



Proposed
Budget
Fiscal Year
2014-2015

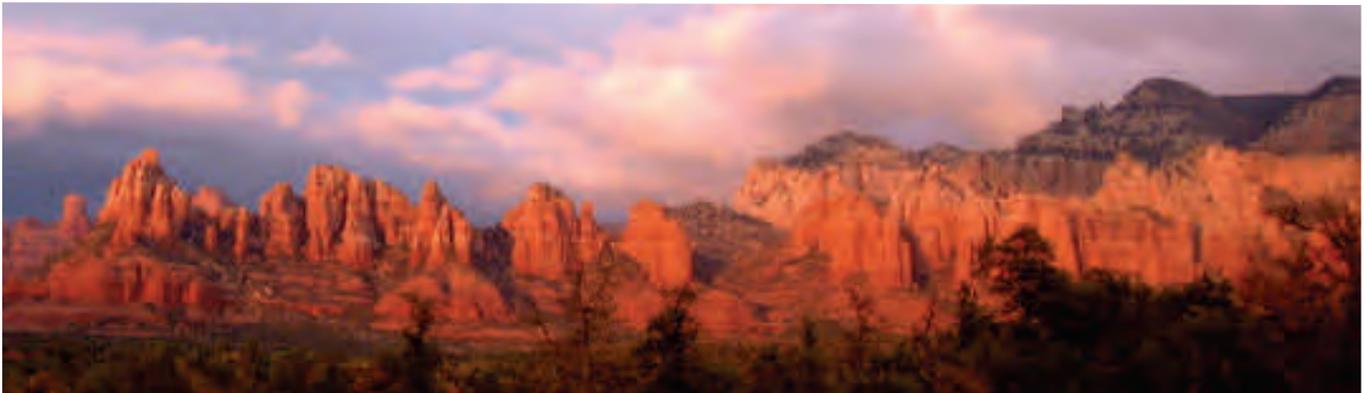


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City of Sedona

City Manager

MEMO

To: Mayor Adams & City Council
From: Tim Ernster, City Manager
Subject: Submittal of City Manager's Proposed Budget
Date: April 22, 2014

I am pleased to submit to City Council the FY 2014-15 Proposed Budget. The Proposed Budget presents a fiscally sound financial plan that maintains the integrity of the of the City's financial condition while still meeting the high service level demands of the community. The recommended budget is \$36,956,944, which represents a 2.2% increase compared to the FY 2013-14 Budget. The budget is balanced between expenditures and revenues, but also seeks to balance the allocation of resources between competing operating requirements, capital needs, debt burden, and the maintenance of strong reserves for long term financial stability.

The City's budget is organized on the basis of funds. The changes in the four major fund budgets are as follows:

	FY 13-14 Adopted Budget	FY 14-15 Proposed Budget	% Change
General Fund	\$ 13,070,504	\$ 14,266,073	9.1%
Streets/Grants	\$ 3,408,633	\$ 1,482,000	-56.5%
Capital Funds	\$ 7,447,302	\$ 7,989,961	7.3%
Wastewater Fund	\$ 12,218,860	\$ 13,220,518	8.2%
Total	\$ 36,145,299	\$ 36,958,552	2.2%

While the City continues to experience a slow but steady economic recovery, and revenues continue to trend modestly upward, the costs to deliver existing services are also increasing. We are seeing inflationary increases in utility costs, health insurance and pension contributions for employees, ongoing maintenance requirements for the City's physical infrastructure, and contracted services. We also continue to see ever increasing demands for new and expanded City programs and services.

Over the last year the City has also experienced an increase in work activity, particularly in the development related areas. We are not recommending the addition of any new full-time City positions for FY 14-15. However, in light of the fact that the organization made significant staff reductions during the recession, and workload is increasing, resource needs must continue to be monitored closely. This budget reflects a

commitment to maintaining core services and a continuing mindset, developed out of necessity as we navigated the recession, of identifying cost-saving efficiencies and adding resources only in the most critical areas.

