Value Benefit of over \$10 million.
4. Improved the aesthetics of visible EPWU facilities (i.e. Gateway West Pond, Montana Water Pump Station, Montana Reservoir and Morenci Pond)
5. Received grant funding under the WaterSmart and Title XVI programs.
6. Received the Hispanic Business Advocate of the Year and AMWA Sustainable Water Utility Management awards.

STRATEGIC PLAN GOALS FY 2015-2016:

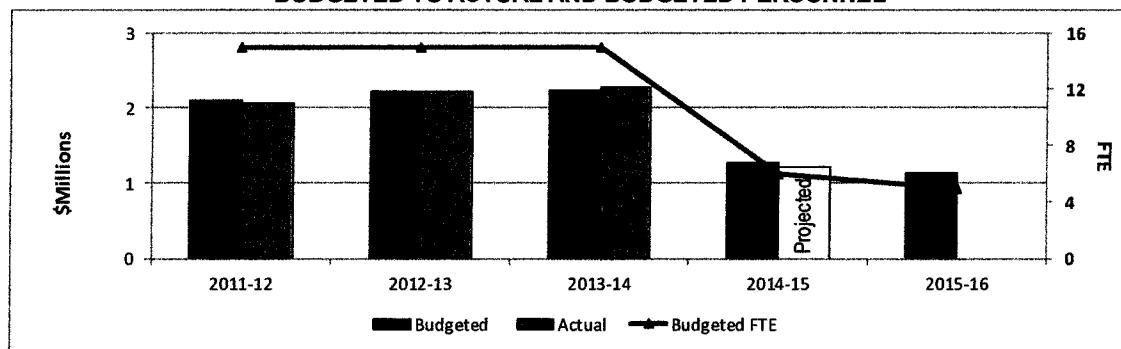
1. Completely re-implement the strategic plan.
2. Successfully implement a reimagining campaign.
3. Utilize a new approach to improve community outreach and increase visibility in the community.
4. Support university graduate students with employment and research opportunities.
5. Pursue grant funding opportunities.
6. Successfully relocate automotive and maintenance facility to assist the City with community relations project.
7. Begin construction of the Advanced Purified Water Treatment pilot plant.
8. Lease appropriately zoned PSB land for commercial and warehouse use.

El Paso Water Utilities/Fiscal Year 2015-16 Annual Budget

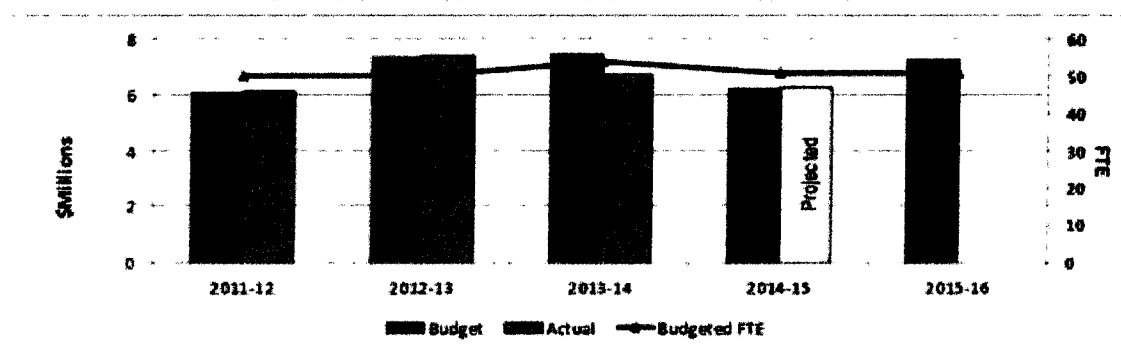
DIVISION	SECTION	ACTIVITY
ADMINISTRATION	105	EXECUTIVE SERVICES

PERFORMANCE MEASURES	PERSPECTIVE	FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 PROJECTED	FY 2015-16 GOAL
Percent under/(over) approved operating budget	Financial	.01%	6.96%	.05%	2.0%
Gallons per capita per day	Customer/ Financial	134	130	130	130
Total FTE's per 1,000 water service customers	Financial/ Internal Process	3.73	3.89	3.93	3.85
System reliability (hours available vs. total hours)	Customer	>99.99%	>99.99%	>99.99%	>99.99%
Debt Service Coverage	Financial	2.01	2.09	1.99	2.00

BUDGETED TO ACTUAL AND BUDGETED PERSONNEL



**ADMINISTRATION DIVISION
BUDGETED TO ACTUAL AND BUDGETED PERSONNEL**



El Paso Water Utilities/Fiscal Year 2015-16 Annual Budget

DIVISION	SECTION	ACTIVITY
ADMINISTRATION	105	EXECUTIVE SERVICES

Positions	Pay Grade	Approved 2013-14	Approved 2014-15	Actual As Of 09/01/14	Approved 2015-16
President/CEO	NC	1	1	1	1
Vice President Operations & Technical Services	NC	1	1	1	1
Vice President Strategic, Financial & Management Services	NC	1	1	1	1
Vice President Marketing & Communications ³	NC	1	0	0	0
Government Affairs Manager ³	Ex4	1	0	0	0
Energy Management Coordinator ⁴	Ex4	1	0	0	0
Utility Security & Emergency Response Coordinator ⁵	Ex5	1	0	0	0
Utility Chief Internal Auditor ⁷	Ex5	1	1	0	0
Innovation and Economic Assessment Manager ²	Ex5	1	1	0	1
Water & Wastewater Economic Analyst ²	132	0	0	1	0
Executive Services Manager ³	132	1	0	0	0
Business Systems Analyst ⁶	129	1	0	0	0
EPWU Public Information Coordinator ^{1,3}	125	1	0	0	0
Executive Secretary	54	1	1	1	1
Secretary ³	46	1	0	0	0
Senior Office Assistant ³	45	1	0	0	0
Total Personnel		16	6	5	6

¹ Public Information Specialist changed to EPWU Public Information Coordinator effective March 1, 2013

² Upgraded Water & Wastewater Economist Analyst to Innovation and Economic Assessment Manager effective March 1, 2013

³ Vice President of Marketing & Communications, Government Affairs Manager, Executive Services Manager, EPWU Public Information Coordinator, Secretary, and Senior Office Assistant moved to section 115 per Issue Paper FY2014-15

⁴ Energy Management Coordinator moved to section 310 per Issue Paper FY2014-15

⁵ Utility Security & Emergency Response Coordinator moved to section 510 per Issue Paper FY2014-15

⁶ Business Systems Analyst moved to section 810 per Issue Paper FY2014-15

⁷ Utility Chief Internal Auditor deleted per Issue Paper FY2015-16

El Paso Water Utilities/Fiscal Year 2015-16 Annual Budget

DIVISION	SECTION	ACTIVITY
ADMINISTRATION	110	LEGAL SERVICES

OPERATING AND MAINTENANCE BUDGET					
ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ACTUAL FY 2013-14	BUDGET FY 2014-15	PROJECTED FY 2014-15	APPROVED FY 2015-16
	<u>PERSONAL SERVICES</u>				
7020	O & M Salaries and Wages	464,847	475,000	450,663	477,000
	TOTAL PERSONAL SERVICES (LOADED)	464,847	475,000	450,663	477,000
	<u>MATERIALS & SUPPLIES</u>				
7560	Office Supplies & Printing	1,150	1,500	1,092	1,500
	TOTAL MATERIALS & SUPPLIES	1,150	1,500	1,092	1,500
	<u>MAINTENANCE</u>				
7680	Communication Equipment	1,310	2,500	1,647	2,000
	TOTAL MAINTENANCE	1,310	2,500	1,647	2,000
	<u>MISCELLANEOUS</u>				
7100	Rent	14,200	15,500	15,500	15,500
7260	Expense of Supervisor & Employees	4,850	4,000	4,395	4,000
7270	Law Library	16,625	12,000	18,123	15,000
7420	Postage	1,391	2,300	2,397	2,300
7720	Professional Services	667,014	300,000	705,856	550,000
7730	Special Services	1,530	1,700	1,520	1,700
7780	Miscellaneous Expense	32	300	101	700
7790	Software/Hardware Expense	1,425	200	200	1,300
	TOTAL MISCELLANEOUS	707,066	336,000	748,093	590,500
	TOTAL - ALL ACCOUNTS	1,174,373	815,000	1,201,494	1,071,000

