



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

PROGRAM: Cebada Pump #3 Repairs
CIP #2004
PROGRAM CATEGORY Pump Station
PROJECT Install a Variable Frequency Drive (VFD) at one pump to enhance pumping performance of the pump station.
Total Funding Request \$121,000
Funding Sources IMP \$121,000
FY 2015-16 Projected Expenditures \$121,000
Total Project Cost \$11,113,000
Impact on Operating Budget <\$5,000 Negligible

PROGRAM: Copia Pond
CIP #3002
PROGRAM CATEGORY Storage
PROJECT Construct pond east of Memorial Park to contain Copia Ditch peak flows.
Total Funding Request \$1,669,000
Funding Sources BONDS \$1,669,000
FY 2015-16 Projected Expenditures \$1,669,000
Total Project Cost \$1,945,000
Impact on Operating Budget <\$5,000 Negligible

PROGRAM: Gateway West/East Ponds
CIP #3006
PROGRAM CATEGORY Storage
PROJECT Build ponds to add storage capacity, to reduce IH-10 flooding.
Total Funding Request \$5,045,000
Funding Sources BOND \$5,045,000
FY 2015-16 Projected Expenditures \$3,786,000
Total Project Cost \$9,444,000
Impact on Operating Budget <\$5,000 Negligible



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

APPROVED STORMWATER PROJECTS

PROGRAM: Austin Pond

CIP #3009

PROGRAM CATEGORY Storage

PROJECT Build pond to detain run-off flowing into the Government Hills Channel.

Total Funding Request \$250,000

Funding Sources BONDS \$250,000

FY 2015-16 Projected Expenditures \$3,206,000

Total Project Cost

Impact on Operating Budget <\$5,000 Negligible

PROGRAM: Silver Springs Dam

CIP #3013

PROGRAM CATEGORY Storage

PROJECT Design dam/basin to detain peak flows affecting the Coronado Channel.

Total Funding Request \$300,000

Funding Sources BONDS \$300,000

FY 2015-16 Projected Expenditures \$300,000

Total Project Cost \$5,700,000

Impact on Operating Budget <\$5,000 Negligible

PROGRAM: Flow Path 20/Paragon (Aldea Development)

CIP #3015

PROGRAM CATEGORY Storage

PROJECT Provide funds for debris/detention basins in Aldea development to handle Flow Path 20.

Total Funding Request \$2,772,000

Funding Sources BONDS \$2,772,000

FY 2015-16 Projected Expenditures \$4,242,000

Total Project Cost \$11,100,000

Impact on Operating Budget <\$5,000 Negligible



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

PROGRAM: Pico Norte Pond

CIP #3028

PROGRAM CATEGORY Storage

PROJECT Excavate additional material to increase capacity to contain 100-yr storm and modify inlet structures to improve flow into the basin.

Total Funding Request \$3,040,000

Funding Sources BONDS \$3,040,000

FY 2015-16 Projected Expenditures \$4,200,000

Total Project Cost \$4,200,000

Impact on Operating Budget <\$5,000 Negligible

PROGRAM: Various Localized Flooding Projects

CIP #4001

PROGRAM CATEGORY Rehabilitation

PROJECT Improve local storm drain systems to reduce localized flooding.

Total Funding Request \$2,040,000

Funding Sources BONDS \$2,040,000

FY 2015-16 Projected Expenditures \$2,040,000

Total Project Cost \$11,068,000

Impact on Operating Budget <\$5,000 Negligible

PROGRAM: CD Drainage Projects

CIP #4002

PROGRAM CATEGORY Rehabilitation

PROJECT Storm sewer improvements constructed jointly with City's CDBG Neighborhood Improvements.

Total Funding Request \$2,116,000

Funding Sources BONDS \$2,116,000

FY 2015-16 Projected Expenditures \$2,116,000

Total Project Cost \$2,116,000

Impact on Operating Budget <\$5,000 Negligible



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

PROGRAM: Various Conveyance Improvements

CIP #4108

PROGRAM CATEGORY Rehabilitation

PROJECT Various works improving channels or arroyos, to mitigate flooding, also matching funds for Federal Funding

Total Funding Request	\$204,000
Funding Sources	IMP \$204,000
FY 2015-16 Projected Expenditures	\$204,000
Total Project Cost	\$2,040,000
Impact on Operating Budget	<\$5,000 Negligible

PROGRAM: Franklin Conduit Repair

CIP #4120

PROGRAM CATEGORY Rehabilitation

PROJECT Internal repairs and structural reinforcement of broken conduit walls of the Franklin Conduit in the downtown area.

Total Funding Request	\$258,000
Funding Sources	BONDS \$258,000
FY 2015-16 Projected Expenditures	\$258,000
Total Project Cost	\$774,000
Impact on Operating Budget	<\$5,000 Negligible

PROGRAM: Doniphan PS 1 & PS 2

CIP #4201

PROGRAM CATEGORY Rehabilitation

PROJECT Study to recommend solutions to eliminate flooding along Doniphan Drive.

Total Funding Request	\$179,000
Funding Sources	IMP \$179,000
FY 2015-16 Projected Expenditures	\$179,000
Total Project Cost	\$8,805,000
Impact on Operating Budget	<\$5,000 Negligible



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

PROGRAM: Cebada PS Improvements

CIP #4202

PROGRAM CATEGORY Rehabilitation

PROJECT Implement improvements recommended in report to enhance mechanical and electrical function and correct storage deficiencies.

Total Funding Request \$457,000

Funding Sources BONDS \$457,000

FY 2015-16 Projected Expenditures \$457,000

Total Project Cost \$6,012,000

Impact on Operating Budget <\$5,000 Negligible

PROGRAM: Various Pump Station Rehab

CIP #4203

PROGRAM CATEGORY Rehabilitation

PROJECT Rehabilitate various pump stations in need of repair or enhancement.

Total Funding Request \$505,000

Funding Sources IMP \$505,000

FY 2015-16 Projected Expenditures \$505,000

Total Project Cost \$505,000

Impact on Operating Budget <\$5,000 Negligible

PROGRAM: Thomas Manor Stormwater Improvements

CIP #4204

PROGRAM CATEGORY Rehabilitation

PROJECT Improvements to pump station, force main, and basin works including beautification of the site.

Total Funding Request \$1,178,000

Funding Sources BONDS \$1,178,000

FY 2015-16 Projected Expenditures \$1,178,000

Total Project Cost \$2,355,000

Impact on Operating Budget <\$5,000 Negligible



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

PROGRAM: Various Dam Improvements

CIP #4303

PROGRAM CATEGORY Rehabilitation

PROJECT Repair and or Rehabilitate various dams in need of repair or improvements.

Total Funding Request \$389,000

Funding Sources IMP \$389,000

FY 2015-16 Projected Expenditures \$450,000

Total Project Cost \$10,620,000

Impact on Operating Budget <\$5,000 Negligible

PROGRAM: Spring Crest Upstream Basin (MW28)

CIP #4305

PROGRAM CATEGORY Rehabilitation

PROJECT Design modifications to the existing diversion berm to create a detention dam.

Total Funding Request \$153,000

Funding Sources BONDS \$153,000

FY 2015-16 Projected Expenditures \$153,000

Total Project Cost \$1,438,000

Impact on Operating Budget <\$5,000 Negligible

PROGRAM: Dam 9 Upgrade (Dallas)

CIP #4307

PROGRAM CATEGORY Rehabilitation

PROJECT Replace CMP with RCP and modify outlet box structure to reduce rate of flow leaving basin.

Total Funding Request \$102,000

Funding Sources IMP \$102,000

FY 2015-16 Projected Expenditures \$102,000

Total Project Cost \$744,000

Impact on Operating Budget <\$5,000 Negligible



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

PROGRAM: Americas 10 Dam Improvements

CIP #4314

PROGRAM CATEGORY Rehabilitation

PROJECT Rebuild outlet conduit remove sediment from basin and repair principal spillway.

Total Funding Request \$479,000

Funding Sources BONDS \$479,000

FY 2015-16 Projected Expenditures \$479,000

Total Project Cost \$479,000

Impact on Operating Budget <\$5,000 Negligible

PROGRAM: Kentucky Dam Phase I Improvements

CIP #4315

PROGRAM CATEGORY Rehabilitation

PROJECT Deepen existing basin and install additional inlets to capture flows currently by-passing the dam.

Total Funding Request \$1,346,000

Funding Sources BONDS \$1,346,000

FY 2015-16 Projected Expenditures \$1,346,000

Total Project Cost \$4,382,000

Impact on Operating Budget <\$5,000 Negligible

PROGRAM: Keystone Dam Sluice Gate

CIP #4316

PROGRAM CATEGORY Rehabilitation

PROJECT Place sluice gate on outlet tower to hold peak flow to minimize flooding on Doniphan.

Total Funding Request

Funding Sources \$246,000

FY 2015-16 Projected Expenditures BONDS \$246,000

Total Project Cost \$246,000

Impact on Operating Budget <\$5,000 Negligible



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

PROGRAM: Dam No. 3 Upgrade

CIP #4317

PROGRAM CATEGORY Rehabilitation

PROJECT Design to deepen existing basin and install additional inlets to capture flows from Elm street currently by-passing the basin.

Total Funding Request	\$127,000
Funding Sources	IMP \$127,000
FY 2015-16 Projected Expenditures	\$127,000
Total Project Cost	\$1,090,000
Impact on Operating Budget	<\$5,000 Negligible

PROGRAM: Northeast Flood Control Projects

CIP #4319

PROGRAM CATEGORY Rehabilitation

PROJECT Debris trap works on Fairbanks Outfall, and railing along Diana Ditch this work is to minimize debris on the streets and keep vehicles out of Diana ditch.

Total Funding Request	\$1,382,000
Funding Sources	BONDS \$1,382,000
FY 2015-16 Projected Expenditures	\$1,382,000
Total Project Cost	\$3,014,000
Impact on Operating Budget	<\$5,000 Negligible

PROGRAM: LOMAR Studies

CIP #5005

PROGRAM CATEGORY Miscellaneous & Support Facilities

PROJECT Fund to procure LOMAR studies for FEMA's FIRM revisions.

Total Funding Request	\$204,000
Funding Sources	IMP \$204,000
FY 2015-16 Projected Expenditures	\$204,000
Total Project Cost	\$2,548,000
Impact on Operating Budget	<\$5,000 Negligible



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

PROGRAM: Sandbag Canopies

CIP #5006

PROGRAM CATEGORY Miscellaneous & Support Facilities

PROJECT Site work improvements to sandbag distribution sites.

Total Funding Request \$600,000

Funding Sources BONDS \$600,000

FY 2015-16 Projected Expenditures \$600,000

Total Project Cost \$600,000

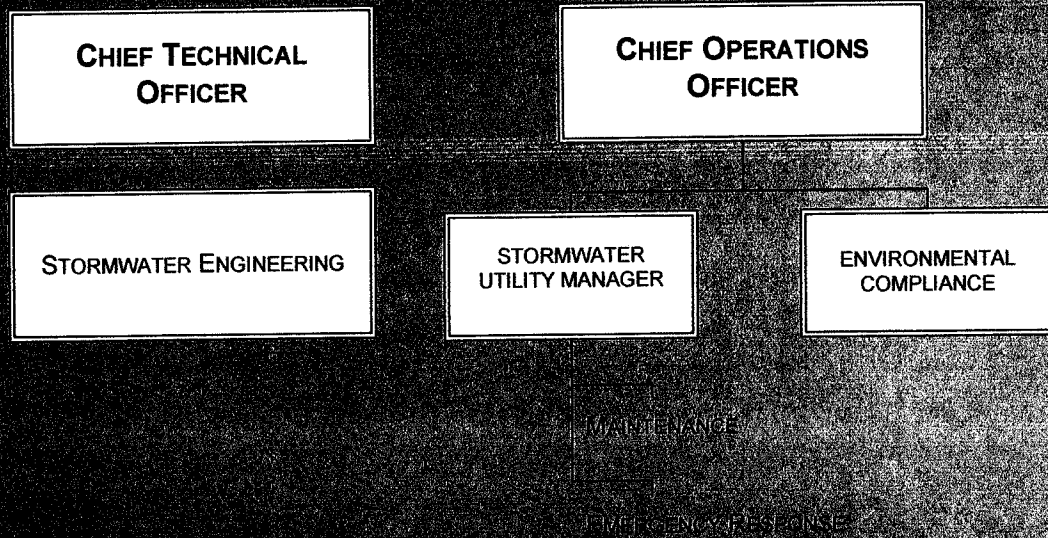
Impact on Operating Budget <\$5,000 Negligible

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

STORMWATER REPLACEMENT AUTOMOTIVE AND CONSTRUCTION EQUIPMENT

Projected Mileage-Hours by						
Section	Unit#	Description	02-2016	Type of Vehicle		Estimated Cost
210	5007	1999 VACCUM JET RODDER C	12,395	VACCUM JET RODDER COMBINATION		\$350,000
210	5004	2002 2 TON 4 DR FLAT BED	138,292	2 TON 4 DR FLAT BED		\$81,000
210	5018	2008 COMPACT PICK-UP 4X4	145,271	1/2 TON PICK UP 4X4		\$22,000
210	5019	2008 COMPACT PICK-UP 4X4	206,050	1/2 TON PICK UP 4X4		\$22,000
210	5020	2008 COMPACT PICK-UP 4X4	196,699	1/2 TON PICK UP 4X4		\$22,000
210	5022	2008 COMPACT PICK-UP 4X4	206,758	1/2 TON PICK UP 4X4		\$22,000
230	5014	2006 COMPACT PICK-UP 4X4	167,969	1/2 TON PICK UP 4X4		\$22,000
230	5016	2006 COMPACT PICK-UP 4X4	128,071	1/2 TON PICK UP 4X4		\$22,000
230	5017	2006 COMPACT PICK-UP 4X4	161,637	1/2 TON PICK UP 4X4		\$22,000
Estimated Total Vehicle and Equipment Cost						\$ 686,000
Less: Estimated Trade-in Value						\$ (43,600)
Net Cost to FY 2016-16 Budget						\$ 641,400