Funding for new or expanded programs and services has been included in response to those areas identified by the City Council as being high priorities. Establishing those broad strategic policy goals and priorities is one of the most fundamental roles of the City Council. It is this policy direction that has guided resource allocation and decision-making when preparing this financial plan. The Council priorities were updated and reinforced during both the budget retreat in December 2013 and the City Council priority setting work session in February 2014.

The following highlights some of the Council priority areas and how they translate into FY 14-15 budgeted expenditures:

Community Plan Implementation

On March 11, 2014, Sedona's citizens voted to ratify the new Sedona Community Plan. The City Council has directed staff to develop strategic action items and an implementation blueprint in order to systematically meet the goals and objectives of the new Community Plan. The first set of action items for which funding has been included for FY 14-15 includes:

- Pursue more specific planning for three of the "Community Focus Areas" (CFA's) identified in the Plan including the Ranger Road, Cultural Park, and Soldier Pass Road CFA's. These areas have been prioritized due to potential new development projects coming to the City for review. Involving property owners now in proactive planning efforts is preferable to waiting and reacting to development proposals in the absence of the CFA Plans. These are intended to provide a way to implement the Community Plan by providing more detail for specific areas in a community. Since staff resources are limited, it is recommended that the City pursue a conceptual, rather than a detailed, planning approach. Funding for consultant support with visual illustrations and community outreach is recommended as a supplemental at \$56,500 for both the Cultural Park and Soldier's Pass CFA's.

For the Brewer Road CFA, funding has been included at \$150,000 (in the City's Capital Improvement Program) to fund both CFA planning as well as a full master planning effort for the future utilization/development of the Brewer Road historic Forest Service Ranger Station and Barn, the oldest landmarked historic buildings in Sedona and a property recently acquired by the City. This funding will be used to hire a consultant to lead an extensive community outreach effort and to develop concepts and recommendations for the future use of that now City-owned site. Staff recommends the site specific master planning be done in conjunction with the greater Ranger Road CFA effort.

- Amend the Land Development Code (LDC) to align with the Sedona Community Plan. Arizona State Law requires zoning to be consistent with the adopted Community Plan. It is important that the City's Land Development Code include the appropriate zones, standards, enabling provisions and review processes to ensure that the Plan recommendations can be implemented. Some of these changes may be linked to the adoption of new CFA Plans. While the LDC updates will be done by existing staff, funding has been included as a recommended supplemental request for community outreach in the amount of \$7,500.

Economic Development and Destination Marketing

One of the City Council priorities for 2014 and beyond is economic development. The single largest addition to General Fund expenditures in the FY 14-15 budget is an increase to the contractual funding to the Sedona Chamber of Commerce and Tourism Bureau for tourism promotion and destination marketing. In fall 2013 the City Council approved a .5% increase to the City's bed tax rate, from 3% to 3.5%, in order to raise additional funds to dedicate to tourism promotion. The Council also adopted an ordinance dedicating 55% of future annual bed tax collections to tourism promotion efforts effective July 1, 2015.

Of the nearly \$1.2 Million increase to the Recommended General Fund Budget for FY 14-15, approximately \$623,500 is attributable to that increased contract. While the fruits of these targeted efforts may not be seen overnight, this investment is expected to enhance our most vital economic driver into the future. When tourism and tourism related business is strong in Sedona, the City residents benefit from a strong revenue base to support enhanced community programs, services, amenities and infrastructure improvements. The five year forecast includes a projection of anticipated additional sales tax revenues, beginning in FY 16-17, as a result of the targeted destination marketing efforts starting in FY 14-15.

Funding in the amount of \$45,000 is also being recommended to expand the Police Department's Community Services Aide program, providing for additional coverage in the Uptown tourist district to better manage pedestrian and vehicular traffic movement during busy weekends and special events. This should help to improve the visitor experience, enhance business, and reduce the negative effects of severe traffic on businesses and residents in this area.