Section 110 – Legal Services

Integrated Strategic Planning Map

Perspective	Objectives and Strategy Map	Measures	Targets	Initiatives
Customer (assessment Who? What? Type of customer & service)		1# of requests resolved w/in 3 days	175% in year 1	1 Establish time tracking log
		2# of Outside Counsel Tracking Logs	21 log in year 1	2 Establish time tracking log for outside counsel requests; Define separation of EPWU vs Outside counsel expertise; Increase communication w/Exec Mgmt
		3# of seminars to mid-level Supervisors	32 in year 1	3 Conduct open records seminar; Purchasing Legal Principles seminar
Financial (funding+ risk assessment + cost/benefit data)				
Internal Process (metrics designed by those who know the process)		1# of Wins or Favorable Results (when applicable)	1100% in year 1	1 Wins or settlement at favorable Results (less than nuisance value or cost of trial)
		2# of Policies Revised	22 in year 1	2 Revise Storm Water & Drought Management Program to facilitate emergency declaration by mayor; Develop Standard procedures at EPWU vehicular accidents for all employees
Organizational Capacity (employee culture & training Learning w teamwork collaboration)		1# Key Positions Identified	1100% Identified in 1 year	1 Succession Plan w/key positions/criteria/eligible dates
		2Qty of Cross Trained Employees	21 of employee in year 1	2 Cross exposure program w/purchasing disputes & inter-organizational issues
		3# Continued Legal Education workshops outside El Paso	33 employees in year 1	3 Identify possible CLE training as funding allows; specifically for water law; Construction Law
		3# National Paralegal Certifications # Notary Certifications	31 in year 1 2 renewed in year 1	3 Course & materials

DIVISION	SECTION	ACTIVITY
ADMINISTRATION	110	LEGAL SERVICES

FUNCTION:

Provide effective, results-oriented legal counsel and representation in all matters affecting the El Paso Water Utilities and its Public Service Board in a manner that promotes the PSB's goals and objectives. Provide legal services to the PSB, the President and CEO, and all divisions. These services include representing the EPWU/PSB in all lawsuits filed against or on behalf of the EPWU/PSB in state and federal courts, coordinating and managing the efforts of outside counsel involved in such litigation on behalf of the EPWU/PSB; and, preparing or reviewing all legal documents involving the EPWU/PSB including construction contracts, water rights leases, deeds, assignments, resolutions, and ordinances. Provide oral and written legal opinions as requested by management or the PSB. Represent the EPWU/PSB and its interests before local, state and federal governing bodies, courts and their administrative agencies.

MAJOR ACCOMPLISHMENTS IN FY 2014-2015:

1. Provided legal staff support to review Official Statement and confer with funding agency for Series 2015, Water and Sewer Refunding Bonds in total sum of \$149M.
2. Provided analysis and enabling Resolution to implement the Utility's application for new water supply projects under the Texas Constitutional Amendment (passed in November 2014) to establish the State Water Infrastructure Fund.
3. Provided contract review for proposed contract for a new and improved designed process for desalination brine products creation.
4. Shepherded the reestablishment of the Ponderosa/Western Village Water Supply Corporation Board of Directors so the Utility could move forward to absorb Ponderosa into the water and wastewater system.
5. Provided legal support for the Utility to defense a new Franchise Fee adopted by the City Council to be collected from the Utility's non-residential ratepayers. As a result of the action by Council, successfully defended against an overbroad public information act request regarding the city passage of a new franchise fee against the utility. Said request involved over three hundred pages of documents, one-third of which were held exempt from disclosure by the texas attorney general.
6. Worked with the County Attorney's Office to resolve concerns over the County Medical Examiner's biological waste procedure and physical infrastructure.
7. General Counsel was co-director of the 16th Annual Texas Changing Face of Water Rights Program and a Panel Member for same.
8. Northgate Development Agreement reviewed and general counsel negotiated corrected position for EPWU to contribute funds to the construction of required infrastructure improvements on this city sponsored project.
9. Provided staff support, drafted and prepared Borderplex Alliance specific economic development program agreement with EPWU.
10. Implemented the Certified Agenda method for record of Executive Sessions of Public Service Board as available under the Open Meetings Act.
11. Provided day to day support required by pending litigation (court appearances, documentary responses and negotiations).

DIVISION	SECTION	ACTIVITY
ADMINISTRATION	110	LEGAL SERVICES

STRATEGIC PLAN GOALS FY 2015-2016:

1. Public Service Board action to enact a revised Rule and Regulations Number 8 rule regarding customer appeals so as to clarify and structure a correct system.
2. Public Service Board action to pass a Rule and Regulation to implement a written, formal bid protest process for the utility.
3. Complete efforts with the El Paso County Water Improvement District Number 1 relating to the acquisition of the Playa Drain, the input of water to the Rio Bosque Wetlands Park, transfer of the Socorro Ponds.
4. Continue to monitor and provide input as to the Texas vs. New Mexico and Colorado, Rio Grande Project water distribution lawsuit in the United States Supreme Court.
5. Finalize the acquisition of the Ponderosa Western Village Water Supply Corporation.

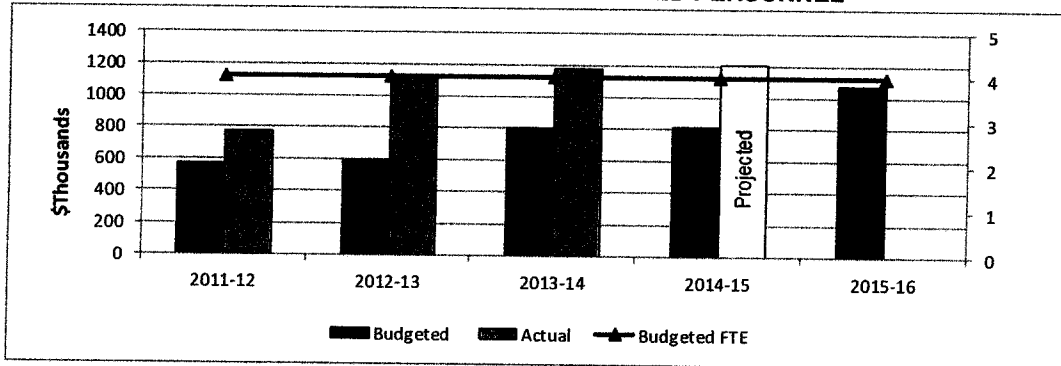
PERFORMANCE MEASURES	PERSPECTIVE	FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 PROJECTED	FY 2015-16 GOAL
Successfully represent the Utility at worker's compensation hearings and collect all subrogation monies owed to the Utility	Financial/Internal Process	All worker's compensation (WC) claims have been resolved to Utility's satisfaction	All workers' compensation claims have been resolved to the Utility's satisfaction.	Aggressively investigate and resolve workers' compensation claims fairly.	Aggressively investigate and resolve workers' compensation claims fairly.
Settle or try major personal injury lawsuits and claims so that no backlog of potential liability is created	Financial/Internal Process	1.Filemon Hernandez 2.Dora Paredes 3.Meyer Marcus 4.Congregacion Bautista Hispana De Ysleta	Joseph Wendell Victoria & Daniel Galindo Cruz Hernandez Alejandra Cabrales Jabari Jennings	Criselda Cordova Alicia Cordova Imelda Miller Jay Russell Louie Maldonado Jason Manchack Jose Cervantes	Settle or try all major personal injury lawsuits and claims with no delays and favorable results.
Implement the Records Management Plan approved by the State	Financial/Internal Process	Continue to accomplish review and disposal of records in accordance with RMP.	Continue to implement the review and disposal of records iaw RMP	Continue to implement the review and disposal of records iaw RMP	Continue to implement the review and disposal of records iaw RMP
Review and prepare resolutions and contracts as needed	Internal Process	Resolutions 48 Contracts 4 PIA 209 Rules & Regs 10	Resolutions 45 Contracts 3 PIA 326 Rules & Regs 5	PIA 330 Rules & Regs 3	Respond as necessary to requests for PIA, Contracts and Rules.

