

Oscar Leeser  
Mayor

Cary Westin  
Interim City Manager



CITY COUNCIL  
Brian Kennedy, District 1  
Alexandra Anello, District 2  
Cassandra Hernandez, District 3  
Joe Molinar, District 4  
Isabel Salcido, District 5  
Art Fierro, District 6  
Henry Rivera, District 7  
Chris Canales, District 8

## **NOTICE OF WORK SESSION OF THE EL PASO CITY COUNCIL**

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**November 20, 2023**  
**COUNCIL CHAMBERS, CITY HALL, 300 N. CAMPBELL AND VIRTUALLY**  
**9:05 AM**

**Teleconference phone number 1-915-213-4096**  
**Toll free number: 1-833-664-9267**  
**Conference ID: 803-306-168#**

Notice is hereby given that a Work Session of the City Council of the City of El Paso will be conducted on November 20, 2023 at 9:05 A.M. Members of the public may view the meeting via the following means:

Via the City's website. <http://www.elpasotexas.gov/videos>  
Via television on City15,  
YouTube: <https://www.youtube.com/user/cityofelpasotx/videos>

In compliance with the requirement that the City provide two-way communication for members of the public, members of the public may communicate with Council during public comment, and regarding agenda items by calling the following number:

1-915-213-4096 or Toll free number: 1-833-664-9267

**At the prompt please enter Conference ID: 803-306-168#**

The public is strongly encouraged to sign up to speak on items on this agenda before the start of this meeting on the following link:

<https://app.smartsheet.com/b/form/cc20aad8258146ab8f63761079bd1091>

**The following member of City Council will be present via video conference:**

**Isabel Salcido**

**A quorum of City Council must participate in the meeting.**

## AGENDA

1. For Notation Only: Formal Report of the Financial Oversight and Audit Committee meeting held on October 16, 2023. [23-1513](#)
  1. Administrative Procedures for Capital Improvement Plan (CIP) Budget Transfers.
  2. Discussion and Action on the Special Audit Requests from the May 9th City Council Meeting, Item 20.
    - No action was taken on this item.
  3. Discussion and Action on FY 2022-2023 Audit Plan 4th Quarter Updates.
    - Motion made by Representative Molinar, seconded by Representative Annelo and approved by Representative Kennedy, Representative Annelo, Representative Fierro and Representative Molinar to accept the 4th Quarter Update.
  4. Discussion and Action on the FY 2023-2024 Annual Internal Audit Plan.
    - Motion made by Representative Molinar, seconded by Representative Kennedy and approved by Representative Kennedy, Representative Annelo, Representative Fierro and Representative Molinar to bring the amended FY 2023-2024 Annual Internal Audit Plan to City Council.
  5. Discussion on Client Surveys.

**All Districts**  
Members of the City Council, Representative Brian Kennedy, (915) 212-0001
2. Discussion and Action for City Council to approve the following Internal Audit Department documents: [23-1531](#)
  - 2023-2024 Internal Audit Charter.
  - 2023-2024 Annual Internal Audit Plan.

**All Districts**  
Members of the City Council, Representative Brian Kennedy, (915) 212-1001
3. Presentation and discussion of the Women's Rights Commission Annual Report. [23-1514](#)

**All Districts**  
City Manager's Office, Tracey Jerome, (915) 212- 0023
4. Presentation and discussion as part of the upcoming Strategic Planning Session providing a fiscal overview and operations update for the following key areas: [23-1515](#)
  1. Fiscal Overview (Robert Cortinas)
  2. Grant Funded Programs Overview (Omar Martinez and Joaquin Rodriguez)
  3. Streets Focus (Richard Bristol)

**All Districts**

City Manager's Office, Robert Cortinas, (915) 212-1067  
Transformation Office, Juliana Baldwin-Munoz, (915) 212-1204

- 5. Discussion and action on the amendments directed by the City Council to City Code chapter 2.92.080 to require additional disclosures regarding contributions or donations from individuals or business entities receiving a benefit from the City, 2.92.120, 2.92.130(A)(5) and 2.92.160(B) to include jurisdiction over candidates, political committees and individuals or business entities in certain circumstances, 2.92.160(C) to include that the Chief Internal Auditor reports to the Council, 2.92.170(A) to adjust the time for response to be due to 14 days after the City Attorney refers a complaint to the commission and 2.92.200(D) to authorize the commission to issue a fine of up to \$500.

[23-1532](#)

**All Districts**

City Attorney's Office, Karla M. Nieman, (915) 212-1115

**EXECUTIVE SESSION**

The City Council of the City of El Paso may retire into EXECUTIVE SESSION pursuant to Section 3.5A of the El Paso City Charter and the Texas Government Code, Chapter 551, Subchapter D, to discuss any of the following: (The items listed below are matters of the sort routinely discussed in Executive Session, but the City Council of the City of El Paso may move to Executive Session any of the items on this agenda, consistent with the terms of the Open Meetings Act and the Rules of City Council.) The City Council will return to open session to take any final action and may also, at any time during the meeting, bring forward any of the following items for public discussion, as appropriate.

- Section 551.071 CONSULTATION WITH ATTORNEY
- Section 551.072 DELIBERATION REGARDING REAL PROPERTY
- Section 551.073 DELIBERATION REGARDING PROSPECTIVE GIFTS
- Section 551.074 PERSONNEL MATTERS
- Section 551.076 DELIBERATION REGARDING SECURITY DEVICES OR SECURITY AUDITS
- Section 551.087 DELIBERATION REGARDING ECONOMIC DEVELOPMENT NEGOTIATIONS
- Section 551.089 DELIBERATION REGARDING SECURITY DEVICES OR SECURITY AUDITS; CLOSED MEETING

**Goal 6: Set the Standard for Sound Governance and Fiscal Management**

**Discussion and action on the following:**

- EX1.** Application of El Paso Electric Company to Change Rates to Open Access Transmission Tariff, Federal Energy Regulatory Commission (FERC); Docket No. ER22-282-000. Matter No. 21-1008-183 | HQ#UTILITY-25 (551.071)

[23-1536](#)

City Attorney's Office, Donald Davie, (915) 212-0033

- EX2.** Discussion on Contract of Sale for 323 Chihuahua Street, El Paso, Texas. [23-1537](#)  
Matter HQ#23-859; (551.071)  
City Attorney's Office, Roberta Brito, (915) 212-0033  
City Attorney's Office, Evan D. Reed, (915) 212-0033
- EX3.** Economic Incentives for an Infill Development located in Northeast El Paso. [23-1538](#)  
Matter HQ#23-1765 (551.087)  
Economic and International Development, Elizabeth Triggs, (915) 212-0095
- EX4.** Discussion on potential economic development opportunities in Northeast El Paso. Matter No. 22-1007-2864 |HQ#23-478 (551.072) (551.087) [23-1539](#)  
Economic and International Development, Elizabeth Triggs, (915) 212-0095

## **ADJOURN**

### **NOTICE TO THE PUBLIC:**

If you need Spanish Translation Services, you must email [CityClerk@elpasotexas.gov](mailto:CityClerk@elpasotexas.gov) at least 72 hours in advance of the meeting.

**ALL REGULAR CITY COUNCIL AGENDAS ARE PLACED ON THE INTERNET THURSDAY PRIOR TO THE MEETING AT THE ADDRESS BELOW:**

<http://www.elpasotexas.gov/>



Legislation Text

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File #: 23-1513, Version: 1

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**CITY OF EL PASO, TEXAS**  
**LEGISTAR AGENDA ITEM SUMMARY FORM**

**DISTRICT, DEPARTMENT, CONTACT INFORMATION:**

*Please choose District and Department from drop down menu. Please post exactly as example below.  
No Title's, No emails. Please use ARIAL 10 Font.*

**All Districts**

Members of the City Council, Representative Brian Kennedy, (915) 212-0001

**AGENDA LANGUAGE:**

*This is the language that will be posted to the agenda. Please use ARIAL 11 Font.*

For Notation Only: Formal Report of the Financial Oversight and Audit Committee meeting held on October 16, 2023.

1. Administrative Procedures for Capital Improvement Plan (CIP) Budget Transfers.
2. Discussion and Action on the Special Audit Requests from the May 9th City Council Meeting, Item 20.
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5. Discussion on Client Surveys.

**CITY OF EL PASO, TEXAS  
AGENDA ITEM  
AGENDA SUMMARY FORM**

**DEPARTMENT:**

Mayo and City Council

**AGENDA DATE:**

November 20, 2023

**CONTACT PERSON NAME AND PHONE NUMBER:**

City Representative Brian Kennedy, 915.212.000.

**DISTRICT(S) AFFECTED:**

All Districts

**STRATEGIC GOAL:**

Goal 6 Set the standard for sound governance and fiscal management.

**SUBJECT:**

Formal Report of the Financial Oversight and Audit Committee meeting held on October 16, 2023.

**BACKGROUND / DISCUSSION:**

N/A

**PRIOR COUNCIL ACTION:**

N/A

**AMOUNT AND SOURCE OF FUNDING:**

N/A



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**File #: 23-1531, Version: 1**

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**CITY OF EL PASO, TEXAS  
LEGISTAR AGENDA ITEM SUMMARY FORM**

**DISTRICT, DEPARTMENT, CONTACT INFORMATION:**

*Please choose District and Department from drop down menu. Please post exactly as example below.  
No Title's, No emails. Please use ARIAL 10 Font.*

**All Districts**

Members of the City Council, Representative Brian Kennedy, (915) 212-1001

**AGENDA LANGUAGE:**

*This is the language that will be posted to the agenda. Please use ARIAL 11 Font.*

Discussion and Action for City Council to approve the following Internal Audit Department documents:

- 2023-2024 Internal Audit Charter.
- 2023-2024 Annual Internal Audit Plan.

**CITY OF EL PASO, TEXAS  
AGENDA ITEM  
AGENDA SUMMARY FORM**

**DEPARTMENT:**

Mayor and City Council

**AGENDA DATE:**

November 20, 2023

**CONTACT PERSON NAME AND PHONE NUMBER:**

Representative Brian Kennedy 915.212.0001

***DISTRICT(S) AFFECTED:***

All Districts

**STRATEGIC GOAL:**

Goal 6: Set the standard for sound governance and fiscal management.

**SUBJECT:**

Discussion and action for City Council to approve the following Internal Audit Department documents:

2023-2024 Internal Audit Charter.

2023-2023 Annual Internal Audit Plan.

**BACKGROUND / DISCUSSION:**

N/A

**PRIOR COUNCIL ACTION:**

N/A

**AMOUNT AND SOURCE OF FUNDING:**

N/A





# **Internal Audit Charter**

Effective as of  
July 20, 2023



## City of El Paso Internal Audit Charter

### MISSION AND SCOPE OF WORK

The mission of the Internal Audit Department is to provide independent, objective assurance and consulting services designed to add value and improve the City of El Paso's operations. The Internal Audit Department helps the management team of the City of El Paso accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.

The scope of work of the Internal Audit Department is to determine whether the organization's network of risk management, control, and governance processes, as designed and represented by management, is adequate and functioning in a manner to ensure:

- Risks are appropriately identified and managed.
- Interaction with the various governance groups occurs as needed.
- Significant financial, managerial, and operating information is accurate, reliable, and timely.
- Employee's actions are in compliance with policies, standards, procedures, and applicable laws and regulations.
- Resources are acquired economically, used efficiently, and adequately protected.
- Programs, plans, and objectives are achieved.
- Quality and continuous improvement are fostered in the organization's control process.
- Significant legislative or regulatory issues impacting the organization are recognized and addressed properly.
- Opportunities for improving management control, accountability, and the organization's image may be identified during audits. These opportunities will be communicated to the appropriate level of management.



## **City of El Paso Internal Audit Charter**

### **ACCOUNTABILITY**

The Chief Internal Auditor (CIA), in the discharge of his/her duties, shall be accountable to the Financial Oversight and Audit Committee (“FOAC”) to:

- Provide annually an assessment on the adequacy and effectiveness of the City of El Paso’s processes for controlling its activities and managing its risks in the areas set forth under the mission and scope of work.
- Report significant issues related to the processes for controlling the activities of the City of El Paso, including potential improvements to those processes, and provide information concerning such issues through resolution.
- Provide quarterly updates on the status and results of the Annual Audit Plan and the sufficiency of department resources to the Financial Oversight and Audit Committee.
- Coordinate with and provide oversight if requested of other control and monitoring functions (risk management, compliance, security, legal, ethics, environmental, external audit).
- Notify the appropriate regulatory, law enforcement, and legal authorities of any potential criminal audit findings after the City Manager, the Financial Oversight and Audit Committee, and the City Attorney have been notified about such pending action.

### **INDEPENDENCE**

The Internal Audit Department shall remain free of influence by any element in the organization, including matters of audit selection, scope, procedures, frequency, timing, or report content to permit maintenance of an independent and objective mental attitude necessary in rendering reports.

To provide for the independence of the internal audit activity, its personnel report to the CIA who reports operationally to the Chairman of the Financial Oversight and Audit Committee and legislatively to the Financial Oversight and Audit Committee in a manner outlined in the above section on Accountability. The City Manager shall be responsible for the implementation of any audit recommendations for changes to City administrative procedures and operations as recommended by the Financial Oversight and Audit Committee and approved by Council via Resolution.



## City of El Paso Internal Audit Charter

### **RESPONSIBILITY**

The CIA and staff of the internal audit activity have responsibility to:

- Develop a flexible Annual Audit Plan using appropriate risk-based methodology, including any risks or control concerns identified by management, and submit that plan to the Financial Oversight and Audit Committee for review and recommendation subject to final approval by Council.
- Implement the Annual Audit Plan, as approved, including, as appropriate, any special tasks or projects requested by management and the Financial Oversight and Audit Committee and subject to final approval by Council.
- Issue quarterly reports to the Financial Oversight and Audit Committee, and City Council summarizing results of audit findings and special projects.
- Establish a system to follow-up on reported audit findings. The intent of this responsibility is to ensure that past audit findings are satisfactorily resolved.
- Maintain a professional audit staff with sufficient knowledge, skills, experience, and professional certifications to meet the requirements of this charter as authorized by City Council.
- Report to the Financial Oversight and Audit Committee a regular annual report on Internal Audit Department's staffing level and subject to final approval by Council.
- Establish a Quality Assurance Program by which the CIA assures the quality of operations of the Internal Audit Department activities.
- Report to the Financial Oversight and Audit Committee the results of the Quality Assurance and Improvement "Peer Review" conducted every three (3) years.
- Perform consulting services, beyond internal auditing's assurance services, to assist management in meeting its objectives. Examples may include facilitation, reviewing process design, training, and advisory services.
- Evaluate and assess significant merging/consolidating functions and new or changing services, processes, operations, and control processes coincident with the development, implementation, and/or expansion of City operations.



## City of El Paso Internal Audit Charter

- Keep the Financial Oversight and Audit Committee informed of emerging trends and successful practices in internal auditing.
- Provide copies of all Audit Reports to the entire City Council.
- Provide a report of significant measurement goals and results to the Financial Oversight and Audit Committee.
- Assist in the investigation of significant issues, including suspected fraudulent activities, within the City of El Paso and notify the City Manager, the Financial Oversight and Audit Committee, and the City Attorney of the results before reporting to the whole of Council, including recommended action(s); subject to Council approval.
- Consider the scope of work of the external auditors and regulators, as appropriate, for the purpose of providing optimal audit coverage to the City of El Paso at a reasonable overall cost.
- Provide the following nonaudit services:
  - Administer the City of El Paso Anonymous Employee Hotline,
  - Coordinate Hotel Occupancy Tax Audits,
  - Conduct Sales Tax Discovery Audits,
  - Conduct Franchise Fee Audits, in coordination with the Chief Financial Officer,
  - Serve as the Contract Administrator for Sales Tax Analysis & Reporting Service (STARS).

### **AUTHORITY**

The CIA and staff of the Internal Audit Department are authorized to:

- Have unrestricted access to all functions, records, property, and personnel of the City of El Paso.
- Have full and unrestricted access to the Financial Oversight and Audit Committee.
- Allocate resources, set frequencies, select subjects, determine scopes of work, and apply audit techniques required to accomplish audit objectives.
- Obtain the necessary assistance of personnel within city departments of the City of El Paso where they perform audits, as well as other specialized services from within or outside the City of El Paso.



## City of El Paso Internal Audit Charter

The CIA and staff of the Internal Audit Department are not authorized to:

- Perform any operational duties for the City of El Paso or its affiliates.
- Initiate or approve accounting transactions external to the Internal Audit Department.
- Direct the activities of any City of El Paso employee not employed by the Internal Audit Department, except to the extent such employees have been appropriately assigned to auditing teams or to otherwise assist the internal auditors.

### **PROFESSIONAL STANDARDS**

The Internal Audit Department will meet or exceed the mandatory guidance contained within the *International Standards for the Professional Practice of Internal Auditing* of the Institute of Internal Auditors and the *Generally Accepted Government Auditing Standards* (GAGAS) of the United States Government Accountability Office.

The Internal Auditing Staff shall govern themselves by adherence to The Institute of Internal Auditors' "Code of Ethics" and the United States Government Accountability Offices' "Ethical Principles."

### **AMENDMENT OF THE CHARTER**

The Chief Internal Auditor is responsible for maintenance of this Internal Audit Charter to ensure that it is reviewed annually and is revised as necessary. Any amendment is subject to review and recommendation by the City Attorney before consideration and approval by the Financial Oversight and Audit Committee.

### **EXECUTIVE ENDORSEMENT OF THE INTERNAL AUDIT CHARTER**

The Internal Audit Charter is the formal document that specifies the Internal Audit Department's authority and responsibilities. The charter is important to management, the activity being audited, and audit staff. Our endorsement of the Internal Audit Charter underscores the importance of the Internal Audit Department's mission. We ask for your continued cooperation as our internal auditors fulfill their important responsibility to the City of El Paso.




### City of El Paso Internal Audit Charter

  
 \_\_\_\_\_ Approval Date July 20, 2023  
 Representative Brian Kennedy  
 Chairperson  
 Financial Oversight and Audit Committee  
 City of El Paso

  
 \_\_\_\_\_ Approval Date July 20, 2023  
 Representative Alexandra Anello  
 Committee Member  
 Financial Oversight and Audit Committee  
 City of El Paso

  
 \_\_\_\_\_ Approval Date 07-20-2023  
 Representative Joe Molinar  
 Committee Member  
 Financial Oversight and Audit Committee  
 City of El Paso

  
 \_\_\_\_\_ Approval Date July 20, 2023  
 Representative Art Fierro  
 Committee Member  
 Financial Oversight and Audit Committee  
 City of El Paso

  
 \_\_\_\_\_ Acknowledged Date July 20, 2023  
 Edmundo S. Calderón, CIA, CGAP, CRMA, MBA  
 Chief Internal Auditor  
 City of El Paso



# **FY2023-2024 Audit Plan**

Prepared by the  
Internal Audit Department  
September 1, 2023



City of El Paso  
Internal Audit Department  
FY2023-2024 Annual Audit Plan

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### OVERVIEW

In accordance with *The Institute of Internal Auditors' International Standards for the Professional Practice of Internal Auditing*, Standard 2010 – Planning, the Internal Audit Department has prepared a risk-based Audit Plan for Fiscal Year 2023-2024. The Fiscal Year 2023-2024 Audit Plan is a description of the internal audit activities that will be performed by the Internal Audit Department during the Fiscal Year.

By periodically reporting the Internal Audit Department's actions to the Financial Oversight and Audit Committee (FOAC) and City Manager's Office, the Internal Audit Department helps support the City of El Paso's Strategic Plan Goals 6.6 and 6.8;

- Goal 6.6: Ensure continued financial stability and accountability through sound financial management, budgeting and reporting.
- Goal 6.8: Support transparent and inclusive government.

The process of preparing the Audit Plan included identifying those areas that are considered the most important and ensuring that activities with the greatest risk are audited. The Financial Oversight and Audit Committee will review and approve the Fiscal Year 2023-2024 Audit Plan subject to final approval by City Council. Members of the Financial Oversight and Audit Committee provided input, as did the Department Directors and Managing Directors, where appropriate. The Financial Oversight and Audit Committee (FOAC) is comprised of the following members:

- Brian Kennedy, Representative District 1 – FOAC Chair
- Alexsandra Anello – Representative District 2
- Joe Molinar, Representative District 4
- Art Fierro, Representative District 6

### IDENTIFICATION OF THE AUDIT UNIVERSE AND RISK ASSESSMENT

*The Institute of Internal Auditors' International Standards for the Professional Practice of Internal Auditing* requires that Internal Auditors develop an Audit Plan based on the assignment of risk. The Audit Universe is a subjective assessment of auditable areas within the City of El Paso. To identify the Audit Universe, we reviewed the City's Organizational Chart, prior Audit Plans, the Annual Comprehensive Financial Report, and prior Risk Assessments. The auditable areas were broken down into eight distinct areas:

- |  |  |
|--|--|
| 1. Mayor & City Council                        | 5. Senior DCM – Economic Development & Tourism |
| 2. City Manager                                | 6. DCM – Public Safety                         |
| 3. City Attorney's Office                      | 7. DCM – Support & Financial Services          |
| 4. City of El Paso Employee's Retirement Trust | 8. DCM – Quality of Life                       |

City of El Paso  
Internal Audit Department  
FY2023-2024 Annual Audit Plan

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The following describes our planning process used to prepare the Fiscal Year 2023-2024 Audit Plan. The Audit Plan can be found as **Attachment 1**.