Funding is also being included as a recommended supplemental in the amount of \$45,000 to support the continuation of the new Holiday Central signature event that was started in 2014, in hopes that this event becomes an economic catalyst during one of the City's slowest times of the year. A small portion of this funding would also be used to expand several others of the City's most popular community events.

Website Enhancement

Funding in the amount of \$20,000 is being recommended to upgrade the City's website. The need for a more robust and interactive site has been identified by City Council, citizens, and staff. Staff believes this upgrade, through the existing website vendor, will achieve the desired results of enhanced functionality and an improved aesthetic without undertaking a complete overhaul and redevelopment of the site, which would be considerably more costly. Some of the new functionality that will be achieved with this upgrade will include facilities directory and reservations capabilities, on-line business directory, dynamic calendars, updated RFP listings, improved on-line polling and surveys, feedback forms, and automatic recognition of mobile devices for improved display and readability.

Investment in Technology

The use of technology systems is critical to providing City services on a day to day basis. If deployed correctly, new technologies can create additional efficiencies for City staff and City operations and enhancements for the public. The FY 14-15 budget recognizes the importance of staying on top of the City's existing systems and realizing cost-benefits from the acquisition of new systems. As a result the following are being recommended as supplemental funding in FY 14-15:

- \$84,500 to upgrade the Police Department's 9-1-1 computer aided dispatch, mobile systems, and records management software.
- \$63,000 to upgrade the Police Department's E-Citations software and hardware in order to utilize technology to create greater efficiencies for officers. Issuing electronic citations for parking and traffic enforcement will keep officers in the field longer instead of the current paper system that requires officers to go back to headquarters to complete paperwork. This also creates greater efficiencies for records management and the Municipal Court.
- \$32,734 to upgrade the City's Internet service and network connectivity to provide faster and more reliable access to the City's website as well as increased efficiency for City staff.
- \$10,100 is recommended to provide secure access for City employees to access the City's computer network remotely. This would facilitate work from home and work through mobile devices.

Other recommended additions to the City's General Fund budget for FY 14-15 include:

- Funding in the amount of \$50,000 to hire a contract grant writer to seek outside funding to support special City projects, programs, and services. There are many wants and needs within the community but limited financial resources to

pursue everything the community would like. A strong grant-writing program could assist the City with securing outside sources of revenue for these items.

- The addition of a one-time \$23,434 to fund the City's portion of the shared cost of a new emergency generator for the Emergency Operations Center (EOC) housed at the Sedona Fire District administrative offices.
- Contractual support for the Oak Creek Watershed Council in the amount of \$15,000 annually to support their efforts to preserve water quality, provide stormwater education, assist in water sampling, and to protect the watershed.
- \$25,702 to convert the part time administrative assistant in the Parks and Recreation Department to a full-time position to provide additional administrative support to the Parks and Recreation Manager and Recreation and Aquatics Supervisor.
- \$6,136 to supplement \$2,164 in grant funding to erect interpretive signage at the Sedona Wetlands Preserve.
- \$7,000 to restore the shift differential pay for Police Department 9-1-1 dispatchers that was eliminated during the recession. This pay recognizes and compensates for the unique difficulties associated with working alone, working varying shift hours, and working late/early morning schedules.
- \$38,000 one-time funding to conduct an aerial survey of the City to acquire new aerial photography for use with the City's GIS system.

The operating budget additions for the Wastewater Enterprise have been limited to one-time expenditures to address safety concerns, and the ability for staff to continue basic operations. No additional ongoing expenses are being added to Wastewater.

- \$50,000 one-time funding for fencing between the Wetlands Preserve and the Wastewater Treatment Plant to keep wandering visitors safe from the steep slopes of the reservoir damn and/or the Police Department shooting range.
- \$10,000 one-time funding for the additional costs to upgrade an existing light duty pickup truck to a heavier duty utility truck for additional functionality.
- \$45,000 one-time funding for a larger capacity pump to more quickly and effectively handle sewage spills. The alternative is renting a pump from Phoenix which takes hours to deliver and is costly.
- \$16,500 one-time funding to install fall protection grates beneath the wet well covers to protect operators, tools, and equipment against accidentally falling into the wet wells.