STORMWATER OPERATIONS



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

DIVISION

SECTION

ACTIVITY

STORMWATER

210

STORMWATER 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	798,017	479,000	460,659	487,000
7750	Worker's Compensation	69,193	46,400	20,000	26,400
	TOTAL PERSONAL SERVICES (LOADED)	867,211	525,400	480,659	513,400
	<u>MATERIALS & SUPPLIES</u>				
7240	Laboratory Supplies & Testing	-	1,000	-	-
7500	Chemicals	9,550	14,000	14,323	4,000
7560	Office Supplies & Printing	17,374	12,000	9,000	10,000
7620	Small Tools & Equipment	32,957	34,000	32,000	64,000
7740	Rental of Equipment	5,140	7,500	7,500	7,500
	TOTAL MATERIALS & SUPPLIES	65,021	68,500	62,823	85,500
	<u>MAINTENANCE</u>				
7330	Emergency Response	361,791	180,000	210,000	300,000
7340	Maintenance of Basins, Ponds, Dams	1,491,862	1,000,000	1,000,000	1,275,000
7350	Maintenance of Channels, Ditches, Conduits	1,360,176	1,300,000	1,300,000	1,275,000
7360	Maintenance of Pump Stations	147,178	175,000	141,201	175,000
7660	Building Services	16,343	15,000	34,849	17,000
7680	Communication Equipment	16,684	12,200	16,344	15,000
7850	Maintenance of Equipment	56,681	62,000	71,698	62,000
7930	Maintenance of Structure & Improvements	40,881	55,000	21,317	45,000
	TOTAL MAINTENANCE	3,491,596	2,799,200	2,795,410	3,164,000
	<u>UTILITIES</u>				
7060	Electricity Expense	66,919	60,000	70,328	68,000
7710	Natural Gas Expense	3,669	3,000	3,439	3,300
7760	Utilities	27,308	20,600	26,441	25,000
	TOTAL UTILITIES	97,895	83,600	100,209	96,300
	<u>MISCELLANEOUS</u>				
7120	Transportation	339,581	321,000	315,000	321,000
7160	Permit Fee to State	37,498	39,500	36,933	206,500
7260	Expense of Supervisor & Employees	9,270	6,000	12,189	14,000
7320	Lease of Land	24,000	24,000	24,000	24,000
7370	Disposal Fees	165,448	200,000	171,992	180,000
7420	Postage	297	250	183	-
7640	Uniforms	44,139	37,500	37,801	37,500
7700	Insurance	5,000	4,500	4,500	5,100
7730	Special Services	-	500	-	600
7780	Miscellaneous Expense	4,097	2,050	2,289	3,000
7790	Software/Hardware Expense	32,196	42,000	42,000	51,200
	TOTAL MISCELLANEOUS	661,527	677,300	646,886	842,900
	SUBTOTAL - ALL ACCOUNTS	5,183,251	4,154,000	4,085,986	4,702,100
	PLUS:INDIRECT COST ALLOCATION	1,305,000	1,193,000	1,193,000	1,300,000
	TOTAL - ALL ACCOUNTS	6,488,251	5,347,000	5,278,986	6,002,100

Section 210 – Stormwater 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((1Improve Public Participation)) C2((2Improve Sandbag Program)) C3((3Improve Coord w/ External Agencies)) end subgraph Financial F1((1Create Standard SW Operating Procedure)) F2((2Implement Alternative Green Concepts)) F3((3Utilize Vendor BuyBoards)) end subgraph InternalProcess IP1((1Identify Stormwater System List)) IP2((2Develop SW Emergency Response Plan)) IP3((3Utilize Hansen More Effectively)) end subgraph OrganizationalCapacity OC1((1Develop Leadership Succession)) OC2((2Train / Mentor Employees)) OC3((3Upgrade Licenses)) end C1 --> F1 C1 --> F2 C1 --> F3 C2 --> F1 C2 --> F2 C2 --> F3 C3 --> F1 C3 --> F2 C3 --> F3 F1 --> IP1 F1 --> IP2 F1 --> IP3 F2 --> IP1 F2 --> IP2 F2 --> IP3 F3 --> IP1 F3 --> IP2 F3 --> IP3 IP1 --> OC1 IP1 --> OC2 IP1 --> OC3 IP2 --> OC1 IP2 --> OC2 IP2 --> OC3 IP3 --> OC1 IP3 --> OC2 IP3 --> OC3</pre>	¹ Sandbag Instruction Brochure	¹ 1 in year 1	¹ Develop instructional tri-fold brochure; address dumping; prepare Feb “Flood Awareness” Week; coord both w/115
		² Streamline Procedure Completed	² 1 in year 1	² Develop SBag Dist procedures; stream line process; purchase equipment; coord w/contractor
		² # of Distribution Sites Identified	² 4 in year 1	² Identify 4 potential SBag dist facilities; move 2; coord sitework w/220
		³ List of Priority Contacts	³ 1 List in year 1	³ Dev External Stakeholder list
Financial (funding+ risk assessment + cost/benefit data)		¹ Completed SOP Procedure	¹ 1 SOP in year 1	¹ Perform “How To” assessment; develop preventative maintenance
		² Green Concept Evaluation	² 1 in year 1	² Evaluate potential green concepts and prepare report;
		³ # of BuyBoards Used when appropriate	³ 100% in year 1 for all applicable	³ Consult current BuyBoard List and discuss w/750
Internal Process (metrics designed by those who know the process)		¹ Creation of priority list of top 5 areas for televising	¹ 1 list in year 1	¹ Create priority list of top 5 to televise; optimize SW camera van use; prepare as-builts Use Hansen to track problematic sites
		¹ # of “as-builts” produced	¹ 15% of system in yr 1	² Utilize past experience to develop plan to mitigate impacts during storm
		² # of plans completed	² 1 Stormwater Plan in year 1	³ Add detailed tasks in Hansen
		³ # of detailed tasks inputted into Hansen	³ 50% in year 1	
Organizational Capacity (employee culture & training Learning w teamwork collaboration)		¹ # Key Positions Identified	¹ 100% Identified in 1 year	¹ Succession Plan w/key positions/criteria/eligible dates
		² # of Cross Trained Employees	² 100% of employees in 1 year	² Cross exposure program of general service workers between city areas
		³ Herbicide License	³ 2 in year 1	³ Course & materials

DIVISION	SECTION	ACTIVITY
STORMWATER	210	STORMWATER MANAGEMENT

FUNCTION:

Responsible for the proper operation and maintenance of the Stormwater system in the City of El Paso consisting of 20 Stormwater pump stations, 361 ponds comprising 1,020 acres, 38 dams and basins comprising 2,420 acres, 72 miles of channels, 40 miles of agricultural drains, 280.19 miles of storm drain conduits, and 6,369 storm drain drop inlets. Additionally, Stormwater Operations is tasked with promptly addressing Customer Service requests received.

MAJOR ACCOMPLISHMENTS IN FY 2014-2015:

1. Earned the highest "Acceptable" ratings on 13 of 15 major flood control dams, during this year's US Army Corps of Engineers inspections. These exceptional ratings by the Corps demonstrate the significant improvements made on the most important flood control assets.
2. Earned "Acceptable" or "Min. Acceptable" ratings on all 11 designated Levee flood control systems, under our responsibility, during this year's Corps of Engineers inspections.
3. Performed maintenance on 8 miles of 40 total miles of Agricultural Drains.
4. Performed maintenance on 183 acres of 1,020 total acres of Ponds.
5. Performed maintenance on 25 miles of 72 total miles of Channels.
6. Performed 649 Hansen PM Work Orders and responded to 503 Customer Service Requests.
7. Completed annual sampling, monitoring and dry weather screening program requirements.
8. Assisted with the successful completion of the 2013-14 MS4 Annual Report.
9. Distributed over 120,000 sandbags over the monsoon season.
10. Successfully cross-trained all Lead Service Workers and Trades Helpers throughout the entire Storm System.
11. Increased our in-house training consisting of Hansen, Arc Map, Small Equipment, Customer Service, and Management Leadership Training.

STRATEGIC PLAN GOALS FY 2015-2016:

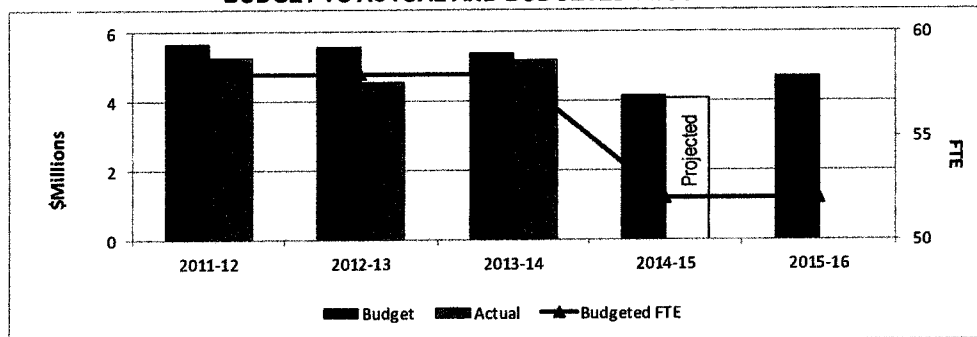
1. Within a year's time create a sandbag instructional brochure for the public.
2. Within this year identify sites for sandbag distribution and streamline the procedure.
3. Within the year create a Standard Operating Procedure manual for all SW satellites offices as well as a contact list of all the agencies we work with.
4. Provide some cross-training to all Stormwater General Service employees within the next two years.
5. Make strides in using at least one green concept into our maintenance standards or Stormwater projects each year.
6. Create a priority list of televising the storm system within this year.
7. Complete the plan of action for the proper operation and maintenance of the city wide Stormwater system during a major storm event.

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

DIVISION	SECTION	ACTIVITY
STORMWATER	210	STORMWATER MANAGEMENT

PERFORMANCE MEASURES	INVENTORIED STORMWATER TOTAL ASSETS	PERSPECTIVE	FY 2013-14 ACTUAL	FY 2014-15 PROJECTED	FY 2015-16 GOAL
Acres of ponds cleaned	1020	Customer/Internal Process	183	200	200
Acres of dams cleaned	2,420	Customer/Internal Process	89	120	120
Miles of channels cleaned	72	Customer/Internal Process	25	30	30
Miles of agricultural drains cleaned	40	Customer/Internal Process	8	15	15
Miles of storm drain conduits cleaned	280	Customer/Internal Process	3	10	10
Storm drain inlets cleaned	6,359	Customer/Internal Process	63	100	100
Acres of Herbicide placed	N/A	Customer/Internal Process	125		

BUDGET TO ACTUAL AND BUDGETED PESONNEL



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

DIVISION	SECTION	ACTIVITY
STORMWATER	210	STORMWATER MANAGEMENT

Positions	Pay Grade	Approved 2013-14	Approved 2014-15	Actual As Of 09/01/14	Approved 2015-16
Stormwater Operations Manager ⁴	EX4	1	1	1	1
GIS Technician ²	122	1	1	1	1
Operations Supervisor	57	1	1	1	1
Code Compliance Supervisor ⁵	55	1	0	0	0
Operations Assistant ¹	53	4	4	4	4
Code Compliance Inspector ⁵	51	5	0	0	0
Equipment Operator	48	6	6	6	6
Secretary	46	1	1	1	1
General Services Lead Worker ¹	46	4	4	4	4
Trades Helper	45	10	10	9	10
Senior Office Assistant ⁵	45	1	0	0	0
Field Data Collector ³	43	0	1	1	1
General Service Worker	43	23	23	21	23
Total Personnel		58	52	49	52

¹ Reclassified one General Services Lead Worker to Operations Assistant per Issue Paper FY2013-14

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

³ Field Data Collector added per Issue Paper FY2014-15

⁴ Stormwater Operations Manager upgraded from EX5 to EX4 per Issue Paper FY2014-15

⁵ One Code Compliance Supervisor, five Code Compliance Inspectors, and one Senior Office Assistant moved to Code Compliance Section 230, section created per Issue Paper FY2014-15

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

DIVISION	SECTION	ACTIVITY
STORMWATER	220	STORMWATER ENGINEERING

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	389,117	596,000	503,349	631,000
	TOTAL PERSONAL SERVICES (LOADED)	389,117	596,000	503,349	631,000
	<u>MATERIALS & SUPPLIES</u>				
7560	Office Supplies & Printing	2,205	4,000	2,635	4,000
7740	Rental of Equipment	3,643	4,000	4,216	4,000
	TOTAL MATERIALS & SUPPLIES	5,848	8,000	6,851	8,000
	<u>MAINTENANCE</u>				
7680	Communication Equipment	553	1,200	555	1,200
	TOTAL MAINTENANCE	553	1,200	555	1,200
	<u>MISCELLANEOUS</u>				
7100	Rent	19,200	21,000	21,000	20,600
7120	Transportation	4,028	5,000	4,022	5,000
7260	Expense of Supervisor & Employees	3,544	8,000	3,954	62,500
7720	Professional Services	63,341	52,000	52,000	-
7730	Special Services	-	1,000	-	600
7780	Miscellaneous Expense	193	1,500	436	1,400
7790	Software/Hardware Expense	9,997	12,300	12,300	28,200
	TOTAL MISCELLANEOUS	100,303	100,800	93,713	118,300
	TOTAL - ALL ACCOUNTS	495,820	706,000	604,467	758,500