The Audit Universe for the City of El Paso was identified by separating the Operational, Administrative, and Executive Management functions within the City of El Paso. The Risk Assessment was designed to measure certain risk factors necessary for the City of El Paso to meet its Mission, Strategic Plan, and its Goals and Objectives. Our goal is to provide reasonable assurance that the concept of risk-based auditing was practiced. The risk factors used were:

- **Management Interest** – Interest by management to have an area audited due to operational or internal control concerns.
- **Budget Risk** – The risk that the City of El Paso’s annual budget will be severely affected by factors that are not planned for or anticipated.
- **Strategic Risk** – The risk that poor business decisions or improper implementation of strategic goals will reduce the City of El Paso’s ability to meet those goals.
- **Reputation Risk** – The risk that the City of El Paso’s public image will be tarnished due to improper actions on the part of officials, management, or staff.
- **Compliance Risk** – The risk that failure to comply with laws and regulations, prudent ethical standards, and contractual obligations will harm the City of El Paso.
- **High Level of Decentralization** – The risk of internal control breakdowns due to the size of large-scale departments or operations.
- **Legal Claims** – The risk of the legal claims being filed against City departments while conducting their core operations.
- **Time Last Audited** – The risk that certain high risks areas within the City of El Paso are not audited on a periodic basis.
- **Change in Management** – The risk of new management being assigned to an area identified in the Audit Universe.

The Annual Risk Assessment can be found as **Attachment 2**.

### **SCOPE OF AUDITS**

*The Institute of Internal Auditor’s International Standards for the Professional Practice of Internal Auditing* addresses the scope of work as follows:

- Review the **reliability and integrity of financial and operational information** and the means used to identify, measure, classify, and report such information.
- Review the systems established to ensure **compliance** with those policies, plans, procedures, laws, and regulations that could have a significant impact on operations and reports.
- Review the means of **safeguarding assets** and as appropriate verify the existence of such assets.
- Appraise the **effectiveness and efficiency** of operations within the organization.
- Review **operations or programs** to ascertain whether results are consistent with established goals and objectives, and whether the operations or programs are being implemented or performed as intended.

City of El Paso  
Internal Audit Department  
FY2023-2024 Annual Audit Plan

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In addition, audits are completed under the guidance of the *U.S. Government Accountability Office's Generally Accepted Government Auditing Standards (GAGAS)*. GAGAS provides a framework for conducting high quality government audits with Competence, Integrity, Objectivity, and Independence. These standards are for use by Auditors of government entities and entities that receive government awards. GAGAS contain requirements and guidance dealing with Ethics, Independence, Auditors' Professional Competence and Judgment, Quality Control, the Performance of Field work, and Reporting. Audits performed under GAGAS provide information used for oversight, accountability, and improvements of government programs and operations. GAGAS contains requirements and guidance to assist Auditors in objectively acquiring and evaluating sufficient, appropriate evidence and reporting the results. When Auditors perform their work in this manner and comply with GAGAS in reporting the results, their work can lead to improved government management, better decision making and oversight, effective and efficient operations, and accountability for resources and results.

### **BUDGET AND STAFFING**

The Available Audit Hours Budget for the Internal Audit Department was prepared in accordance with the City of El Paso's wage and hour guidelines and approved by the City Council.

For Fiscal Year 2023-2024, the Internal Audit Department will be staffed with 8 full-time staff members as per the Staffing Table approved by the City Council. The staff currently consists of the:

- Chief Internal Auditor,
- One Audit Manager,
- Two Auditor IV,
- One Auditor III,
- One Auditor II, and
- Two Auditor I.

Staff development continues to be a strategic goal of the Internal Audit Department. Staff members have been encouraged to attend professional training opportunities offered by the:

- Institute of Internal Auditors (IIA),
- Association of Local Government Auditors (ALGA),
- Association of Government Accountants (AGA),
- Association of Certified Fraud Examiners (ACFE) and the,
- Association of Airport Internal Auditors (AAIA).

Because of the philosophy of encouraging professional development, staff members have attained professional designations and/or Master Level Degrees:

- Certified Internal Auditor (CIA) – four staff members
- Certified Government Auditing Professionals (CGAP) – six staff members
- Certified Fraud Examiners (CFE) – one staff member
- Certified in Risk Management Assurance (CRMA) – one staff member
- Master Level Degrees – five staff members

City of El Paso  
Internal Audit Department  
FY2023-2024 Annual Audit Plan

**CALCULATION OF FY 2023-2024 AUDIT HOURS**

The calculation of Available Audit Hours is included as **Attachments 3 & 4**. A total of 16,704 hours will be available for the Audit Year. The calculation of Available Audit Hours was divided into five categories. The five categories are:

1. Audits and Projects	10,716 Hours
2. General Administration	3,180 Hours
3. Training and CPE Hours	480 Hours
4. Holidays	768 Hours
5. Vacation and Sick Leave	1,560 Hours
<b>Total</b>	<b>16,704 Hours</b>

**5 YEAR AUDIT PLAN**

A schedule has been prepared to document a 5 Year Audit Plan (**Refer to Attachment 5**). This schedule will list Audits, Follow-up Audits, and Projects completed in the previous 5 Fiscal Years. The 5 Year Audit Plan will assist in future planning and scheduling of Audits, Follow-up Audits and Projects.

**LIST OF SCHEDULED NEW AUDITS**

A list of scheduled new Audits and Projects for Fiscal Year 2023-2024 has been prepared (**Refer to Attachment 6**). The list includes; a brief description of the area being reviewed, the quarter scheduled to be reviewed, and the risk impact/probability ranked by the Internal Audit Department.

Respectfully submitted:

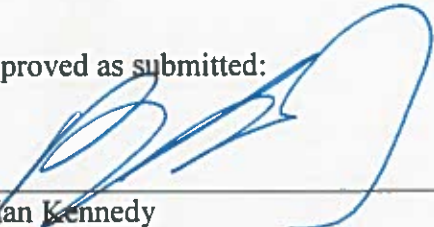


Edmundo S. Calderon, CIA, CGAP, CRMA  
Chief Internal Auditor  
City of El Paso

10-16-2023

Submittal Date

Approved as submitted:



Brian Kennedy  
City Representative District 1  
Committee Chairperson – Financial Oversight and Audit Committee  
City of El Paso

10/16/23

Approval Date

City of El Paso  
Internal Audit Department  
FY2023-2024 Annual Audit Plan

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Alexsandra Anello  
City Representative District 2  
Committee Member – Financial Oversight and Audit Committee  
City of El Paso

10/16/2023  
Approval Date



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Joe Molinar  
City Representative District 4  
Committee Member – Financial Oversight and Audit Committee  
City of El Paso

Oct 16 2023  
Approval Date )



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Art Fierro  
City Representative District 6  
Committee Member – Financial Oversight and Audit Committee  
City of El Paso

10/18/23  
Approval Date

**City of El Paso  
Internal Audit Department  
FY2023-2024 Audit Plan  
-Attachment 1-**

	Audit Hours	Admin Hours	Training Hours	Holiday/Leave Hours
<b>First Quarter</b>				
(Carry Fwds) Streets and Maintenance - Permits Review Audit (A2023-02)	50			
(Carry Fwds) Property Control IT Scope Review Audit (A2023-06)	300			
(Carry Fwds) Sun Metro - Parking Garage Contract Review Audit (A2023-03)	100			
(Carry Fwds) Ford Parts & Service Solicitation Process Review (P2023-08)	50			
(Carry Fwds) Follow-Up Audit: SAM - Transportation Management Division - Cyber Security Assessment	250			
(Carry Fwds) Planning and Inspections - Permit Review Audit	500			
(Carry Fwds) Sun Metro Money Room - Internal Control Review	400			
City Council Special Audit Request - Scope & Objectives	200			
Longevity Project	50			
Hotel Occupancy Tax Audits - Administration	50			
Servicemembers Civil Relief Act Project	50			
Franchise Fee Audits (Spectrum) - Administration	50			
TX Sales Tax Discovery - Administration	50			
Citywide Sales Tax Analysis - Clearview	40			
Tax Office Refund Review Project	100			
City Employee Hotline	75			
Contingency Hours	556			
Administrative Duties - Chief Internal Auditor		225		
Administrative Duties - Audit Manager		90		
Administrative Duties - Staff Auditors		480		
Auditor Training			120	
Vacation/Sick Leave/Holiday				390
<b>Total for Quarter</b>	<b>2,871</b>	<b>795</b>	<b>120</b>	<b>390</b>
<b>Second Quarter</b>				
(Carry Fwds) Pension Office Digitization and Cybersecurity Review Project (P2023-07)	200			
2nd Follow-Up Audit: Fire Department - Billing Audit	250			
Follow-Up Audit: Water Parks Financial Review Audit	250			
El Paso Zoological Society Agreement Audit	500			
Economic Development - 380 Agreement Monitoring Audit	500			
Follow-Up Audit: Accounts Receivable Program Audit	250			
Longevity Project	50			
Hotel Occupancy Tax Audits - Administration	50			
Servicemembers Civil Relief Act Project	50			
Franchise Fee Audits (Spectrum) - Administration	50			
TX Sales Tax Discovery - Administration	50			
Citywide Sales Tax Analysis - Clearview	40			
Tax Office Refund Review Project	100			
City Employee Hotline	75			
Contingency Hours	456			
Administrative Duties - Chief Internal Auditor		225		
Administrative Duties - Audit Manager		90		
Administrative Duties - Staff Auditors		480		
Auditor Training			120	
Vacation/Sick Leave/Holiday				390
<b>Total for Quarter</b>	<b>2,871</b>	<b>795</b>	<b>120</b>	<b>390</b>

City of El Paso  
Internal Audit Department  
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	Audit Hours	Admin Hours	Training Hours	Holiday/Leave Hours
<b>Third Quarter</b>				
Follow-Up Audit: Human Resources - Employee Insurance Benefit Review Audit	250			
Division of Veteran & Military Affairs - Travel and Accounts Payable Audit	500			
El Paso International Airport - Accounts Payable Audit	500			
Cyber Security - Administration	250			
P-Card Reviews: City Council & City Manager's Office - P-Card & Travel Review	400			
Longevity Project	50			
Hotel Occupancy Tax Audits - Administration	50			
Servicemembers Civil Relief Act Project	50			
Franchise Fee Audits (Spectrum) - Administration	50			
TX Sales Tax Discovery - Administration	50			
Citywide Sales Tax Analysis - Clearview	40			
Tax Office Refund Review Project	100			
City Employee Hotline	75			
Contingency Hours	506			
Administrative Duties - Chief Internal Auditor		225		
Administrative Duties - Audit Manager		90		
Administrative Duties - Staff Auditors		480		
Auditor Training			120	
Vacation/Sick Leave/Holiday				390
<b>Total for Quarter</b>	<b>2,871</b>	<b>795</b>	<b>120</b>	<b>390</b>
<b>Fourth Quarter</b>				
Department of Public Health- Internal Control Review	250			
Parkland Dedication Fees Audit	500			
U-Matter Card Program Review	250			
Accounts Receivable - Hotel Occupancy Tax Audits	250			
Grants Administration Division - Sub-Recipient Monitoring Project	250			
On Call Services Agreement Audit	500			
Longevity Project	50			
Hotel Occupancy Tax Audits - Administration	50			
Servicemembers Civil Relief Act Project	50			
Franchise Fee Audits (Spectrum) - Administration	50			
TX Sales Tax Discovery - Administration	50			
Citywide Sales Tax Analysis - Clearview	40			
Tax Office Refund Review Project	100			
City Employee Hotline	75			
Contingency Hours	406			
Administrative Duties - Chief Internal Auditor		225		
Administrative Duties - Audit Manager		90		
Administrative Duties - Staff Auditors		480		
Auditor Training			120	
Vacation/Sick Leave/Holiday				390
<b>Total for Quarter</b>	<b>2,871</b>	<b>795</b>	<b>120</b>	<b>390</b>
<b>Grand Total</b>	<b>11,484</b>	<b>3,180</b>	<b>480</b>	<b>1,560</b>

Note: Budgeted hours estimate based on 8 fulltime staff members.

**City of El Paso  
Internal Audit Department  
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Risk Assessment  
-Attachment 2-**

Weighting	15%	15%	15%	15%	10%	10%	10%	5%	5%	100%				
	5-High to 1-Low	5-High to 1-Low	5-High to 1-Low	5-High to 1-Low	5-High to 1-Low	5-High to 1-Low	5-High to 1-Low	5 for 2019 to 1 for 2023	1 for 2019 to 5 for 2023		8	9	Raw Total	Weighted Total
Description	Management Interest	Budget Risk	Strategic Risk	Reputation Risk	Compliance Risk	High Level Decentralization	Legal Claims	Time last Audited	Change in Mgt					
<b>Mayor &amp; City Council</b>														
Council District #1 Office	4	2	4	5	4	1	1	1	4			26	26	
Council District #5 Office	4	2	4	5	4	1	1	1	4			26	26	
Council District #6 Office	4	2	4	5	4	1	1	1	4			26	26	
Council District #8 Office	4	2	4	5	4	1	1	1	4			26	26	
Council District #2 Office	4	2	4	5	4	1	1	1	2			24	24	
Council District #3 Office	4	2	4	5	4	1	1	1	2			24	24	
Council District #4 Office	4	2	4	5	4	1	1	1	2			24	24	
Council District #7 Office	4	2	4	5	4	1	1	1	2			24	24	
Mayor's Office	4	2	4	5	4	1	1	1	2			24	24	
<b>City Manager</b>														
<i>City Manager's Office</i>	5	4	5	5	5	3	1	1	5			34	39	
<i>Strategic Communications Director:</i>	-	-	-	-	-	-	-	-	-			-	-	
Public Affairs:	3	2	2	4	2	1	1	4	2			21	24	
U-Matter Employee Recognition	5	3	5	5	3	4	1	3	5			34	38	
Records & Archival Mgt & Analysis	2	3	3	3	5	3	1	5	2			27	28	
<i>City Clerk Office:</i>	2	3	3	3	5	3	1	5	1			26	29	
Elections	3	3	3	4	5	3	1	5	1			28	29	
<b>City Attorney's Office</b>														
Trial	5	5	4	5	5	3	5	1	1			34	39	
Transactional	3	5	4	5	5	2	5	1	1			31	33	
Administration	2	4	4	4	5	2	5	1	1			28	31	
Ethics Commission	2	4	5	5	4	2	4	1	1			28	30	
<b>Internal Audit Office</b>														
Internal Audit Office	4	2	5	5	5	5	1	1	1			29	30	
<b>CoEP Employee's Retirement Trust</b>														
Pension Fund	5	5	5	5	5	5	2	2	1			35	39	



City of El Paso  
Internal Audit Department  
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Weighting	15%	15%	15%	15%	10%	10%	10%	5%	5%	100%			
	5-High to 1-Low	5-High to 1-Low	5-High to 1-Low	5-High to 1-Low	5-High to 1-Low	5-High to 1-Low	5-High to 1-Low	5 for 2019 to 1 for 2023	1 for 2019 to 5 for 2023		8	9	Raw Total
Description	Management Interest	Budget Risk	Strategic Risk	Reputation Risk	Compliance Risk	High Level Decentralization	Legal Claims	Time last Audited	Change in Mgt				
<b>Deputy City Manager - Mario D' Agostino</b>													
<b>911/311 Communications</b>	2	3	4	4	4	1	1	5	5			29	32
<b>Animal Services</b>	3	4	4	5	4	3	4	1	5			33	34
<b>Code Enforcement Division</b>	2	3	4	5	4	2	4	5	5			34	35
<b>Fire Department:</b>	-	-	-	-	-	-	-	-	-			-	-
Administrative Division	5	5	5	5	5	1	4	5	5			40	40
Emergency Operations Respon	3	5	5	5	5	4	3	1	5			36	37
Health & Safety Division	5	4	5	4	5	1	1	5	5			35	36
Payroll & Overtime	3	4	4	3	5	5	1	5	5			34	35
Fire Medical Research Division	4	3	4	4	5	1	1	5	5			32	33
Communication Division	3	3	4	4	5	1	1	5	5			31	32
Aircraft Rescue Division	3	3	4	4	5	1	1	5	5			31	31
Logistics Division	3	3	3	3	4	1	1	5	5			28	29
Fire Prevention Division	3	3	3	3	4	1	1	5	5			28	28
Professional Development Train	3	3	3	3	4	1	1	5	5			28	28
Operations Research Program	3	3	2	3	4	1	1	5	5			27	28
Planning & Development Division	2	3	3	3	4	1	1	5	5			27	28
Special Operations Division	3	3	2	3	4	1	1	5	5			27	28
Fire Chief Office	2	3	2	5	1	1	1	5	5			25	26
<b>Municipal Court:</b>	-	-	-	-	-	-	-	-	-			-	-
Municipal Court Admin	5	5	5	5	5	3	3	1	1			33	34
<b>Office of Emergency Management</b>	5	5	3	4	4	2	1	5	5			34	38

City of El Paso  
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Weighting	15%	15%	15%	15%	10%	10%	10%	5%	5%	100%		
	5-High to 1-Low	5-High to 1-Low	5-High to 1-Low	5-High to 1-Low	5-High to 1-Low	5-High to 1-Low	5-High to 1-Low	5 for 2019 to 1 for 2023	1 for 2019 to 5 for 2023			
	1	2	3	4	5	6	7	8	9			
Description	Management Interest	Budget Risk	Strategic Risk	Reputation Risk	Compliance Risk	High Level Decentralization	Legal Claims	Time last Audited	Change in Mgt	Raw Total	Weighted Total	
<b>Police Department:</b>	-	-	-	-	-	-	-	-	-	-	-	-
Chief of Police Office:	2	2	2	3	3	1	1	5	5	24	25	
Police HR	1	2	2	2	2	1	1	5	5	21	23	
Internal Affairs Division	2	2	2	2	2	1	1	5	5	22	23	
Director of Public Affairs	2	2	1	1	1	1	1	5	5	19	20	
Administrative Services Bureau:	-	-	-	-	-	-	-	-	-	-	-	-
Property & Evidence Program	2	3	5	5	5	2	4	4	5	35	36	
Vehicle Storage Facility	2	5	5	5	5	2	5	1	5	35	35	
Finance Program:	-	-	-	-	-	-	-	-	-	-	-	-
Grants	3	4	4	5	5	4	1	2	5	33	36	
Payroll & Overtime	2	4	4	5	5	5	1	5	5	36	36	
Fleet Management	2	3	3	3	2	2	1	5	5	26	28	
Facility Mgmt	2	3	3	3	2	2	1	5	5	26	28	
Records	1	2	3	3	4	1	1	5	5	25	26	
Uniform Police Services Bureau 1:	-	-	-	-	-	-	-	-	-	-	-	-
Community Services Program	3	3	4	3	3	2	1	5	5	29	31	
Patrol Program 1	3	3	4	3	3	2	1	5	5	29	31	
Traffic/DWI Program	3	3	4	3	3	2	1	5	5	29	30	
Downtown Police Services	3	3	4	3	3	2	1	5	5	29	30	
Uniform Police Services Bureau 2:	-	-	-	-	-	-	-	-	-	-	-	-
Training Program	3	3	4	3	3	2	1	5	5	29	30	
Patrol Program 2	3	3	4	3	3	2	1	5	5	29	30	
Specialized Incident Teams	3	3	4	3	3	2	1	5	5	29	30	
Investigations Bureau:	-	-	-	-	-	-	-	-	-	-	-	-
Investigation Services Program	3	3	4	4	3	2	1	5	5	30	32	
El Paso Fusion Center	3	3	3	2	3	2	1	5	5	27	28	
<b>Public Health Department:</b>	-	-	-	-	-	-	-	-	-	-	-	-
Administrative Division	5	4	3	5	5	2	1	5	4	34	39	
Food Program	5	4	3	5	4	2	1	5	4	33	35	
Immunization Clinics	5	4	3	5	4	2	1	5	4	33	34	
STD Clinic	3	4	3	4	4	2	1	5	4	30	34	
Dental Clinic	3	4	3	4	4	2	1	5	4	30	33	
TB Clinic	3	4	3	4	4	2	1	5	4	30	31	
211 Call Center	3	2	2	2	3	2	1	5	4	24	27	

City of El Paso  
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Weighting	15%	15%	15%	15%	10%	10%	10%	5%	5%	100%	
	5-High to 1-Low	5-High to 1-Low	5-High to 1-Low	5-High to 1-Low	5-High to 1-Low	5-High to 1-Low	5-High to 1-Low	5 for 2019 to 1 for 2023	5 for 2019 to 5 for 2023		
	1	2	3	4	5	6	7	8	9	Raw Total	Weighted Total
Description	Management Interest	Budget Risk	Strategic Risk	Reputation Risk	Compliance Risk	High Level Decentralization	Legal Claims	Time last Audited	Change in Mgt		
<b>Senior Deputy City Manager - Tracey Jerome</b>											
<b>Economic &amp; International Development:</b>	-	-	-	-	-	-	-	-	-	-	-
380 Agreements	4	5	5	4	4	4	3	3	3	35	39
Economic Development Activities	4	5	5	4	4	1	1	5	3	32	34
Economic Development Admin	3	3	3	2	2	1	1	5	3	23	26
<b>Strategic Partnerships</b>	5	5	5	5	5	2	1	1	4	33	35
<b>Communications</b>	-	-	-	-	-	-	-	-	-	-	-
<b>Strategic Initiatives</b>	-	-	-	-	-	-	-	-	-	-	-
<b>International Bridges</b>	-	-	-	-	-	-	-	-	-	-	-
Parking Meters	5	5	5	5	5	3	1	4	2	35	37
Bridge Toll Collections	4	4	4	4	5	3	1	1	2	28	30
<b>Oversight - Destination El Paso:</b>	-	-	-	-	-	-	-	-	-	-	-
Water Parks	5	5	5	5	4	3	1	5	4	37	40
Ball Park Baseball	5	4	5	4	4	2	1	5	4	34	36
Civic Center	3	3	3	4	2	2	1	5	4	27	31
Plaza Theater	3	3	3	4	2	2	1	5	4	27	30
Abraham Chavez Theatre	3	3	3	3	2	2	1	5	4	26	29
McKelligon Canyon Theatre	3	3	3	3	2	2	1	5	4	26	28
<b>Chief Transit &amp; Field Operations Officer - Elen Smyth</b>											
<b>Environmental Services:</b>	-	-	-	-	-	-	-	-	-	-	-
Recycling Program	3	3	4	4	3	3	1	5	1	27	29
Collections Division	3	4	4	4	4	2	1	5	1	28	28
Landfill Division	3	3	4	4	4	2	1	5	1	27	27
Training & Public Programs Div	3	3	2	2	3	2	1	5	1	22	24
Administration - Purchasing	3	3	3	2	3	2	1	3	1	21	23
<b>Public Transportation - Sun Metro:</b>	-	-	-	-	-	-	-	-	-	-	-
<b>Administration &amp; Development:</b>	-	-	-	-	-	-	-	-	-	-	-
Accounting & Admin	5	5	5	5	5	3	1	3	4	36	40
Planning/Program Mgt	5	5	5	4	3	2	1	5	4	34	36
Community Relations	4	4	4	3	3	2	1	5	4	30	34
<b>Operations &amp; Maintenance:</b>	-	-	-	-	-	-	-	-	-	-	-
Lift (Paratransit) Services	5	5	5	5	5	3	2	1	4	35	39
Street Car Operations	4	5	4	4	4	1	1	5	4	32	36
Transit Operations	4	5	4	4	4	3	1	2	4	31	35
Maintenance	3	3	2	2	2	2	1	5	4	24	29