Investment in City Employees

The City is very fortunate to have a professional and highly competent work force and efforts should be made to retain our employees. Last year the City Council approved wage adjustments for many of our job classifications to bring them more in line with the market. In FY14 we also gave cost of living and merit increases, for the first time in four years, to those employees whose salary ranges were not adjusted. Continued attention to maintaining the competitiveness of our salaries will be necessary to attract and retain the most qualified employees and not to fall behind other comparable cities as has been the case in the past.

	2014	2015	Difference	%
Salaries & Wages	\$ 6,535,473	\$6,722,906	\$ 187,433	2.9%
Retirement	884,118	1,010,923	126,805	14.3%
Healthcare	1,169,299	1,308,854	139,555	11.9%
Other Benefits	725,200	676,273	(48,927)	-6.7%
Budgeted Savings	(225,000)	(500,000)	(275,000)	122.2%
Pay for Performance Pool		215,000	215,000	N/A
Total Personnel	<u>\$ 9,089,090</u>	<u>\$ 9,433,956</u>	<u>\$ 344,866</u>	<u>3.8%</u>

With that said, we also understand the concern over the ongoing sustainability of salary and benefits costs. For that reason we are not recommending the addition of any new full-time positions, and have included funding for only modest wage adjustments for FY 14-15. \$215,000 has been added as a lump sum, to be distributed by the City Manager, based on employee performance. This figure represents 3.2% of total employee salaries, excluding benefits. It will be up to the City Manager to identify a methodology for the development of a pay for performance program and to determine how to allocate the \$215,000 between the City's 113 permanent employees.

We are also recommending that both the City and the employees bear their respective portions of the 9% increase to the existing medical benefit premiums. This increase will cost the City approximately \$84,000. Please note that the cost of Healthcare for staff is projected to increase 11.9% in 2015, although premiums are only increasing 9%. The reason for the larger increase in the City's proposed budget is partially due to budgeting open positions assuming the higher cost of family coverage.

The budget also includes funding for a sizable increase to Public Safety Personnel Retirement System (PSPRS) contributions for FY 14-15. The City's contribution rate, dictated by the State, is going from 18.52% to 23.44% for an overall cost increase of \$84,009. The Arizona State Retirement System, which covers the non-public safety personnel, and the majority of our workforce, is increasing its contribution rates at a much more modest .06%, for a total employer increase of \$2,842.

The FY 14-15 Proposed Budget includes 109 full-time positions, 6 permanent part-time

positions, 7 elected Council Members and the equivalent of 3.65 full-time equivalents in part-time temporary positions, which is the same staffing level as the FY 13-14 approved budget. However, there are a couple of recommended supplemental requests, which would increase the hours for existing part-time staff.

Contingency

The balanced budget again includes a \$200,000 General Fund Operating Contingency as it did in FY13-14. It is important to point out that the Operating Contingency is not being funded with cash reserves but with projected ongoing revenues. The Operating Contingency is intended to be used for unanticipated expenditures that might occur during the fiscal year. Expenditures of the Operating Contingency require approval of City Council.

Road Rehabilitation and Streets Maintenance

For each of the last two years the City Council has directed the utilization of General Fund reserves to augment the Highway User Revenue Fund (HURF) proceeds from the State, in order to accelerate the number of roads we are able to repave each year. For FY 14-15 we are recommending a change to that funding approach that sets an annual level of streets repaving that is sustainable with ongoing revenue. In order to do this we are recommending a decrease in funding for the road rehabilitation program, and the pursuit of a more modest repaving schedule than was done in FY 12-13 and FY 13-14.