El Paso Water Utilities/Fiscal Year 2015-16 Annual Budget

DIVISION	SECTION	ACTIVITY
ADMINISTRATION	110	LEGAL SERVICES

Positions	Pay Grade	Approved 2013-14	Approved 2014-15	Actual As Of 09/01/14	Proposed 2015-16
General Counsel	NC	1	1	1	1
Assistant General Counsel	NC	1	1	1	1
Paralegal	123	1	1	1	1
Legal/Contract Secretary	51	1	1	1	1
Total Personnel		4	4	4	4

BUDGET TO ACTUAL AND BUDGETED PERSONNEL



El Paso Water Utilities/Fiscal Year 2015-16 Annual Budget

DIVISION	SECTION	ACTIVITY
ADMINISTRATION	115	COMMUNICATIONS & GOVERNMENT AFFAIRS

OPERATING AND MAINTENANCE BUDGET					
ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ACTUAL FY 2013-14	BUDGET FY 2014-15	PROJECTED FY 2014-15	APPROVED FY 2015-16
	<u>PERSONAL SERVICES</u>				
7020	O & M Salaries and Wages	178,153	712,000	673,824	706,000
	TOTAL PERSONAL SERVICES (LOADED)	178,153	712,000	673,824	706,000
	<u>MATERIALS & SUPPLIES</u>				
7550	Public Affairs Expense	9,577	40,000	51,780	85,000
7560	Office Supplies & Printing	12,893	20,000	10,102	25,000
	TOTAL MATERIALS & SUPPLIES	22,469	60,000	61,881	110,000
	<u>MAINTENANCE</u>				
7680	Communication Equipment	1,021	6,300	4,500	6,300
7910	Maintenance of Office Furniture & Equipment	2,849	3,000	1,416	3,000
	TOTAL MAINTENANCE	3,870	9,300	5,916	9,300
	<u>MISCELLANEOUS</u>				
7100	Rent	7,700	7,600	7,600	28,400
7120	Transportation	97	-	-	1,000
7260	Expense of Supervisor & Employees	3,088	3,500	50,000	50,000
7420	Postage	4,334	4,500	3,309	4,000
7720	Professional Services	196,360	198,500	215,724	631,100
7730	Special Services	-	1,000	129	31,000
7780	Miscellaneous Expense	-	300	139	300
7790	Software/Hardware Expense	902	100	100	7,900
	TOTAL MISCELLANEOUS	212,481	215,500	277,000	753,700
	TOTAL - ALL ACCOUNTS	416,974	996,800	1,018,621	1,579,000

Section 115 – Communications & Government Affairs

Integrated Strategic Planning Map

Integrated Strategic Planning Map				
Perspective	Objectives and Strategy Map	Measures	Targets	Initiatives
Customer (assessment Who? What? Type of customer & service)	<pre>graph TD subgraph Customer C1((1Increase Employee Engagement)) C2((2Improve Internal Communications)) C3((3Increase Outreach)) C4((4Improve Relationships with Local & Global Officials)) C5((5Improve Internal Consistency)) end subgraph Financial F1((1Reduce Printed Material Cost)) F2((2Increase Identification of Potential Grant Funding)) end subgraph Internal_Process I1((1Improve Website)) I2((2Improve Construction Project)) I3((3Improve Grant Acquisition Process)) I4((1Create Guidelines & Metrics for Marketing)) end subgraph Organizational_Capacity O1((1Develop Leadership Succession)) O2((2Train / Mentor Employees)) end C1 --> F1 C2 --> F1 C3 --> F2 C4 --> F2 C5 --> F1 F1 --> I1 F2 --> I2 F2 --> I3 I1 --> O1 I2 --> O2 I3 --> O2 I4 --> O1 I4 --> O2</pre>	1# of career day presentations # of speaker presentations EPWU	18 in year 1 24 in year 1	1Develop central log for tracking visits; send global email; Coord 150 for external contacts
		1# of Employee recognition programs developed	11 plan in year 1	1Develop criteria for employee recognition plan before PSB
		2# mtgs conducted w/dept heads # of town hall events	23 in year 1 1 in year 1	2Discuss communication policies; encourage empl involvement; hear updates from mgmt.
		3# of Social Media # of 115 presentations booked & tracked thru Speaker's Bureau	3Increase by 10% 100% of all given in year 1	3Track Likes/Followers & views thru Facebook/Twitter & YouTube maintain key alliances
		4# of PSB Presentation Template	41 in Qtr 1 in year 1	4Coord w/Graphic Specialist to develop standard template
5# of City Rep Meetings Attended		580 in year 1	5Establish committee w/main points of contact for all local; educate political constituents; participate in policy making	
1# of batches of Printed Material converted to e-form		11 in year 1	1Conduct evaluation and implement	
2# Grants identified		26 in year 1	2Research websites; meet w/officials	
1# of Guidelines & Specs Created		11 each in year 1	1Develop ppt, and provide assistance	
2# of Websites Redesigned		22 in year 1	2Redesign EWPU & Tech H20	
3# of Project Outreach plans completed		350% in year 1	3Coordination meeting in Q1 w/ all EPWU Project Manager	
4Procedures Developed		41 in year 1	4Develop procedures coordinate w/700 and 300's	
1# Key Positions Identified		1100% Identified in year 1	1Succession Plan w/key positions/criteria/eligible dates	
2# of Cross Trained Employees		25 of employees in year 1	2Cross exposure program between media relations, Govt affairs, & public relations	
2# of training or webinars for all employees		31 each per employee in yr 1	2Attend one training conference or personal development & group webinar course	

DIVISION	SECTION	ACTIVITY
ADMINISTRATION	115	COMMUNICATIONS & GOVERNMENT AFFAIRS

Function:

Responsible for internal and external communication including media relations, public education, crisis communications, stakeholder relationship management and government affairs. Create awareness of Public Service Board rules, regulations, policies, goals and objectives, and government affairs.

MAJOR ACCOMPLISHMENTS IN FY 2014-2015:

1. Developed and began implementation of a potable reuse communication program.
2. Developed and began implementation of a construction project outreach program.
3. Delivered advertising campaigns and news releases in English and Spanish.
4. Received two RIO Awards from the Public Relations Association of the Southwest in the Best of Category.
5. Received three Watermark Awards from the Water Environment Association of Texas and the Texas Section of the American Water Works Association.
6. Increased Facebook following by 95%; Twitter following by 10%, and YouTube views by 7%.
7. Ensured the Concentrate Management Policy Research Report that will provide guidance to utilities about barriers and regulations associated with siting and operating a desalination plant was successfully completed.
8. Continue to gain public support for EPWU programs and maintained key alliances at both the State and Federal level. Identified, developed, and maintained partnerships with State and Federal agencies and organizations.
9. Continued to pursue and obtain grant funding from the U.S. Corps of Engineers to develop projects that included the Rio Bosque, 24" Upper Valley Water Transmission Line, NW Feasibility Study (Stormwater), and several Dam Projects.
10. The government affairs staff was instrumental in having the Renewing the Nation's Urban Infrastructure (ReNUWIt) Conference be held in El Paso, resulting in greater visibility and awareness about El Paso's water issues and the potential for conducting research in areas of interest to EPWU.
11. Assisted the Montana Vista area in obtaining planning, design and construction funding to develop a wastewater system.
12. Expanded research efforts and successfully completed approximately \$200,000 worth of research projects. Direct benefits (savings) to EPWU are yet to be determined.
13. Monitored and supported various Federal legislation that could ultimately result in a positive impact to EPWU.
14. Received \$300,000 from the Bureau of Reclamation (BOR) for a WaterSMART Water and Energy Efficiency Grant.
15. Received \$150,000 from the BOR for preparing a feasibility study, required to obtain USBR Title XVI funds for the Advanced Purified Project.
16. Received an additional \$100k award from the BOR for the Rio Bosque Project along with \$179k for preparing planning associated with the NW Stormwater Project.