City of El Paso  
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Weighting	15%	15%	15%	15%	10%	10%	10%	5%	5%	100%			
	5-High to 1-Low	5-High to 1-Low	5-High to 1-Low	5-High to 1-Low	5-High to 1-Low	5-High to 1-Low	5-High to 1-Low	5 for 2019 to 1 for 2023	5 for 2019 to 1 for 2023				
	1	2	3	4	5	6	7	8	9				
Description	Management Interest	Budget Risk	Strategic Risk	Reputation Risk	Compliance Risk	High Level Decentralization	Legal Claims	Time last Audited	Change in Mgt	Raw Total	Weighted Total		
<b>Streets and Maintenance:</b>	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Streets:</b>	-	-	-	-	-	-	-	-	-	-	-	-	-
Traffic Engineering	5	5	5	5	4	4	1	5	1	35	40		
Street Construction	5	5	5	5	5	3	1	5	1	35	39		
Pavement Maintenance System	4	4	4	5	4	2	1	5	1	30	33		
Street Operations	5	5	5	5	5	2	1	1	1	30	32		
Anti Graffiti Program	3	2	1	1	2	2	1	5	1	18	21		
<b>Maintenance (Facilities &amp; Fleet):</b>	-	-	-	-	-	-	-	-	-	-	-	-	-
Fleet Service	5	5	5	5	5	4	1	1	1	32	33		
Street Light Maintenance	4	4	4	4	4	2	1	5	1	29	33		
Building Maintenance	5	4	5	4	4	2	1	4	1	30	31		
<b>Coordination: Title VI</b>	3	3	3	3	4	3	1	4	3	27	29		
<b>Chief Operations Officer -Sam Rodriguez</b>	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Airport:</b>	-	-	-	-	-	-	-	-	-	-	-	-	-
Administration	4	4	5	5	5	5	1	5	1	35	40		
Revenue Income Streams	4	5	5	5	5	4	1	4	1	34	36		
Operations & Security	4	4	5	5	5	4	1	4	1	33	35		
Foreign Trade Zone No. 68	1	2	3	2	3	2	1	5	1	20	24		
Development	1	2	2	2	3	2	1	5	1	19	23		
<b>Capital Improvement Department:</b>	-	-	-	-	-	-	-	-	-	-	-	-	-
Capital Projects	4	5	5	5	5	2	1	1	4	32	33		
Property Leases	4	5	5	5	5	2	1	1	4	32	32		
<b>Planning &amp; Inspections:</b>	-	-	-	-	-	-	-	-	-	-	-	-	-
Building Permits & Inspections	5	5	5	5	5	3	1	5	1	35	39		
Outside Contracts	4	4	3	3	4	2	1	5	1	27	29		
<b>Development Services:</b>	-	-	-	-	-	-	-	-	-	-	-	-	-
One Stop Shop	5	5	5	5	4	4	1	1	1	31	32		
Planning	4	4	3	3	4	2	1	5	1	27	29		
Development Assistance Ctr	4	4	3	2	3	2	1	5	1	25	27		

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Weighting	15%	15%	15%	15%	10%	10%	10%	5%	5%	100%	Raw Total	Weighted Total
	5-High to 1-Low	5-High to 1-Low	5-High to 1-Low	5-High to 1-Low	5-High to 1-Low	5-High to 1-Low	5-High to 1-Low	5 for 2019 to 1 for 2023	1 for 2019 to 5 for 2023			
Description	1	2	3	4	5	6	7	8	9			
	Management Interest	Budget Risk	Strategic Risk	Reputation Risk	Compliance Risk	High Level Decentralization	Legal Claims	Time last Audited	Change in Mgt			
<b>Chief Financial Officer/DCM - Robert Cortinas</b>												
<b>Comptroller's Office:</b>	-	-	-	-	-	-	-	-	-	-	-	-
Financial Reporting	5	5	5	5	5	3	1	5	2	36	40	
Hotel Occupancy Tax	5	5	5	5	5	5	3	1	2	36	39	
Payroll	4	4	5	4	4	2	5	5	2	35	39	
Franchise Fees	5	5	5	5	5	2	1	1	5	34	39	
Sales Tax	5	5	5	5	5	5	1	1	2	34	38	
Financial/Fiscal Operations	4	5	5	5	3	4	1	4	2	33	35	
Grant Accounting	4	4	4	5	5	5	3	1	2	33	34	
Procurement Card	5	5	4	5	4	5	1	2	2	33	34	
Systems Accounting Mgt	4	5	4	4	4	3	1	5	2	32	33	
Treasury Management	4	3	3	3	1	3	2	1	2	22	26	
City Cashiers	3	1	2	3	1	3	1	5	2	21	22	
Capital Asset Management	2	2	2	2	1	3	1	5	2	20	21	
City Auctions	2	1	2	2	1	3	1	3	2	17	21	
<b>Tax Office:</b>	-	-	-	-	-	-	-	-	-	-	-	
Collections + Refunds + Disbursements	5	5	5	5	5	3	4	1	1	34	39	
Administration	4	5	3	5	5	3	1	4	1	31	32	
<b>Managing Director - Nicole Cote</b>												
<b>Office of Management &amp; Budget:</b>	-	-	-	-	-	-	-	-	-	-	-	
Annual Budget Management	3	5	4	5	4	4	1	3	1	30	32	
Non-Departmental	3	5	4	3	5	1	1	1	1	24	28	
<b>Purchasing &amp; Strategic Sourcing Dept.:</b>	-	-	-	-	-	-	-	-	-	-	-	
Administration & Purchasing	4	2	4	4	4	3	1	5	5	32	36	
Systems Software	4	4	3	4	4	3	1	4	5	32	33	
Information Services	3	2	3	3	4	3	1	5	5	29	30	
Records Management	3	2	2	2	2	1	1	5	5	23	24	
E-Commerce	1	1	1	2	2	2	1	5	5	20	22	
Geographic Information Systems	1	1	1	2	2	2	1	5	5	20	20	
Mailroom	1	1	1	1	1	1	1	5	5	17	19	

City of El Paso  
Internal Audit Department  
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Weighting	15%	15%	15%	15%	10%	10%	10%	5%	5%	100%	Raw Total	Weighted Total
	5-High to 1-Low	5-High to 1-Low	5-High to 1-Low	5-High to 1-Low	5-High to 1-Low	5-High to 1-Low	5-High to 1-Low	5 for 2019 to 1 for 2023	5 for 2019 to 1 for 2023			
Description	1	2	3	4	5	6	7	8	9			
	Management Interest	Budget Risk	Strategic Risk	Reputation Risk	Compliance Risk	High Level Decentralization	Legal Claims	Time last Audited	Change in Mgt			
<b>Managing Director - Araceli Guerra</b>												
<b>Information Technology:</b>												
IT Cyber Security	5	5	5	5	5	5	1	4	1		36	40
Public Safety Technology	4	4	4	5	5	4	1	5	1		33	35
Licensing	5	5	5	4	5	3	1	5	1		34	35
Wireless Telecom Contract	5	4	4	4	4	4	1	5	1		32	35
Cloud Vendors	5	5	4	4	3	5	1	5	1		33	33
Systems and Applications	5	5	4	4	3	3	1	4	1		30	32
IT Management & Enterprise Architecture	5	5	4	4	3	3	1	5	1		31	32
Client Server & Telecommunications	5	5	4	4	3	3	1	5	1		31	32
Systems Development	1	1	3	3	1	1	1	5	1		17	20
<b>Human Resources:</b>												
EEOC & FMLA Compliance	5	4	4	5	5	3	3	1	3		33	37
Recruitment/Hiring/Termination	5	4	5	4	5	2	3	2	3		33	35
Civil Service Commission	5	4	4	4	5	2	3	1	3		31	33
Administration	5	4	5	4	5	1	1	3	3		31	33
Payroll Process	3	4	3	4	4	3	3	1	3		28	30
Employee Records	4	4	3	3	5	1	1	5	3		29	30
Training	4	3	4	4	3	1	1	4	3		27	29
HR Information System	4	3	4	3	3	1	1	5	3		27	28
<b>Transformation Office</b>	3	3	3	3	1	1	1	5	3		23	26
<b>Risk Management:</b>												
Insurance & Benefits	5	5	5	5	5	1	3	5	4		38	38
Risk Management	3	3	3	3	3	2	3	5	4		29	32
Wellness Programs	4	2	3	3	3	1	1	5	4		26	30
<b>Deputy City Manager - Dionne Mack</b>												
<b>Libraries:</b>												
Branches	4	3	4	5	2	1	1	4	2		26	29
Main	4	3	4	5	2	1	1	4	2		26	29
Administration - Purchasing	4	3	4	3	2	1	1	5	2		25	28
Trans Pecos System	2	3	3	2	2	1	1	5	2		21	26
Technical Services	2	3	2	2	2	1	1	5	2		20	22
<b>Zoo:</b>												
Administration	5	5	5	5	5	4	1	3	2		35	38
Animal Health	5	4	5	5	4	3	1	3	2		32	33
Animal Collections	3	3	3	4	5	1	1	5	2		27	32
Facilities Maintenance	2	2	3	2	2	1	1	5	2		20	24
<b>Military Affairs</b>	5	3	5	5	5	5	1	5	5		39	40

City of El Paso  
Internal Audit Department  
FY2023-2024 Audit Plan  
Risk Assessment  
-Attachment 2-

	Weighting	15%	15%	15%	15%	10%	10%	10%	5%	5%	100%
		5-High to 1-Low	5-High to 1-Low	5-High to 1-Low	5-High to 1-Low	5-High to 1-Low	5-High to 1-Low	5-High to 1-Low	5 for 2019 to 1 for 2023	5 for 2019 to 1 for 2023	
		1	2	3	4	5	6	7	8	9	
Description	Management Interest	Budget Risk	Strategic Risk	Reputation Risk	Compliance Risk	High Level Decentralization	Legal Claims	Time last Audited	Change in Mgt	Raw Total	Weighted Total
<b>Managing Director - Ben Fyffe</b>	-	-	-	-	-	-	-	-	-	-	-
<b>Museums &amp; Cultural Affairs:</b>	-	-	-	-	-	-	-	-	-	-	-
Museum of Art	5	5	5	5	4	3	1	2	4	34	35
Cultural Affairs	5	5	5	5	5	2	1	5	1	34	35
El Paso Children's Museum	5	5	5	5	3	4	1	1	4	33	34
Museum of History	5	5	5	5	3	3	1	2	4	33	33
Museum of Archaeology	3	3	3	3	3	2	1	5	5	28	29
<b>Parks and Recreation Department:</b>	-	-	-	-	-	-	-	-	-	-	-
Land Management	5	5	5	4	2	2	1	4	3	31	36
Administration	5	4	5	4	5	2	1	1	3	30	32
Recreation	4	3	4	4	2	2	1	4	3	27	30
Facilities Maintenance	4	3	2	3	2	2	1	5	3	25	29
Sports	4	3	3	3	2	2	1	5	3	26	28
<b>Climate and Sustainability Officer - Nicole Ferrini</b>	-	-	-	-	-	-	-	-	-	-	-
<b>Community &amp; Human Development:</b>	-	-	-	-	-	-	-	-	-	-	-
Grant Administration	5	5	5	5	5	5	3	2	2	37	40
Housing	3	5	5	5	5	4	1	4	1	33	37
Neighborhood Redevelopment	4	4	4	4	5	3	1	5	1	31	35
Public Services	2	3	3	3	3	2	1	5	1	23	26
<b>Office of Climate Action</b>	-	-	-	-	-	-	-	-	-	-	-

City of El Paso  
Internal Audit Department  
FY2023-2024 Audit Plan  
Available Audit Hours  
-Attachment 3-

	Chief Internal Auditor <sup>1</sup>		Audit Manager <sup>1</sup>		6 Staff Members <sup>2</sup>		Total	
	Hours	Percent	Hours	Percent	Hours	Percent	Hours	Percent
Audit and Project Work	812	38.9%	1,376	65.9%	8,528	68.1%	10,716	64.2%
General Administration <sup>3</sup>	900	43.1%	360	17.2%	1,920	15.3%	3,180	19.0%
Training & CPE <sup>4</sup>	60	2.9%	60	2.9%	360	2.9%	480	2.9%
Holidays <sup>5</sup>	96	4.6%	96	4.6%	576	4.6%	768	4.6%
Vacation & Sick Leave	220	10.5%	196	9.4%	1,144	9.1%	1,560	9.3%
	<u>2,088</u>	100.0%	<u>2,088</u>	100.0%	<u>12,528</u>	100.0%	<u>16,704</u>	100.0%

1-CIA & A/M are each budgeted at 2,088 hours x 2 positions = 4,176  
 2-Staff Members are each budgeted at 2,088 hours x 6 positions = 12,528  
**TOTAL HOURS** 16,704 for 8 fulltime staff members

3- Admin Hours are allocated at: (900hrs - CIA), (360hrs - A/M), (320hrs - Auditors) per Fiscal Year.  
 4-Training is allocated at 60 hours for Certified Staff & Non-Certified Staff Members.  
 5-Holidays include 96hrs of Observed Holidays including the Birthday Holiday.

Leave Entitlement per Staff Member w/less than 5 years (2 staff)		
	Days	Hours
Vacation	12	96
Sick leave	15	120
Holidays	12	96
<b>Totals</b>	<u>39</u>	<u>312</u>

Leave Entitlement per Staff Member w/5 to 14 years (3 staff)		
	Days	Hours
Vacation	17	136
Sick leave	15	120
Holidays	12	96
<b>Totals</b>	<u>44</u>	<u>352</u>

Leave Entitlement per Staff Member w/15+ years (3 staff)		
	Days	Hours
Vacation	20	160
Sick leave	15	120
Holidays	12	96
<b>Totals</b>	<u>47</u>	<u>376</u>

Calculations based on 8-hour days.



City of El Paso  
Internal Audit Department  
FY2023-2024 Audit Plan  
Calculation of Available Audit Hours  
-Attachment 4-

Workdays									
1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		Total Hrs/ Employee	
September	20 Days	December	20 Days	March	21 Days	June	19 Days		
October	22 Days	January	21 Days	April	21 Days	July	22 Days		
November	19 Days	February	21 Days	May	22 Days	August	21 Days		
<b>Total Qtr.</b>	<b>61 Days</b>	<b>Total Qtr.</b>	<b>62 Days</b>	<b>Total Qtr.</b>	<b>64 Days</b>	<b>Total Qtr.</b>	<b>62 Days</b>		
61 Workdays x 8 Hrs = 488 Hrs.		62 Workdays x 8 Hrs = 496 Hrs.		64 Workdays x 8 Hrs = 512 Hrs.		62 Workdays x 8 Hrs = 496 Hrs.		1,992 Hrs.	

Holidays									
1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		Holiday Hrs/ Emp	
September	1 Day	December	1 Day	March	0 Days	June	1 Days		
October	0 Days	January	2 Days	April	1 Days	July	1 Day		
November	3 Days	February	0 Days	May	1 Day	August	1 Days		
<b>Total Qtr.</b>	<b>4 Days</b>	<b>Total Qtr.</b>	<b>3 Days</b>	<b>Total Qtr.</b>	<b>2 Day</b>	<b>Total Qtr.</b>	<b>3 Day</b>		12 Days
4 Holidays x 8Hrs = 32 Hrs		3 Holidays x 8Hrs = 24 Hrs		2 Holidays x 8Hrs = 16 Hrs		2 Holidays x 8Hrs = 16 Hrs		*Birthday Holiday = 8 Hrs	
								96 Hrs	
<b>Work + Holiday Hrs</b>	<b>520 Hrs</b>	<b>Work + Holiday Hrs</b>	<b>520 Hrs</b>	<b>Work + Holiday Hrs</b>	<b>528 Hrs</b>	<b>Work + Holiday Hrs</b>	<b>520 Hrs</b>	<b>TOTAL 2,088 Hrs</b>	

2,088 Hours available per staff member.

\* Calculations based on 8-hour workdays.

**Observed Holidays:**

- |                                |   |
|--------------------------------|---|
| 1 - New Year's Day             | 7 - Labor Day   |
| 2 - Martin Luther King Holiday | 8 - Veteran's Day   |
| 3 - Cesar Chavez Day           | 9 - Thanksgiving Day  |
| 4 - Memorial Day               | 10 - Day After Thanksgiving                                 |
| 5 - Juneteenth                 | 11 - Christmas Day  |
| 6 - Independence Day           | 12 - Employee's Birthday (reflected in the month of August) |

Source: Observed Holidays list obtained from CoEP Employee Handbook dated January 2023.

**City of El Paso  
Internal Audit Department  
FY2023-2024 Audit Plan  
5 Year Audit Plan**

<b>Auditable Areas</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>	<b>#</b>
Mayor & City Council	P	-	P	P	P	4
City Manager	P	-	-	-	-	1
City Attorney Office	P	P	A+F+P+P	P	P+P	9
Internal Audit Office	P	A	-	-	A+P+P	5
CoEP Employee's Retirement Trust	P	-	-	P	-	2
<b>Strategic Communications Director</b>	-	-	-	-	-	-
Communications Office	-	-	-	-	-	-
City Clerk Office	-	-	-	-	-	-
<b>Senior DCM - Tracey Jerome</b>	-	-	-	-	-	-
Economic & International Development	F	-	F	-	-	2
Strategic Partnerships	-	-	-	-	-	-
Metropolitan Planning Org	-	-	-	-	-	-
PSB Coordination	-	-	-	-	-	-
Regional Mobility Authority	-	-	-	-	-	-
Oversight: Utility Franchise	-	-	-	A	-	1
Communications	-	-	-	-	-	-
Strategic Initiatives	-	-	-	-	-	-
International Bridges	P	-	-	P	-	2
Oversight: Destination El Paso	-	-	-	A	-	1
<b>Chief Transit and Field Operations Officer - Ellen Smyth</b>	-	-	-	-	-	-
Environmental Services	A	F	-	-	-	2
Public Transportation (Mass Transit)	F+P+P+P	A+P+P+P+P+P	P	F+A	F	14
Streets and Maintenance	A	F	A+A	F+F	A+P	8
Coordination: Title VI	-	-	-	-	-	-
<b>Chief Operations Officer - Sam Rodriguez</b>	-	-	-	-	-	-
Aviation	A+F	A	-	-	-	3
Capital Improvement	-	-	-	P	F	2
Planning and Inspections	-	-	-	P	-	1
<b>Chief Financial Officer/DCM - Robert Cortinas</b>	-	-	-	-	-	-
Comptroller's Office	A+F	A	A+P+P	A+P	A+A	10
Tax Office	F+P+P+P+P	P+P+P+P	P+P+P+P	P+P+P+P	P+P+P+P+P	22
Risk Management	-	-	-	-	-	-
<b>Managing Director - Nicole Cote</b>	-	-	-	-	-	-
Office of Management & Budget	A+F	P	-	-	P	4
Purchasing and Strategic Sourcing	-	-	-	-	P	1
<b>Managing Director - Araceli Guerra</b>	-	-	-	-	-	-
Information Technology	-	F	P	-	-	2
Human Resources	P+F	-	P	A	A+P	6
Transformation Office	-	-	-	-	-	-
<b>DCM - Dionne Mack</b>	-	-	-	-	-	-
Libraries	P	-	-	-	-	1
Zoo	A	F+F	P	-	-	4
Military Affairs	-	-	-	-	-	-
<b>Managing Director - Ben Fyffe</b>	-	-	-	-	-	-
Museums & Cultural Affairs	P	-	A	A+A+P	F	6
Parks & Recreation	P+P+P	A+P	A	F	-	7
<b>Climate and Sustainability Officer - Nicole Ferrini</b>	-	-	-	-	-	-
Community & Human Development	F	-	P	-	-	2
Office of Climate Action	-	-	-	-	-	-
<b>DCM - Mario D'Agostino</b>	-	-	-	-	-	-
911/311 Communications	-	-	-	-	-	-
Animal Services	P	P	-	-	-	2
Code Compliance	-	-	-	-	-	-
Fire Department	A+A	P	P	P	F	6
Municipal Court	-	-	-	-	P	1
Office of Emergency Management	-	-	-	-	-	-
Police Department	-	A	-	-	F	2
Public Health	P	-	-	-	-	1

**Note:** Reflects Organizational Chart structure as of 08/31/2023

**134**

**Legend:**

- A = Audits completed that Fiscal Year
- F = Follow-Up Audits completed that Fiscal Year
- P = Projects completed that Fiscal Year