Section 220 – Stormwater Engineering

Integrated Strategic Planning Map

Integrated Strategic Planning Map					
Perspective	Objectives and Strategy Map	Measures	Targets	Initiatives	
Customer (assessment Who? What? Type of customer & service)		1# of Flood Warning Signs	12 locations in year 1	1Sam Sneed, Bywood, Coord w/EPDOT; Coord media outreach program w/115; Coord funding w/210	
		1List of Priority Flooding Locations	11 list year 1		
		2# of meetings w/Gilbert Andujo & Javier Reyes	21 mtg per quarter in year 1	2Open dialogue about upcoming City CIP projects	
		3Safety Hazards Location List	3 1 List in year 1	3Identify hazards coord w/210	
Financial (funding+ risk assessment + cost/benefit data)			1\$ savings per VE eligible projects	150% of projects reduced at least 5% in year 1	1Implement Value Eng to reduce costs
		2# of Programs Identified	22 Programs in year 1	2Support EPWU Grant Writer	
		3# of BuyBoards Used when appropriate	3100% in year 1 for all applicable	3Consult current BuyBoard List	
Internal Process (metrics designed by those who know the process)			1# of projects designed or modeled in house	13 in year 1	1Identify projects for design or modeling
		2# projects completed	26 in year 1	2Construct according to priority list	
		3# meetings with 210	36 in year 1 (monthly during monsoon season)	3Coord SW operations w/210 discuss emergency plan of action & section priorities	
Organizational Capacity (employee culture & training Learning w teamwork collaboration)			1# Key Positions Identified	1100% Identified in 1 year	1Succession Plan w/key positions/criteria/eligible dates
		2# of H&H Trained Employees	32 in year 1	2Attend H&H training course; Install software	
		3# of emp attending conferences	33 in year 1	3Arrange travel / accommodations	
			359		

DIVISION	SECTION	ACTIVITY
STORMWATER	220	STORMWATER ENGINEERING

FUNCTION:

Administer, direct and coordinate engineering planning, design and construction of stormwater capital improvement projects. Monitor, complement and provide oversight on stormwater management activities and programs of other public and governmental agencies and private land developments. Complement and assist Utility Operations and Maintenance and other Stormwater Utility support groups. Develop design criteria, procedures, and drawing standards for preparation of construction documents for drainage conveyance, storage, pumping, and control structure improvements. Oversee adherence to divisional policies, city, state, and federal regulations and assist in formulating, maintaining, and executing the Utility's Master Drainage Plan and related watershed studies. Maintain and administer provisions of the Drainage Design Manual.

MAJOR ACCOMPLISHMENTS IN 2014-2015:

1. Managed Thirty-Nine Capital Improvement Projects (CIP and NAD-Bank funded stormwater projects)
 - a. 15 projects completed
 - b. 8 under construction
 - c. 16 in design
2. Handled Twenty-one Localized Flooding Projects
3. Stage-managed Thirteen SW-Operations Works
4. Directed Fifteen Engineering Drainage Studies
5. Developed Seven Open-Space/ Park-Pond projects
6. Customer service over 255 flooding complaints
7. Review & comment over 440 subdivision land development plans

STRATEGIC PLAN GOALS FY 2015-2016:

1. Expedite execution of FY2015-2016 CIP projects and capital planning
2. Direct and manage the yearly +\$1 million allocation for Localized Flooding Program.
3. Provide technical assistance to the city's Flood Plain Administrator to identify and submit LOMAR's to FEMA to revise maps to remove properties from the flood zones.
4. Implement Strategic Planning as described in SWOT map
 - a. Customer: public safety, coordination with City, and outreach
 - b. Financial: reduce costs, pursue grants and use BuyBoard vendors
 - c. Internal: increase in-house designs, enhance dealings w section 210
 - d. Organization: develop leadership, training, and attend tech conferences
5. Put into action Hydrology & Hydraulic Modeling training for engineers and technicians

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

DIVISION	SECTION	ACTIVITY
STORMWATER	220	STORMWATER ENGINEERING

PERFORMANCE MEASURES	PERSPECTIVE	FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 PROJECTED	FY 2015-16 GOAL
Percentage of annual Capital Improvement Program budget spent	Financial/Internal Process	24%	18%	79%	100%

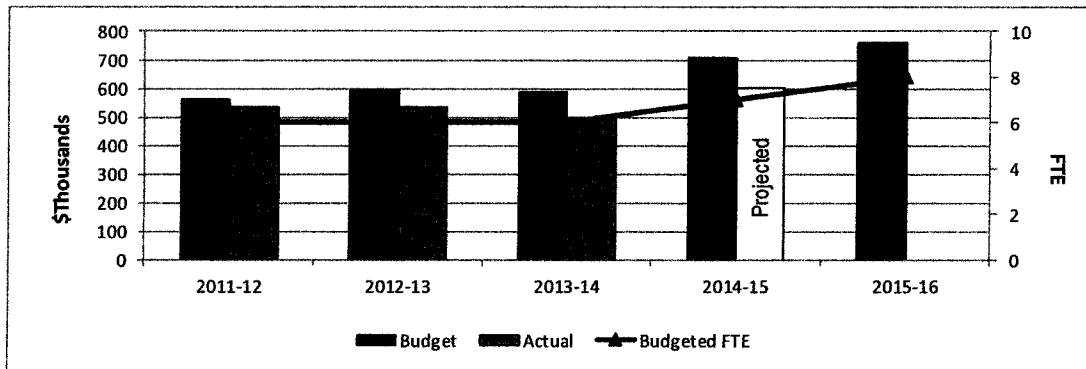
Positions	Pay Grade	Approved 2013-14	Approved 2014-15	Actual As Of 09/01/14	Approved 2015-16
Stormwater Engineering Manager	EX3	1	1	1	1
Utility Engineer ²	132	2	3	2	3
Utility Engineer Associate	128	1	1	0	1
Engineering Lead Technician ¹	56	0	1	1	1
Engineering Senior Technician ^{1,3}	54	2	1	1	2
Total Personnel		6	7	5	8

¹ One Engineering Senior Technician deleted and one Engineering Lead Technician added per Issue Paper FY2014-15

² Added one Utility Engineer per Issue Paper FY2014-15

³ One Engineering Senior Technician transferred from section 320 per Issue Paper FY2015-16

BUDGET TO ACTUAL AND BUDGETED PERSONNEL



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

DIVISION	SECTION	ACTIVITY
STORMWATER	230	CODE COMPLIANCE

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	-	328,000	313,655	333,000
7750	Worker's Compensation	-	3,200	1,582	3,200
	TOTAL PERSONAL SERVICES (LOADED)	-	331,200	315,237	336,200
	<u>MATERIALS & SUPPLIES</u>				
7240	Laboratory Supplies & Testing	-	1,000	485	500
7500	Chemicals	-	4,000	4,084	6,000
7560	Office Supplies & Printing	-	8,000	4,000	5,000
7620	Small Tools & Equipment	-	1,000	485	1,500
	TOTAL MATERIALS & SUPPLIES	-	14,000	9,054	13,000
	<u>MAINTENANCE</u>				
7330	Emergency Response	-	20,000	13,052	25,000
7680	Communication Equipment	-	5,800	4,808	6,000
	TOTAL MAINTENANCE	-	25,800	17,860	31,000
	<u>UTILITIES</u>				
7760	Utilities	-	1,400	1,379	1,400
	TOTAL UTILITIES	-	1,400	1,379	1,400
	<u>MISCELLANEOUS</u>				
7120	Transportation	-	24,000	21,632	22,000
7160	Permit Fee to State	-	500	243	500
7260	Expense of Supervisor & Employees	-	4,000	6,494	6,500
7420	Postage	-	300	146	500
7640	Uniforms	-	2,500	2,336	5,500
7730	Special Services	-	-	-	600
7780	Miscellaneous Expense	-	600	483	600
7790	Software/Hardware Expense	-	6,700	3,250	2,600
	TOTAL MISCELLANEOUS	-	38,600	34,582	38,800
	TOTAL - ALL ACCOUNTS	-	411,000	378,113	420,400

Section 230 – Code Compliance

Integrated Strategic Planning Map

Perspective	Objectives and Strategy Map	Measures	Targets	Initiatives
Customer (assessment Who? What? Type of customer & service)		¹ # of Tasks coord w/City of EP & Associated General Contractors	¹ Task coord in yr 1	¹ Inc outreach Tire disposal; Tech H20; Meet w/ AGC; Keep EP Beautiful; Get Mad Campaign
		² Coord w/720 for hotline reroute	² Alternative in year 1	² Develop plan to reroute calls mtg w/ 720 and train dispatch to obtain important info
		³ # of permit reqmt mtgs attended	³ 100% in year 1	³ Streamline Std Op Procedure thru BMP for disseminating info
Financial (funding+ risk assessment + cost/benefit data)		¹ # of New Fees Evaluated	¹ evaluation in year 1	¹ Evaluate re-inspection and NOV fees; court fees
		² % of cases recovered	² 20% of tot identified in yr 1	² Reduce illegal dumping, spill response, increase citations/cases to court; Prepare recovery evaluation; review camera options
		² Coord of City Ordinance	³ 1 mtg in yr 1	² Meet w/City, State officials
Internal Process (metrics designed by those who know the process)		¹ # BMP reviewed/revised	¹ in year 1	¹ Eliminate outdated databases/files/equipment; update & revise document
		² # of infractions identified	² 100% for visited sites in yr 1	² Identify MS4 problem areas;
		³ % permitted after NOV	³ 5% of NOV for New Business in year 1	³ Issue NOV for unpermitted facilities and follow up w/permit process
Organizational Capacity (employee culture & training Learning w teamwork collaboration)		¹ # Key Positions Identified	¹ 100% Identified in 1 year	¹ Succession Plan w/key positions/criteria/eligible dates
		² # of Cross Trained Employees	² 100% of employees in 1 year	² Cross exposure program between FOG
		³ # Leadership Training	³ 1 in year 1	³ Attend required training program HazWoper, Code Compliance, NPDES certification
		³ # State License Training Current	³ 100% in year 1 each	

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DIVISION	SECTION	ACTIVITY
STORMWATER	230	CODE COMPLIANCE

FUNCTION:

Responsible for the enforcement of prohibited discharges into Stormwater system in the City of El Paso. Conduct scheduled and nonscheduled inspections and investigative inspections as per City of El Paso's Municipal Separate Stormwater System (MS4) permit's Best Management Practices guidelines. Receive complaints on illegal dumping and discharges and enforce for compliance with TPDES and NPDES regulations. Emergency response on spills for impact to storm system at request of Emergency law enforcement and Fire Department.

MAJOR ACCOMPLISHMENTS IN FY 2014-2015:

1. Prepared & Distributed brochures on scrap tire management and disposal of automotive repair residual material.
2. Review high risk industrial properties and conducted over 400 commercial & Industrial inspections as per TPDES & NPDES program.
3. Conducted over 350 Construction Inspections as per Permit (BMP's).

STRATEGIC PLAN OBJECTIVES FY 2015-2016:

1. Implement sampling and Monitoring Requirements as per MS4 permit
2. Assist with Successful completion of 2014 Stormwater MS4 annual Report and Implement any new requirements resulting from new regulatory requirements.
3. Assist in the preparation of Tier II hazardous Material Inventory Report.
4. Improve Coordination and Communication efforts with other governmental agencies to efficiently carry out emergency spill response and SWP3 permitting.
5. Coordinate and provide outreach to City of El Paso and with EL Paso General contractors – (One meeting within the year)
6. Coordinate with section 720 on Hotline calls reroute efficiently (One Alternative within year)
7. Implement Environmental Stormwater meetings as per Permit.(100% within year)
8. Evaluate new fees possibilities for Stormwater program. (Once within year)
9. Review recovery efforts for cases with remediation cost. (20% identify within year)
10. Coordinate with City Departments on new City Ordinances to improve Stormwater program.(One meeting in year)
11. BMP review and revised as needed. (Once within year)
12. Identify infractions on cases visited. (100% for issued NOV's for sites not in compliance within year)
13. Identify new SW permitted facilities and sites after NOV's given.(5% for NOV's issued to new sites or commercial business in year)
14. Key positions identify for compliance with Stormwater regulations. (100% identified key positions within year)
15. Cross train employees between FOG and Stormwater. (100% within year)
16. Provide key leadership training (once a year).