DIVISION	SECTION	ACTIVITY
ADMINISTRATION	115	COMMUNICATIONS & GOVERNMENT AFFAIRS

17. Participated as a panelist in numerous conferences at the State and Federal level in an effort to promote EPWU's programs.

STRATEGIC PLAN OBJECTIVES FY 2015-2016:

1. Continue implementation of the potable reuse communication program.
2. Continue implementation of a construction project outreach program.
3. Create guidelines and specifications for marketing materials.
4. Begin tracking employee presentations and career days.
5. Work with IT, redesign and update the Utility's website.
6. Continue to educate political constituents on policy issues.
7. Continue to gain public support for EPWU programs and maintain key alliances.
8. Identify opportunities through interim studies, hearings, as well as legislation to incorporate specific EPWU strategic initiatives.
9. Brand EPWU as an industry leader, its facilities as state of the art, and its services as superior.
10. Identify opportunities for EPWU to be a leader in Congressional and Administration programs to develop and implement energy and water efficiency initiatives.
11. Continue to identify opportunities for EPWU to include storm water management projects/studies in the U.S. Corps of Engineers annual work program.
12. Participate in the formulation of water, wastewater, and storm water legislation and policy issues that will further the interests of the Utility (Legislative Session in 2015).
13. Continue to foster an environment of cooperation, coordination, and support with the City and County of El Paso, as well as other regional stakeholders
14. Continue to identify grant opportunities and meet with state and federal agencies in advance of funding opportunities.
15. Seek funds for updating the County Water and Wastewater Master Plan and assist in requesting grant funds for colonias and other water related projects.

PERFORMANCE MEASURES	PERSPECTIVE	FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 PROJECTED	FY 2015-16 GOAL
New grant funding	Financial/Internal Process	\$.56M	\$.84M	\$1.0M	\$.16M
YouTube views	Customer	–	20,062	22,000	24,000
Twitter followers	Customer	590	1,587	1,700	1,800
Facebook followers	Customer	482	1,701	3,315	3,800

El Paso Water Utilities/Fiscal Year 2015-16 Annual Budget

DIVISION	SECTION	ACTIVITY
ADMINISTRATION	115	COMMUNICATIONS & GOVERNMENT AFFAIRS

Positions	Pay Grade	Approved 2013-14	Approved 2014-15	Actual As Of 09/01/14	Approved 2015-16
Chief Communications & Government Affairs Officer ^{2,5}	EX3	0	1	0	0
Government Affairs Manager ^{1,2}	EX4	0	0	1	1
Marketing & Communications Manager ³	EX4	0	1	1	1
Public Affairs Officer	132	1	1	1	1
Intergovernmental Affairs Coordinator ⁴	132	0	0	0	1
Executive Services Manager ^{1,4}	132	0	1	1	0
EPWU Public Information Coordinator ¹	125	0	1	0	1
Computer Media Specialist	124	1	1	1	1
Secretary ¹	46	0	1	1	1
Senior Office Assistant ¹	45	0	1	1	1
Total Personnel		2	8	7	8

¹ Government Affairs Manager, Vice President Marketing & Communications, Executive Services Manager, EPWU Public Information Coordinator, Secretary, Senior Office Assistant moved from section 105 per Issue Paper FY2014-15

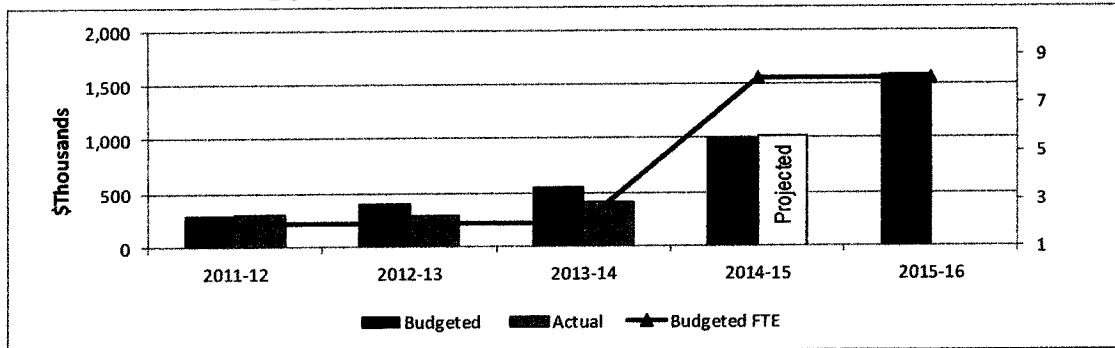
² Government Affairs Manager changed to Chief Communications & Government Affairs Officer per Issue Paper 2014-15

³ Vice President Marketing & Communications changed to Marketing & Communications Manager per Issue Paper FY2014-15

⁴ Executive Services Manager reclassified to Intergovernmental Affairs Coordinator per Issue Paper FY2015-16

⁵ Chief Communications & Government Affairs Officer deleted effective March 1, 2015

BUDGET TO ACTUAL AND BUDGETED PERSONNEL



El Paso Water Utilities/Fiscal Year 2014-15 Annual Budget

DIVISION	SECTION	ACTIVITY
ADMINISTRATION	120	HUMAN RESOURCES

OPERATING AND MAINTENANCE BUDGET					
ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ACTUAL FY 2013-14	BUDGET FY 2014-15	PROJECTED FY 2014-15	APPROVED FY 2015-16
	<u>PERSONAL SERVICES</u>				
7020	O & M Salaries and Wages	612,549	683,000	651,468	684,000
7750	Worker's Compensation	1,166	-	-	-
	TOTAL PERSONAL SERVICES (LOADED)	613,715	683,000	651,468	684,000
	<u>MATERIALS & SUPPLIES</u>				
7560	Office Supplies & Printing	6,592	6,000	4,091	6,000
7740	Rental of Equipment	6,253	6,000	6,371	6,000
	TOTAL MATERIALS & SUPPLIES	12,845	12,000	10,462	12,000
	<u>MAINTENANCE</u>				
7680	Communication Equipment	2,687	3,300	4,000	3,500
	TOTAL MAINTENANCE	2,687	3,300	4,000	3,500
	<u>MISCELLANEOUS</u>				
7100	Rent	27,800	30,300	30,300	30,400
7120	Transportation	4,914	7,500	7,082	7,500
7260	Expense of Supervisor & Employees	34,162	42,500	44,836	45,000
7420	Postage	285	300	278	300
7640	Uniforms	161	400	119	300
7720	Professional Services	-	135,000	28,887	130,000
7730	Special Services	8,524	4,600	43,350	4,600
7780	Miscellaneous Expense	528	800	315	1,100
7790	Software/Hardware Expense	886	2,300	2,300	1,300
	TOTAL MISCELLANEOUS	77,260	223,700	157,468	220,500
	TOTAL - ALL ACCOUNTS	706,507	922,000	823,397	920,000