<b>Number of Audits/Projects Completed by Fiscal Year</b>				
<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
Audits - 8	Audits - 6	Audits - 6	Audits - 7	Audits - 5
Follow-Up- 8	Follow-Up- 5	Follow-Up- 2	Follow-Up- 4	Follow-Up- 5
Projects-21	Projects- 14	Projects- 15	Projects- 13	Projects- 15
37	25	23	24	25

**City of El Paso  
Internal Audit Department  
FY2023-2024 Annual Audit Plan  
Description of Scheduled New Audits  
Attachment 6**

No	Department/Area/Concern	Quarter Scheduled	Impact & Probability Rank (H/M/L)
1	<p><b>El Paso Zoological Society Agreement</b> Review the License Agreement between the City of El Paso and the El Paso Zoological Society dated December 18, 2012 to include the First Amendment dated July 31, 2018 and the Second Amendment dated December 6, 2022. The review includes:</p> <ul style="list-style-type: none"> <li>- Review if Zoological Society is in compliance with the License Agreement.</li> <li>- Review if Zoological Society is holding funds that belong to the Zoo. (Ex: Annual Season Pass Sales - 75% &amp; 25% Split)</li> <li>- Review if Zoological Society is using City Space at the Zoo for free.</li> <li>- Review if special privileges to society members are being allowed.</li> <li>- Review if Zoological Society is getting City IT support for free.</li> <li>- Review if Zoological Society is getting City email addresses, internet, printing, a copier for free.</li> <li>- Review if Zoological Society is complying with City policies.</li> </ul>	2 <sup>nd</sup> Quarter	H-H
2	<p><b>380 Agreements</b></p> <ul style="list-style-type: none"> <li>- Review how many 380 Agreements were approved by City Council.</li> <li>- Review how many 380 Agreements have been executed by the City Manager and/or designees from different City of El Paso Departments for the time period of June 2014 to December 2022.</li> <li>- Review if these 380 Agreements produce any positive and/or negative financial impacts to the City of El Paso and other entities.</li> <li>- Determine if the program is good or bad for the City and the constituents.</li> <li>- Review if the City provided all the incentives promised and has the contractor meet deliverables they said they were going to do.</li> </ul>	2 <sup>nd</sup> Quarter	H-H
3	<p><b>Food and Beverage Purchases at the El Paso International Airport</b></p> <ul style="list-style-type: none"> <li>- Review EPIA's Accounts Payable for Food &amp; Beverages.</li> <li>- Review what funds are used to pay for Food &amp; Beverages.</li> <li>- Review purpose for Food &amp; Beverage purchases.</li> </ul>	3 <sup>rd</sup> Quarter	H-H
4	<p><b>Travel and Accounts Payable Audit – Veteran Affairs Office</b> Review travel and accounts payable at the Veteran Affairs Office. (Ex: travel to Washington DC)</p>	3 <sup>rd</sup> Quarter	H-M
5	<p><b>2022 Peer Review Recommendation</b> The Annual Risk Assessment was expanded to include details on specific Information Technology (IT) Risk Factors. (For example; Cybersecurity.) The Financial Oversight &amp; Audit Committee has provided funding to co-source Cybersecurity audit work going forward.</p>	3 <sup>rd</sup> Quarter	H-H
6	<p><b>Accounts Payable – El Paso International Airport</b> Review the accounts payable process at the EPIA. Concerns regarding unallowable purchases.</p>	3 <sup>rd</sup> Quarter	H-M

**City of El Paso  
Internal Audit Department  
FY2023-2024 Annual Audit Plan  
Description of Scheduled New Audits  
Attachment 6**

No	Department/Area/Concern	Quarter Scheduled	Impact & Probability Rank (H/M/L)
7	<b>City's Gift Card Review</b> Review the City's Gift Card Program.	4 <sup>th</sup> Quarter	H-L
8	<b>Sub-Recipient Monitoring Review</b> Grants wants to implement a new policy requiring City Department to report back to the Grants Division the monitoring and progress of their grants. Need assistance in reviewing the City Departments' processes for monitoring sub-recipients.	4 <sup>th</sup> Quarter	H-L
9	<b>U-Matter Card Program</b> - Review the U-Matter Card Program. - On June 28, 2023, KVIA reported that the City had more than \$15,000 worth of undistributed gift cards. - These gift cards were purchased in 2022 for the U-Matter Program. The City Manager's secretary showed two P-Card transactions made in 2022 at the Cielo Vista Mall totaling \$58,131.00.	4 <sup>th</sup> Quarter	M-H
10	<b>Parkland Dedication Fees</b> Review the use of plans/fees for Parkland Dedication. Fees are to be used for maintenance and repairs for City Parks.	4 <sup>th</sup> Quarter	M-M
11	<b>Health Department Internal Control Review – 250 hours</b> Review internal controls at the Health Department.	4 <sup>th</sup> Quarter	M-M
12	<b>Accounts Receivable – HOT Audits</b> Review the collection process for Hotel Occupancy Taxes Audits.	4 <sup>th</sup> Quarter	H-L
13	<b>On-Call Service Agreements</b> - Review how many On-Call Agreements were approved by City Council. - Review how many On-Call Agreements have been executed by our City Manager and or designees for the time period of June 2014 to December 2022. - Review how the City selects firms for On-Call Service Agreements. - Review the frequency these firms are selected for City contracts. - Review total funds spent for these On-Call service Agreements.	4 <sup>th</sup> Quarter	H-H
	*As of 8/31/2023		



El Paso, TX

300 N. Campbell  
El Paso, TX

Legislation Text

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**File #: 23-1514, Version: 1**

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**CITY OF EL PASO, TEXAS  
LEGISTAR AGENDA ITEM SUMMARY FORM**

**DISTRICT, DEPARTMENT, CONTACT INFORMATION:**

*Please choose District and Department from drop down menu. Please post exactly as example below.  
No Title's, No emails. Please use ARIAL 10 Font.*

**All Districts**

City Manager's Office, Tracey Jerome, (915) 212- 0023

**AGENDA LANGUAGE:**

*This is the language that will be posted to the agenda. Please use ARIAL 11 Font.*

Presentation and discussion of the Women's Rights Commission Annual Report.

**CITY OF EL PASO, TEXAS  
AGENDA ITEM  
DEPARTMENT HEAD'S SUMMARY FORM**

**AGENDA DATE:** November 20, 2023

**PUBLIC HEARING DATE:**

**CONTACT PERSON(S) NAME AND PHONE NUMBER:** Tracey Jerome, (915) 212-0023

**DISTRICT(S) AFFECTED:** All Districts

**STRATEGIC GOAL:** Goal 8 Nurture and Promote a Healthy, Sustainable Community

**SUBJECT:** Discussion with the Women's Rights Commission (WRC)

*APPROVE a resolution / ordinance / lease to do what? OR AUTHORIZE the City Manager to do what? Be descriptive of what we want Council to approve. Include \$ amount if applicable.*

*This presentation is an update to council on the Women's Rights Commission annual report for work done in 2023, no action from council required.*

**BACKGROUND / DISCUSSION:** The Women's Rights Commission will present their annual update to Council. The WRC is an advisory body to the City Council concerning the needs and issues of women in the El Paso Region.

*Discussion of the what, why, where, when, and how to enable Council to have reasonably complete description of the contemplated action.*

*This should include attachment of bid tabulation, or ordinance or resolution if appropriate. What are the benefits to the City of this action?*

*What are the citizen concerns?*

**PRIOR COUNCIL ACTION:**

*Has the Council previously considered this item or a closely related one?*

The Women's Rights Commission was established on June 22, 2022.

**AMOUNT AND SOURCE OF FUNDING:**

*How will this item be funded? Has the item been budgeted? If so, identify funding source by account numbers and description of account. Does it require a budget transfer?*

**HAVE ALL AFFECTED DEPARTMENTS BEEN NOTIFIED?**  YES  NO

**PRIMARY DEPARTMENT:** City Manager's Office- Tracey Jerome

**SECONDARY DEPARTMENT:**

---

\*\*\*\*\*REQUIRED AUTHORIZATION\*\*\*\*\*

**DEPARTMENT HEAD:** Tracey Jerome

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*(If Department Head Summary Form is initiated by Purchasing, client department should sign also)*

Revised 04/09/2021



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**File #: 23-1515, Version: 1**

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**CITY OF EL PASO, TEXAS  
LEGISTAR AGENDA ITEM SUMMARY FORM**

**DISTRICT, DEPARTMENT, CONTACT INFORMATION:**

*Please choose District and Department from drop down menu. Please post exactly as example below.  
No Title's, No emails. Please use ARIAL 10 Font.*

**All Districts**

City Manager's Office, Robert Cortinas, (915) 212-1067

Transformation Office, Juliana Baldwin-Munoz, (915) 212-1204

**AGENDA LANGUAGE:**

*This is the language that will be posted to the agenda. Please use ARIAL 11 Font.*

Presentation and discussion as part of the upcoming Strategic Planning Session providing a fiscal overview and operations update for the following key areas:

1. Fiscal Overview (Robert Cortinas)
2. Grant Funded Programs Overview (Omar Martinez and Joaquin Rodriguez)
3. Streets Focus (Richard Bristol)

**CITY OF EL PASO, TEXAS  
AGENDA ITEM  
DEPARTMENT HEAD'S SUMMARY FORM**

**DEPARTMENT:** City Manager's Department

**AGENDA DATE:** November 20, 2023

**PUBLIC HEARING DATE:** N/A

**CONTACT PERSON NAME AND PHONE NUMBER:**

Robert Cortinas, Chief Financial Officer/ Deputy City Manager, (915) 212-1067

Juliana Baldwin-Munoz, Transformation (Performance) Office, (915) 212-1204

**DISTRICT(S) AFFECTED:** All

**STRATEGIC GOAL:**

Goal 6 Set the Standard for Sound Governance and Fiscal Management

Goal 7 Enhance & Sustain El Paso's Infrastructure Network

**SUBGOAL:** 6.5- *Deliver services timely and effectively with focus on continual improvement*

**SUBJECT:**

Presentation and discussion as part of the upcoming Strategic Planning Session providing a fiscal overview and operations update for the following key areas:

1. Fiscal Overview (Robert Cortinas)
2. Grant Funded Programs Overview (Omar Martinez and Joaquin Rodriguez)
3. Streets Focus (Richard Bristol)

**BACKGROUND / DISCUSSION:**

The identification and alignment of key community priorities and allocation of resources is a key component of the Strategic Planning Process. To help ensure resource planning addresses both short-term needs and longer-term goals, this presentation will first provide a fiscal overview. Updates will also be provided outlining the Discretionary Grants Program and Formula Grant-Funded Program (MPO) as part of a larger financial strategy. Lastly, an overview of key street maintenance programs and projects will also be shared to address key information for this top resident focus area.

**PRIOR COUNCIL ACTION:**

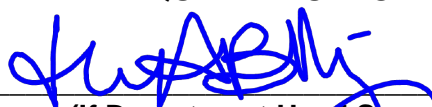
*Last Strategic Planning Session convened December 1-2, 2021.*

**AMOUNT AND SOURCE OF FUNDING:**

N/A

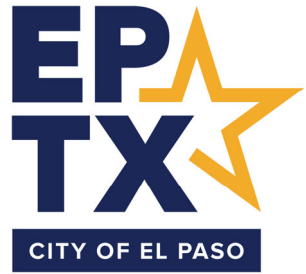
\*\*\*\*\*REQUIRED AUTHORIZATION\*\*\*\*\*

**DEPARTMENT HEAD:**



(If Department Head Summary Form is initiated by Purchasing,  
client department should sign also)



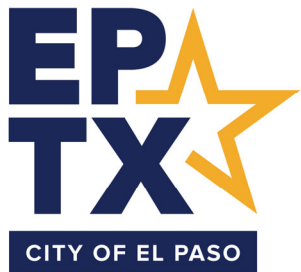


# Streets Focus

November 21, 2023

Richard Bristol, Director  
Streets and Maintenance Department





This text box is to remind you about the ASL translator service. Do NOT add any info in this space.

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## Presentation Topics

- Update on Citywide Resurfacing Program
- Report on Unpaved Rights of Way Citywide
- **New Program** - Traffic Management Center Upgrade
- **New Program** - Solar Lighting Pilot Project

# General Facts About City Streets

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- Original construction of a street comes through the development process  
As new streets are accepted along with new subdivisions, they become an asset for the City to maintain
- Expected useful life of street pavement surface in El Paso is at least 25 years; soil conditions, traffic volumes, drainage on a street, and other factors can cause pavement deterioration sooner
- Within the City Limits, the City maintains approximately 6,117 streets
  - 5,769 Residential Streets – (94% of network)
  - 188 Arterial Streets (example – Sunland Park)
  - 160 Collector Streets (example – Escondido)
- Over 2,500 centerline miles  
Does not include State Highways, County Roads, and private streets



# What Makes a Street Deteriorate?

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- Historical minimal and inconsistent investment in street resurfacing and street reconstruction (multiple decades)
- Through development many streets have assumed larger traffic volumes than they were constructed to support
- Damage from storm water runoff and drainage systems – water penetrating pavement deteriorates the road base and subgrade
- Impact of illegal pavement cuts

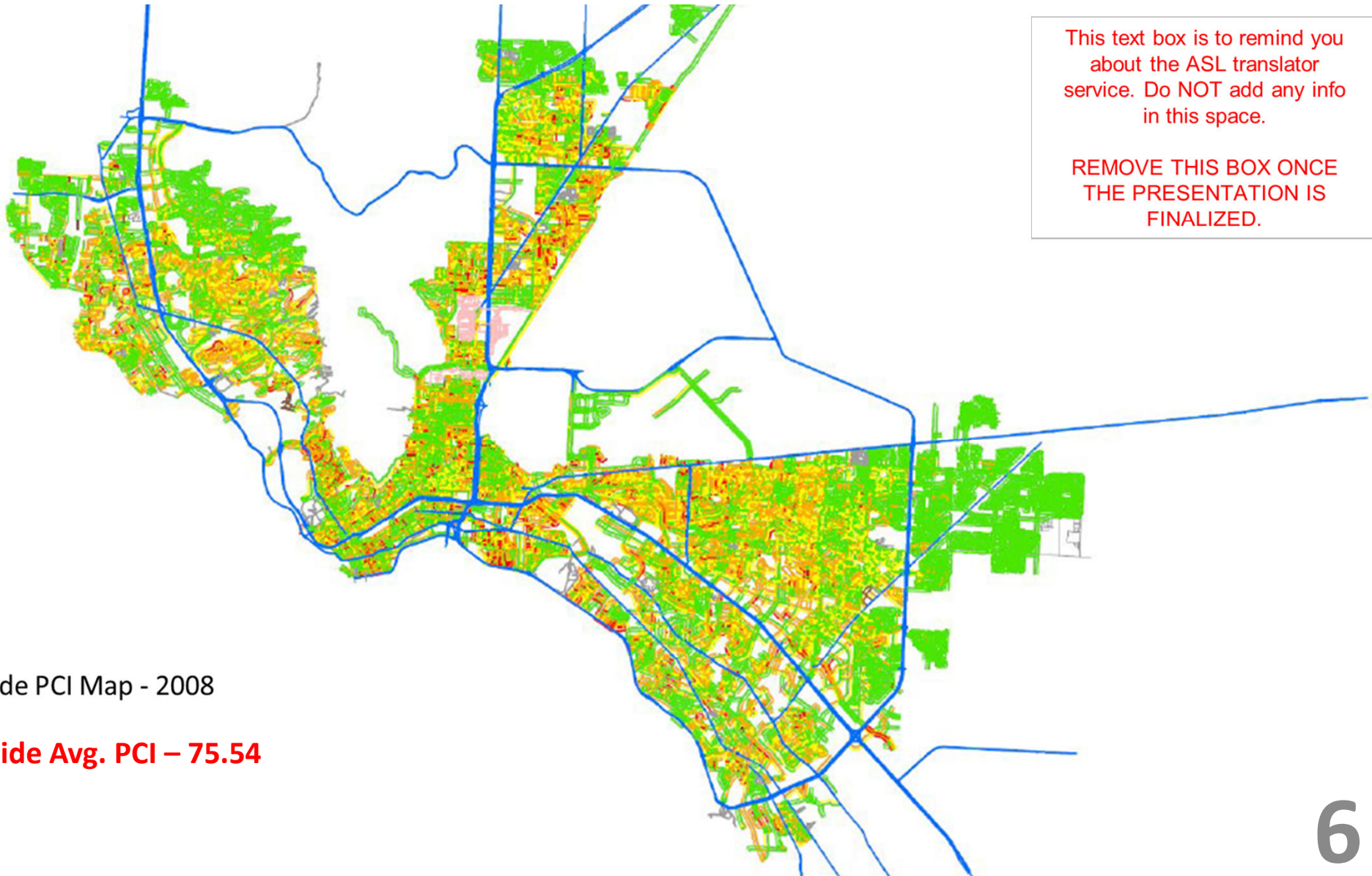


## Why Does the City Monitor Pavement Condition Index (PCI)

- Data collection and analysis for decision making
- Pavement Condition Index (PCI) is an assessment the general condition of pavement
- Provides a numerical ranking for the general condition of pavement on a scale of 0 - 100
  - New streets = 100;
  - Very poor < 30
  - City average 65 (Fair)
  - Lowest ranking streets are prioritized
- This tool provides us a snap shot glance in time of the conditions of our pavement that can be monitored over multi years to identify our areas of deterioration and concern; project planning tool
- The City has had three surveys completed for Pavement Conditions

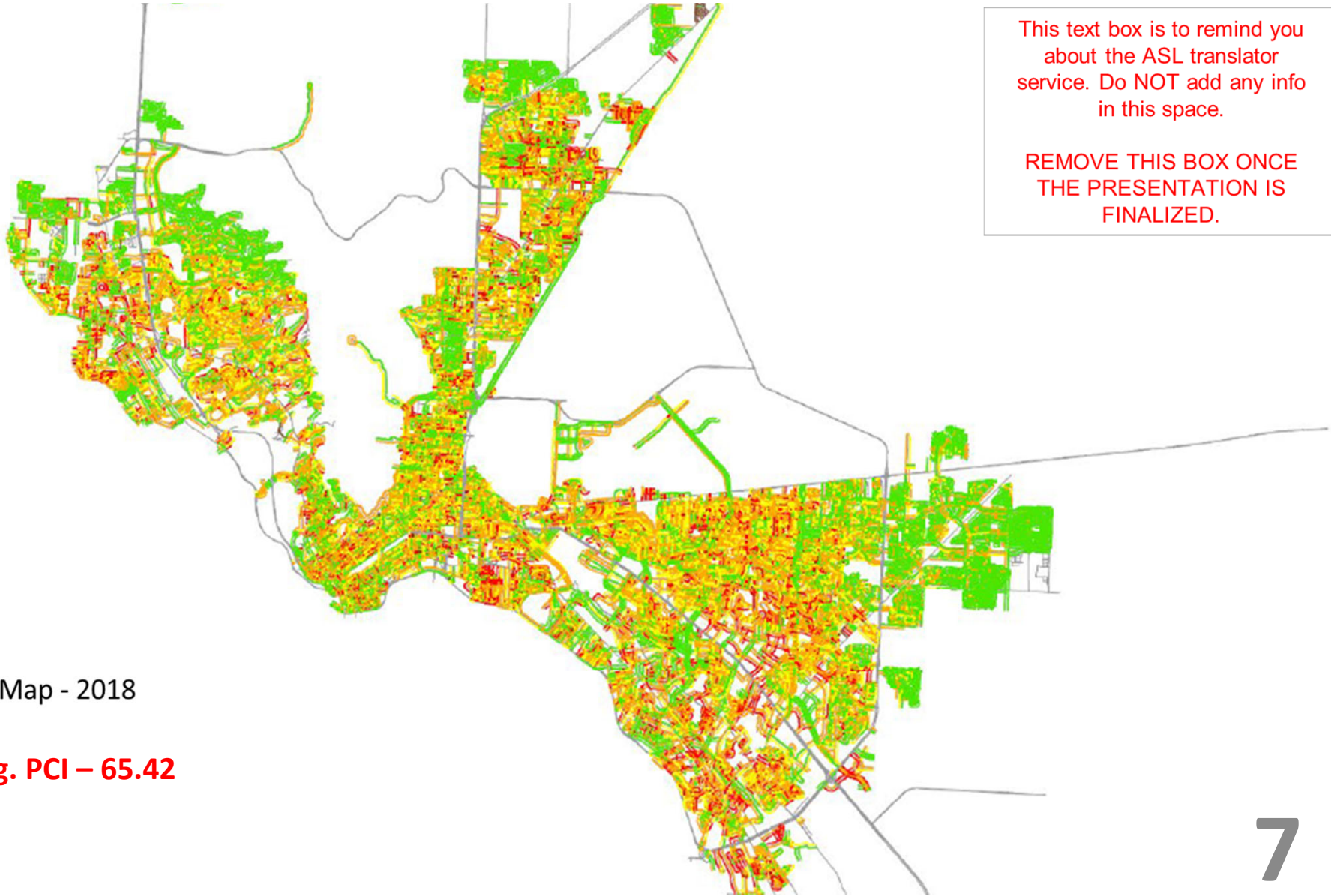
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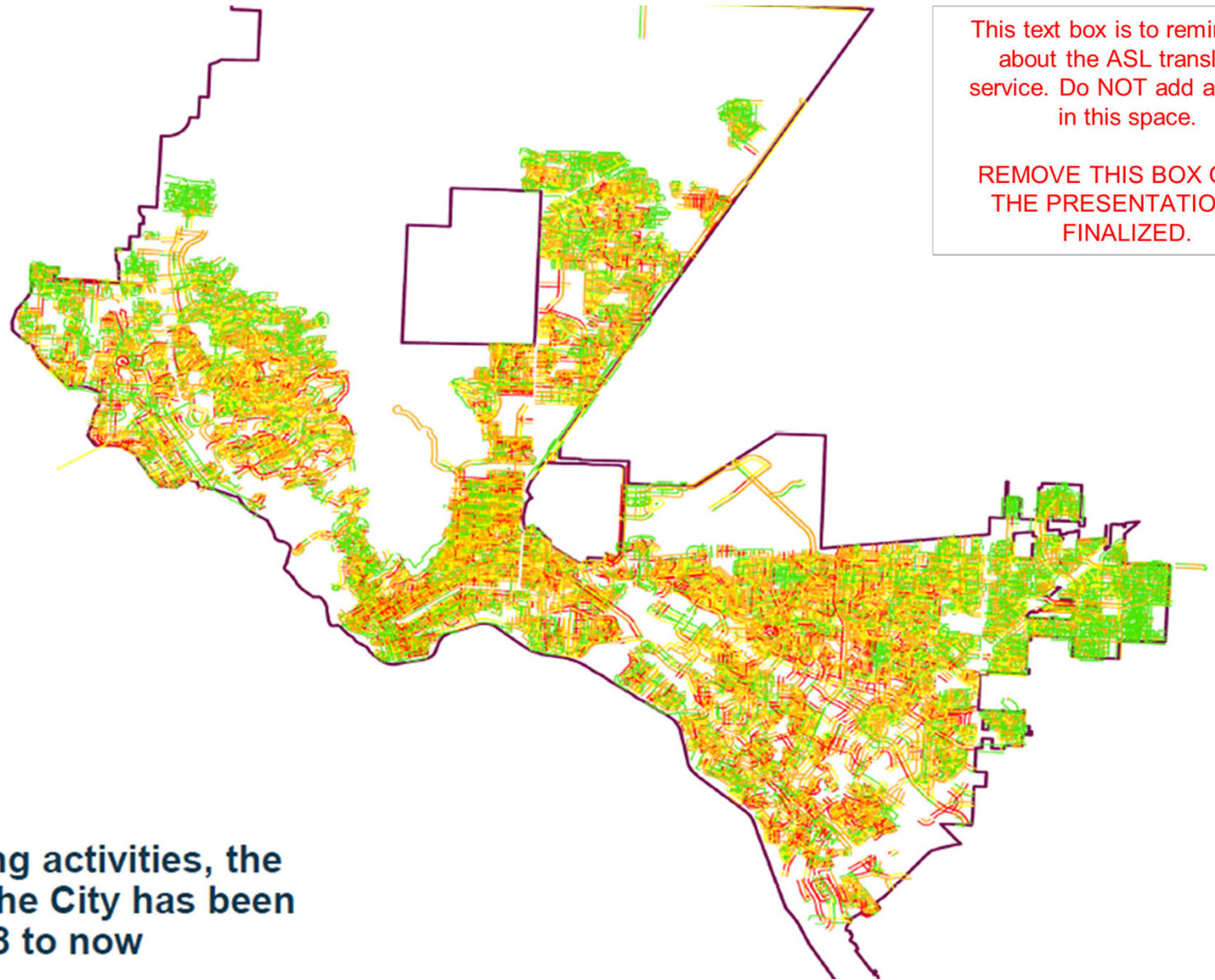
Citywide PCI Map - 2008