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

DIVISION	SECTION	ACTIVITY
STORMWATER	230	CODE COMPLIANCE

17. Certifications & licenses kept current as per needs of position. HAZMAT/TDSHS-CODE Officer (100% compliance within year)

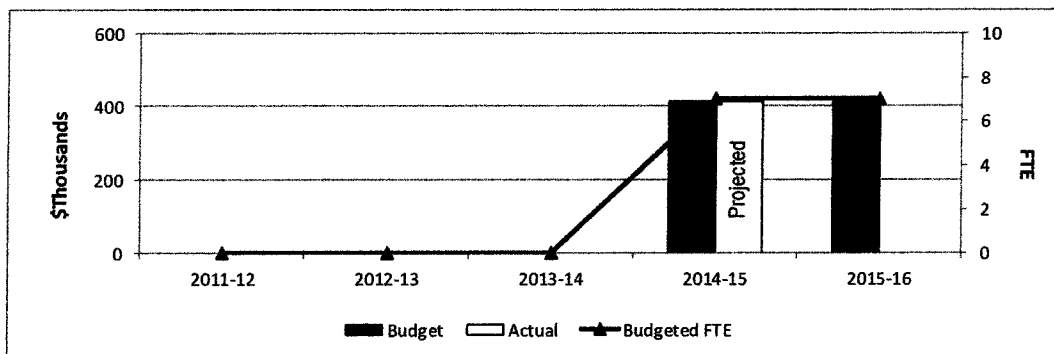
PERFORMANCE MEASURES	PERSPECTIVE	FY 2013-14 ACTUAL	FY 2014-15 PROJECTED	FY 2015-16 GOAL
Illegal Discharge/Spill Investigations (Total vs. Hotline)	Internal Process	256/35	200/50	225/45
NPDES/TPDES Full Construction Site Inspections	Internal Process	75	75	100
Industrial Facilities Inspections	Internal Process	83	50	75
Illegal Dumping Investigations (Total vs. Hotline)	Internal Process	262/83	200/84	250/70
Number of Investigations Closed	Internal Process	620	250	300
Number of Sites Remediated (Recoverable vs. Non-Recoverable)	Internal Process	10/4	4/5	5/2

*Section was created per Issue Paper FY2014-15. Section previously under Section 210 Stormwater Management.

Positions	Pay Grade	Approved 2013-14	Approved 2014-15	Actual As Of 09/01/14	Approved 2015-16
Code Compliance Supervisor	55	0	1	1	1
Compliance Inspector	51	0	5	5	5
Senior Office Assistant	45	0	1	1	1
Total Personnel		0	7	7	7

*Section 230 was created, and positions transferred from section 210, per Issue Paper FY2014-15

BUDGET TO ACTUAL AND BUDGETED PERSONNEL





EL PASO WATER UTILITIES
WATER AND WASTEWATER UTILITY FUND
SELECTED FINANCIAL AND STATISTICAL DATA

10 Years

	2014	2013 Restated	2012 Restated	2011	2010	2009	2008	2007	2006 Restated	2005 Restated
FINANCIAL DATA*										
Total Revenue	\$183,812,260	\$179,184,287	\$178,090,062	\$168,954,309	\$165,064,597	\$166,857,980	\$153,870,696	\$145,522,699	\$162,759,681	\$136,040,710
Water System Income	94,489,112	94,590,378	94,686,408	89,315,635	84,211,344	82,144,429	76,512,872	70,329,517	75,286,185	68,092,152
Wastewater System Income	58,032,496	54,469,286	53,711,156	51,563,606	51,567,727	50,233,301	46,246,662	45,348,889	43,003,469	44,207,686
Misc. Revenue (Interest, etc.)	31,290,652	30,125,623	29,692,498	28,075,068	29,285,526	34,480,250	31,111,162	29,844,293	44,470,027	23,740,872
Paid to City in Lieu of Taxes	10,553,216	10,382,694	10,509,152	9,930,669	9,613,832	9,301,374	8,601,624	7,980,845	9,330,128	7,782,955
Net Income (Increase in Net Position)	20,256,284	12,667,540	11,729,771	5,227,358	450,503	15,719,303	1,469,119	4,958,666	36,711,635	16,983,714
Water Revenue per Customer	428.39	435.09	441.94	423.32	405.71	406.35	385.67	359.95	392.42	362.59
Wastewater Revenue per Customer	283.35	269.55	269.66	263.25	267.52	267.21	251.35	250.83	241.80	253.78
Number of Employees - Annual Average	845	818	819	819	813	786	695	673	669	671
Expenditures for Plant Additions	69,858,741	49,001,982	43,121,842	42,998,857	30,188,754	56,845,392	110,012,539	120,193,891	115,683,182	91,905,919
Bonded Debt	492,250,000	492,785,000	483,380,000	497,720,000	504,971,000	519,273,000	485,542,000	436,375,000	402,017,000	359,719,000
Outstanding Commercial Paper	5,000,000	8,000,000	13,000,000	19,000,000	9,000,000	9,000,000	14,000,000	21,000,000	40,000,000	15,000,000
Debt Service Coverage	2.09	2.01	1.86	1.86	1.58	1.95	1.61	1.67	2.34	2.23
FINANCIAL RATIOS*										
Current Ratio (Current Assets/Current Liabilities)	2.02	2.51	2.24	2.56	2.58	2.51	1.66	2.02	3.05	1.76
Acid Test Ratio (Cash & Cash Equivalents/Current Liabilities)	1.07	1.72	1.57	1.80	1.75	1.64	1.13	1.55	1.47	1.31
Operating Ratio (O&M/Total Operating Revenue)	0.52	0.55	0.55	0.55	0.59	0.58	0.60	0.61	0.53	0.53
Net Take-Down Ratio ((Total Operating Revenue-O&M)/Gross Revenue)	0.47	0.44	0.44	0.45	0.40	0.41	0.39	0.38	0.40	0.46
Total Liabilities to Total Assets	0.43	0.44	0.44	0.45	0.46	0.46	0.46	0.45	0.46	0.44
Debt to Equity Ratio (Total Outstanding Debt/Equity)	0.63	0.67	0.68	0.73	0.75	0.78	0.74	0.71	0.73	0.68
Debt Ratio (Total Outstanding Debt/Total Assets)	0.36	0.37	0.38	0.40	0.41	0.42	0.40	0.39	0.40	0.38
Debt Service Safety Margin ((Net Operating Income-Debt Service)/Gross Revenue)	0.24	0.21	0.19	0.19	0.13	0.18	0.10	0.11	0.24	0.25
Restricted Assets/Restricted Liabilities	1.92	2.55	2.15	2.56	2.61	2.77	1.74	2.10	3.46	2.83

*Fiscal Year March 1 thru last day of February of year shown

EL PASO WATER UTILITIES WATER AND WASTEWATER UTILITY FUND SELECTED FINANCIAL AND STATISTICAL DATA 10 Years											
	2014	2013	2012	2011	2010	2009	2008	2007	2006	2005	
WATER PRODUCTION AND USAGE DATA*											
Water Customers Retail at End of Year	198,767	196,600	194,274	191,625	188,927	185,062	182,315	178,031	174,922	171,607	
Water Customers Retail & Wholesale at End of Year	220,570	217,406	214,254	210,987	207,563	202,150	198,390	195,389	191,849	187,794	
Water Pumped - Million Gallons	37,646	37,345	38,820	38,833	37,348	37,067	35,476	35,636	35,457	35,173	
Water Metered - Million Gallons - Retail	31,042	31,562	33,060	34,336	31,570	31,871	30,481	31,123	30,600	30,510	
Water Metered - Million Gallons - (Retail/Wholesale)	34,289	34,834	36,322	37,022	34,407	34,147	32,069	32,284	32,595	32,565	
Percent of Water Billed vs Water Pumped (R/W)	91.1%	93.3%	93.6%	95.3%	92.1%	92.1%	90.4%	90.6%	91.9%	92.6%	
Annual Billed Water per Customer Retail - 1000 Gallons	156	161	170	179	167	172	167	175	175	178	
Annual Billed Water per Customer (R/W) - 1000 Gallons	155	160	170	175	166	169	162	165	170	173	
Average Daily Water Demand-Million Gallons	103.1	99.8	104.3	106.2	102.4	101.6	96.4	97.5	97.0	96.4	
Maximum Daily Water Demand-Million Gallons	157.4	161.1	163.2	163.5	158.5	152.6	158.7	154.8	162.7	162.3	
Minimum Daily Water Demand-Million Gallons	64.0	63.3	60.6	61.2	62.7	60.7	58.2	59.7	54.6	55.4	
Daily Average Consumption in Peak Week-Million Gallons	149.8	149.8	152.5	155.6	147.7	138.7	144.0	138.7	144.0	152.2	
Peak day	June 4	June 26	June 26	June 29	June 18	July 14	June 27	June 26	June 21	July 6	
Miles of Water Mains Installed	24.12	35.58	37.75	35.34	21.68	28.69	38.84	42.82	22.00	34.10	
Miles of Water Mains Replaced or Abandoned	2.60	2.88	7.50	10.72	5.14	7.74	2.94	12.75	2.70	4.05	
Miles of Water Mains in Place	2,615	2,593	2,561	2,530	2,506	2,489	2,468	2,432	2,402	2,383	
Number of Fire Hydrants Installed	115	123	102	136	168	226	287	270	435	152	
Number of Fire Hydrants in Place	10,429	10,314	10,191	10,089	9,953	9,785	9,559	9,272	9,002	8,567	
WASTEWATER SYSTEM DATA*											
Wastewater Customers Retail & Wholesale at End of Year	204,810	202,068	199,181	195,875	192,765	187,992	183,990	180,795	177,845	174,195	
Average Daily Flow - Million Gallons	58.67	59.10	61.76	61.53	60.35	58.66	58.23	57.98	58.23	55.85	
Maximum Daily Flow - Million Gallons	77.02	91.07	67.16	68.10	68.62	72.68	82.31	66.05	78.62	59.24	
Minimum Daily Flow - Million Gallons	52.27	55.85	56.57	52.30	51.52	50.79	51.91	51.42	51.63	47.05	
Average Daily Flow per Customer - Gallons	286	292	310	314	313	312	316	321	327	321	
Miles of Wastewater Line Installed	17.86	25.00	25.00	34.96	30.00	37.00	32.24	29.73	28.00	26.10	
Miles of Wastewater Line in Place	2,253	2,235	2,210	2,185	2,150	2,120	2,083	1,974	1,944	1,916	

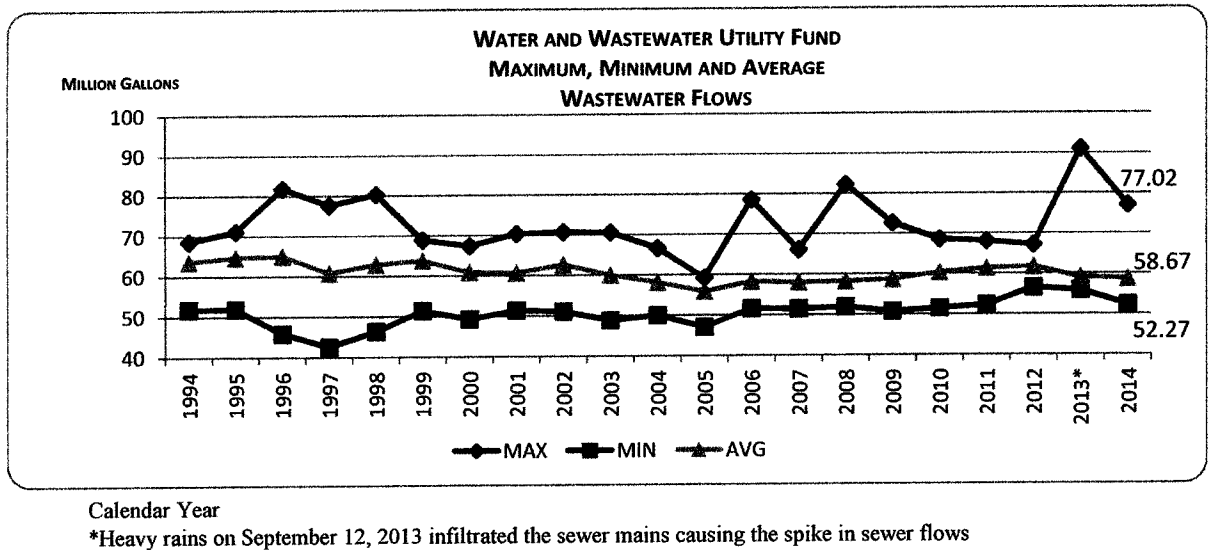
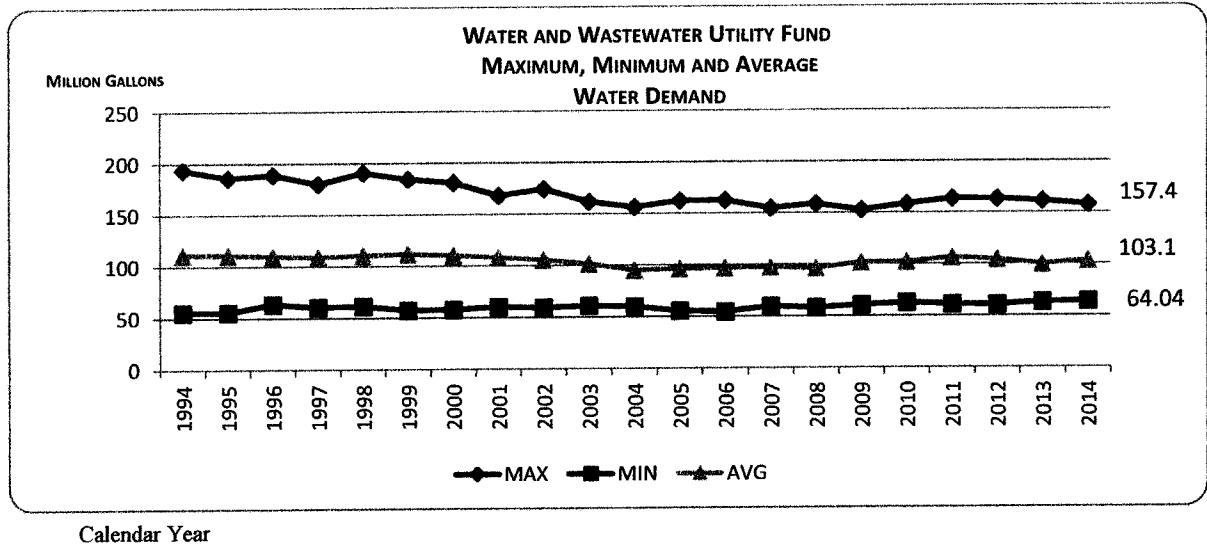
*Calendar Year