The Recommended Budget includes approximately \$1 million less funding for Streets than in FY 13-14, decreasing the annual appropriation from \$2.3 million to \$1.3 million. This assumes an annual General Fund appropriation of \$500,000, coming from current ongoing revenue instead of one-time reserves. At approximately \$1.3 million annually this level of funding is sustainable into the future. The one-time utilization of reserves accomplishes short-term acceleration of projects but is not sustainable at that level long-term. Should the Council wish to continue the higher rate of road rehabilitation into FY 14-15, one or more of the General Funded projects in the first three years of the Capital Improvement Program would need to be eliminated.

Capital Improvement Program

The City started its long-term capital planning process several years ago with a five year Capital Improvement Plan. For FY 12-13, the City expanded the CIP horizon to ten years and that ten-year timeframe was carried forward to FY 13-14. After two years' experience using a ten-year timeframe, it has been determined that the longer timeframe is generally impractical since there are so many variables that change from year to year and the "out years" of the plan are speculative at best. For this year's CIP process, we have scaled the Plan timeframe back to six years instead of ten. The hope

is that the six-year timeframe presents a more realistic and accurate picture upcoming capital infrastructure needs.

To create an even more realistic picture, the first three years of the CIP will now only include projects that have an identified funding source. The City Council had made it clear in previous years' CIP discussions that demonstrating funding in only the first year of a ten-year plan, as has been the case until now, paints an unrealistic picture for the community. By requiring all projects in the first three years of the plan to have identified funding sources, the City Council and the community are in a better position to look at all available resources, and prioritize CIP needs and make decisions about how to fund the projects that are most important to the community. Further, the Plan will not create unrealistic expectations that projects will be completed within the next few years if funding is not available for them.

Certain policy assumptions were made in order to identify which projects were able to be included in the first three years of the CIP Program. Staff is recommending that all undesignated General and Capital Fund reserves be spent on capital projects, bringing reserves in the General Fund down to approximately \$8.5 million by the end of the third year of the Plan, or FY 16-17. Staff has identified all other available resources and tied those resources to projects in the first three years of the Plan.

As a result, projects shown in years 2018- 2020 are unfunded. By 2018, assuming all of the projects shown in years 2015-2017 are completed, there are no reserves left to fund capital projects. The only exception to this is a small amount of Coconino County Flood Control Funding. At that point the only new revenue coming in to fund capital projects is annual collections of development impact fees, approximately \$400,000 annually from each county for flood control, and approximately \$170,000 Community Facilities District revenue. In order to continue to address capital infrastructure improvements and pursue new capital outlay projects beyond 2017, other funding sources and/or a debt financing strategy must be pursued.

Debt financing or some combination of pay as you go and financing to pay for major capital infrastructure projects over time promotes intergenerational equity, where future users help pay for infrastructure that will serve them instead of the entire cost being borne only by current residents. In addition, rating agencies look for cities to have a healthy balance between pay-as-you-go and debt financed projects in their evaluations of good financial management. This will be one option for the City Council to consider for funding future capital needs.

The recommended CIP prioritizes drainage improvement projects for the use of the City's unrestricted reserves. Other projects are funded with dedicated sources such as Parks Land Development Impact Fees, Streets Development Impact Fees, and Community Facilities' District Funds. The majority of the sidewalk projects, including the Andante Sidewalk and Chapel Road Sidewalk projects, have been deferred into the out years of the Plan due to lack of funding and the prioritization of drainage projects.

Wastewater Fund

The Wastewater Fund is the enterprise fund for the wastewater utility. This fund contains monies collected through wastewater fees, the General Fund sales tax subsidy transferred to support wastewater debt service, and accumulated reserves. The long-term goal for the Wastewater Fund is that it function as a true, self-supporting enterprise fund.

In 2014 the City completed a Wastewater System Rate Study Report that analyzed both the City's projected rate-based revenue requirements and current wastewater rate structure. The report recommendations change the current rate structure to make the City wastewater system charges more fair and equitable to the different customer classes by changing the way some bills are calculated, by decreasing the unit rates of certain customer classes, and by increasing the rates of others. The Report also suggests 4% annual inflationary-driven rate increases over the next four years to keep pace with future system costs and to make the wastewater utility more self-sustaining. The forecasted revenues for the Wastewater Fund assume these recommendations are implemented July 1.