**Citywide Avg. PCI – 75.54**



Citywide PCI Map - 2018

**Citywide Avg. PCI – 65.42**



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**Due to ongoing paving activities, the average PCI across the City has been maintained from 2018 to now**



## El Paso PCI's

**PCI  
PAVEMENT CONDITION INDEX**

PCI Range	Condition Description	2022 Data % of Network	2018 Data % of Network	2008 Data % of Network
91-100	Excellent	11.57 %	27.66 %	26.75 %
81-90	Very Good	17.52 %	14.16 %	22.72 %
71-80	Good	16.16 %	15.48 %	17.06 %
61-70	Fair	12.21 %	10.31 %	17.59 %
43-60	Marginal	25.08 %	19.56 %	10.46 %
21-42	Poor	17.41 %	10.06 %	5.00 %
0-20	Very Poor	0.05 %	2.77 %	0.42 %
<b>COEP PCI Average</b>		<b>65.29</b>	<b>65.42</b>	<b>75.54</b>
<b>Percentage Good or Higher</b>		<b>45.25 %</b>	<b>57.30 %</b>	<b>66.5 %</b>
<b>Percentage Fair or Lower</b>		<b>54.75 %</b>	<b>42.70 %</b>	<b>33.5 %</b>

**Presently more than 50% of streets in fair to very poor condition**

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# Funding Authorizations for Street Resurfacing

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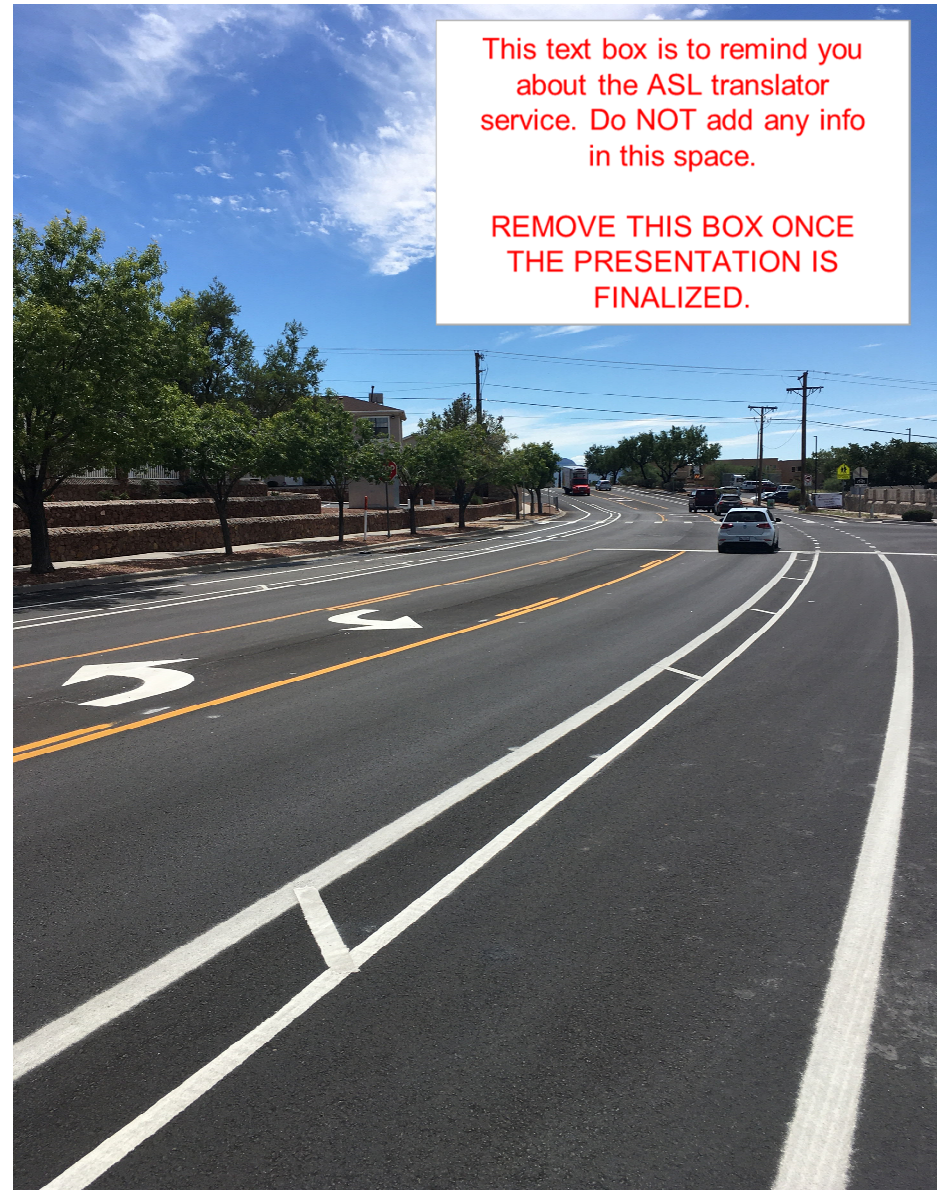
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- **Annual Allocation (PayGo)**
  - \$7,000,000 for Residential Street Resurfacing
  - \$3,000,000 for Collectors/Arterials Resurfacing
- **November 8, 2022 Voters approved \$272.48 M General Obligation Bonds for Three Propositions:**
  - \$237 M for street infrastructure - 61.3% of voters
  - \$20 M for park improvements - 53% of voters
  - \$5 M to study and implement climate change projects - 50.6% of voters
- The bond will provide ten years of funding for resurfacing projects

# Resurfacing Program Update

- **November 8, 2022** – Streets Bonds approved; included **\$237 Million** for Street Infrastructure Improvements
- **January 30, 2023** – Street locations for **Two Year Rollout Plan for Resurfacing - FY2024 and FY2025** - approved at City Council
- Contracts were Solicited in **Fall/Winter 2022/23**; Bids Opened in Winter 2023
- Bid protests and legal challenges created delays requiring us to revise the Roll Out plan
- As of **Sept 2023** we have three active resurfacing contracts in full operation

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# Active Resurfacing Contracts

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**ZTEX** – Contract extended for period of July 2022 through July 2024 - \$15.8 million contract Residential & Collectors PayGO; Original contract was 07-05-2022 to 07-04-2023

July 2022 – July 2024

**International Eagle** – Contract period of Sept 2023 through Sept 2025 - \$18.2 million contract – 2022 Bond Arterials

Sep. 2023 – Sep. 2025

**Allied Paving Co.** – Contract period of Sept 2023 through Sept 2025 - \$15.7 million contract – 2022 Bond Residential/PayGo

Sep. 2023 – Sep. 2025

# 2024 Progress Update

## 50 Arterial Streets in the 2022 Community Progress Bond

### Tentative Work Schedule

Other ongoing projects may impact this list

<b>Lomaland</b>		
	North Loop to I-10 Pellicano to Montwood	Substantially Complete Substantially Complete
<b>Mesa Hills</b>		
	De Leon to Mesa Acacia Circle to Stanton	In Progress In Progress
<b>Corral</b>		
	PHX to GEW	Winter 2023/24
<b>Yarbrough</b>		
	I-10 to Pebble Hills San Jose to North Loop Loop 375 to Alameda	Winter 2023/24 Winter 2023/24 Winter 2023/24
<b>Geronimo</b>		
	Tampa to I-10 I-10 to Hughey	Winter/Spring 2024 Winter/Sprin 2024
<b>Vista Del Sol</b>		
	Sumac to Lomaland Randy Wolf to Bert Green Phil Gibbs to Chelita Jim Thorpe to Winslow Homer George Dieter to Phil Gibbs Winslow Homer to Loop 375	Spring /Summer 2024 - Coordinate with Reconstruction Spring /Summer 2024 - Coordinate with Reconstruction Spring /Summer 2024 - Coordinate with Reconstruction Spring /Summer 2024 - Coordinate with Reconstruction Reconstruction Project Reconstruction Project
<b>Pebble Hills</b>		
	Yarbrough to Lee Trevino Outrigger to Loop 375 Rich Beem to John Hayes Zaragoza to Rich Beem	Spring/Summer 2024 Spring/Summer 2024 Spring/Summer 2024 Spring/Summer 2024
<b>Hondo Pass</b>		
	GTW N to Dyer Diana to Railroad Dyer to Diana	Summer 2024 - Coordinate with Reconstruction Summer 2024 - Coordinate with Reconstruction Reconstruction Project
<b>Schuster</b>		
	Sun Bowl to Prospect Stanton to Brown	Fall 2024 Fall 2024

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# UnPaved Rights Of Way - Citywide

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There are unpaved streets within the City limits that require construction of a street to meet our subdivision standards

Streets and CID are working on identifying these streets and establishing an action plan for them

- Some of property owners on unpaved streets have approached the City requesting the streets be constructed
- Some property owners in the past have requested these streets stay as they are

There are **1,687** Alley Segments City-Wide

- Presently **1,136 (67%)** are Paved and **551 (33%)** are Unpaved
- As part of our Air Quality Non Attainment Status
  - The City has a mandate from the EPA to pave unpaved alleys – incremental funding provided in Env Fee Operating Budget
  - Along with this mandate is a requirement to sweep streets four times annually

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## UnPaved Streets Inventory- Citywide

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REMOVE THIS BOX ONCE THE PRESENTATION IS FINALIZED.

District	Street Name	From	To	Class	District	Street Name	From	To	Class
1	ETHEL	Arroyo	Arroyo	LOCAL	4	O'TOOLE	O'Brian	Dead End	LOCAL
1	STRAHAN	LA Union Wasteway Canal	6000 Strahan	LOCAL	4	PHEASANT RD	Sun Valley	Dyer	LOCAL
2	HANLEY	Cul de sac	Tampa	LOCAL	6	DIAMOND HEAD	Zaragoza	Kuna Loop	LOCAL
2	AURORA	Russell	Dead End	LOCAL	6	KUNA LOOP	Diamond Head	Diamond Head	LOCAL
2	JUSTUS	Pierce	Lincoln	LOCAL	6	PALI	Zaragoza	Diamond Head	LOCAL
2	MARTINEZ	Dead End	Laredo	LOCAL	7	KEENEY	Alameda	Landon	LOCAL
2	SAN JOSE	Dead End	Ohio	LOCAL	7	LANDON	Alameda	Keeney	LOCAL
4	O'BRADY	Dyer	O'Riley	LOCAL	7	RANGER	Tower Trail	Dead End	LOCAL
4	O'BRIAN	O'Hara	Dead End	LOCAL	7	IVEY	North Loop	Dead End	LOCAL
4	O'CONNOR	Dyer	O'Malley	LOCAL	8	CHARIOT WAY	Dead End	Mesita	LOCAL
4	O'DELL	Dyer	O'Donnell	LOCAL	8	CHICO CT	Rosewood	Cedar	LOCAL
4	O'DONNELL	Dyer	Dead End	LOCAL	8	ATLANTA	Dead End	Idaho	LOCAL
4	O'HARA	Dyer	Dead End	LOCAL	8	HART	Dead End	Paisano	LOCAL
4	O'MALLEY	O'Conner	Dead End	LOCAL	8	IDAHO	Murchison	Dead End	LOCAL
4	O'RILEY	Dyer	O'Donnell	LOCAL	8	LAUREL	Magoffin	Texas	LOCAL
4	O'ROURKE	Dyer	O'Donnell	LOCAL	8	TRACY	Cliff	Dead End	LOCAL

**New Program**

# Traffic Management Center (TMC) and Traffic Signal System Upgrade

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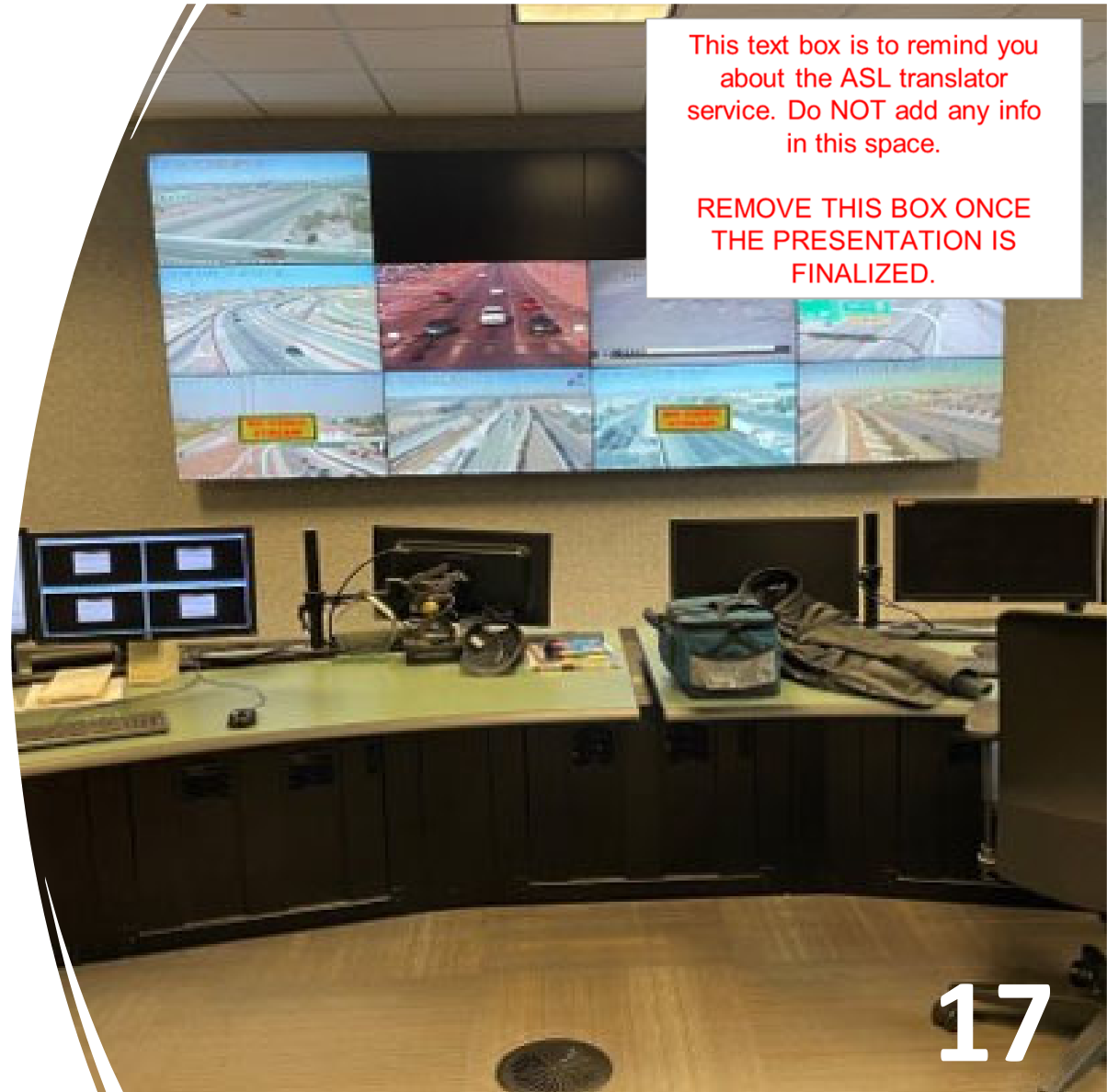
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# Traffic Management Center and Traffic Signal System Upgrade

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- The City is currently entering into a multi-year project that will upgrade the **City's Traffic Management Center (TMC) and Traffic Signal System**
- The funding for the project was secured through the MPO
- The Traffic Management Center, located at 7968 San Paulo and is the Control Center for our signalization system
- The upgrade will include upgrades of the **TMC and 760 Signalized Intersections**; signal control system, traffic cabinets, detection cameras, and communications infrastructure



# Signal Control System

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Current system is aging and does not have advanced technology features

- **McCain 170 System** – System has been in use in the City of El Paso since the 1990's
- Current system is no longer in production and the City will be upgrading to a modernized product with advanced features

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170 Controllers

170E  
170E HC11  
170 ATC HC11



# The New System Will have ATC Features

## Advanced Traffic Controller



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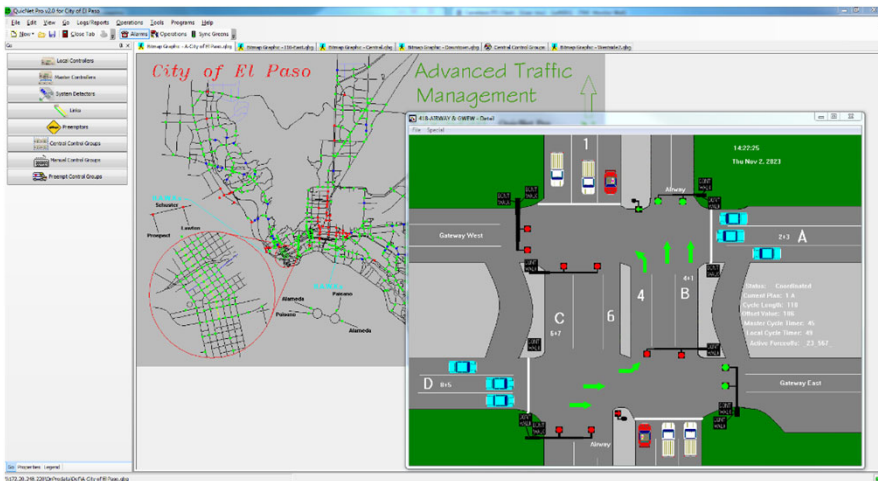
- The new Traffic Signal Control System will be a **real-time multi-tasking operating system** – AI adaptive capabilities within pre-set parameters (the system can detect congestion and automatically implement appropriate incident timing)
- Will have ability to hold **more timing/progression plans** to accommodate future's complex traffic signal needs (presently can hold 12 Incident plans to manage traffic in the event of emergencies – new systems hold up to 48)
- **Pre-defined Flashing Yellow Arrow (FYA)** setting, popular feature that is replacing the traditional left-turn protected & permissive signal phase (Copia/Montana was first one in City)
- System will also be **pre-defined for HAWK System** and **Texas Diamond** interchange