PUBLIC SERVICE BOARD - EL PASO WATER UTILITIES MUNICIPAL DRAINAGE UTILITY FUND SELECTED FINANCIAL AND STATISTICAL DATA						
	2014	2013 Restated	2012 Restated	2011	2010	2009
FINANCIAL RATIOS*						
Current Ratio (Current Assets/Current Liabilities)	9.96	11.64	8.00	11.43	32.03	5.40
Acid Test Ratio (Cash & Cash Equivalents/Current Liabilities)	5.62	7.81	4.88	6.42	20.38	4.08
Operating Ratio (O&M-depreciation/Total Operating Revenue)	0.44	0.40	0.42	0.44	0.47	0.43
Net Take-Down Ratio (Total Operating Income-O&M)/Gross Revenue	0.52	0.53	0.54	0.52	0.52	0.56
Total Liabilities to Total Assets	0.52	0.55	0.54	0.57	0.60	0.03
Debt to Equity Ratio (Bonds Payable/Equity)	1.01	1.15	1.07	1.24	1.43	-
Debt Ratio (Bonds payable/Total Assets)	0.48	0.52	0.50	0.53	0.58	-
Debt Service Safety Margin (Net Operating Income-Debt Service)/(Total Operating Revenue+Interest Earnings)	0.16	0.28	0.26	0.36	0.49	0.56
Current Restricted Assets/Current Restricted Liabilities	10.63	11.31	7.74	11.90	39.24	N/A
OPERATIONS AND STATISTICAL DATA*						
Number of Ponds	361	361	361	310	277	277
Acres of Ponds Inventoried	904	904	1,020	904	983	983
Acres of Ponds Cleaned	82	917	461	650	500	3,429
Number of Dams/Basins	37	37	37	32	38	38
Acres of Dams/Basins Inventoried	2,430	2,430	2,417	2,430	2,390	2,390
Acres of Dams/Basins Cleaned	57	463	263	1,200	1,000	1,915
Miles of Channels Inventoried	74	74	72	74	68	68
Miles of Channels Cleaned	10	27	44	30	15	30
Miles of Agricultural Drains Inventoried	43	43	39	43	39	39
Miles of Agricultural Drains Cleaned	6	39	17	15	20	25
Miles of Drainage Conduits Inventoried	280	146	280	146	100	100
Miles of Drainage Conduits Cleaned	2	12	2	15	2	2
Drainage Inlets Inventoried	6,346	6,094	6,359	6,094	4,100	4,100
Drainage Inlets Cleaned	46	373	116	500	100	0

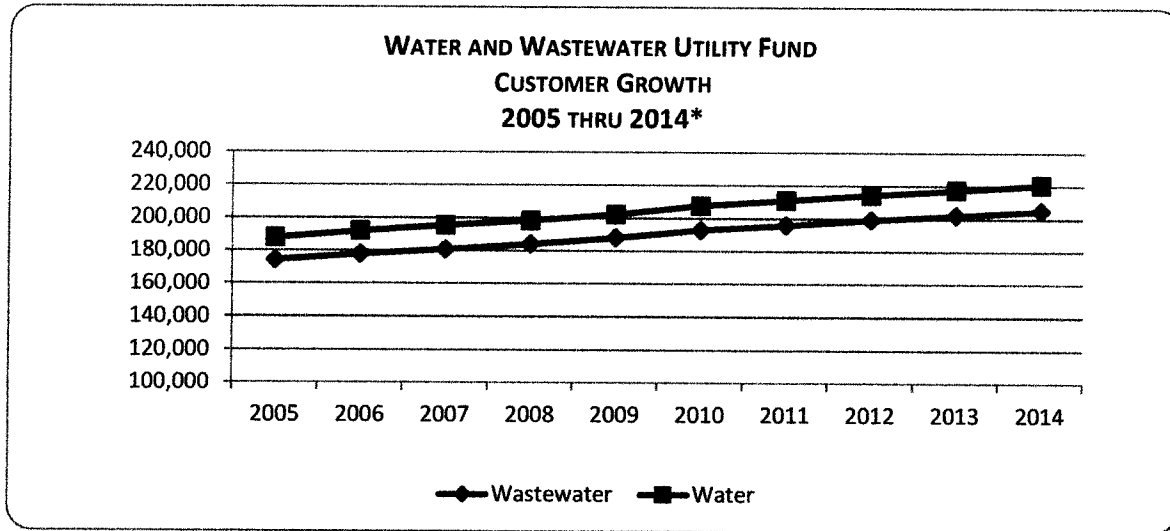
*Fiscal year March 1 thru last day of February of year shown

Note: Municipal Drainage Utility was created and started operations in fiscal year 2009

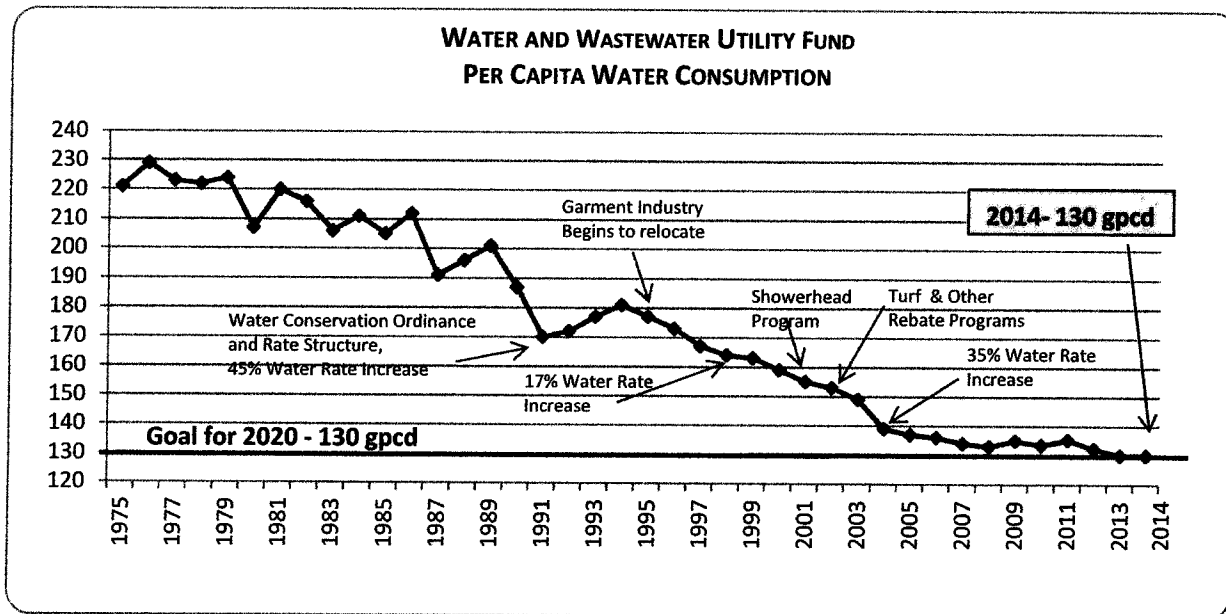
PUBLIC SERVICE BOARD - EL PASO WATER UTILITIES



PUBLIC SERVICE BOARD - EL PASO WATER UTILITIES

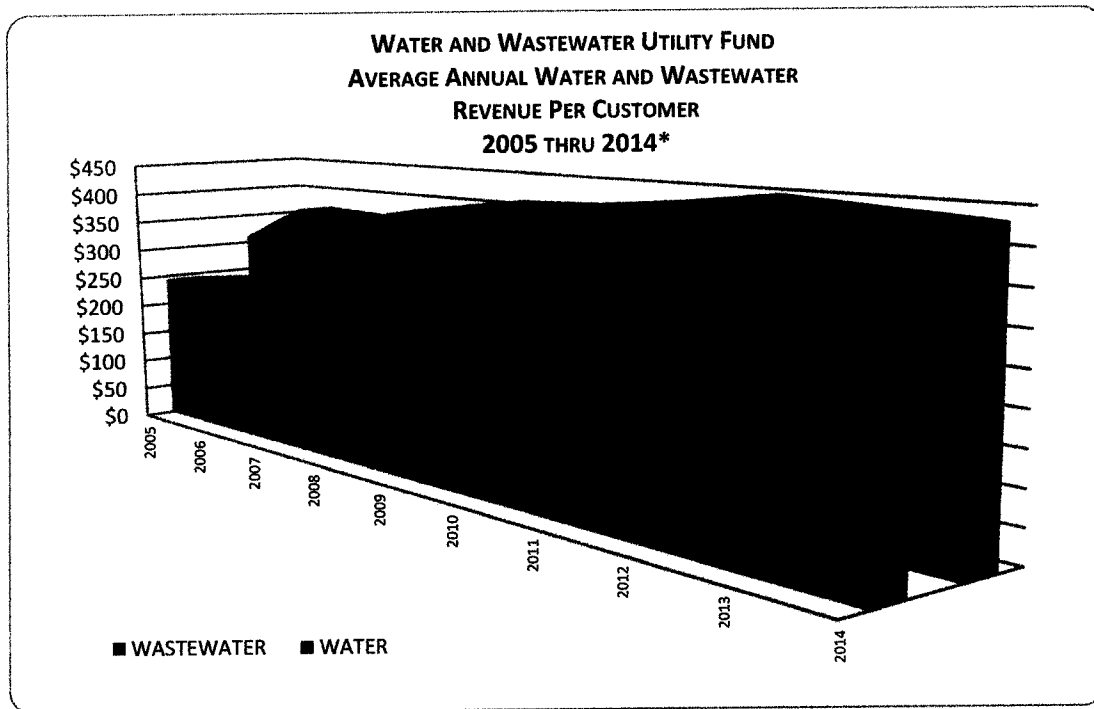


* Calendar Year

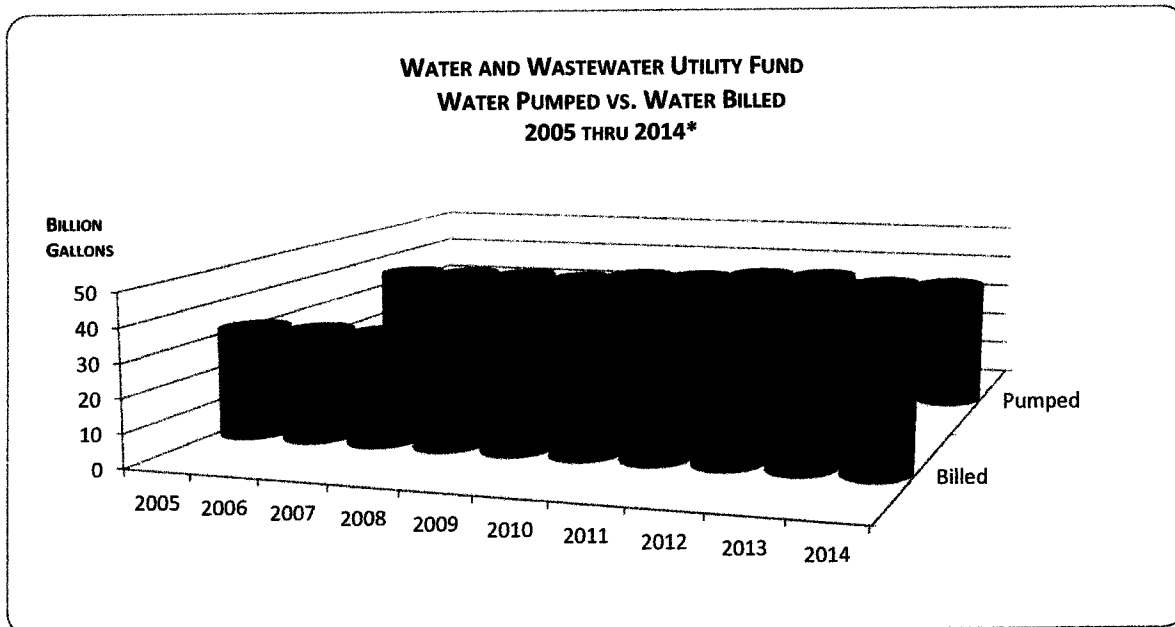


Calendar Year

PUBLIC SERVICE BOARD - EL PASO WATER UTILITIES



* Fiscal year March 1 thru last day of February of year shown
Note: retail & wholesale customers are included



* Calendar Year

**PUBLIC SERVICE BOARD - EL PASO WATER UTILITIES
WATER AND WASTEWATER UTILITY FUND**

2007 thru 2016*

Monthly Minimum Charge by
Meter Size**

¾
1
1½
2
3
4
6
8

WATER RATES *									
2016	2015	2014	2013	2012	2011	2010	2009	2008	2007
5.03	5.18	5.18	4.93	4.79	4.79	4.79	4.79	4.48	4.31
7.83	8.06	8.06	7.68	7.46	7.46	7.46	7.46	6.97	6.70
13.43	13.82	13.82	13.16	12.78	12.78	12.78	12.78	11.94	11.48
16.16	16.63	16.63	15.84	15.38	15.38	15.38	15.38	14.37	13.82
32.28	33.21	33.21	31.63	30.71	30.71	30.71	30.71	28.70	27.90
48.19	49.58	49.58	47.22	45.84	45.84	45.84	45.84	42.84	41.19
73.07	75.18	75.18	71.60	69.51	69.51	69.51	69.51	64.96	62.46
125.16	128.77	128.77	122.64	119.07	119.07	119.07	119.07	111.28	107.00