Section 120 – Human Resources

Integrated Strategic Planning Map

Perspective	Objectives and Strategy Map	Measures	Targets	Initiatives
Customer (assessment Who? What? Type of customer & service)		1# of meetings w/EPWU City @ EPWU	12 in year 1	1 ¹ Invite EPWU HR Director & Assistant Analyst; Host mtg to discuss EPWU issues only; Develop agenda determine other invitees; Collaborate to maximize training and develop training opportunities
		2# of Standardized forms for documenting Vehicle Complaints	21 Form by Qtr 2	2 ² Coord w/Section head to develop & implement a standardized form for documenting vehicular complaints; evaluate options for recording complaints
		3# of Section Meetings	312 in year 1	3 ³ Meet w/priority section heads discuss existing job descriptions; identify potential resolutions for filling vacancies
Financial (funding+ risk assessment + cost/benefit data)		1# of Safety Committee Mtgs	11 per Qtr in year 1	1 ¹ Create a safety committee that meets quarterly to discuss large scale initiatives
		2# of Safety Meetings	2 7% increase in year 1	2 ² Conduct safety trainings
		2 # of Jobsite Inspections	2 1% increase in year 1	2 ² Conduct jobsite inspections to increase safety awareness
Internal Process (metrics designed by those who know the process)		3# of Group Discounts Taken	3 100% as applicable in yr 1	3 ³ Identify potential group discount for training programs
		1# of Training Program Curriculums Developed	11 Plan for new supervisors in year 1	1 ¹ Develop curriculum w/training classes and target dates for a priority list for new supervisors and others as determined by HR
		2# of Possible Incentives Identified	23 in year 1	2 ² Explore and ID opportunities to reward productive employees; Generate memo to exec mgmt highlighting results
Organizational Capacity (employee culture & training Learning w teamwork collaboration)		1# Key Positions Identified	1100% Identified in year 1	1 ¹ Succession Plan w/key positions/criteria/eligible dates
		2Qty of Cross Trained Employees	22 of employees in year 1	2 ² Cross exp program between emp relations & recruitment
		2# Trained for Supervisory per law requirements	23 30% of supervisors in year 1	2 ² Custom training for daily app of policies per law; outsource coaching for key positions
Organizational Capacity (employee culture & training Learning w teamwork collaboration)		3# of License Policies Developed	3 1 in year 1	3 ³ Develop standardized policy for EPWU license/certifications; to include testing fees

DIVISION	SECTION	ACTIVITY
ADMINISTRATION	120	HUMAN RESOURCES

FUNCTION:

Provide human resources, training, recruitment, safety, claims and workers' compensation program administration. Coordinate personnel matters with the City's Human Resources Department such as hiring, transferring, promotion and disciplining of employees. Conduct supervisory and developmental training and manage outsourced technical and specialized training. Review, verify, and make adjustments to departmental payroll and maintain personnel files. Provide timely recruitment of Utility positions. Provide technical guidance on Utility and City policies and retirement and pension matters. Investigate and settle personal injury and property damage claims. Prepare, administer and evaluate the Utility's safety program and provide appropriate training and resources. Investigate vehicle collisions and provide assistance to supervisors in investigating all other workplace injuries and illness.

MAJOR ACCOMPLISHMENTS IN FY 2014-2015:

1. Increased the number of safety trainings by 37.7%.
2. Increased the number of supervisory and and developmental training opportunities to include personalized coaching and customized training.
3. Filled 92.4% of authorized position vacancies including 4 key supervisory and managerial positions.
4. Implemented a job classification study and created a trainee position for internal development for the hard to recruit position of equipment operator.

STRATEGIC PLAN OBJECTIVES FY 2015-2016:

1. Continue to increase safety awareness to reduce workplace injuries and reduce costs by 5%.
2. Increase supervisory and developmental training opportunities.
3. Increase the number of safety trainings/meetings by 15%.
4. Complete recruitments of key managerial and supervisory positions, decrease the amount of time to fill position and collaborate with supervisors on hard to fill position.
5. Update New Employee Orientation to communicate and promote Utility initiatives.
6. Continue to explore and implement other opportunities to reward high performing employees.

Performance Measures	Perspective	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Projected	FY 2015-16 Goal
Employee Lost Day Rate	Internal Process	1.2	1.17	1.11	5% reduction
Severity Rate	Financial	269.99	26.22	24.9	5% reduction
Preventable Motor Vehicle Accidents	Customer	26	33	37	30

El Paso Water Utilities/Fiscal Year 2014-15 Annual Budget

DIVISION	SECTION	ACTIVITY
ADMINISTRATION	120	HUMAN RESOURCES

Performance Measures	Perspective	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Projected	FY 2015-16 Goal
Professional, operator, or other certifications attained with training classes provided by Human Resources	Organizational Capacity	15	27	15	15

¹ The first two benchmarks relate to workplace injuries or illness. The lower the numbers, the more favorable the rates become.

² Employee Lost Day Rate: Number of lost time injuries+fatalities x 200,000 divided by the total hours worked

³ Severity Rate: Number of days lost due to injury x 200,000 divided by the total hours worked.

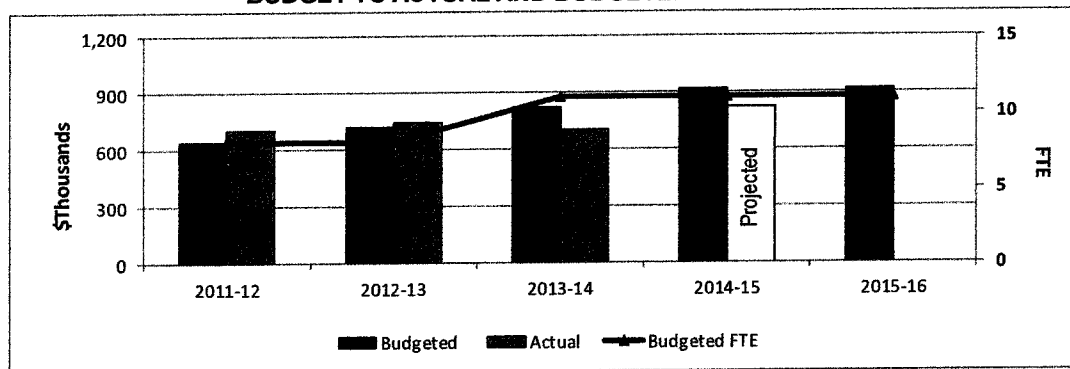
Positions	Pay Grade	Approved 2013-14	Approved 2014-15	Actual As Of 09/01/14	Approved 2015-16
Utility Human Resources Manager	Ex5	1	1	1	1
Utility Safety & Claims Supervisor	129	1	1	1	1
Senior Human Resources Analyst ²	128	1	1	1	1
Training Specialist	126	1	1	1	1
Human Resources Analyst	125	1	1	1	1
Safety Specialist ¹	124	2	2	2	2
Lead Human Resources Specialist	56	1	1	1	1
Human Resources Specialist ^{2,3}	52	1	1	1	2
Accounting/Payroll Specialist ³	50	1	1	1	0
Senior Office Assistant	45	1	1	1	1
Total Personnel		11	11	11	11

¹ Added one Safety Specialist per Issue Paper FY2013-14

² One Senior Human Resources Analyst and one Human Resources Specialist added per Issue Paper FY2013-14

³ One Accounting/Payroll Specialist upgraded to Human Resource Specialist per Issue Paper FY2015-16

BUDGET TO ACTUAL AND BUDGETED PERSONNEL



El Paso Water Utilities/Fiscal Year 2015-16 Annual Budget

DIVISION	SECTION	ACTIVITY
ADMINISTRATION	130	WATER RESOURCES

OPERATING AND MAINTENANCE BUDGET					
ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ACTUAL FY 2013-14	BUDGET FY 2014-15	PROJECTED FY 2014-15	APPROVED FY 2015-16
	<u>PERSONAL SERVICES</u>				
7020	O & M Salaries and Wages	279,613	283,000	277,219	297,000
7750	Worker's Compensation	529	-	-	-
	TOTAL PERSONAL SERVICES (LOADED)	280,142	283,000	277,219	297,000
	<u>MATERIALS & SUPPLIES</u>				
7560	Office Supplies & Printing	999	1,500	805	1,500
7620	Small Tools & Equipment	736	2,000	216	1,000
7740	Rental of Equipment	1,305	1,500	1,402	1,500
	TOTAL MATERIALS & SUPPLIES	3,040	5,000	2,423	4,000
	<u>MAINTENANCE</u>				
7680	Communication Equipment	2,439	3,000	2,913	3,000
7850	Maintenance of Equipment	2,148	1,500	1,274	1,500
	TOTAL MAINTENANCE	4,587	4,500	4,188	4,500
	<u>MISCELLANEOUS</u>				
7100	Rent	24,690	25,100	25,100	26,900
7120	Transportation	10,174	9,000	5,229	7,000
7260	Expense of Supervisor & Employees	10,063	4,000	9,026	10,000
7640	Uniforms	498	500	349	500
7720	Professional Services	-	12,500	6,250	-
7730	Special Services	224	1,200	1,200	1,200
7780	Miscellaneous Expense	393	300	125	500
7790	Software/Hardware Expense	10,364	2,900	2,900	3,400
	TOTAL MISCELLANEOUS	56,406	55,500	50,179	49,500
	TOTAL - ALL ACCOUNTS	344,174	348,000	334,009	355,000

