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# UNDERSTANDING THE LAYOUT OF THE FY 2016/17 AND 2017/18 BUDGET

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## DEPARTMENTAL GROUP/BUDGET

The Departmental Section provides detailed information about the Operations and Maintenance (O&M) budget of each group and department and consists of the following:

### Mission, Roles and Responsibilities

Describes, at a high level, the scope of the organization's functions, provides a summary organizational chart, and a high level O&M, capital, and personnel budget summary.

### Budget Issues and Constraints

Identifies key challenges and potential constraints the group faces in meeting the budget objectives as identified by the General Manager.

### Accomplishments

Explains the major accomplishments of the organization for the current year as a measure of its performance. The extent to which the organization accomplished current year objectives is more a qualitative rather than a quantitative measure.

### Objectives

Summarizes the objectives each organization proposes to accomplish in the upcoming fiscal years.

### Performance Measures

Identifies the key measures the organization uses to monitor progress toward achievement of significant priorities supporting the business plan.

### Expense Category

Category	Description
<i>Salaries and Benefits</i>	Labor costs and fringe benefits for Metropolitan's regular, district temporary, and agency temporary employees.
<i>Professional Services</i>	All costs associated with work performed by outside contractors and consultants.
<i>Property Acquisition</i>	Costs associated with right-of-way and land purchases, including easements, appraisals, and escrow fees.
<i>Construction</i>	Cost of construction contracts.
<i>Operating Equipment</i>	Costs associated with the purchase of capitalized portable equipment, including automobiles, trucks, servers, and other applicable portable equipment.

Category	Description
<i>Other</i>	Cost of purchasing chemicals, materials and supplies, reprographics, travel, telephone, and other necessary items for effective operation of Metropolitan. A breakdown has been provided to itemize those expense categories that are five percent or more of the “other” category.

### O&M Financial Summary

Provides a summary of the organization’s O&M budgets. For FY 2014/15 and FY 2015/16, O&M expenditures are identified by organization and by salaries and benefits, professional services, and “other” expenditures and incorporate the group objectives.

### Capital Financial Summary

Provides an overview of the resources each group will be dedicating to work on capital projects that are in the Capital Investment Plan described later in this book.

### Reasons for Changes

Explains significant variances between various budget years.