# Advanced Traffic Management Systems

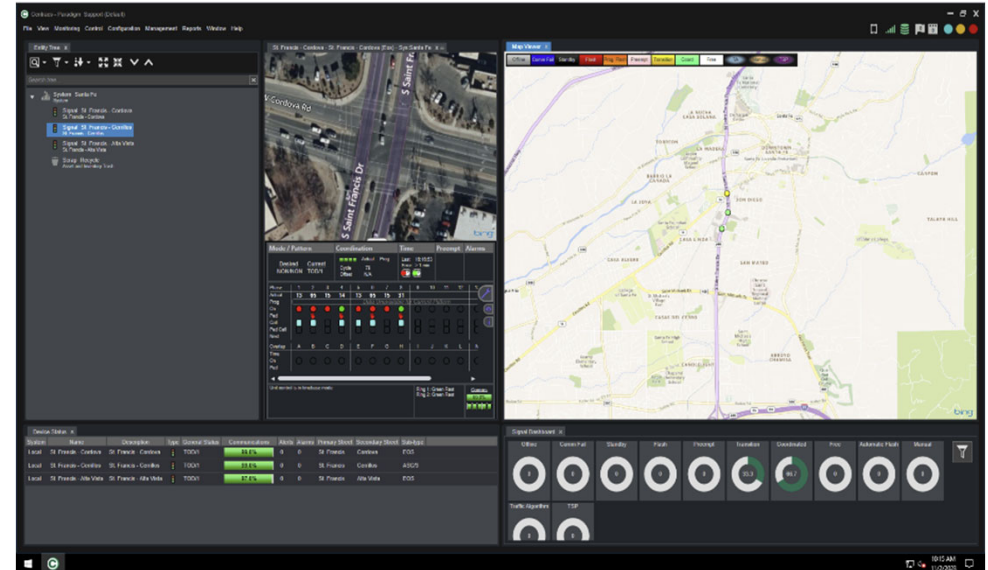
- New features of New ATMS (Advanced Traffic Management Systems) allow for more intuitive, customizable, and user friendly programming

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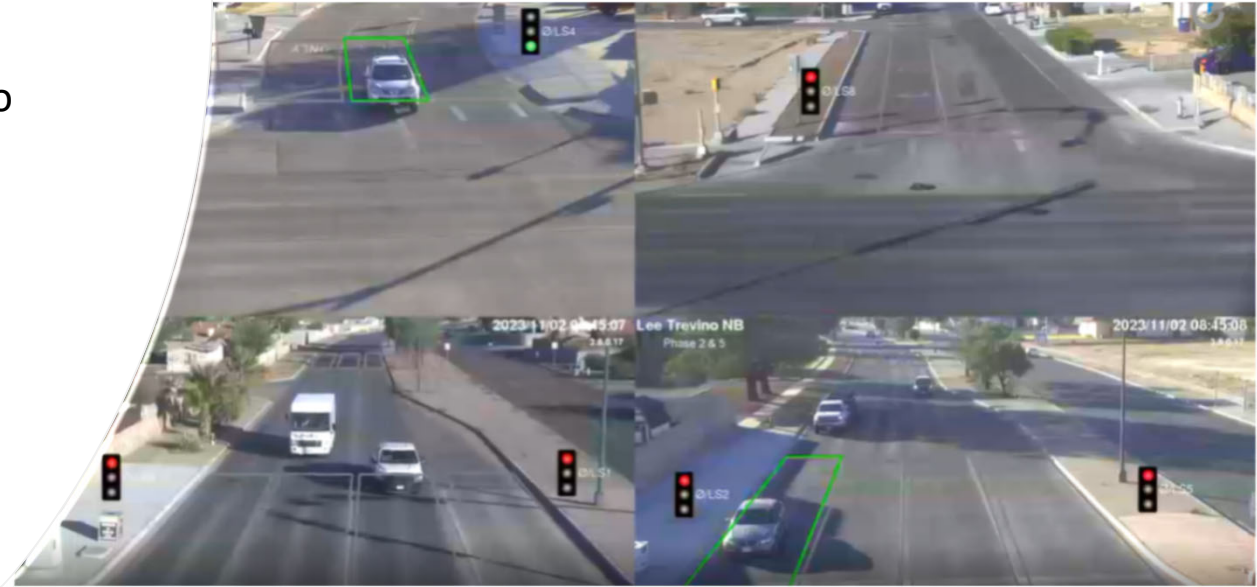
Production view of current system



Production view of New system

# Detection Cameras

- **Detection camera** that have the capability of counting vehicles, pedestrian and bicycles
- **Additional CCTV's** options allowing us to pan, tilt & zoom at designated strategic and select locations



# Connected Vehicle Technology

The new control system will be a real-time multi-tasking operating system

Citizens can download an APP similar to TravelSafe

- Notification of emergency vehicles in same route (pre-emption)
- Notification of school zones along route
- Notifications of pedestrians and cyclists along route - if users also use the app

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### Revolutionize Traffic in Your City.

Glance TravelSafe™ is a new smartphone application, developed by Applied Information, that uses cutting-edge technology to make the promise of connected vehicles a reality. Harness the power of connected vehicle technology to make your city smarter, and your residents safer.



#### Leverage Smart City Technology

The Applied Information Glance Smart City Supervisory System™ connects your intersections, school beacons, and emergency vehicles to form a cohesive, connected system.

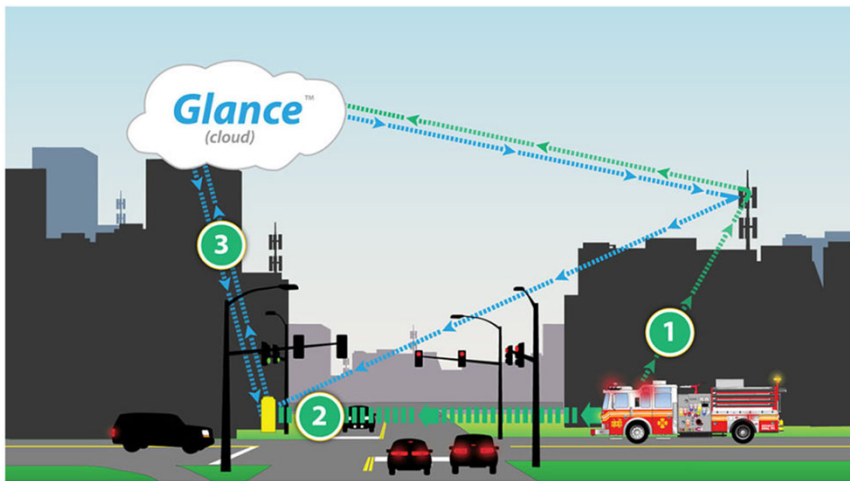
- Traffic Signal**  
Glance will connect your intersection cabinets so you can remotely control and monitor traffic lights.
- Preemption Systems**  
Our cellular based preemption systems helps emergency responders arrive safe with ground-breaking technology.
- School Beacons**  
Remotely update timing plans and diagnose failures with Glance.

# Preemption and Priority Systems

- Signal preemption feature will be GIS based and can better coordinate with the emergency vehicles and transit buses from farther distance
- Currently rely on direct line of sight and infrared signals

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## 1. Notify

The moment a route starts, the in-vehicle unit uses a cellular signal to alert Glance of the emergency call.

## 2. Preempt

Glance processes the route and communicates wirelessly with the traffic cabinet to clear traffic ahead of the vehicle's arrival.

## 3. Adapt

Glance monitors route progress in real time and dynamically adapts preemption requests as the situation changes.

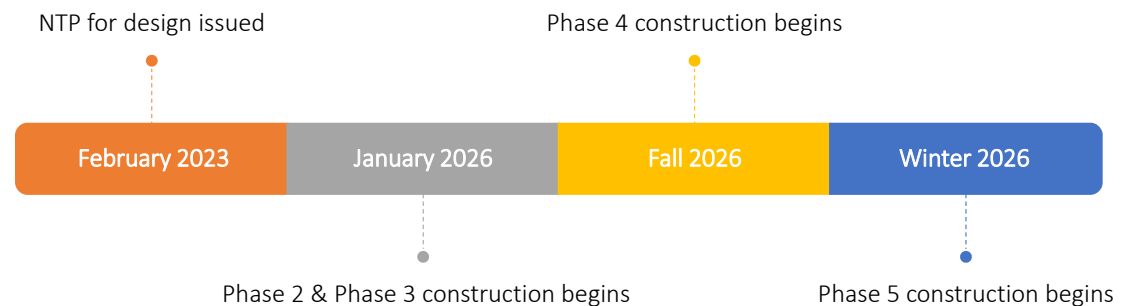


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# Project Cost and Timeline

- Project Team includes CID and Streets & Maintenance
- Funding for this multi-year upgrade was through the MPO
- Cost
  - Estimated total Cost is **\$20,143,976** for all phases
- How work will be sequenced over a four year period
  - Implementation Plan Workshop scheduled for February, 2024





**New Program**

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# Solar Streetlight Project

25

# El Paso's First Solar Streetlight Installation

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## Marina Rios Park – Along Clark and Cleveland Streets



**Less costly than traditional streetlights**

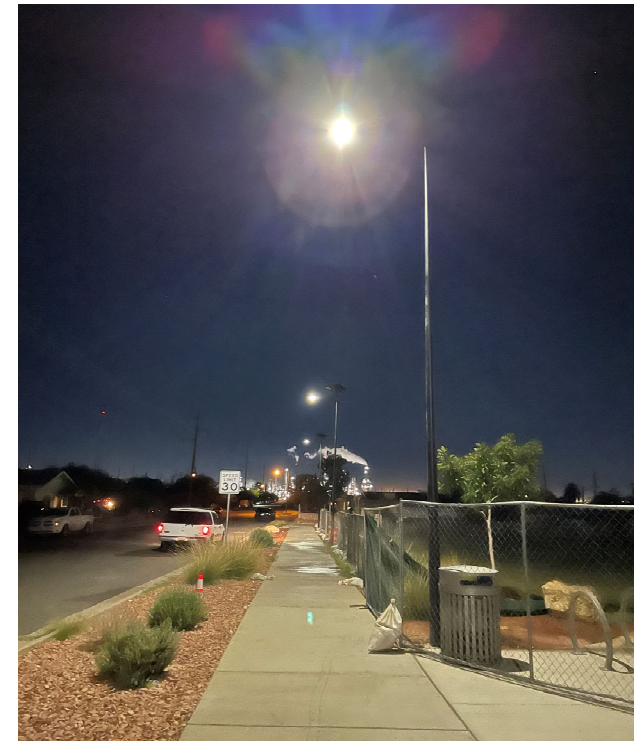
**No power connections**

**Quick installation**

**Good illumination**

**Low maintenance**

**2 minute video of Streets crews installing**





## MISSION



Deliver exceptional services to support a high quality of life and place for our community

## VISION



Develop a vibrant regional economy, safe and beautiful neighborhoods and exceptional recreational, cultural and educational opportunities powered by a high performing government



## VALUES

Integrity, **R**espect, **E**xcellence,  
**A**ccountability, **P**eople

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## District Resurfacing Charts for Residential/Collector Streets

Includes only Active Contract Work that has been programmed

Redistricting happened after some of these streets were approved; required us to crosswalk approximately 100 streets to new districts

# District 1 – Residential and Collectors on Active Contract

This text box is to remind you about the ASL translator service. Do NOT add any info in this space.

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Program Year	Location	From	To	Tentative Construction
2023	LOMBARDY AVE	Olmos St	Love Rd	Spring 2024
2023	OLMOS ST	Sunset Dr	Lombardy Ave	Spring 2024
2024	STERLING DR	Country Club Rd	White Oak Dr	Winter 2023/24
2024	STOTTS DR	W Dead End	E Dead End	Winter 2023/24
2024	VISTA VERDE WAY	Love Rd	Vista Grande Cir	Spring 2024
2024	WARRIORS DR	Lindbergh St	Mulberry Ave	Winter 2023/24
2024	WHITE OAK DR	Sterling Dr	Post Oak Dr	Winter 2023/24
2024	LOVE RD	Country Club Rd	Emory Rd	Spring 2024
2024	MCCLINTOCK DR	Doniphan Dr	S Desert Blvd	Spring 2024
2024	MEMORY DR	Country Club Rd	Lindbergh St	Winter 2023/24
2024	POST OAK DR	White Oak Dr	Montoya Dr	Winter 2023/24
2024	SHORTLY LN	Love Rd	Charl Ann St	Winter 2023/24
2025	Chiracahua	Medano	Paiute Way	2025 TBD
2025	Jivaro	Paiute Way	Tuscarora	2025 TBD
2025	Lawndale	Oak Cliff	Mesa Hills	2025 TBD
2025	Medano	N. Desert	Redd	2025 TBD
2025	Paiute Way	Iroquois	Medano	2025 TBD
2025	Southwestern	Redd	Tuscarora	2025 TBD
2025	Totanaca	Medano	Cul de sac	2025 TBD
<b>2025</b>	<b>Thorn</b>	<b>Doniphan</b>	<b>Desert Blvd</b>	<b>2025 TBD</b>

- Redistricting required us to modify District list
- Includes PayGo and Bond projects

## District 2 – Residential and Collectors on Active Contract

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Program Year	Location	From	To	Tentative Construction	Program Year	Location	From	To	Tentative Construction
2022	CORTE DEL SOL	Mobile	CDS	Complete	2022	BOONE	Alameda	Rivera	UTILITY HOLD
2022	IDALIA	Copia	Pollard	Complete	2023	ALPS DR	Dyer St	Diana Dr	Winter 2023/24
2022	MOBILE	Copia	CDS	Complete	2024	EDGAR PARK AVE	Magnetic Dr	Gateway South Blvd	Winter 2023/24
2022	POLK	Russell	Pollard	Complete	2024	LOUISIANA ST	Pierce Ave	McKelligon Canyon Rd	Winter 2023/24
2022	SACRAMENTO	Copia	Pollard	Complete	2024	MCKELLIGON CANYON RD	Alabama St	E Dead End	Winter 2023/24
2022	SAVANNAH	Stevens	Partello	Complete	2024	PIERCE AVE	Alabama St	Copia St	Winter 2023/24
2022	TAYLOR	Piedras	Copia	Complete	2024	PIKES PEAK DR	Diana Dr	Hondo Pass Ave	Winter 2023/24
2022	TITANIC	Alabama	Gateway South	Complete	2025	Auburn	Delta	Collingsworth	2025 TBD
2022	TYLER	Elm	Pollard	Complete	2025	Awbrey	Auburn	El Paso	2025 TBD
2022	ATLAS	Alabama	Gateway South	Complete	2025	Barcelona	Flower	Blanco	2025 TBD
2022	VOLCANIC	Alabama	Gateway South	Complete	2025	Blanco	Francis	Cortez	2025 TBD
2022	PORTER	Alabama CDS	Pollard	Complete	2025	Brand	W Dead End	Awbrey	2025 TBD
2023	ATLAS	Alabama	Gateway South	Complete	2025	El Nido	W Dead End	Awbrey	2025 TBD
2023	VOLCANIC	Alabama	Gateway South	Complete	2025	Feliz	Delta	Robert Alva	2025 TBD
2023	MOREHEAD	Nebraska	Alabama	Complete	2025	Geiger	W Dead End	Collingsworth	2025 TBD
2023	NATIONS	Nebraska	Alabama	Complete	2025	Huerta	Delta	Robert Alva	2025 TBD
2023	PORTER	Alabama CDS	Pollard	Complete	2025	Lisbon	Delta	Alameda	2025 TBD
2022	HAMMETT	Frutas	Alameda	Spring 2024	2025	Partello	Frankfort	Porter	2025 TBD
2022	RIVERA	Gateway North	Boone	Spring 2024	2025	Robert Alva	Encino	E Dead End	2025 TBD
2022	PERA	Magoffin	Alameda	Spring 2024	2025	El Paso Drive	Alameda	Silverio	2025 TBD
2022	JACKSON	Oklahoma	Raynor	UTILITY HOLD					
2022	MCKINLEY	Oklahoma	Piedras	UTILITY HOLD					

- Redistricting required us to modify District list
- Includes PayGo and Bond projects

# District 3 – Residential and Collectors on Active Contract

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Program Year	Location	From	To	Tentative Construction	Program Year	Location	From	To	Tentative Construction
2022	DALE	Dodge	Stewart	Complete	2023	PICO NORTE	Bywood	Limas	In Progress
2022	HICKMAN	Quintana	Edgemere	Complete	2023	OCTUBRE	Limas	Sam Snead	In Progress
2022	IVANHOE	Quintana	Edgemere	Complete	2023	DOUG FORD	Bywood	Octubre	In Progress
2022	PEACEPIPE	Running Deer	CDS	Complete	2023	BYWOOD	Hector	Lee Trevino	In Progress
2022	PROUD EAGLE	Breckenridge	Quintana	Complete	2023	BELLROSE DR	Edgemere Blvd	Edgemere Blvd	Summer 2024
2022	QUANAH	Quintana	Edgemere	Complete	2023	BROOKHAVEN DR	Bellrose Dr	Cielo Vista Dr	Summer 2024
2022	QUINTANA	Red Sails	Edgemere	Complete	2023	HONEYSUCKLE DR	Bellrose Dr	Cielo Vista Dr	Summer 2024
2022	RED HAWK	Spotted Horse	Proud Eagle	Complete	2023	GLARDON	Green Valley	Green Valley	Summer 2024
2022	RISNER	Quintana	Edgemere	Complete	2023	JOE TURNER	Stewart	E Dead End	Summer 2024
2022	RUNNING DEER	Breckenridge	Edgemere	Complete	2023	NIMITZ	Carolina	N Dead End	Summer 2024
2022	SPOTTED HORSE	War Feather	Edgemere	Complete	2023	PRATT	Nimitz	E Dead End	Winter 2023/24
2022	TENAHA	Hazel Time	George Dieter	Complete	2023	RYAN	Franklin	Franklin	Winter 2023/24
2022	WAR ARROW	Quintana	Edgemere	Complete	2023	STEWART	Franklin	North Loop	Winter 2023/24
2022	WAR FEATHER	Running Deer	Proud Eagle	Complete	2023	ACAPULCO	Hunter	Giles	Winter 2023/24
2022	BOBBY GRAYSON	Adobe	Carolina	Complete	2023	MONTERREY	Hunter	Giles	Winter 2023/24
2022	HACIENDA	Ameca	Santa Barbara	Complete	2024	CAMWOOD DR	Montwood Dr	Zanzibar Dr	Summer 2024
2022	TAMPICO	Hacienda	Acapulco	Complete	2024	OAK DALE DR	W H Burges Dr	Edgemere Blvd	Summer 2024
2022	FRANKLIN DR	Dale	Carolina	Utility Hold	2024	RED SAILS DR	Pebble Hills Blvd	Edgemere Blvd	Summer 2024
2022	ROSE	Franklin	North Loop	Utility Hold	2024	RUNNING DEER DR	Pebble Hills Blvd	Edgemere Blvd	Summer 2024
2022	STILES	Dodge	Carolina	Utility Hold	2024	SUNMOUNT DR	Viscount Blvd	W H Burges Dr	Summer 2024
2023	CAREY	Dale	North Loop	Complete	2024	W H BURGESS DR	Oak Dale Dr	Whitus Dr	Summer 2024
2023	ORGAIN	North Loop	Dale	Complete	2024	WHITUS DR	Shaver Dr	W H Burges Dr	Summer 2024
2023	WARNOCK	North Loop	Dale	Complete	2025	Apache	Navajo	Cheyenne Trail	2025 TBD
2023	WAYNE	North Loop	Dale	Complete	2025	Aztec	Germonimo	Cheyenne Trail	2025 TBD
2023	KACHINA	W Dead End	E Dead End	Complete	2025	Cheyenne Trail	Apache	Aztec	2025 TBD
2023	RED CLOUD	Breckenridge	N Dead End	Complete	2025	Cuba	Phoenix	Hunter	2025 TBD
2023	SMOKE SIGNAL	Kachina	N Dead End	Complete	2025	Del Norte	Phoenix	Yuma	2025 TBD
2023	SOARING EAGLE	Kachina	S Dead End	Complete	2025	Puerto Rico	Phoenix	Yuma	2025 TBD
2023	TEKOA	Smoke Signal	E Dead End	Complete	2025	Rancho Allegre Way	Lilac	Carolina	2025 TBD
2023	WOOSTER	Breckenridge	N Dead End	Complete	2025	Wieland Way	Hughey	Airport	2025 TBD
2023	ADOBE	Hunter	Giles	Complete	2025	Yuma	Hunter	E Dead End	2025 TBD
2023	LIMAS	Sam Snead	Octubre	In Progress	2025	Westmoreland	GTW W	Viscount	2025 TBD

PSB Coordination Streets – Limas, Pico Norte, Octubre, Doug Ford, Bywood



# District 4 – Residential and Collectors on Active Contract

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Program Year	Location	From	To	Tentative Construction
2022	COCKRELL	Salem	Dead End	Complete
2022	DEARBORNE	Mackinaw	W Dead End	Complete
2022	KENDALL	Salem	Dearborne	Complete
2022	MCCORMICK	Nolan	W Dead End	Complete
2022	NOLAN	McCormick	Salem	Complete
2022	<b>KENSINGTON</b>	<b>Edinburgh</b>	<b>McCombs</b>	<b>Winter 2023/24</b>
2023	DUNLAP	Deadborne	Triumph	Complete
2023	GARLAND	Salem	W Dead End	Complete
2023	HODGES	Kendall	Norwood	Complete
2023	NORWOOD	Kendall	Warren	Complete
2023	SYCENE	Rushing	W Dead End	Complete
2024	STAHALA DR	Hondo Pass Ave	Major Sprague Ave	Winter 2023/24
2024	SANDERS AVE	Dyer St	McCombs St	Winter 2023/24
2024	COHEN AVE	Gateway South Blvd	Kenworthy St	Winter 2023/24
2024	RUTHERFORD DR	Dyer St	Mount San Berdu Dr	Winter 2023/24
2024	STAHALA DR	Major Sprague Ave	Diana Dr	Winter 2023/24
2024	EDINBURG	McCombs	W Dead End	Summer 2024
2024	HEMMINGWAY	Kensington	McCombs	Summer 2024
2024	MACKINAW	Salem	Dearborne	Summer 2024
2024	WARREN	Salem	Edinburgh	Summer 2024
2025	Blue Wing	Falcon	Pompano	2025 TBD
2025	Bomarc	Manilla	Quail	2025 TBD
2025	PickereI	Porpoise	Nike	2025 TBD
2025	Quail	Dyer	Railroad	2025 TBD
2025	Snark	Zeus	PickereI	2025 TBD
2025	<b>Angora Loop</b>	<b>Dyer</b>	<b>Railroad</b>	<b>2025 TBD</b>
2025	<b>Kenworthy</b>	<b>Diana</b>	<b>LP 375</b>	<b>2025 TBD</b>
2025	<b>Diana</b>	<b>GTW N</b>	<b>Dyer</b>	<b>2025 TBD</b>