Volume Charges

Residential Customers**

Block 1 - Over 4ccfs - 150% of AWC*	1.52	1.56	1.56	1.49	1.45	1.45	1.45	1.45	1.22	1.17
Block 2 - 150% - 250% of AWC	3.58	3.68	3.68	3.50	3.40	3.40	3.40	3.40	3.40	3.27
Block 3 - over 250% of AWC **	5.12	5.27	5.27	5.02	4.87	4.87	4.87	4.87	4.87	4.68

Non Residential Customers

Block 1 - 150% of AWC*
Block 2 - 150% - 300% of AWC
Block 3 - over 300% of AWC **

Water Supply Replacement Charge**

Meter Size

¾ ***
1
1½
2
3
4
6
8

7.13	6.39	6.39	6.09	5.91	5.91	5.91	5.91	5.91	5.68
15.52	15.97	15.97	15.21	14.77	14.77	14.77	14.77	14.77	14.20
31.05	31.94	31.94	30.42	29.53	29.53	29.53	29.53	29.53	28.39
49.67	51.10	51.10	48.67	47.25	47.25	47.25	47.25	47.25	45.43
99.32	102.18	102.18	97.31	94.48	94.48	94.48	94.48	94.48	90.85
155.20	159.67	159.67	152.07	147.64	147.64	147.64	147.64	147.67	141.96
310.40	319.34	319.34	304.13	295.27	295.27	295.27	295.27	295.27	283.91
577.32	593.95	593.95	565.67	549.19	549.19	549.19	549.19	549.19	528.07

Rate Increase (By Design)	8.0%	0.0%	5.0%	3.0%	0.0%	0.0%	0.0%	7.0%	4.0%	0.0%
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* Fiscal year March 1 thru last day of February of year shown

** FY 2015-2016 rates do not include the 10 percent of all water sales payable to the City of El Paso

*** If the monthly water consumption is less than 3 Ccfs the monthly charge for Water Supply Replacement Charge will be waived

PUBLIC SERVICE BOARD - EL PASO WATER UTILITIES
WATER AND WASTEWATER UTILITY FUND

2007 thru 2016*

Monthly Minimum Charge by

Meter Size

Less than 1

1

1½

2

3

4

6

8

WASTEWATER RATES

2016	2015	2014	2013	2012	2011	2010	2009	2008	2007
11.80	10.93	10.93	10.41	10.11	10.11	10.11	10.11	9.45	9.09
27.15	25.14	25.14	23.94	23.24	23.24	23.24	23.24	21.72	20.88
57.79	53.51	53.51	50.96	49.48	49.48	49.48	49.48	46.24	44.46
69.47	64.32	64.32	64.11	62.24	62.24	62.24	62.24	58.17	55.93
160.74	148.83	148.83	141.74	137.61	137.61	137.61	137.61	128.61	123.66
247.57	229.23	229.23	218.31	211.95	211.95	211.95	211.95	198.08	190.46
383.44	355.04	355.04	338.13	328.28	328.28	328.28	328.28	306.80	295.00
668.15	618.66	618.66	589.20	572.04	572.04	572.04	572.04	534.62	514.06

Volume Charges

Residential Customers

Over 4 ccfs - 90% of

Average Winter Consumption

1.49 1.38 1.38 1.31 1.27 1.27 1.27 1.27 1.19 1.14

Non Residential Customers

90% of Average Winter Consumption

1.49 1.38 1.38 1.31 1.27 1.27 1.27 1.27 1.19 1.14

Rate Increase (By Design)

8.0% 0.0% 5.0% 3.0% 0.0% 0.0% 0.0% 7.0% 4.0% 0.0%

* Fiscal year March 1 thru last day of February of year shown

GLOSSARY OF KEY TERMS



ACCOUNTING PERIOD - period at the end of which, and for which, financial statements are prepared.

ACCRUAL - basis of accounting in which revenue is recognized in the accounting period in which it becomes available and measurable and expenditures are recognized in the accounting period in which the liability (a claim against an asset) is incurred.

APPROPRIATION - authorization approved by a legislative or other oversight body to incur liabilities for purposes specified in the appropriation act or other enabling legislation.

ASSET - an item of monetary value, tangible or intangible, such as cash, property, equipment, and property rights, owned by a person or entity.

BOLSON - an underground natural reservoir of water, a.k.a. an aquifer. For the EPWU service area, the Hueco Bolson is the groundwater source of supply for east El Paso. The Mesilla Bolson is the groundwater source of supply for west El Paso. "Bolson" is the Spanish word for "pocket."

BOND - a written promise to repay an agreed-upon amount of principal and interest on the principal over a predetermined period of time. EPWU generally issues bonds collateralized by and repaid from operating revenues.

BOOSTER PUMP STATION - a pumping facility, generally for a water line, which is usually used to boost the pressure in that line, known as a force main.

BRACKISH GROUNDWATER - water that is high in TDS.

BUDGET - a financial plan for the appropriation of estimated revenues and planned expenditures for a given period of time and the associated financial

implications associated with it.

CAPITAL IMPROVEMENT PROGRAM (CIP) - plan to improve existing assets or add new ones over the course of time. Financed separately from operations and maintenance budget.

COLLECTION SYSTEM - the aggregate of all assets that gather raw wastewater and return it to a treatment plant.

COMMERCIAL PAPER - short term financial instrument used specifically for capital projects. Allows for very favorable interest rates and matures from one to 270 days from sale.

COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR) - governmental unit's yearly report prepared and published as a matter of public record, to include general purpose financial statements, schedules, tables, and notes as required by GASB.

CREDIT RATING - the credit-worthiness of an entity as determined by professional independent rating agencies. The Utility is rated by Standard & Poor's, and Fitch Investors.

DEBT SERVICE - expenditures for the repayment of principal and interest on the principal on bonds and other instruments of borrowing.

DESALINATION - the removal of sufficient salts from water so as to make it potable.

DISTRIBUTION SYSTEM - the aggregate of all assets that allows treated water to be made available to customers.

DIVISION - an organizational component which reports to Management. EPWU uses division as the GASB equivalent of a program.

ENCUMBRANCE - the recording of an obligation, in the form of a purchase order, contract, or other commitment, to be

GLOSSARY OF KEY TERMS



charged against an appropriation, and for which part of that appropriation is reserved to honor the obligation, and ceases to be an encumbrance when the obligation is paid or otherwise extinguished.

ENTERPRISE FUND - used to account for operations that are financed and operated in a manner similar to a private business enterprise, where the intent of the governing body is that the costs (including depreciation) of providing goods and services to the general public on a continuing basis be financed by or recovered primarily through user charges.

EXPENDITURE - the outlay of cash from the Utility's assets to honor an obligation for a good, service, or debt.

FISCAL YEAR - the twelve month period beginning March 1 and ending the last day of February of the following calendar year.

FIVE-YEAR PLAN - a financial planning document to allow the President and CEO and the PSB to plan levels of expenditures and determine rate and fee schedules to generate necessary revenues. The Five-Year Plan begins with the proposed budget year and is updated annually.

FULL FAITH AND CREDIT - a pledge of the general rate-setting entity for the payment of debt obligations.

GOAL - long-term, attainable target for an organization, or a vision of the future.

GRANT - the contribution of one governmental unit to another, in the form of assistance and/or direct financial contribution, and may or may not have restricted uses to attain its goals.

GROUND WATER - water from below ground, such as from a bolson.

IMPERVIOUS AREA - area that cannot be penetrated by rain and as a result causes rain runoff.

INCOME - enterprise fund's excess of revenues earned over expenses incurred for the enterprise's operations.

LIABILITY - an amount owed, either currently or some time into the future, by a person or entity.

LIFT STATION - a pumping facility generally for a sewer line, which is usually used to lift the raw wastewater to a higher elevation so that gravity can take it further down the line, known as a gravity main.

MANAGEMENT - the President and CEO, the President's staff (including the Vice President of Operations & Technical Services, Vice President of Strategic, Financial & Management Services, Chief Communication & Government Affairs Officer, General Counsel, Assistant General Counsel, Water Resources Manager, Utility, Land & Water Rights Manager, Human Resources Manager, Information Systems Manager, Consumer Affairs Manager and Executive Secretary).

MAQUILADORA - an industrial / manufacturing factory that operates a plant on both sides of the U.S.-Mexico border.

OBJECT - classification of expenditure describing for what type of good or service the expenditure was made.

OBJECTIVE - specific, measurable, and observable result of an organization's activities which advances it towards its goal(s).

PERFORMANCE MEASURE - metric by which the Utility's organizational units can evaluate service efforts and accomplishments of established goals, with emphasis on quantifiable concepts.

POLICY - a plan, course of action, or guiding principle designed to set parameters for its decisions and actions.



RECLAIMED WATER - wastewater which undergoes advanced secondary or tertiary treatment processes. Non-potable, but usable for very large user consumption for irrigation or some industrial purposes. A.K.A. "gray water" or reuse water.

RESERVOIR - a structure for physically storing water.

RETAINED EARNINGS - the accumulated earnings of an enterprise fund or proprietary entity that have been retained in the fund and are not otherwise reserved for a specific purpose.

SECTION - an organizational subcomponent which reports to a Division. EPWU uses section as the GASB equivalent of an **organizational unit**.

STORMWATER - water on the surface that originated from precipitation.

STRATEGIC PLAN - approved by the PSB in 1997-98, it identifies internal and external factors having an impact on the future of EPWU, determines likely effects, and devises a proactive plan to address each factor on a priority basis over short, medium, and long-term planning horizons.

SURFACE WATER - water from above ground, such as from the Río Grande.

SYSTEM - the total of all assets the Utility uses for distribution, collection, treatment, and provision of services.

TOTAL QUALITY MANAGEMENT (TQM) - approach in which an organization seeks to continuously improve its ability to meet or exceed customer (external and internal) demands.

USER CHARGE - revenue generated by a payment for a good or service from the consumer of the good or service, as opposed to revenue generated by a tax or some other method.

VOUCHER - a written document that evidences the propriety of transactions and usually indicates the accounts in which they are to be recorded.

WELL - a pumping structure for collecting ground water.

XERISCAPE - the principles of this landscape technique are planning and design, soil, turf, plants, irrigation, mulches and maintenance.

INDEX OF ACRONYMS



AFY - acre feet per year. An acre-foot covers 1 acre of land 1 foot deep, and is equivalent to 325,850 gallons of water.

ARRA - American Recovery & Reinvestment Act

AWC - average winter consumption. Average of billed water for the previous December, January, and February for a given customer account and the metric against which consumption is measured for all other months.

AWWA - American Water Works Association

BAB - Build America Bond

BECC - Border Environmental Cooperation Commission

BOD - Biochemical Oxygen Demand

CAA - Clean Air Act of 1955, 42 USCA 7401 as amended

CCF - hundred cubic feet (1 CCF of water = 748 gallons) Unit of measurement of customer water consumption

CHIWAWA - Consortium for Hi-Technology Investigations in Water and Wastewater

CIS - customer information system

COLA - cost of living adjustment

CPA - certified public accountant

EPA - Environmental Protection Agency

EPCWID #1 - El Paso County Water Improvement District, or the "Irrigation District," with which the Utility has an agreement to receive an allotted amount of surface water each year

EPWU - El Paso Water Utilities ("the Utility")

FTE - full time equivalent. A part-time position converted to the equivalent of a full-time position based on a budgeted 2080 hours per year

GAAP - Generally Accepted Accounting Principles. Uniform minimum standards and guidelines for disclosing, recording and reporting financial transactions and entries

GAC - granular activated carbon, key filtration chemical in water treatment

GASB - Governmental Accounting Standards Board. Independent accounting standards-setting board for public sector and not-for-profit entities

GFOA - Government Finance Officers Association

GIS - geographic information system. The use of topographical information, orthophotographic imaging, and digital renderings of land and property for planning and data management

GPCD - gallons per capita per day

HUB - historically under-utilized business (see also **MBE/WBE**)

IBWC - International Boundary and Water Commission

JMAS - Junta Municipal de Aguas y Saneamiento (the Juarez, Mexico Water Utility)

LF - linear feet

LIMS - laboratory information management system

LVWD - Lower Valley Water District

MBE/WBE - minority or woman-owned business enterprise. EPWU actively encourages historically underutilized or M/WBE's to participate in all bidding

INDEX OF ACRONYMS



processes offered and awarded by the PSB

MCL - maximum contaminant level

MGD - million gallons per day. Unit of measurement for treatment plants

MUD - municipal utility district

NACWA - National Association of Clean Water Agencies

NADBank - North American Development Bank. Created as a multilateral assistance-providing entity for border areas affected by NAFTA

NAFTA - North American Free Trade Agreement

P.E. - "professional engineer" certification

PSB - Public Service Board. Citizen's group which oversees El Paso Water Utilities, composed of six U.S. citizens residing in El Paso County and the Mayor of the City of El Paso. All members with the exception of the Mayor receive a nominal fee for attendance of regularly scheduled meetings

SCADA - Supervisory Control and Data Acquisition system. Allows remote and instantaneous monitoring of distribution and collection systems

SDWA - Safe Drinking Water Act of 1974, PL 93-523, as amended

SIU - significant industrial user, as defined by EPA

SRF - State Revolving Fund. Low cost loans offered by states in conjunction with the EPA

TBLL - technically based local limit

TDS - total dissolved solids. Unit of measurement of water quality

TIP -Transportation Improvement Program of the State of Texas

TCEQ - Texas Commission of Environmental Quality

TSS - Total Suspended Solids

TTHM - Total Trihalomethanes

TWDB - Texas Water Development Board

TXDOT - Texas Department of Transportation

USGS - United States Geological Survey

WRP - water reclamation plant

WSRC - water supply replacement charge. Adopted to allow the financing of the cost of attaining future water supplies in lieu of impact fees