These adjustments provide for the third consecutive year of reductions to the Wastewater fund sales tax subsidy, reducing the amount of City sales tax allocated to the Wastewater utility from 35% to 30%. This reduces revenues by approximately \$580,000 which is partially made up by the utility rate adjustments.

Much like the use of General and Capital Fund balances discussed previously, the Wastewater fund balance will continue to be utilized to support wastewater capital projects. This fund currently has approximately \$17 million. However, the fund balance is anticipated to be spent down to the reserve target of \$6 million by FY 18-19 when the Fund's annual debt service obligation is also reduced significantly.

Other than the one-time budget additions identified earlier, the only other material change to the Wastewater budget for FY 14-15 is the addition of a maintenance/emergency contingency appropriation of \$120,000. This contingency account will be mirror the contingency account in the General Fund and is established to cover unexpected expenditures or emergencies. As the wastewater system and infrastructure ages, it will be important to have this type of contingency account available should an emergency repair or other unanticipated need occur. The expenditures of any contingency funds will require City Manager approval.

Financial Forecast for FY 14-15

The overall economic recovery has resulted in modest revenue growth during FY2014. We are anticipating that growth to continue throughout the course of the five year forecast. Sales tax is the City's largest revenue source and the source from which the majority of the City's General Fund operating budget, i.e. the day to day costs of

providing City services, is funded. Current collections are up approximately 2.9% over the same period last year. For FY 14-15 we are forecasting a 3% overall growth in city sales tax revenues over estimated FY13-14 collections.

Additionally, as mentioned previously, the recommended budget reflects the third consecutive year of reductions to the Wastewater Fund sales tax subsidy. For FY 14-15 the General Fund will retain 70% of the City sales tax collections, up from 65% in FY 13-14. The General Fund portion of the overall sales tax revenues will increase an estimated \$580,000 with a corresponding decrease to the Wastewater Fund. The long term strategy for the Wastewater Fund is to create a true enterprise that is self-supporting through user fees.

Between these two items, and the additional .5% bed tax, we are forecasting an overall increase to General Fund sales and bed taxes in FY 14-15 of \$1 million.

State shared revenues are another significant source of funding for operational expenditures, and they are expected to increase again in FY 14-15. The City has been informed by the State of Arizona that state-shared income tax and state-shared sales tax will increase 8.4% and 4.5% respectively in FY 14-15, generating an estimated \$135,000 in additional revenue to meet critical needs.

Franchise fees for gas lines, cable and water companies are anticipated increase slightly by 2%. The amount that has been budgeted in FY15 adds about \$15,000 to the General Fund.

Vehicle license taxes that the City receives from Coconino and Yavapai County are on target for the FY14 budget. These are the license tax fees that are collected when new vehicles are sold within each of these counties. We are estimating a 6% increase for FY 14-15 due to anticipated continued growth in the economy.

It appears that the City will finish out FY 2013-14 with some budget savings due to lower-than-expected expenditures and slightly higher than projected revenues. This surplus will be added to the City's General Fund reserves.

Citizen's Budget Work Group

Finally I would like to recognize the participation of four Sedona citizens who make up the Citizen's Budget Work Group; Ron Budnick, Lou Harper, Sandi Schulz, and Bill Welter. The idea to create this work group was developed out of the City's new Citizen Engagement Program to try to integrate more in-depth citizen involvement into this unique function and into the various steps involved in establishing the budget. This concept was "piloted" this year for the first time.

The Citizen's Budget Work Group members have been involved in each step of the budget preparation process, shadowing staff in their work. The work group members participated in the City Manager's budget review meetings for both the Capital Improvement Program (CIP) and each of the departmental operating budgets, giving

them access to part of the process that previously included only City staff. They also gave input on the various policy recommendations incorporated into the FY 14-15 recommended budget and the priority rankings of the various supplemental budget requests. The work group members have relayed their support for and concurrence with the City Manager's Recommended Budget as presented.