- Redistricting required us to modify District list
- Includes PayGo and Bond projects

# District 5 – Residential and Collectors on Active Contract

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Program Year	Location	From	To	Tentative Construction
2023	Hueco Valley	Hueco Cave	Tierra Rancho	Summer 2024
2023	Ventana	Tierra Este	Hidden Creek	Summer 2024
2025	Charles Foster	Rich Beem	John Hayes St	2025 TBD
2025	Jason Crandall	Hueco Valley	Tierra Tania	2025 TBD
2025	Tim Foster	Charles Foster	Pebble Hills	2025 TBD
2024	<b>66 Streets identified for High Density Mineral Bond Overlay</b>			2025 TBD

## District 5 – High Density Mineral Bond Treatment

Location	From	To	Location	From	To	Location	From	To
ALICIA ARZOLA DR	Kari Anne Dr	Flora Alba Dr	SARAH RACHEL CT	S Dead End	Kari Anne Dr	DEER POINT	Bell Point Dr	Scarlet Point Dr
ANGIE BOMBACH AV	Jean Louise St	Joan Francis Dr	SHAWNA LAURINE CT	Flora Alba Dr	Kari Anne Dr	DERBY POINT	Ralph Seitsinger	Bell Point Dr
ANNA MARIE CT	S Dead End	Kari Anne Dr	SHREYA	S Dead End	Montwood Dr	EMERALD POINT	Dead End	Scarlet Point Dr
AQUILLA JANE CT	S Dead End	Kari Anne Dr	SUN FIRE BL	Windermere	Montwood Dr	GARDEN POINT	Rudy Valdez Dr	Scarlet Point Dr
CARLOS BOMBACH AV	Jean Louise St	Joan Francis Dr	TIERRA ALYSSA DR	Tierra Roman	Rich Beem	HONEY POINT	Bell Point Dr	Dead End
DANA MICHELLE ST	Flora Alba Dr	Kari Anne Dr	TIERRA ARLETH CT	Tierra Isela	E Dead End	HUECO CAVE	Hueco Mine Dr	N Dead End
DESERT SUN DR	Flora Alba Dr	Montwood Dr	TIERRA AURORA DR	R C Poe	Tierra Flores	HUECO HILL	Hueco Cave Dr	Terra Rancho St
FLORA ALBA DR	Jean Louise St	Kari Anne Dr	TIERRA FLORES DR	Tierra Isela	Rich Beem	HUECO MINE	Hueco Pit Dr	Hueco Cave Dr
GUYREX DR	W Dead End	Jean Louise St	TIERRA ISELA DR	Tierra Aurora	N Dead End	HUECO PIT	Hueco Sands Dr	Hueco Mine Dr
HUECO END	Hueco Land Ln	E Dead End	TIERRA JEZREL LN	Tierra Isela	N Dead End	HUECO SANDS	Hueco Pit Dr	Hueco Pit Dr
HUECO LAND LN	Hueco Hill Dr	Hueco Hill Dr	TIERRA NUNEZ CT	Tierra Aurora	E Dead End	HUECO VALLEY	Jason Crandall	Hueco Cave Dr
JEAN LOUISE ST	Flora Alba Dr	Carlos Bombach Ave	TIERRA RANCHO ST	Rich Beem	Hueco Valley	IVY POINT	Dead End	Rudy Valdez Dr.
JENNY LAURIE CT	S Dead End	Kari Anne Dr	TIERRA ROMAN DR	S Dead End	Rich Beem	LEAH POINT	Dead End	Cristal Point Way
JOAN FRANCIS	S Dead End	Montwood Dr	TIERRA SOPHIA PL	Tierra Flores	S Dead End	MUDDY POINT	Honey Point Dr	Deer point way
KARI ANNE DR	Jean Louise St	E Dead End	TUSCAN HILLS	Tuscany Hills	Rich Beem	PACIFIC POINT	Scarlet Point Dr	Tim Foster
LOANDA LN	Kari Anne Dr	Robert David Dr	TUSCAN ROSE	Tuscan Sun	W Dead End	PATRIOT POINT	Emerald Point Dr	Tim Foster
MARTIN BAUMAN DR	Robert David Dr	Sun Fire Blvd	TUSCAN SUN	Tuscany Hills	Rich Beem	PERLA POINT	Ralph Seitsinger	Cristal Point Way
NANCY LEE AV	Jean Louise St	Sun Fire Blvd	TUSCANY HILLS	Tuscan Hills	N Dead End	RUDY VALDEZ	Scarlet Point Dr	Tim Foster
NIRVAN	Shreya St	E Dead End	WENDY REED DR	Robert David	Loanda	SCARLET POINT	Honey Point Dr	Bailee Point Dr
PAUL LUCY LANE	Kari Anne Dr	Robert David Dr	BAILEE POINT	Scarlet Point Dr	Pacific Point Dr	SMOKEY POINT	Emerald Point Dr	Tim Foster
RICHARD ALLAN DR	Robert David Dr	Montwood Dr	BELL POINT	Ralph Seitsinger	Derby Point Dr	SPANISH POINT	Emerald Point Dr	Tim Foster
ROBERT DAVID DR	Nancy Lee	Joan Francis Dr	CRISTAL POINT	Scarlet Point Dr	Garden Point Dr	SUNSET POINT	Ralph Seitsinger	Emerald Point

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## District 6 – Residential and Collectors on Active Contract

Program Year	Location	From	To	Tentative Construction	Program Year	Location	From	To	Tentative Construction
2022	BRECKENRIDGE	Red Sails	George Dieter	Complete	2024	Judith Resnik	Michael Smith	Ronald McNair	Winter/Spring 2024
2022	BROKEN ARROW	N Dead End	S Dead End	Complete	2024	Marlys Larson	Dick Mayers	McAuliffe	Winter/Spring 2024
2022	GHOST DANCE	Pendleton	Pendleton	Complete	2024	Sal Berroteran	Stone Castle	Urbici Soler	Winter/Spring 2024
2022	PENDLETON	Turner	Edgemere	Complete	2024	Stone Castle	Saul Kleinfeld	Vere Leasure	Winter/Spring 2024
2022	TENAHA	George Dieter	Pendleton	Complete	2024	Village Gate	Iron Gate	E Dead End	Winter/Spring 2024
2023	BLUE MOON	Rising Sun	Dead End	Complete	2025	Bing Crosby	James Grant	Bunky Henry	Winter/Spring 2024
2023	CHICKASAW	Pendleton	Broken Bow	Complete	2025	Bunky Henry	George Dieter	Bogart	Winter/Spring 2024
2023	LONE WOLF	Pendleton	Pendleton	Complete	2025	Chelita	Vista Del Sol	Dick Mayers	Winter/Spring 2024
2023	RISING STAR	Rising Sun	Pendleton	Complete	2025	Double Jay	Lombra Verde	Whirlaway	Winter/Spring 2024
2023	RISING SUN	Tenaha	Edgemere	Complete	2025	Gene Torres	Pellicano	Vista Del Sol	Winter/Spring 2024
2023	STILL WATER	Broken Arrow	Pendleton	Complete	2025	Henry Phipps	Scott Simpson	Vista Del Sol	Winter/Spring 2024
2023	Pratt	Lee Blvd	Saul Kleinfeld	Winter 2023	2025	James Grant	George Dieter	Janet Coles	Winter/Spring 2024
2024	Cayuga	Harkis	Harkis	Winter/Spring 2024	2025	Jennifer	George Dieter	Greg Powers	Winter/Spring 2024
2024	Cree	Harkis	Cayuga	Winter/Spring 2024	2025	Picasso	Zaragoza	Da Vinci	Winter/Spring 2024
2024	Dick Mayers	Leroy Bonse	Marlys Larson	Winter/Spring 2024	2025	Whirlaway	Double Jay	Thunder Trail	Winter/Spring 2024
2024	Firehouse	Frances Scobee	Villa Gate	Winter/Spring 2024	2025	Whistler	Vista Del Sol	Picasso	Winter/Spring 2024
2024	Firehouse	Alex Guerrero	Montwood	Winter/Spring 2024	2025	Winslow Homer	Vista Del Sol	Fred Carter	Winter/Spring 2024
2024	Harris	Pratt	Great Spirit	Winter/Spring 2024					

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# District 7 – Residential and Collectors on Active Contract

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Program Year	Location	From	To	Tentative Construction	Program Year	Location	From	To	Tentative Construction
2022	BILLIE MARIE	Gene Sarazen	Robert Wynn	Complete	2022	CRESTWOOD	Park Haven	Drugan	Winter/Spring 2023/24
2022	BOB MITCHELL	Robert Wynn	George Dieter	Complete	2022	DELL HAVEN	Boret	Pinewood	Winter/Spring 2023/24
2022	BUNKY HENRY	Russ Randall	George Dieter	Complete	2022	DRUGAN	Borrett	Moorehead	Winter/Spring 2023/24
2022	CANA	Juno	Alameda	Complete	2022	FOREST HAVEN	Boret	Pinewood	Winter/Spring 2023/24
2022	CANDELARIA	Roseway	Alameda	Complete	2022	GLEN HAVEN	Boret	Saint Marys	Winter/Spring 2023/24
2022	FRED MARTI	Billie Marie	George Dieter	Complete	2022	LA SENDA	Milton	N Dead End	Utility HOLD
2022	GENE SARAZEN	Robert Wynn	George Dieter	Complete	2022	LYNN HAVEN	Boret	Saint Marys	Winter/Spring 2023/24
2022	HANCOCK	Juno	Presa	Complete	2022	MOORELAND	Park Haven	Reindeer	Winter/Spring 2023/24
2022	JACK CUPIT	Russ Randall	George Dieter	Complete	2022	MORERAS	Naranjos	Naranjos	Winter/Spring 2023/24
2022	JAMES GRANT	Robert Wynn	George Dieter	Complete	2022	NARANJOS	Saint Marys	Reindeer	Winter/Spring 2023/24
2022	JERRY ABBOTT	Trawood	Bob Mitchell	Complete	2022	PARK HAVEN	Borrett	Naranjos CDS	Winter/Spring 2023/24
2022	LEONARDO	Juno	Roseway	Complete	2022	PINEWOOD	Park Haven	Reigndeer	Winter/Spring 2023/24
2022	OLD PUEBLO	Zaragoza	Alameda	Complete	2022	REINDEER	Borrett	Naranjos CDS	Winter/Spring 2023/24
2022	PAUL MORAN	Trawood	Bunky Henry	Complete	2022	ROSE HAVEN	Boret	Pinewood	Winter/Spring 2023/24
2022	PRESA	Roseway	Alameda	Complete	2022	SAINT MARYS	North Loop	Lasso	Winter/Spring 2023/24
2022	RANDY PETRI	Billie Marie	George Dieter	Complete	2022	SAINT MATTHEWS	North Loop	Park Haven	Winter/Spring 2023/24
2022	ROBERT WYNN	Trawood	George Dieter	Complete	2023	BENITO	Candelaria	W Dead End	Summer 2024
2022	RON CERRUDO	Trawood	Bunky Henry	Complete	2023	CANANEA	Alameda	W Dead End	Summer 2024
2022	RUSS RANDALL	Trawood	Bob Mitchell	Complete	2023	CERES	Hancock	Cana	Summer 2024
2022	STEVE SPRAY	James Grant	Robert Wynn	Complete	2023	COLINA	Alameda	N Dead End	Summer 2024
2022	TOM ULOZAS	Robert Wynn	George Dieter	Complete	2023	COLMENERO	Candelaria	W Dead End	Summer 2024
2022	CROW	Septiembre	Janway	Complete	2023	GASPAR	Alameda	Socorro	Summer 2024
2022	OCTUBRE	Crow	Lomaland	Complete	2023	IRMA	Old Pueblo	E Dead End	Summer 2024
2022	SEPTIEMBRE	Mosswood	Montwood	Complete	2023	JUNO	Leonardo	Cana	Summer 2024
2023	PRADO RD	Villanova	Alameda	FALL 2023	2023	LOLITA	Valdivez	S Dead End	Summer 2024
2022	BORRETT	North Loop	Reindeer	In Progress	2023	MORALES	Juno	W Dead End	Summer 2024
2022	CLIFFORD	Niles	Reindeer	Winter/Spring 2023/24	2023	PALLA	Hancock	Cana	Summer 2024

- Utility Coordination in neighborhood around Borrett and Glen Haven

# District 7 – Continued

Program Year	Location	From	To	Tentative Construction
2023	SAINT ANTHONY	Candelaria	Juno	Summer 2024
2023	SAN FERNANDO	Candelaria	Juno	Summer 2024
2023	SAN PEDRO	Gaspar	E Dead End	Summer 2024
2023	SANDOVAL	Candelaria	San Fernando	Summer 2024
2023	VALDIVIEZ	Candelaria	Juno	Summer 2024
2023	FRANKLIN DR	Carolina	North Loop	Winter/Spring 2023/24
2024	Billie Marie	Vista Del Sol	Roberty Wynn	Summer 2024
2023	Robert Wynn	Trawood	Montwood	Summer 2024
2024	Bert Green	Vista Del Sol	Leo Collins	Summer 2024
2024	Bessemer	Vista Del Sol	Leo Collins	Summer 2024
2024	Chito Samaniego	GTW W	Rojas	Summer 2024
2024	Dale Douglas	Bob Mitchell	Montwood	Summer 2024
2024	Dick Ritter	Vista Del Sol	Leo Collins	Summer 2024
2024	Leo Collins	Bessemer	Dale Douglas	Summer 2024
2024	Lou Graham	Vista Del Sol	Leo Collins	Summer 2024
2025	Borunda	Old Country	Teodoso	Summer 2024
2025	Burnham	Lomaland	Lee Trevino	Summer 2024
2025	Greenhaven	New Haven	Roseway	Summer 2024
2025	James Watt	Lee Trevino	Pendale	Summer 2024
2025	Janway	Springwood	Yarbrough	Summer 2024
2025	New Haven	Roseway	Sargent	Summer 2024
2025	Prado	Villanova	Alameda	Summer 2024
2025	Sargent	New Haven	N Dead End	Summer 2024
2025	Smith	New Haven	Wells	Summer 2024
2025	Zenaida	Marlicia	Socorro Rd	Summer 2024
<b>2025</b>	<b>Bordeaux</b>	<b>North Loop</b>	<b>Betel</b>	<b>Spring/Summer 2024</b>
<b>2025</b>	<b>Burgundy</b>	<b>North Loop</b>	<b>Betel</b>	<b>Spring/Summer 2024</b>

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# District 8 – Residential and Collectors on Active Contract

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Program Year	Location	From	To	Tentative Construction	Program Year	Location	From	To	Tentative Construction
2022	BALTIMORE	Florence	Piedmont	Complete	2023	DARWOOD	Waymore	O Keefe	Spring/Summer 2024
2022	FLORENCE	Gregory	Robinson	Complete	2023	KERN	Mesa	Stanton	Spring/Summer 2024
2022	MESITA	Mesa	Stanton	Complete	2023	MORROW	Stockwell	Galloway	Spring/Summer 2024
2022	STOCKWELL	Moore	Piedmont	Complete	2023	WHITAKER	Stockwell	Galloway	Spring/Summer 2024
2022	MOREHEAD	Nebraska	Alabama	Complete	2023	OCHOA	Wyoming	N Dead End	Spring/Summer 2024
2022	NATIONS	Nebraska	Alabama	Complete	2023	VIRGINIA	Schuster	Missouri	Spring/Summer 2024
2022	PORTER	Alabama CDS	Pollard	Complete	2024	FLORENCE ST	Paisano	San Antonio	Spring/Summer 2024
2022	CAMPBELL	Wellesley	Kerby	In Progress	2024	PALM ST	Montana Ave	Missouri Ave	Spring/Summer 2024
2022	ARIZONA	Ochoa	Saint Vrain	Spring/Summer 2024	2024	RIVER AVE	Los Angeles Dr	Florence St	Spring/Summer 2024
2022	CALIFORNIA	Ochoa	Saint Vrain	Spring/Summer 2024	2024	WALLENBERG DR	Mesa Hills Dr	Sun Crest Dr	Spring/Summer 2024
2022	CENTRAL	Paisano	Piedras	Spring/Summer 2024	2024	WALLENBERG DR	W Dead End	Carousel Dr	Spring/Summer 2024
2022	CLIFF	Ochoa	Saint Vrain	Spring/Summer 2024	2024	ANGE ST	Missouri Ave	Rio Grande Ave	Spring/Summer 2024
2022	CYPRESS	Piedras	Paisano	Spring/Summer 2024	2024	BALTIMORE AVE	Stanton St	Campbell St	Spring/Summer 2024
2022	MAGOFFIN	Eucalyptus	Piedras	Spring/Summer 2024	2024	BLANCHARD AVE	Ange St	Kerby Ave	Spring/Summer 2024
2022	NEVADA	Ochoa	Saint Vrain	Spring/Summer 2024	2024	CARNIVAL DR	Mardi Gras Dr	Confetti Dr	Spring/Summer 2024
2022	RIVER	Ochoa	Saint Vrain	Spring/Summer 2024	2024	CAROUSEL DR	Wallenberg	Pageant Dr	Spring/Summer 2024
2022	SAINT VRAIN	Cliff	Missouri	Spring/Summer 2024	2024	CAROUSEL DR	Rubin Dr	Festival Dr	Spring/Summer 2024
2022	SAN ANTONIO	Piedras	Copia CDS	Spring/Summer 2024	2024	MISSISSIPPI AVE	Kansas St	Florence St	Spring/Summer 2024
2022	WYOMING	Ochoa	Saint Vrain	Spring/Summer 2024	2024	MISSISSIPPI AVE	Rowena Way	Kern Dr/ Baltimore Ave	Spring/Summer 2024
2022	YANDELL	Ochoa	Saint Vrain	Spring/Summer 2024	2024	RIVER AVE	Octavia	Noble	Spring/Summer 2024
2022	PERA	Magoffin	Alameda	Spring/Summer 2024	2024	UNIVERSITY AVE	Kansas St	Ange St	Spring/Summer 2024
2023	HIXSON	Mesita	Alethea Park	Complete	2025	River	Los Angeles	Florence	TBD 2025
2023	NYE	Baltimore	Cincinnati	Complete	2025	River	Octavia	Noble	TBD 2025
2023	OCHOA	Baltimore	Cincinnati	Complete	2025	Cabaret	Mesa Hills	Carousel	TBD 2025
2023	FLORENCE ST	Gregory Ave	Kern Dr	Spring/Summer 2024	2025	De Leon	Marimba	Mesa	TBD 2025
2023	GREGORY AVE	Mesa St	Stanton St	Spring/Summer 2024	2025	Fiesta	Castille	DeLeon	TBD 2025
2023	KERN DR	SunBowl Dr	Mesa St	Spring/Summer 2024	2025	<b>Festival</b>	<b>Cactus Point</b>	<b>Stanton</b>	TBD 2025
2023	MCKELLIGON DR	Stanton St	Baltimore Ave	Spring/Summer 2024	2025	<b>Thorn</b>	<b>Desert Blvd</b>	<b>Redd</b>	TBD 2025
2023	CHAPARRAL	Turney	Mesita	Spring/Summer 2024					

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# Bond Arterial Street Paving Rollout 2024-2025 Approved at Council Jan. 30, 2023

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	Street Name	Resurfacing Limits	CL Mile	PCI	Proposed Treatment
1	SUNLAND PARK	Emory Road to Mesa			
		Emory to I-10	0.66	62.64	Resurfacing
		I-10 to Mesa	1.60	35.88	Resurfacing
2	GEORGE DIETER	Rojas to Montwood	2.88	58.36	Resurfacing
3	LEE TREVINO	Pellicano to Montana	3.44	36.56	Resurfacing
		North Loop to Castner	0.50	48.29	Resurfacing
4	SHADOW MOUNTAIN	Mesa to Pebble Beach	0.25	39.33	Resurfacing
5	RESLER	Desert Pass to White Cliffs	1.75	53.32	Resurfacing
7	GLOBAL REACH	Montana to George Perry	2.30	68.50	Resurfacing
8	YARBROUGH	I-10 to Pebble Hills	2.37	46.91	Resurfacing
		San Jose to North Loop	0.43	34.37	Resurfacing
		Loop 375 to Alameda	1.22	50.09	Resurfacing
9	REDD	Montoya to Southwestern	1.35	50.20	Resurfacing
		Westwind to Swede Johnson	1.20	45.69	Resurfacing
10	PELLICANO	Loop 375 to Barranca	5.71	38.14	Resurfacing
11	MONTWOOD	Loop 375 to Desert Sun	0.68	47.66	Resurfacing
		Viscount to McRae	0.62	49.88	Resurfacing
12	RAILROAD	Farah to Angora Loop	1.20	46.87	Resurfacing
14	PEBBLE HILLS	Yarbrough to Lee Trevino	0.79	35.17	Resurfacing
		Outrigger to Loop 375	2.54	44.85	Resurfacing
		Rich Beem to John Hayes	1.00	43.11	Resurfacing
		Zaragoza to Rich Beem	0.67	11.40	Reconstruction
15	HAWKINS	Gazelle to Montana	1.05	57.19	Resurfacing