WTP - water treatment plant

WWTP - wastewater treatment plant

GUIDE TO OPERATING BUDGET ACCOUNTS



ACCOUNT NUMBER	DESCRIPTION
PERSONAL SERVICES	
7010	Capital Salaries and Wages - Regular and overtime wages incurred by the section on work performed for capital projects, maintenance & operations jobs, and work performed for other sections.
7020	Operations & Maintenance Salaries and Wages - Regular and overtime wages incurred by section in performing normal duties. Regular wages are for full-time equivalent budgeted positions, based on a 40 hour work week plus an additional load to cover included benefits. Only scheduled standby and holiday overtime is budgeted.
7400	Meeting Fees - Public Service Board members receive \$20 per meeting for their attendance.
7750	Worker's Compensation - Actual cost to the Utility for medical, administrative and other costs incurred for work related employee injuries.
MATERIAL & SUPPLIES	
7080	Water Purchased for Resale - Expenditures for wholesale water purchases.
7240	Laboratory Supplies & Testing - All expenditures associated with lab and mini-lab operations, except for wages and equipment purchases over \$5,000.
7310	Water Supply for Desalination - All expenditures associated with the water supply for the Desalination Plant.
7500	Chemicals - Expenditures for chemicals required for the section's treatment processes and operations.
7550	Public Affairs Expense - expenses associated with public education campaigns, special events, and interaction with the public, including the media.
7560	Office Supplies & Printing - Expenditures for all office supplies, outsourced printing, and new equipment and furniture purchases under \$5,000.
7620	Small Tools & Equipment - Expenditures for items under \$5,000 required for the section's operations, to include but not limited to power tools, brooms, mops, ladders, lawn mowers, wrench sets, flash lights, pliers, channel locks, tape measures, levels, trowel, chisels, hacksaws, picks, buckets, equipment blades, tool boxes, etc.
7740	Rental of equipment - Expenditures for the rental or lease of equipment.
MAINTENANCE	
7090	Water Rights Land Expense - Operating expenditures associated with the use of water rights land and conveyance canals.

GUIDE TO OPERATING BUDGET ACCOUNTS



ACCOUNT NUMBER	DESCRIPTION
7280	Manhole Expense - Expenditures incurred maintaining manholes, including capital salaries and vehicles and equipment use.
7330	Emergency Response – Operating expenditures associated with emergency response to stormwater management, including contracted or internal labor, materials, and equipment.
7340	Maintenance of Basins, Ponds, Dams – Operating expenditures associated with maintenance of basins, ponds and dams for stormwater management, including contracted or internal labor, materials, and equipment.
7350	Maintenance of Channels, Ditches, Conduits – Operating expenditures associated with maintenance of channels, ditches, and conduits for stormwater management, including contracted or internal labor, materials, and equipment.
7360	Maintenance of Pump Stations – Operating expenditures associated with maintenance of pump stations for stormwater management, including contracted or internal labor, materials, and equipment.
7380	Landscaping - Expenditures associated with maintaining the grounds at EPWU facilities.
7660	Building Supplies and Services - Expenditures for all building maintenance related costs at all EPWU facilities. This includes any expenses on any asset inside the main building, such as janitorial services, elevator maintenance agreements, door locks, pest control, roof or air conditioning repairs, and security cameras. Also included are any expenses for cleaning materials, bathroom and kitchen supplies. Expenses to operations facilities other than the central building, such as lift stations, wells, etc. will be charged to one of the other appropriate maintenance accounts.
7680	Communication Equipment - Cost of using and maintaining all portable communication equipment, including cellular phones, pagers, and two way radios, and the purchase of new items under \$5,000.
7850	Maintenance of Equipment - Expenditures related to operation and maintenance of equipment necessary for operations. Includes all fossil fuels other than natural gas intended for use in generators, engines, or other equipment, and repairs, maintenance agreements, modifications, replacements, and the labor to do so. Replacement or upgrade of equipment may be considered a capital improvement if costs are significant.
7860	Maintenance of Services - Expenditures incurred from maintaining customer service connections, including labor, materials, and equipment.
7870	Maintenance of Fire Hydrants - Expenditures incurred from maintaining fire hydrants, including labor, materials and equipment.
7880	Maintenance of Mains - Expenditures incurred from the maintenance of water or sewer mains, including labor, materials, and equipment.

GUIDE TO OPERATING BUDGET ACCOUNTS



ACCOUNT NUMBER	DESCRIPTION
7900	Maintenance of Meters - Expenditures to maintain and repair installed meters.
7910	Maintenance of Office Furniture & Equipment - Expenditures for all maintenance of office equipment and furniture, including service agreements, repairs and modifications. Purchase of new equipment should be charged to account 7560.
7930	Maintenance of Structures & Improvements - Expenditures for maintaining all structures other than the main facilities; including assets on facility grounds but not part of the main building (ex. a fence), and other developed P.S.B. properties.
7940	Maintenance of Data Processing Equipment - Expenditures associated with all information systems hardware not included as "office equipment".
7950	Maintenance of Cathodic Protection - Expenditures incurred by maintaining all cathodically protected distribution system assets.
UTILITIES	
7040	Fuel Expense - Expenditures for all fossil fuels other than natural gas intended for use in generators, engines, or other equipment.
7060	Electricity Expense – Expenditures for electricity used in normal operations.
7710	Natural Gas Expense - Expenditures for natural gas used in normal operations.
7760	Utilities - Expenditures for all other utilities in normal operations, such as sanitation, land-line telephone service (local and long distance), system consumption of water and sewer services, and stormwater
MISCELLANEOUS	
7050	Audit Services - Expenditures related to annual external audit and any other management requested audits.
7070	Public Service Board Grants - Grants awarded by P.S.B. agencies and individuals, usually for conservation related projects.
7100	Rent - These expenditures are solely incurred by sections in the Administrative Office building in order to pay for the Building Maintenance section's operating expenditures.
7110	Water Conservation Expense - Expenditures incurred by all conservation-related operations, such as programs, media buys, water conservation marketing items, educational materials and event appearances.
7120	Transportation - Expenditures incurred by sections with vehicles in order to pay for operations (fuel) and maintenance and repair of those vehicles.
7130	Cash Management - Expenditures related to all bank service charges and account management fees.

GUIDE TO OPERATING BUDGET ACCOUNTS



ACCOUNT NUMBER	DESCRIPTION
7160	Permit Fee to State - Expenditures made to State of Texas to obtain permits to operate treatment facilities.
7260	Expense of Supervisor & Employee - Expenditures for staff travel and training, education, individual membership fees, business cards, subscriptions, tuition reimbursements and professional certifications.
7270	Law Library - Expenditures by Legal Services for all legal related material needed to update the law library.
7320	Lease of Land - Expenditures related to the lease of land.
7370	Disposal Fees - Expenditures related to disposal of accumulated trash and waste while maintaining basins, ponds, dams, channels, ditches and conduits.
7420	Postage - Expenditures associated with mail, also including envelopes, mass mailing services, and rapid delivery services.
7530	Sludge Disposal/Monofill Management - All costs incurred for transportation of sludge from water and wastewater treatment facilities to the sludge monofill.
7580	Showerhead Replacement Program – expenses associated with water conservation program to provide free low-flow showerheads to customers during FY2012-13.
7640	Uniforms and Personal Safety Equipment- Allowance for employee clothing and footwear. Also included are expenses for safety items required to be used in performance of employee's duties such as rubber boots, gloves, goggles, insect repellent, sunblock, coveralls, safety vests, hard hats, sun shields, safety glasses, knee pads, bandanas, caps, ear plugs, first aid kits, back belts, latex gloves, raincoats, etc.
7700	Insurance - Expenditures for property, casualty, errors and omissions, and other insurance policies purchased by the Utility.
7720	Professional Services - Expenditures made for solicitation of consultants, lawyers, and other professional persons, utility and professional membership fees.
7730	Special Services - Expenditures for filling special temporary positions (co-ops, VOE's), budgeted temporary help, records management, and to honor unique agreements the Utility or P.S.B. might have with an outside entity.
7770	Security Services and Equipment- Expenditures related to ensuring the security of EPWU buildings and property. This includes security services and repair or purchase of security equipment under \$5,000.

GUIDE TO OPERATING BUDGET ACCOUNTS

ACCOUNT NUMBER	DESCRIPTION
7780	Miscellaneous Expense - Expenditures that cannot be accounted for by any other operating budget account. Materials used for maintenance of services, mains, buildings, equipment, structures, manholes and fire hydrants, such as pipe, steel tape, cement, spray paint, safety cones, wood stakes, nails, bushings, etc, should be charged to the appropriate maintenance account (i.e. 7860 Maintenance of Services, 7880 Maintenance of Mains, etc.). This account not to be used unless expense cannot be categorized anywhere else.
7790	Software/Hardware Expense - Expenditures related to purchase and maintenance of all computer software and hardware used by the Utility.

GUIDE TO OPERATING BUDGET ACCOUNTS



ACCOUNT NUMBER	DESCRIPTION
PERSONAL SERVICES	
9010	Capital Salaries and Wages - Regular and overtime wages incurred by the section on work performed for capital projects, maintenance & operations jobs, and work performed for other sections.
9020	Operations & Maintenance Salaries and Wages - Regular and overtime wages incurred by section in performing normal duties. Regular wages are for full-time equivalent budgeted positions, based on a 40 hour work week plus an additional load to cover included benefits. Only scheduled standby and holiday overtime is budgeted.
9750	Worker's Compensation - Actual cost to the Utility for medical, administrative and other costs incurred for work related employee injuries.
MATERIAL & SUPPLIES	
9240	Auto Shop Supplies - All expenditures associated with auto shop operations, except for wages and equipment purchases over \$5,000.
9560	Office Supplies & Printing - Expenditures for all office supplies, outsourced printing, and new equipment and furniture purchases under \$5,000.
9620	Small Tools & Equipment - Expenditures for items under \$5,000 required for the section's operations, to include but not limited to power tools, brooms, mops, ladders, lawn mowers, wrench sets, flash lights, pliers, channel locks, tape measures, levels, trowel, chisels, hacksaws, picks, buckets, equipment blades, tool boxes, etc.
9740	Rental of equipment - Expenditures for the rental or lease of equipment.
MAINTENANCE	
9660	Building Supplies and Services - Expenditures for all building maintenance related costs at all 900 section facilities. This includes any expenses on any asset inside those buildings, such as janitorial services, elevator maintenance agreements, door locks, pest control, roof or air conditioning repairs, and security cameras. Also included are any expenses for cleaning materials, bathroom and kitchen supplies.
9840	Building Maintenance - Expenditures for all building maintenance related costs at main office building. This includes any expenses on any asset inside the main building, such as janitorial services, elevator maintenance agreements, door locks, pest control, roof or air conditioning repairs, and security cameras. Also included are any expenses for cleaning materials, bathroom and kitchen supplies.
9680	Communication Equipment - Cost of using and maintaining all portable communication equipment, including cellular phones, pagers, and two way

GUIDE TO OPERATING BUDGET ACCOUNTS



ACCOUNT NUMBER	DESCRIPTION
	radios, and the purchase of new items under \$5,000.
9850	Maintenance of Equipment - Expenditures related to operation and maintenance of equipment necessary for operations. Includes all fossil fuels other than natural gas intended for use in generators, engines, or other equipment, and repairs, maintenance agreements, modifications, replacements, and the labor to do so. Replacement or upgrade of equipment may be considered a capital improvement if costs are significant.
9910	Maintenance of Office Furniture & Equipment - Expenditures for all maintenance of office equipment and furniture, including service agreements, repairs and modifications. Purchase of new equipment should be charged to account 7560.
UTILITIES	
9040	Fuel Expense - Expenditures for all fossil fuels other than natural gas intended for use in generators, engines, or other equipment.
9760	Utilities - Expenditures for all other utilities in normal operations, such as sanitation, land-line telephone service (local and long distance), system consumption of water and sewer services, and stormwater
MISCELLANEOUS	
9120	Transportation - Expenditures incurred by sections with vehicles in order to pay for operations (fuel) and maintenance and repair of those vehicles.
9160	Permit Fee to State - Expenditures made to State of Texas to obtain permits.
9260	Expense of Supervisor & Employee - Expenditures for staff travel and training, education, individual membership fees, business cards, subscriptions, tuition reimbursements and professional certifications.
9640	Uniforms and Personal Safety Equipment- Allowance for employee clothing and footwear. Also included are expenses for safety items required to be used in performance of employee's duties such as rubber boots, gloves, goggles, insect repellent, sunblock, coveralls, safety vests, hard hats, sun shields, safety glasses, knee pads, bandanas, caps, ear plugs, first aid kits, back belts, latex gloves, raincoats, etc.
9700	Insurance - Expenditures for property, casualty, errors and omissions, and other insurance policies purchased by the Utility.
9780	Miscellaneous Expense - Expenditures that cannot be accounted for by any other operating budget account. Materials used for maintenance of services, mains, buildings, equipment, structures, manholes and fire hydrants, such as pipe, steel tape, cement, spray paint, safety cones, wood stakes, nails, bushings, etc, should be charged to the appropriate maintenance account (i.e. 7860 Maintenance of Services, 7880 Maintenance of Mains, etc.). This account not to be used unless expense cannot be categorized anywhere else.

GUIDE TO OPERATING BUDGET ACCOUNTS



ACCOUNT NUMBER	DESCRIPTION
9790	Software/Hardware Expense - Expenditures related to purchase and maintenance of all computer software and hardware used by the Utility.