Section 130 – Water Resources Management

Integrated Strategic Planning Map

Perspective	Objectives and Strategy Map	Measures	Targets	Initiatives	
Customer (assessment Who? What? Type of customer & service)	<pre>graph TD subgraph Customer C1((1Minimize Additional Severe Water Restrictions due to Drought)) C2((2Develop 2016 Far West Texas Water Plan)) C3((3Develop New Sources of Water)) end subgraph Financial F1((1Reduce Lost Production Capacity)) F2((2Increase Preventative Maintenance Responsibilities)) end subgraph Internal_Process [Internal Process] I1((1Utilize Hueco Bolson Groundwater Model)) I2((2Acquire LV Permit for Concentrate Disposal)) I3((3Increase Aquifer Storage & Recovery)) I4((4Maintain 10th Injection Well Compliance)) end subgraph Organizational_Capacity [Organizational Capacity] O1((1Develop Leadership Succession)) O2((2Train / Mentor Employees)) O3((3Upgrade Licenses)) end C1 --> F1 C1 --> I1 C1 --> I3 C2 --> C3 C2 --> F2 C2 --> I1 C3 --> C1 C3 --> F2 C3 --> I1 F1 --> C1 F1 --> I1 F2 --> C2 F2 --> C3 F2 --> I1 I1 --> C2 I1 --> C3 I1 --> F1 I1 --> I2 I1 --> I3 I1 --> I4 I2 --> I4 I3 --> I4 I4 --> O1 I4 --> O2 I4 --> O3</pre>	1# of Times Additional Restrictions Imposed	10 in year 1	1Maximize GW Production 2Approvals from Region E & TWDB; coord w/LBG Guyton 3Direct Potable Reuse, addn'l desal; agri drains; Water Plan acquisitions; New Hudspeth Well drilling and Testing 3Identify replacement wells coord w/420 thru EPWU bid	
		2# Draft Plan Approved	21 in year 1		
		3# of New Sources Evaluated	34 sources in year 1		
		3# of New/Replacement Wells Drilled	16 drilled in year 1		
Financial (funding+ risk assessment + cost/benefit data)		1Proactive PM program initiated	13 wells in year 1	1Coord w/420 develop PM program, w/ camera survey & identify 3 wells for PM 1Prepare EPWU Well Drilling Master Plan addressing age, location, construction materials 1Test wells & track specific gravity servicing wells that drop below acceptable measures	
		2# of Wells serviced as req'd by Specific Capacity	3100% in year 1		
Internal Process (metrics designed by those who know the process)			1# of Evaluations	12 in year 1 (Funds Available)	1Evaluate and quantify total NE injection capacity; Feasibility of JRWTP injection 2Utilize HB GW model to optimize Desalination Plant 3Assess feasibility of LV injection; begin TCEQ permit process, Design well 4Conduct Performance Assessment and prepare report 4Conduct emergency procurement for new casing
			2# of Report Completed	21 in year 1	
			3# of Injection Well Designed	3 1 in year 1	
			4# of Injection Wells Assessed for Performance	43 in year 1	
			4# Wells Repaired (new casing liner)	41 in year 1 JDF3 in yr 1 (if funding becomes available)	
Organizational Capacity (employee culture & training Learning w teamwork collaboration)			1# Key Positions Identified	1100% Identified in year 1	1Succession Plan w/key positions/criteria/eligible dates 2Cross exposure program w/well production operation 3Training and Materials
			2Qty of Cross Trained Employees	2100% of employees in 1 year	
			3# of C Operator Licenses	32 in year 1	

DIVISION	SECTION	ACTIVITY
ADMINISTRATION	130	WATER RESOURCES

FUNCTION:

Design and prepare specifications for drilling and equipping of municipal water supply wells. Provide technical support to EPWU Operations in the Well Maintenance program. Responsible for TCEQ UIC reporting and compliance monitoring for concentrate disposal wells. Design and construct monitoring and injection wells; plan and supervise the well plugging as part of a wellhead protection program; determine future groundwater requirements and plan and execute a drilling program to fit future needs; develop and maintain groundwater models to help manage groundwater resources; maintain and update databases for hydro-geologic information to be provided to individual stakeholders; review and process applications for drilling wells in the City of El Paso; coordinate with other agencies including USGS, IBWC, TCEQ and TWDB in collecting and sharing hydrologic data. Provide support for EPWU's participation in Far West Texas Regional Water Planning. Prepare Far West Texas Water Plan (50 year plan) in accordance with TWDB requirements. Obtain TCEQ approval for new well construction; provide technical review and support of EPWU Engineering and other sections.

MAJOR ACCOMPLISHMENTS IN FY 2014-2015:

1. Installed a partial liner in one of the injection wells (JDF-2). Partial liner was needed to pass the TCEQ UIC Mechanical Integrity Testing (MIT) requirements. MIT conducted on JDF-2.
2. Received amendments to TCEQ UIC injection well authorization. Amended authorization recognizes the EPA Exempt Aquifer Authorization.
3. EPWU leading role in regional water planning activities with Far West Texas Regional Water Planning Group. Continued working with the planning group to develop the population, demands and water management strategies (future supplies) for the 2016 Water Plan.
4. Continued comprehensive analysis to assess current operational conditions of the production wells in the EPWU system. This will include the installation of transducers, measuring water levels and sand content in production wells.
5. Designed, bid and supervised the drilling and equipping of 8 municipal water supply wells in the El Paso Water Utilities service area.
6. Designed and drilling 6 test holes in the El Paso Water Utilities service area.
7. Designed, constructed and tested an exploratory water supply well in the Hudspeth County.
8. Worked with EPWU operations staff in the evaluation and performance of EPWU production wells. Designed techniques to optimize production of these wells.
9. Continue to provide technical and administrative support for the Multi State Salinity Coalition.
10. Continue to provide technical data to be used in the development of the Hueco Bolson Groundwater flow and transport model.
11. Project kick off to evaluate feasibility of increasing production capacity of Kay Bailey Hutchison Desalination Plant.