	Street Name	Resurfacing Limits	CL Mile	PCI	Proposed Treatment
16	AIRPORT	Airways to 601	1.97	40.63	Resurfacing
		Montana to Airways	0.69	19.66	Reconstruction
17	VISCOUNT	I-10 to Hawkins	1.12	46.95	Resurfacing
18	EXECUTIVE CENTER	San Marcos to Border HWY	0.26	42.50	Resurfacing
		I-10 to Mesa	0.54	49.20	Resurfacing
19	VISTA DEL SOL	Sumac to Lomaland	1.22	56.18	Resurfacing
		Randy Wolf to Bert Green	0.86	44.00	Resurfacing
		Phil Gibbs to Chelita	0.35	43.00	Resurfacing
		Jim Thorpe to Winslow Homer	0.75	59.65	Resurfacing
		George Dieter to Phill Gibbs	0.50	16.85	Reconstruction
		Winslow Homer to Loop 375	0.66	20.38	Reconstruction
20	COTTON	East 7th to Delta	0.34	38.60	Resurfacing
		San Antonio to Texas	0.36	61.85	Resurfacing
21	EDGEMERE	Geronimo to Hawkins	2.16	49.85	Resurfacing
		Saul Kleinfeld to Rich Beem	2.35	58.35	Resurfacing
		Zaragoza to John Hayes	0.76	46.75	Resurfacing
22	HUNTER	Taxco to Gateway West	0.85	59.68	Resurfacing
24	TRAWOOD	Candlewood to Robert Wynn	3.95	44.96	Resurfacing
25	ROJAS	Lomaland to Lee Trevino	0.54	24.00	Resurfacing
		Goodyear to Pendale	0.26	43.00	Resurfacing
		Lee Trevino to Goodyear	0.46	19.00	Reconstruction

## Bond Arterial Street Paving Rollout 2024-2025 Approved at Council Jan. 30, 2023

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	Street Name	Resurfacing Limits	CL Mile	PCI	Proposed Treatment
26	SUMAC	Gateway West to Wedgewood	0.86	62.80	Resurfacing
27	GERONIMO	Tampa to Hughey			
		Tampa to I-10	0.67	53.50	Resurfacing
		I-10 to Hughey	0.70	42.28	Resurfacing
28	MESA HILLS	De Leon to Mesa	2.26	40.11	Resurfacing
		Acacia Circle to Stanton	0.98	52.00	Resurfacing
29	WESTWIND	Amposta to Agua Caliente	0.59	40.18	Resurfacing
31	LOMALAND	North Loop to I-10	2.11	30.09	Resurfacing
		Pellicano to Montwood	1.61	39.36	Resurfacing
32	SAUL KLEINFELD	Pebble Hills to Edgemere	0.60	48.90	Resurfacing
33	CAROLINA	North Loop to Yarbrough	1.18	52.50	Resurfacing
		Balsam to Alameda	0.53	60.00	Resurfacing
		Franklin to North Loop	0.48	26.75	Reconstruction
34	SEAN HAGGERTY	US 54 to Arron	1.43	54.10	Resurfacing
		Stonebridge to Dyer	0.20	72.50	Resurfacing
35	TROWBRIDGE	Montana to Northloop	2.17	29.20	Resurfacing
		US-54 to Howze	0.51	66.85	Resurfacing
36	CORRAL	Phoenix to Gateway East	0.28	28.50	Resurfacing
37	TIERRA ESTE	Edgemere to Montana	1.17	47.00	Resurfacing

	Street Name	Resurfacing Limits	CL Mile	PCI	Proposed Treatment
38	SANTE FE	Paisano to Wyoming	0.47	54.00	Resurfacing
39	FRED WILSON	Alabama to US-54	0.94	65.13	Resurfacing
40	ALABAMA	Maple to Mckelligan Canyon	2.62	60.73	Resurfacing
		Fred Wilson to Zion	1.77	40.33	Resurfacing
41	BELVIDERE	Westwind to Via de la Paz	1.45	48.53	Resurfacing
42	RICH BEEM	Edgemere to Ralph Seitsinger	0.94	59.68	Resurfacing
43	RAYNOLDS	Durazno to Hastings	1.09	60.35	Resurfacing
44	DELTA	Virginia to Coles	0.55	40.62	Resurfacing
		Boone to Alameda	2.64	51.27	Resurfacing
		Delta Bridge to San Marcial	0.44	50.75	Resurfacing
45	HONDO PASS	Gateway North to Dyer	0.67	47.20	Resurfacing
		Diana to Railroad	0.93	51.55	Resurfacing
		Dyer to Diana	0.29	11.00	Reconstruction
46	BARTLETT	Mesa to Thorn	1.08	54.22	Resurfacing
47	SUN BOWL	Kern to Mesa	0.25	62.08	Resurfacing
48	SCHUSTER	Sun Bowl to Prospect	0.43	64.75	Resurfacing
		Stanton to Brown	0.82	57.42	Resurfacing
49	KANSAS	Yandell to Schuster	0.56	50.88	Resurfacing
		Paisano to Wyoming	0.59	51.22	Resurfacing
50	HELEN OF TROY	Desert Blvd to Northwestern	0.32	55.50	Resurfacing





Legislation Text

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File #: 23-1532, Version: 1

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**CITY OF EL PASO, TEXAS  
LEGISTAR AGENDA ITEM SUMMARY FORM**

**DISTRICT, DEPARTMENT, CONTACT INFORMATION:**

*Please choose District and Department from drop down menu. Please post exactly as example below.  
No Title's, No emails. Please use ARIAL 10 Font.*

**All Districts**

City Attorney's Office, Karla M. Nieman, (915) 212-1115

**AGENDA LANGUAGE:**

*This is the language that will be posted to the agenda. Please use ARIAL 11 Font.*

Discussion and action on the amendments directed by the City Council to City Code chapter 2.92.080 to require additional disclosures regarding contributions or donations from individuals or business entities receiving a benefit from the City, 2.92.120, 2.92.130(A)(5) and 2.92.160(B) to include jurisdiction over candidates, political committees and individuals or business entities in certain circumstances, 2.92.160(C) to include that the Chief Internal Auditor reports to the Council, 2.92.170(A) to adjust the time for response to be due to 14 days after the City Attorney refers a complaint to the commission and 2.92.200(D) to authorize the commission to issue a fine of up to \$500.

**CITY OF EL PASO, TEXAS  
AGENDA ITEM  
DEPARTMENT HEAD'S SUMMARY FORM**

**DEPARTMENT: CITY ATTORNEY'S OFFICE**

**AGENDA DATE: 11/20/2023**

**CONTACT PERSON NAME AND PHONE NUMBER: KARLA M. NIEMAN, (915) 212-1115**

**DISTRICT(S) AFFECTED: ALL DISTRICTS**

**STRATEGIC GOAL: GOAL 6 SET THE STANDARD FOR SOUND GOVERNANCE AND FISCAL MANAGEMENT**

**SUBGOAL: 6.8 Support transparent and inclusive government.**

**SUBJECT:**

Discussion and action on the amendments directed by the City Council to City Code chapter 2.92.080 to require additional disclosures regarding contributions or donations from individuals or business entities receiving a benefit from the City, 2.92.120, 2.92.130(A)(5) and 2.92.160(B) to include jurisdiction over candidates, political committees and individuals or business entities in certain circumstances, 2.92.160(C) to include that the Chief Internal Auditor reports to the Council, 2.92.170(A) to adjust the time for response to be due to 14 days after the City Attorney refers a complaint to the commission and 2.92.200(D) to authorize the commission to issue a fine of up to \$500.

**BACKGROUND / DISCUSSION:**

The amendments to Chapter 2.92 include amending the sections to include adding reporting requirements for when someone who has contributed to a council member is receiving a benefit from a council decision on an agenda, jurisdiction over candidates, political committees and individuals of business entities in certain circumstances, include the chief internal auditor, adjust the time for response to be due 14 days after the City Attorney refers a complaint to the commission, and lastly, authorize the commission to issue a fine up to \$500.

The Financing of Election Campaigns Cross Functional Team presented the redlined chapter with the amendments mentioned above to the Ethics Commission on October 30, 2023. The Ethics Commission voted on recommendations to the redlines presented. The CFT will be presenting the recommendations received by the Ethics Commission.

**PRIOR COUNCIL ACTION:**

The Ethics Ordinance was last amended on February 16, 2021.

**AMOUNT AND SOURCE OF FUNDING:**

N/A

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\*\*\*\*\*REQUIRED AUTHORIZATION\*\*\*\*\*

**DEPARTMENT HEAD:**

\_\_\_\_\_  
(If Department Head Summary Form is initiated by Purchasing, client department should sign also)

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE AMENDING TITLE 2 (ADMINISTRATION AND PERSONNEL), CHAPTER 2.92 (ETHICS), TO AMEND THE FOLLOWING: SECTION 2.92.080 (DISCLOSURE OF CAMPAIGN CONTRIBUTIONS) TO REQUIRE ADDITIONAL DISCLOSURES REGARDING CONTRIBUTIONS OR DONATIONS FROM INDIVIDUALS OR BUSINESS ENTITIES RECEIVING A BNEFIT FROM THE CITY; SECTIONS 2.92.120 (JURISDICTION), SUBSECTION 2.92.130(A)(5) (DUTIES) AND SUBSECTION 2.92.160(B) (FILING A COMPLAINT) TO INCLUDE JURISDICTION OVER AND PROCESS FOR COMPLAINTS REGARDING CANDIDATES, POLITICAL COMMITTEES AND INDIVIDUALS OR BUSINESS ENTITIES IN CERTAIN CIRCUMSTANCS; SECTION 2.92.160(C) (FILING A COMPLAINT), TO INCLUDE THE CHIEF INTERNAL AUDITOR AS REPORTING TO THE COUNCIL; SECTION 2.92.170(A) (COMPLAINT REVIEW) TO AMEND THE TIME PERIOD FOR RESPONSE TO AN ETHICS COMPLAINT; AND SECTION 2.92.200 (DISPOSITION) TO INCLUDE A FINE OF UP TO \$500 AS A POSSIBLE SANCTION FOR VIOLATION OF THE ETHICS CODE.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

**SECTION 1.** That El Paso City Code Title 2 (Administration and Personnel), Chapter 2.92 (Ethics), Section 2.92.080 (Disclosure of Campaign Contributions) is hereby amended to read as follows:

**2.92.080 - Disclosure of campaign contributions and donations**

- A. The following definition applies to these terms as used in this section; Contribution and contributor are as defined in this chapter, and shall include, but not be limited to cash, loans, offsets to expenditures, in-kind contributions and, donations, and gifts-. “Donation” means cash, the value of any in-kind contributions or gifts to the council member for use by their office or in their district. The term “donor” includes an individual and spouse, a business entity, or and individual who owns a business entity in whole or in part, or is operated by the individual, that is the subject of a council agenda item. Benefiting as used in this section shall include but not be limited to any contract, bid award, franchise, permit, zoning or rezoning, and other award that council will vote on.
- B. Reporting of Contributions and Donations by Council member: Council members must verbally disclose any contributions or donations received totaling an aggregate of \$500 or more prior to discussion or vote on any council item benefiting the contributor or donor. This requirement includes any contribution received at any time during the council member’s campaign(s) or term(s) of office for city council. Such member shall file a written notation to the City Clerk to be included with the agenda backup documentation. This disclosure

ORDINANCE NO. \_\_\_\_\_

~~shall be recorded in the minutes of the meeting. If a member of the city council has received campaign contributions from a contributor totaling five hundred dollars or more subsequent to the date that the member last files a campaign finance report pursuant to state law, such member shall disclose the receipt of such contributions to the city council before any deliberation or vote of the city council regarding any matter on a meeting agenda which concerns or relates to the contributor(s) individual, business entity owned in whole or in part or operated by the contributor(s) or which employs the contributor(s), or any other time that the contributor(s) appears to address the council during the meeting.~~

C. Reporting of Contributions and Donations by Contributors: No later than one week prior to the relevant Council meeting, a donor or contributor benefiting from an agenda item, and who has contributed or donated an accumulated total of \$500 or more to any current member of City Council or to the City through their office for use by the member's office or in their district at any time during their campaign(s) or term(s) of City office shall notify the City of the amount and to whom. It shall be the responsibility of the contributor or donor to report the contribution so the notice of the contribution is posted on the City Council agenda with the posting for the relevant item.

D. These is requirements shall apply to all meetings of the city council.

~~E. Such disclosure shall be orally made by the member and shall be recorded in the minutes of the meeting.~~

C. If a member of the city council accepts a campaign contribution from a contributor of five hundred dollars or more, he shall report the amount and the donor by an item for notation on the consent agenda of a city council meeting within thirty days of the date of such contribution.

F. No later than 30 calendar days after the end of each fiscal year, each member of Council shall file a report listing all campaign contributions and donations to the City for use by their office received during that fiscal year, to include the identity of each contributor or donor and total amount from each contributor or donor.

G. No action of the council which is otherwise legal shall be invalidated merely by reason of the disclosure of a campaign contribution by a member of the city council or the failure of a member to disclose a campaign contribution or donation.

**SECTION 2.** That El Paso City Code Title 2 (Administration and Personnel), Chapter 2.92 (Ethics), Section 2.92.120 is hereby amended to read as follows:

**2.92.120 - Jurisdiction.**

The ethics review commission shall have jurisdiction to review alleged violations of Article II (Standards of conduct) of this chapter by officers, candidates, and political committees that

**ORDINANCE NO.** \_\_\_\_\_

HQ2023-1209-City Attorney | TRAN-498959 | KHK  
Redline- City Code Chapter 2.92.160 and Chapter 2.92.170

occurred within two years of the complaint being filed. Additionally, the ethics review commission shall have jurisdiction over contributors, individuals and business entities only to review alleged violations of Section 2.92.080 by individuals or business entities who have obligations under that section.

**SECTION 3.** That El Paso City Code Title 2 (Administration and Personnel), Chapter 2.92 (Ethics), Section 2.92.130, Subsection (A)(5) is hereby amended to read as follows, all other portions and subsections of City Code 2.92.130 remain in full force and effect:

(A)(5). Review, evaluate and issue determinations, impose sanctions and provide recommendations to the city council on complaints regarding officers, candidates, political committees, and for compliance with City Code section 2.92.080, individuals and business entities described therein.

**SECTION 4.** That El Paso City Code Title 2 (Administration and Personnel), Chapter 2.92 (Ethics), Section 2.92.160, Subsections (B) and (C) are hereby amended to read as follows, all other portions and subsections of City Code 2.92.160 remain in full force and effect:

**2.92.160 Filing a complaint.**

B. (1) Any resident of the city (including a member of the ethics review commission) or natural person conducting business with the city who believes an officer, candidate, political committee, has violated Article II of this chapter within the last two years, may file a sworn complaint with the city clerk.

(2) Any resident of the city (including a member of the ethics review commission) or natural person conducting business with the city who believes a contributor, individual, or business entity has violated City Code section 2.92.080 within the last two years, may file a sworn complaint with the city clerk.

C. Any resident of the city (including a member of the ethics review commission) or natural person conducting business with the city who believes the city attorney, ~~or~~ the city manager or the chief internal auditor has violated Article II of this chapter within the last two years, may file a sworn complaint with the mayor and the mayor pro tempore.

**SECTION 5.** That El Paso City Code Title 2 (Administration and Personnel), Chapter 2.92 (Ethics), Section 2.92.170 (Complaint review), Subsection (A) is hereby amended to read as follows, all other portions and subsections of City Code 2.92.170 remain in full force and effect:

**2.92.170 Complaint review.**

A. The city clerk will review a filed complaint to ensure it is properly sworn and complete. If the complaint is missing required information, the city clerk will send the complaint back to the complainant through regular mail and/or electronic mail, and the complainant will have twenty-one days to correct the complaint and refile it otherwise the city clerk may reject the complaint. If the complaint is complete the city clerk will forward the complaint to the city attorney and the respondent within seven days. If the City Attorney refers the complaint to

**ORDINANCE NO.** \_\_\_\_\_

the ethics review commission under subsection 2.92.170(B)(2) below, respondent has fourteen days from notice to respondent of such receipt of the complaint to file a response with the city clerk.

**SECTION 6.** That El Paso City Code Title 2 (Administration and Personnel), Chapter 2.92 (Ethics), Section 2.92.200 (Disposition), Subsection (D) is hereby amended to read as follows, all other portions and subsections of City Code 2.92.200 remain in full force and effect:

**2.92.200- Disposition.**

D. If after hearing the issues, the ethics review commission determines through clear and convincing evidence that a violation of this chapter has occurred, then the ethics review commission may issue on of the following sanctions:

1. Letter of notification. A letter of notification may be issued when the ethics review commission finds that a violation of this chapter was clearly unintentional. A letter of notification may advise the person to whom the letter is directed of any steps to be taken to avoid future violations.
2. Letter of admonition. A letter of admonition may be issued when the ethics review commission finds that the violation of this chapter was minor and/or may have been unintentional, but where the circumstances call for a more substantial response than a letter of notification.
3. Letter of reprimand. A reprimand may be issued when the ethics review commission finds that a violation of this chapter was committed intentionally or through disregard of this chapter.
4. Recommend removal from office. In addition to a letter of reprimand, removal from office may be recommended to the city council for action when the ethics review commission finds that a serious or repeated violation of this chapter was committed by an officer intentionally or through culpable disregard of this chapter.
5. Issue a fine not to exceed \$500 payable to the City comptroller within 30 days of such order by the ethics review commission.

**SECTION 7.** That El Paso City Code Title 2 (Administration and Personnel), Chapter 2.92 (Ethics), Section 2.92.020 (Definitions), Subsection (10) is hereby amended to read as follows, all other portions and subsections of City Code 2.92.020 remain in full force and effect:

**10.** Contribution means a direct or indirect transfer of money, goods, services, or any other thing of value and includes an agreement made or other obligation incurred, whether legally enforceable or not, to make a transfer. The term includes a loan or extension of credit, other than those expressly excluded by the Texas Election Code, and a guarantee of a loan or extension of credit. ~~The term does not include an expenditure required to be reported under Section 35.006(b), Texas Government Code.~~ In-kind expenses, as defied in this section, is not a contribution.

**ORDINANCE NO.** \_\_\_\_\_

HQ2023-1209-City Attorney | TRAN-498959 | KHK  
Redline- City Code Chapter 2.92.160 and Chapter 2.92.170

**SECTION 8.** Except as expressly herein amended, all other provisions of the El Paso City Code shall remain in full force and effect. Any violation of a provision of this ordinance shall be deemed illegal shall be severed and the remainder shall remain in effect. The requirements of this ordinance shall take effect 90 days from its adoption and publication in accordance with and as provided by law and the City Charter.

**ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

**THE CITY OF EL PASO**

\_\_\_\_\_  
Oscar Leeser, Mayor

**ATTEST:**

\_\_\_\_\_  
Laura D. Prine  
City Clerk

**APPROVED AS TO FORM:**

**APPROVED AS TO CONTENT:**

\_\_\_\_\_  
Kristen L. Hamilton-Karam  
Deputy City Attorney



El Paso, TX

300 N. Campbell  
El Paso, TX

Legislation Text

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**File #: 23-1536, Version: 1**

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**CITY OF EL PASO, TEXAS  
LEGISTAR AGENDA ITEM SUMMARY FORM**

**DISTRICT, DEPARTMENT, CONTACT INFORMATION:**

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City Attorney's Office, Donald Davie, (915) 212-0033

**AGENDA LANGUAGE:**

*This is the language that will be posted to the agenda. Please use ARIAL 11 Font.*

Application of El Paso Electric Company to Change Rates to Open Access Transmission Tariff, Federal Energy Regulatory Commission (FERC); Docket No. ER22-282-000. Matter No. 21-1008-183 | HQ#UTILITY-25 (551.071)





El Paso, TX

300 N. Campbell  
El Paso, TX

Legislation Text

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**File #: 23-1537, Version: 1**

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**CITY OF EL PASO, TEXAS  
LEGISTAR AGENDA ITEM SUMMARY FORM**

**DISTRICT, DEPARTMENT, CONTACT INFORMATION:**

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City Attorney's Office, Roberta Brito, (915) 212-0033

City Attorney's Office, Evan D. Reed, (915) 212-0033

**AGENDA LANGUAGE:**

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Discussion on Contract of Sale for 323 Chihuahua Street, El Paso, Texas. Matter HQ#23-859; (551.071)



El Paso, TX

300 N. Campbell  
El Paso, TX

Legislation Text

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**File #: 23-1538, Version: 1**

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**CITY OF EL PASO, TEXAS  
LEGISTAR AGENDA ITEM SUMMARY FORM**

**DISTRICT, DEPARTMENT, CONTACT INFORMATION:**

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Economic and International Development, Elizabeth Triggs, (915) 212-0095

**AGENDA LANGUAGE:**

*This is the language that will be posted to the agenda. Please use ARIAL 11 Font.*

Economic Incentives for an Infill Development located in Northeast El Paso. Matter HQ#23-1765 (551.087)



El Paso, TX

300 N. Campbell  
El Paso, TX

Legislation Text

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**File #: 23-1539, Version: 1**

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**CITY OF EL PASO, TEXAS  
LEGISTAR AGENDA ITEM SUMMARY FORM**

**DISTRICT, DEPARTMENT, CONTACT INFORMATION:**

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*No Title's, No emails. Please use ARIAL 10 Font.*

Economic and International Development, Elizabeth Triggs, (915) 212-0095

**AGENDA LANGUAGE:**

*This is the language that will be posted to the agenda. Please use ARIAL 11 Font.*

Discussion on potential economic development opportunities in Northeast El Paso. Matter No. 22-1007-2864  
|HQ#23-478 (551.072) (551.087)