Attachment No. 5

List of El Paso Water Utilities Public Service Board's Licensed Operators

Water Division Operator Licenses and Certifications

SECTION 410 LICENSING LIST As of January 2016

NAME	POSITION	LICENSE CLASS NEEDED FOR POSITION	HOLDS HIGHER LICENSE THAN NEEDED	CURRENT LICENSE HELD	LICENSE NUMBER	LAST ISSUED	EXPIRES	STATUS	CEU's EARNED	CEU's NEEDED
Bustamante, Angel	Water Systems Division Manager	A	NO	SURFACE WATER TREATMENT OPERATOR C	WS0012053	1/29/2015	1/29/2018	CURRENT	153	0
Rodriguez, Ruben	Water Supply Manager	A	NO	WATER OPERATOR A	WO0023592	8/28/2014	9/3/2017	CURRENT	9	21

SECTION 420 LICENSING LIST As of January 2016

NAME	POSITION	LICENSE CLASS NEEDED FOR POSITION	HOLDS HIGHER LICENSE THAN NEEDED	CURRENT LICENSE HELD	LICENSE NUMBER	LAST ISSUED	EXPIRES	STATUS	CEU's EARNED	CEU's NEEDED
Acosta, Jesus	Water Production Assistant Superintendent	B	NO	SURFACE WATER TREATMENT OPERATOR B	WS0009749	9/15/2015	10/19/2018	CURRENT	0	30
Barraza, Jesus	Lead Maintenance Mechanic	N/A	YES	GROUND WATER TREATMENT OPERATOR B	WG0012701	6/17/2013	6/25/2016	CURRENT	20	10
Barraza, Roger	Utility Plant Technician	C	NO	GROUND WATER TREATMENT OPERATOR C	WG0013891	2/27/2015	4/17/2018	CURRENT	0	30
Beltran, David	Utility Plant Technician (1ST 30 MOS)	D	NO	NEED D LICENSE	PENDING	N/A	PENDING	PENDING	20	10
Borunda, Jaime	Lead Maintenance Mechanic	N/A	YES	GROUND WATER TREATMENT OPERATOR C	WG0011627	7/9/2015	9/16/2018	CURRENT	0	30
Castruita, Jesus	Lead Maintenance Mechanic	N/A	YES	GROUND WATER TREATMENT OPERATOR C	WG0012576	6/6/2013	6/7/2016	CURRENT	20	10
Chavez, Arturo	Utility Plant Technician	C	NO	GROUND WATER TREATMENT OPERATOR C	WG0013850	3/9/2015	4/20/2018	CURRENT	0	30
Chavez, Sergio	Utility Plant Technician (1ST 30 MOS)	D	NO	NEED D LICENSE	PENDING	N/A	PENDING	PENDING	0	30
Cleto, Arturo	Utility Plant Technician (1ST 30 MOS)	D	NO	NEED D LICENSE	PENDING	N/A	PENDING	PENDING	0	30
Flores, Rafael	Utility Plant Technician	C	NO	GROUND WATER TREATMENT OPERATOR C	WG0013648	2/19/2015	3/9/2018	CURRENT	0	30
Garcia, Raymond	Water Production Assistant Superintendent	B	NO	GROUND WATER TREATMENT OPERATOR B	WG0013148	8/7/2014	9/28/2017	CURRENT	70	0
		N/A	N/A	CUSTOMER SERVICE INSPECTOR	CI0005074	8/7/2014	9/16/2017	CURRENT	0	16
		N/A	N/A	BACKFLOW PREVENTION ASSEMBLY TESTER	BP0009301	8/7/2014	9/21/2017	CURRENT	0	24
Granillo, Felipe	Maintenance Mechanic	N/A	YES	GROUND WATER TREATMENT OPERATOR C	WG0013149	8/6/2014	8/8/2017	CURRENT	40	0
Guzman, Victor	Water Production Superintendent	A	NO	WATER OPERATOR A	WO0019278	6/10/2015	7/14/2018	CURRENT	6	24
Hernandez, Saul	Utility Plant Technician	C	NO	GROUND WATER TREATMENT OPERATOR C	WG0014355	3/6/2013	3/6/2016	CURRENT	40	0
Holguin, Raul	Utility Plant Technician	C	NO	GROUND WATER TREATMENT OPERATOR C	WG0011727	1/13/2015	1/26/2018	CURRENT	0	30
Iglesias, Eduardo	Maintenance Mechanic	N/A	YES	GROUND WATER TREATMENT OPERATOR C	WG0013986	6/18/2015	7/16/2018	CURRENT	20	10
Lopez, Luis	Maintenance Mechanic	N/A	YES	GROUND WATER TREATMENT OPERATOR C	WG0014587	7/23/2013	7/23/2016	CURRENT	46	0
Martinez, Robert	Lead Maintenance Mechanic	N/A	YES	GROUND WATER TREATMENT OPERATOR C	WG0015198	10/17/2014	10/17/2017	CURRENT	24	6
Sanchez, Ramon	Utility Central Control Operator	N/A	YES	WASTEWATER TREATMENT OPERATOR B	WW0051628	10/15/2014	10/15/2017	CURRENT	0	30
Sarmiento, Robert	Utility Plant Technician (1ST 30 MOS)	D	N/A	NEED D LICENSE	PENDING	N/A	PENDING	PENDING	0	30
Torres, Esteban	Utility Plant Technician (1ST 30 MOS)	D	N/A	NEED D LICENSE	PENDING	N/A	PENDING	PENDING	0	30
Trejo, Osvaldo	Maintenance Mechanic	N/A	YES	GROUND WATER TREATMENT OPERATOR C	WG0014132	9/9/2015	10/17/2018	CURRENT	0	0
Valdez, Miguel	Trades Helper	N/A	YES	GROUND WATER TREATMENT OPERATOR C	WG0001222	6/10/2014	6/4/2017	CURRENT	0	30
		N/A	N/A	BACKFLOW PREVENTION ASSEMBLY TESTER	BP0008008	12/4/2012	12/2/2015	EXPIRED	0	24
Varela, Luis	Utility Central Control Operator	N/A	YES	SURFACE WATER TREATMENT OPERATOR C	WS0010500	7/25/2014	6/20/2017	CURRENT	0	30
Vargas, Salvador	Utility Central Control Supervisor	B	YES	WATER OPERATOR A	WO0014673	9/12/2012	9/29/2015	EXPIRED	44	0
Zamora, Mike	Utility Plant Technician (1ST 30 MOS)	D	N/A	NEED D LICENSE	PENDING	N/A	PENDING	PENDING	0	30

SECTION 430 LICENSING LIST
As of January 2016

NAME	POSITION	LICENSE CLASS NEEDED FOR POSITION	HOLDS HIGHER LICENSE THAN NEEDED	CURRENT LICENSE HELD	LICENSE NUMBER	LAST ISSUED	EXPIRES	STATUS	CEU'S EARNED	CEU'S NEEDED
Dominguez, Frank	Water Plant Senior Technician	B	NO	SURFACE WATER TREATMENT OPERATOR B	WS0008480	4/29/2013	6/15/2016	CURRENT	50	0
Espinosa, Saul	Water Plant Assistant Superintendent	B	YES	WATER OPERATOR A	WO0026409	9/8/2015	8/31/2018	CURRENT	6	24
Facio, James	Utility Plant Technician (1ST 30 MOS)	N/A	N/A	BACKFLOW PREVENTION ASSEMBLY TESTER	BP0009887	6/24/2015	6/21/2018	CURRENT	0	24
Martinez, Sigfrido	Utility Plant Technician	C	NO	SURFACE WATER TREATMENT OPERATOR C	WS0034111	11/13/2013	11/13/2016	CURRENT	80	0
Morales, Salvador	Water Plant Assistant Superintendent	B	NO	SURFACE WATER TREATMENT OPERATOR B	WS0010467	6/11/2014	6/13/2017	CURRENT	0	30
Mota, Genaro	Water Plant Superintendent	A	NO	WATER OPERATOR A	WS0011081	10/29/2015	11/29/2018	CURRENT	6	24
		N/A	NO	WELL DRILLER AND PUMP INSTALLER	WO0016195	8/8/2013	9/20/2016	CURRENT	12	18
		N/A	N/A	BACKFLOW PREVENTION ASSEMBLY TESTER	4802	8/29/2015	8/29/2016	CURRENT	4	0
Padilla, Anthony	Utility Plant Technician	C	N/A	SURFACE WATER TREATMENT OPERATOR C	BP0007274	4/14/2005	4/23/2008	EXPIRED	0	24
Pierce, Guadalupe (Henry)	Water Plant Senior Technician	B	NO	SURFACE WATER TREATMENT OPERATOR B	WS0012020	1/21/2015	1/21/2018	CURRENT	20	10
Rodriguez, Dorian	Utility Plant Technician	C	NO	SURFACE WATER TREATMENT OPERATOR C	WS0008516	9/17/2013	10/11/2016	CURRENT	26	4
Rubio, Ruben	Utility Plant Technician	C	NO	SURFACE WATER TREATMENT OPERATOR C	WS0012058	2/18/2015	2/18/2018	CURRENT	40	0
Ruiz, David	Water Plant Senior Technician	B	NO	SURFACE WATER TREATMENT OPERATOR B	WS0012123	3/30/2015	3/30/2018	CURRENT	20	10
Sanchez, Gregorio	Utility Plant Technician	C	NO	SURFACE WATER TREATMENT OPERATOR C	WS0006194	11/13/2014	12/29/2017	CURRENT	0	30
Santiago, William V.	Utility Plant Technician	C	NO	SURFACE WATER TREATMENT OPERATOR C	WS0009580	8/11/2015	8/13/2018	CURRENT	6	24
Vargas, Victor	Utility Plant Technician	B	NO	SURFACE WATER TREATMENT OPERATOR B	WS0009700	3/19/2013	3/8/2016	CURRENT	60	0
Vasquez, Pedro	Utility Plant Technician	C	NO	SURFACE WATER TREATMENT OPERATOR C	WS0012059	5/22/2015	5/22/2018	CURRENT	6	24
Villegas, Albert	Utility Plant Technician	C	NO	SURFACE WATER TREATMENT OPERATOR C	WS0009211	7/28/2014	8/14/2017	CURRENT	20	10
		C	NO	SURFACE WATER TREATMENT OPERATOR C	WS0011209	4/30/2013	4/30/2016	CURRENT	60	0

SECTION 440 LICENSING LIST
As of January 2016

NAME	POSITION	LICENSE CLASS NEEDED FOR POSITION	HOLDS HIGHER LICENSE THAN NEEDED	CURRENT LICENSE HELD	LICENSE NUMBER	LAST ISSUED	EXPIRES	STATUS	CEU'S EARNED	CEU'S NEEDED
Almanzan, Ramon	Water Lead Service Worker	C	NO	WATER DISTRIBUTION OPERATOR C	WD0012846	9/24/2015	9/24/2018	CURRENT	10	20
Amaya, Gilberto	Water Lead Service Worker	C	NO	WATER DISTRIBUTION OPERATOR C	WD0012512	4/20/2015	4/20/2018	CURRENT	0	30
Betancourt, Ramsey	General Service Worker	N/A	YES	WATER DISTRIBUTION OPERATOR C	WD0012148	5/7/2015	5/7/2018	CURRENT	10	20
Carrillo, Rudy	Water Service Worker Supervisor	C	NO	WATER DISTRIBUTION OPERATOR C	WD0003713	12/15/2015	1/5/2019	CURRENT	0	30
Castro, Ralph	Utility Construction Supervisor	C	NO	WATER DISTRIBUTION OPERATOR C	WD0003833	6/23/2014	6/11/2017	CURRENT	0	30
Contreras, Gregorio	Water Service Worker Supervisor	C	NO	WATER DISTRIBUTION OPERATOR C	WD0003764	11/4/2014	12/23/2017	CURRENT	0	30
Corral, Robert	Water Distribution Superintendent	C	NO	GROUND WATER TREATMENT OPERATOR C	WG0007367	10/30/2013	11/26/2016	CURRENT	0	30
Diaz, Victor	Water Lead Service Worker	C	NO	WATER DISTRIBUTION OPERATOR C	WD0011401	1/30/2014	1/30/2017	CURRENT	10	20
Duran, Rodolfo	Water Lead Service Worker	C	NO	WATER DISTRIBUTION OPERATOR C	WD0009722	12/21/2013	12/21/2016	CURRENT	0	30
Espaza, Christian	Water Service Worker Supv	C	NO	WATER DISTRIBUTION OPERATOR C	WD0012377	3/17/2015	3/17/2018	CURRENT	0	30
Estrada, Aldo	Utility PipeLayer	N/A	YES	WATER DISTRIBUTION OPERATOR C	WD0010564	7/13/2015	6/29/2018	CURRENT	20	10
Flores, Mario	Water Lead Service Worker	C	NO	WATER DISTRIBUTION OPERATOR C	WD0011938	9/10/2014	9/10/2017	CURRENT	0	30
Garcia, Ralph	Water Lead Service Worker	C	NO	WATER DISTRIBUTION OPERATOR C	WD0006959	10/7/2013	10/26/2016	CURRENT	0	30
Gomez, Lorenzo	Water Lead Service Worker	C	NO	WATER DISTRIBUTION OPERATOR C	WD0007481	4/24/2014	4/4/2017	CURRENT	20	10
Lares, Juan	Utility Construction Supervisor	C	NO	WATER DISTRIBUTION OPERATOR C	WD0006803	5/12/2013	5/18/2016	CURRENT	0	30