DIVISION	SECTION	ACTIVITY
ADMINISTRATION	130	WATER RESOURCES

STRATEGIC PLAN GOALS FY 2015-2016:

1. Drill and equip 8 new and/or replacement wells per year.
2. Add 5 MGD of Groundwater Production per year.
3. Design, drill and test production well in Hudspeth County.
4. Develop well drilling master plan
5. Develop Aquifer Storage and Recovery Plan
6. Evaluate feasibility of deep well injection in the Lower Valley
7. Evaluate feasibility of increased production of the Kay Bailey Hutchison Desalination Plant.
8. Using the Hueco Bolson Groundwater Flow and Transport Model, develop best management practices to optimize long term use of the Hueco Bolson.
9. Complete 2016 Far West Texas State Water Plan

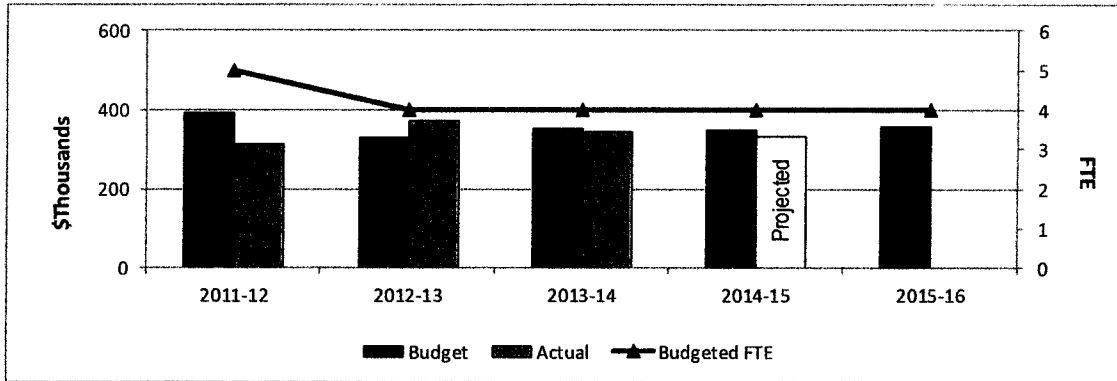
PERFORMANCE MEASURES	PERSPECTIVE	FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 PROJECTED	FY 2015-16 GOAL
Well field capacity increases (MGD)	Internal Process	5	5	5	5
Wells replaced/drilled	Internal Process	8	8	8	8
Abandoned wells plugged (includes old abandoned wells plus redrills)	Internal Process	1	1	1	1
Wells equipped	Internal Process	10	8	8	8

Positions	Pay Grade	Approved 2013-14	Approved 2014-15	Actual As Of 09/01/14	Approved 2015-16
Water Resources Manager	Ex3	1	1	1	1
Associate Hydrogeologist	126	2	2	2	2
Senior Planning Technician	46	1	1	1	1
Total Personnel		4	4	4	4

El Paso Water Utilities/Fiscal Year 2015-16 Annual Budget

DIVISION	SECTION	ACTIVITY
ADMINISTRATION	130	WATER RESOURCES

BUDGET TO ACTUAL AND BUDGETED PERSONNEL



El Paso Water Utilities/Fiscal Year 2015-16 Annual Budget

DIVISION	SECTION	ACTIVITY
ADMINISTRATION	140	LAND MANAGEMENT

OPERATING AND MAINTENANCE BUDGET					
ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ACTUAL FY 2013-14	BUDGET FY 2014-15	PROJECTED FY 2014-15	APPROVED FY 2015-16
	<u>PERSONAL SERVICES</u>				
7020	O & M Salaries and Wages	658,763	676,000	581,062	709,000
	TOTAL PERSONAL SERVICES (LOADED)	658,763	676,000	581,062	709,000
	<u>MATERIALS & SUPPLIES</u>				
7560	Office Supplies & Printing	4,381	4,500	4,410	4,500
7740	Rental of Equipment	5,725	6,000	6,756	6,000
	TOTAL MATERIALS & SUPPLIES	10,106	10,500	11,166	10,500
	<u>MAINTENANCE</u>				
7090	Water Rights Land Expense	125,959	138,000	135,000	150,000
7680	Communication Equipment	1,605	2,000	1,844	2,000
7930	Maintenance of Structure & Improvements	25,396	20,000	22,259	25,000
	TOTAL MAINTENANCE	152,959	160,000	159,103	177,000
	<u>MISCELLANEOUS</u>				
7100	Rent	18,300	19,400	19,400	22,200
7120	Transportation	2,120	2,000	2,201	2,000
7260	Expense of Supervisor & Employees	3,608	7,000	3,899	7,000
7420	Postage	1,379	2,000	2,805	2,000
7700	Insurance	-	200	200	4,500
7720	Professional Services	175,501	71,500	110,000	-
7730	Special Services	978	13,000	4,448	13,100
7780	Miscellaneous Expense	1,088	900	1,007	1,300
7790	Software/Hardware Expense	9,477	16,500	16,000	22,400
	TOTAL MISCELLANEOUS	212,449	132,500	159,960	74,500
	TOTAL - ALL ACCOUNTS	1,034,278	979,000	911,291	971,000

Integrated Strategic Planning Map

Perspective	Objectives and Strategy Map	Measures	Targets	Initiatives
Customer (assessment Who? What? Type of customer & service)		1# of Board Mtgs Attended 2# of City Joint Use Agreements 3 Time to verify land Ownership 4# of times doc are completed w/in 45 days of receipt of accurate/complete submission	1 100% as requested in yr 1 2 3 in year 1 3 W/in 24 hours in year 1 4 50% of all requests in yr 1	1 Provide quarterly updates at OSAB meetings re: land acquisition (10% Stormwtr funding) 2 Work w/City & 3rd parties use of Stormwtr property for passive recreational uses (joint use) 3 Work w/City use of SW prpty for passive recreational use 4 Collect Data / verify ownership 5 Revisit existing process and create online process
Financial (funding+ risk assessment + cost/benefit data)		1# of revised Leasing Policies 2# of Properties evaluated and action taken 3# of Open Spc Properties acquired at appraised value or less	1 1 Revised Policy in year 1 2 25 parcels in year 1 3 75% in year 1	1 Update list of delinquencies; Issue Preliminary letter w/in 10 days; Follow-up w/letter of default per contract time 2 Review and Update current leasing policy 3 Develop list; determine if land should be re-zoned, sold, leased explore 3rd party land mgmt 4 Implement creative negotiation strategies
Internal Process (metrics designed by those who know the process)		1# of acquisitions to PSB approval w/in 9 months of receipt of accurate/complete submission 2# of available wtr rights acquired 3# of acquisitions as identified by mgmt 4# of SW parcels inventoried	1 75% In year 1 2 20% in year 1 3 100% In year 1 4 48 parcels in year 1	1 Coordinate w/EPWU sections; negotiate w/property owners 2 Monitor subdivisions & delinquent taxes for EPCWID #1 property owners; Amend 3rd party contracts for more flexibility; renew expired contracts 3 Ongoing communication w/mgmt regarding future acquisitions 4 Review new subdivisions for SW land reqmts; identify existing stormwtr parcels
Organizational Capacity (employee culture & training Learning w teamwork collaboration)		1# Key Positions Identified 2 Qty of Cross Trained Employees 2# of positions reclassified and/or added 2# of Real Estate & ROW Training	1 100% Identified in year 1 2 3 employees in 1 year 2 1 in year 1 2 1 Employee in year 1	1 Succession Plan w/key positions/criteria/eligible dates 2 Cross exposure program between land sales, lease, acquisitions, planning & mgmt. 2 Reclassify positions based upon mission (add mgmt of land) 2 Course and materials

DIVISION	SECTION	ACTIVITY
ADMINISTRATION	140	LAND MANAGEMENT

FUNCTION:

Administer the real properties for EPWU, except those used directly as a part of system operation. Purchase land for stormwater, water rights purposes or other needs, and acquire rights-of-way required for system growth, improvements and water rights. Process the sale of selected land, perform property improvements, lease PSB properties, and coordinate land matters with other agencies. To effectively allow the Utility to determine a long-range plan of achievable goals, including sustainable development, obtaining necessary water rights for continued supply and growth, and initiate and conclude studies regarding water supply. Conduct landowner contacts, marketing efforts, and documentation preparations to acquire additional rights to surface water through irrigation district. Participate with the City of El Paso's Planning Department on zoning ordinance as required, and in implementing the City Comprehensive Plan. Provide in house EPWU expertise, review and participation for environmental assessments on EPWU and other local projects.