The City Council will also now have direct interaction with citizen representatives when deliberating over budget matters, as these members will also participate in the three day City Council budget work sessions.

I believe the addition of the Citizen's Budget Work Group created an even greater level of transparency in the City's budget process. Each of the four citizen representatives brought their unique perspectives and added value to the overall process. I look forward to continued use of this model for years to come.

Overall, the City's financial condition remains strong. The economic forecast appears promising, and I believe the FY 14-15 Recommended Budget presents a well-thought out financial plan based on sound financial management and recognition of the need to make decisions now that will ensure the City's long-term fiscal stability.

I appreciate the City Council's leadership and support in providing clear direction to staff on our critical priorities. I want to thank all of the department heads for the team effort in achieving the city council priorities and providing exceptional customer service to our community. In particular, credit needs to be given to Karen Daines, Assistant City Manager, Tabatha Miller, Director of Financial Services, and her staff for their diligence in preparing the Recommended Budget.

Sincerely,

A handwritten signature in black ink, appearing to read "Tim Ernster". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Tim Ernster
City Manager



City of Sedona Development of Proposed DRAFT Capital Improvement Program Fiscal Years – 2015-2020

Introduction

The Capital Improvement Program (CIP) is a comprehensive multi-year plan of proposed capital projects. It represents the City's plan for physical development, and is intended to identify and balance capital needs within the fiscal capabilities and limitations of the City. The plan is reviewed each year to reflect changing priorities and provides an ongoing framework for identifying capital requirements, scheduling projects over a period of years, coordinating related projects, and identifying future fiscal impacts.

Generally the CIP includes improvements that are relatively expensive, have a multi-year useful life, and like capital outlay items, result in fixed assets. These include the construction of new buildings, additions to or renovations of existing buildings, construction of streets, sewer improvements, land purchases, and major software or equipment purchases. Due to the nature and total costs of the identified projects, the City often builds up revenue over a period of time in order to save for major projects, therefore, a major source of revenue is the City's "Capital Reserve". The reserve funds identified represent existing available funds that were accumulated over time when revenues exceeded expenditures, in order to be able to fund major capital expenditures. However, projects could be simultaneously funded from general operating funds, grants, intergovernmental funding, and/or bond funds or other debt financing.

The first year of the CIP Program is the basis for actual appropriations authorized by the City Council for capital projects when adopting the Annual Budget. The remaining five years are a guide for the future development of the City's new and replacement infrastructure needs. The projects reflected in years two and three of the Plan reflect projects the City believes it has the financial ability to fund within that time frame. The last three years of the Plan reflect projects



that are important to the community but their inclusion in the Plan does not necessarily mean that the City has or will have the requisite funding to complete them.

The overall CIP schedule is formulated to reflect City priorities and needs, by taking into consideration the City's goals and policies, various master and strategic plans, urgency of a project, the City's ability to administer a project, the involvement of outside agencies, and the potential for future project funding and ongoing operational requirements.

Much of the work involved in the development of the CIP consists of balancing the available sources of financing with the various capital needs. The CIP is a dynamic process, with anticipated projects being changed, added, and deleted from the plan as the ten-year timeline moves forward.

The CIP document, as it stands currently, is a working document. As the City Council work sessions are held, and further community input is obtained, and the City Council provides additional direction on project priorities, the projects, funding, and timing, may still change. A tentative CIP will be adopted by Council in May and the final CIP will be adopted by Council in June.

Capital Projects

The purpose of the Capital Improvement Program (CIP) is to systematically identify, plan, schedule, finance, track and monitor capital projects. Most capital outlay in excess of \$50,000 is included in the Capital Improvement Program, rather than the operating budget. Items under \$50,000, or items that involve operation and maintenance, will be included in the operating budget in the appropriate line item category.

