



Board of Water Works of Pueblo, Colorado

OVERVIEW

ADMINISTRATION

Administration is responsible for the overall planning, management and coordination of all functions of the Water Board's operations. Included in the Administration budget are funds for personnel services of the Directors and support staff. Along with responsibility for the overall administration and planning for the Water Works, the division focuses on both internal and external communication, along with major contract negotiation and coordination of outside legal and professional services contracts.

In 1999, the Board directed staff to establish the Water Development Fund (WDF), which receives 15 percent of the revenue from the 15-year water lease with the City of Aurora. In 2005, the Board decided to also dedicate to this fund all income from the agreement with Public Service Company of Colorado (PSCo) to serve its planned unit 3 at the Comanche generation station. In 2005 and 2006 \$9.86 million was received from PSCo in accordance with the agreement. Beginning in 2010, all PSCo revenues will be earmarked for the WDF. Starting in January of 2006, the Board dedicated a two percent rate increase directly to the WDF. This combined additional funding will allow the Board to consider financing future water expansion projects and water rights acquisitions. The WDF is projected to have a 2007 beginning balance of approximately \$10.7 million.

In 2007, we will continue enhancing and expanding our external and internal relations communication and education outreach programs via the following programs:

- ◆ **Continue Pandemic Preparedness planning and implementation**
- ◆ **Promote "Only Tap Water Delivers" program developed by AWWA**
- ◆ **13th Annual Mountain Tour (funding identified in Water Resource budget)**
- ◆ **Informational meetings and printed updates for our Mountain Tour alumni**
- ◆ **Conduct community outreach via Home and Garden Show**
- ◆ **Radio talk shows and presentations to civic groups**
- ◆ **Foster positive relationships with media representatives through organized informational sharing**
- ◆ **Continue support of pre-K through 12 public education, the Children's Water Festival and the Kids' Guide to the Arkansas River**
- ◆ **Update water conservation plan in accordance with HB04-1365**
- ◆ **Develop support materials for human resource recruitment (job fairs, etc.)**
- ◆ **Sponsor "Fitness on the Riverwalk" in conjunction with the HARP Authority and the YMCA**
- ◆ **Keep the Water Board's visibility high by attending and sponsoring events and meetings of both Chambers of Commerce, Pueblo Downtown Association, CSU-Pueblo, PCC, PEDCO, and others**
- ◆ **Selectively provide bottles of Pueblo's *Vital Blue* to events and organizations**
- ◆ **Promote improved internal communication through the *Pipeline* newsletter, round table forums, employee events, Corporate Cup, employee awards banquet, WET Committee and other employee involvement programs**
- ◆ **Enhance content of pueblowater.org website**

Community outreach programs will focus on educating the public on the **VALUE OF ALL PUEBLO'S WATER RESOURCES, ESPECIALLY HEALTHY DRINKING WATER**. We will continue to encourage wise use.

Included in the 2007 Administration budget is funding to continue implementation of the Workforce Development Program begun in 2006. Additional funds have been incorporated throughout the budget for education and professional development. In total, this funding will amount to \$60,100, or twice the amount budgeted in 2004. In the Administration budget, we have included \$15,000 to initiate a college tuition reimbursement program. Workforce development program implementation is very important to the Water Works' future and our ability to deliver quality service to our customers.

The balance of the 2007 Administration budget is essentially unchanged from prior years.

Alan C. Hamel

BOARD OF WATER WORKS OF PUEBLO, COLORADO
DETAIL OF EXPENDITURES

PERSONNEL SERVICES

ADMINISTRATION

	<u>2005</u> <u>ACTUAL</u>	<u>2006</u> <u>BUDGET</u>	<u>2006</u> <u>ESTIMATED</u>	<u>2007</u> <u>BUDGET</u>
SALARIES & WAGES				
Director	\$ 306,715	\$ 344,201	\$ 335,781	\$ 378,912
Specialist	132,369	158,834	155,047	173,818
Part-time	<u>10,765</u>	<u>10,806</u>	<u>7,485</u>	<u>11,519</u>
Total salaries and wages	<u>449,849</u>	<u>513,841</u>	<u>498,313</u>	<u>564,249</u>
BENEFITS				
Longevity	-	3,580	3,200	3,610
Employee assistance	134	130	131	135
Social security	34,594	35,816	40,152	38,290
Pension	13,958	15,091	14,620	16,582
Health insurance	41,477	42,876	45,661	45,661
Dental insurance	3,995	4,159	4,492	4,491
Disability insurance	3,432	3,682	3,567	3,996
Life insurance	6,152	6,582	6,379	7,228
Sick leave	34,555	32,359	32,350	35,507
Vacation leave	<u>35,515</u>	<u>36,871</u>	<u>36,870</u>	<u>40,449</u>
Total benefits	<u>173,812</u>	<u>181,146</u>	<u>187,422</u>	<u>195,949</u>
Total personnel services	<u>\$ 623,661</u>	<u>\$ 694,987</u>	<u>\$ 685,735</u>	<u>\$ 760,198</u>

BOARD OF WATER WORKS OF PUEBLO, COLORADO
DETAIL OF EXPENDITURES

OPERATION AND MAINTENANCE

ADMINISTRATION

	<u>2005</u> <u>ACTUAL</u>	<u>2006</u> <u>BUDGET</u>	<u>2006</u> <u>ESTIMATED</u>	<u>2007</u> <u>BUDGET</u>
OPERATION AND MAINTENANCE				
Outside services	\$ 47,807	\$ 72,100	\$ 75,000	\$ 100,600
Consulting services	1,020	5,000	5,450	5,000
Utilities - other	4,685	3,500	4,265	4,500
Maintenance	2,833	2,750	3,300	3,050
Advertising	6,656	10,500	10,500	11,100
In-service training	39,348	48,850	52,000	70,400
Office supplies	7,436	3,500	4,000	6,400
Subscriptions and memberships	<u>37,358</u>	<u>37,375</u>	<u>37,000</u>	<u>38,250</u>
 Total operation and maintenance	 <u>\$ 147,143</u>	 <u>\$ 183,575</u>	 <u>\$ 191,515</u>	 <u>\$ 239,300</u>

BOARD OF WATER WORKS OF PUEBLO, COLORADO
DETAIL OF EXPENDITURES

CAPITAL OUTLAY

ADMINISTRATION

	<u>2005 ACTUAL</u>	<u>2006 BUDGET</u>	<u>2006 ESTIMATED</u>	<u>2007 BUDGET</u>
CAPITAL OUTLAY				
Office equipment	\$ 9,019	\$ 4,000	\$ -	\$ -
Computer Equipment	-	4,700	3,121	4,500
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Total capital outlay	<u>\$ 9,019</u>	<u>\$ 8,700</u>	<u>\$ 3,121</u>	<u>\$ 4,500</u>