MAJOR ACCOMPLISHMENTS IN FY 2014-2015:

1. Completed the acquisition of Silver Springs, Upper Coronado Canyon, and Asarco properties. Contract pending on Lower Coronado Canyon. Negotiations completed on the Hunt Arroyos and the Playa Drain.
2. Completed 11 property acquisitions needed for the Gateway West Pond Project.
3. Completed 4 property acquisitions needed for the Gateway East Pond Project.
4. Completed acquisition of property interests needed for Austin Pond.
5. Completed 3 property acquisitions for SAC 2 Stormwater Project
6. Completed Mutual Use Agreement with TXDOT for Pollard Pond, to include Council approval.
7. Completed the sale of five separate properties totaling \$ 849,604 in revenue.
8. Completed acquisition of 89 acres of land for surface water rights.
9. Completed new 452 Water Rights contracts.
10. Acquired 2 new leases, 4 renewals, 1 sublease totaling \$ 68,987 in revenue.
11. Completed a Maintenance Agreement with the Borderland Mountain Bike Association for the maintenance of 5 acres located within the Northeast Master Planned area at no cost to EPWU.
12. Completed the lease agreement with the Texas General Land Office for 9,590 acres.

STRATEGIC PLAN GOALS FY 2015-2016:

1. Work with the Open Space Advisory Board to identify additional land that can be purchased with the 10% funds.
2. Complete the acquisition of land needed for water resources.
3. Acquire necessary land, easements, right-of-ways, right of entries, and necessary property vacations so that the construction of the infrastructure necessary to provide services to customers is completed on schedule and there are no delays in completion of the projects attributable to land acquisition.

El Paso Water Utilities/Fiscal Year 2015-16 Annual Budget

DIVISION	SECTION	ACTIVITY
ADMINISTRATION	140	LAND MANAGEMENT

4. Complete the updating of the existing databases so that we can transition and implement the new Land Works software for a more expedient and efficient records management system of land research and for internal and external requests to identify and determine land availability.
5. Contribute towards providing alternate water sources, such as land acquisition for wells and water rights acquisition.
6. Maintain and manage land within EPWU land inventory so that land appreciates in value. For Stormwater acquisitions explore opportunities to not only acquire the land, but partner with the city and seller to integrate the surrounding development to provide for passive recreational opportunities for El Paso.
7. Evaluate and determine whether administrative fees for the processing of easements, rights of entry and land sales are sufficient to cover administrative costs, and if no administrative fees are charged, whether fees should be charged by conducting cost of service analysis by project activity. Complete analysis by July for placement, if appropriate, in 2015 budget.
8. Review existing policies on lease and right of entry fees to determine whether the policies should be amended.
9. Explore opportunities for agreements with third parties for the maintenance and enhancements of EPWU stormwater land assets that will reduce EPWU maintenance costs while providing for enhancement of stormwater assets that will encourage passive recreational uses.

PERFORMANCE MEASURES	PERSPECTIVE	FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 PROJECTED	FY 2015-16 GOAL
Lease revenue	Internal Process	\$1,744,078	\$1,488,358	\$1,496,222	\$1,703,175
Lease revenue (Stormwater)	Internal Process	\$43,030	\$40,590	\$43,000	\$55,000
Total acres of water rights (Excluding 2001 ITPC)	Internal Process	11,650	11,733	11,848	11,873
Acres of new water rights, leases	Internal Process	2.5	83.71	179.71	25

El Paso Water Utilities/Fiscal Year 2015-16 Annual Budget

DIVISION	SECTION	ACTIVITY
ADMINISTRATION	140	LAND MANAGEMENT

Positions	Pay Grade	Approved 2013-14	Approved 2014-15	Actual As Of 09/01/14	Approved 2015-16
Real Estate Manager/Counsel	NC	1	1	1	1
Utility Land & Water Rights Manager	Ex3	1	1	1	1
Environmental Planner	128	1	1	1	1
Utility Planner ⁴	126	0	0	0	1
Land & Contract Administrator	126	1	1	1	1
Engineering Associate ³	126	0	1	0	1
Right of Way Agent	125	1	1	1	1
GIS Technician ^{2,3}	122	1	0	1	0
Land & Contract Specialist ¹	51	1	1	0	1
Senior Office Assistant ¹	45	1	1	2	1
Total Personnel		8	8	8	9

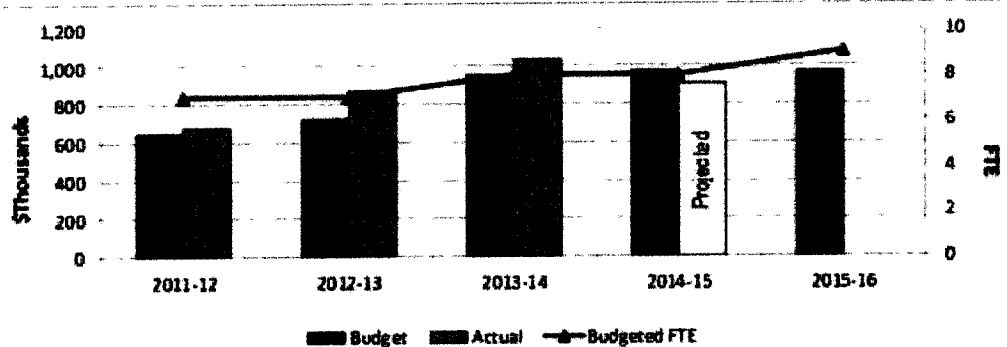
¹ One Senior Office Assistant upgraded to Land & Contract Specialist per Issue Paper FY2013-14

² GIS Technician upgraded from 121 to 122 per City Reclassification FY 2013-14

³ GIS Technician Upgraded to Engineering Associate per Issue Paper FY2014-15

⁴ Utility Planner added per Issue Paper FY2015-16

BUDGET TO ACTUAL AND BUDGETED PERSONNEL



El Paso Water Utilities/Fiscal Year 2015-16 Annual Budget

DIVISION	SECTION	ACTIVITY
ADMINISTRATION	150	TECH₂O CENTER & WATER CONSERVATION

OPERATING AND MAINTENANCE BUDGET

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ACTUAL FY 2013-14	BUDGET FY 2014-15	PROJECTED FY 2014-15	APPROVED FY 2015-16
	<u>PERSONAL SERVICES</u>				
7020	O & M Salaries and Wages	420,002	499,000	460,821	499,000
7750	Worker's Compensation	3,373	1,700	-	1,700
	TOTAL PERSONAL SERVICES (LOADED)	423,376	500,700	460,821	500,700
	<u>MATERIALS & SUPPLIES</u>				
7560	Office Supplies & Printing	1,858	2,000	2,171	2,000
7740	Rental/Lease of Equipment	3,081	3,000	2,649	3,000
	TOTAL MATERIALS & SUPPLIES	4,938	5,000	4,820	5,000
	<u>MAINTENANCE</u>				
7380	Landscaping	2,440	4,000	9,392	10,000
7660	Building Services	53,273	65,000	57,668	60,000
7680	Communication Equipment	4,818	6,500	5,748	6,000
	TOTAL MAINTENANCE	60,531	75,500	72,809	76,000
	<u>UTILITIES</u>				
7060	Electricity Expense	33,596	38,000	34,115	36,000
7710	Natural Gas Expense	6,447	4,000	4,025	4,000
7760	Utilities	7,676	4,500	6,810	7,000
	TOTAL UTILITIES	47,718	46,500	44,950	47,000
	<u>MISCELLANEOUS</u>				
7110	Water Conservation Expense	138,588	149,000	77,542	449,100
7120	Transportation	20,709	18,500	19,972	18,500
7260	Expense of Supervisor & Employees	9,003	3,000	9,928	10,000
7320	Lease of Land	32,800	32,800	32,800	32,800
7370	Disposal Fees	550	1,000	650	1,000
7420	Postage	139	-	-	-
7640	Uniforms	1,394	1,200	1,427	1,200
7700	Insurance	2,000	6,500	6,500	2,500
7720	Professional Services	-	11,500	5,750	10,000
7730	Special Services	4,991	100	100	100
7770	Security	16,787	17,000	17,000	24,800
7780	Miscellaneous Expense	2,956	1,000	1,185	1,300
7790	Software/Hardware Expense	1,868	6,700	5,555	7,000
	TOTAL MISCELLANEOUS	231,785	248,300	178,409	558,300
	TOTAL - ALL ACCOUNTS	768,349	876,000	761,808	1,187,000