The objectives used to develop the CIP are:

- To preserve and improve the basic infrastructure of the City through public facility construction and rehabilitation.
- To maximize the useful life of capital investments by scheduling renovations and modifications at the appropriate time in the life-cycle of the facility.
- To identify and examine current and future infrastructure needs and establish priorities among projects so that available resources are used to the community's best advantage.
- To improve the financial planning by comparing needs with resources, estimating future needs, and identifying fiscal implications.

Capital projects:

- Are defined as activities that lead to the acquisition, construction, or extension of the useful life of capital assets.
- Are considered to be one-time outlay, which are non-recurring in nature.
- Must have a total cost greater than \$50,000 and a useful life of more than five years.
- Capital projects must add to, enhance the value of, or extend the life of the City's physical assets.
- Projects can include studies that may lead to activities fitting within this definition of a capital project.

The Fiscal Year 2015 – 2020 Capital Improvement Program provides an implementation schedule for each of the capital improvements that provides for the coordination and timing of project construction/acquisition amongst other competing needs, an estimate of each project's costs, anticipated sources of revenue for financing the project, and an estimate of the impact of each project on City revenues and ongoing operating budgets.

Operating impact information has been forecasted from scheduled date of the capital improvement project. No capital project will be funded unless operating impacts have been assessed and the necessary funds can be reasonably anticipated to be available when needed.



The Fiscal Year 2015 capital plan attempts to meet the highest priority needs of the community. The Capital Plan will have to be continually re-evaluated in the future to insure that it is consistent with the priorities of the City Council, with sound financial practices, and the available resources of the City.

The major items of the six year 2015-2020 Capital Improvement Program are categorized by broad service area, then itemized by project title, year, and cost on the summary sheet of the CIP document. The project detail sheets for each individual project follow the summary sheet. The first year of the CIP will be included in the current fiscal year budget once it

is adopted in June. While these are all of the possible projects identified for year one of the Plan, funding is not available at this level. Between this first iteration of the Plan and the final Plan, certain projects will need to be moved to other years and/or scaled back to work within available resources. The planning process itself, including public input, should help staff and the City Council identify the highest priority projects for inclusion in the final 2015 budget.

Included in the Capital Improvement Program are projects in the areas of:

Art in Public Places

Community Development

Information Technology

Parks and Recreation

Police

Public Works

Drainage

Wastewater

Capital Outlay in the Operating Budget

In addition to the Capital Improvement Program, the City funds a vehicle replacement plan and computer/server refresh plan out of the general fund. These plans provide replacements for capital equipment such as vehicles and technology related equipment as the existing



infrastructure meets its useful life. Finally, the City funds a street overlay plan that seeks to overlay the public streets within the City every 20 years. The street overlay program is funded from a combination of dedicated Highway User Revenue Funds that are restricted for use in public rights of way, and are provided to the City based on a population formula that accounts for the City, County and State ratio, and City

General Fund dollars.

Capital Improvement Program Development Process

In developing the CIP, staff looked at a variety of comprehensive assessments of the City's capital assets and priorities in order to provide a more complete understanding of the City's future needs. These have included: the Sedona Community Plan; Prior Year Capital Budgets and Requests; City Council Priorities; Development Impact Fee Study; Storm Drainage Master Plan; 10 Year Wastewater Study; West Sedona North/South Off-Highway Circulation Study; and the Parks and Recreation Master Plan. These studies and planning documents serve as the foundation for the staff recommendations set forth in the attached Capital Improvement Program. As the City moves forward, and in particular as the priorities and needs of the community change, we must continue to assess the ongoing infrastructure needs and project priorities.

CIP Committee

The annual Capital Improvement Plan process begins at the staff level with the CIP Committee, which for the FY2015 through FY2020 planning process included: Karen Daines, Assistant City Manager; Tabatha Miller, Director of Finance; Ray Cota, Chief of Police; Charles Mosley, Director of Public Works; Andy Dickey, Assistant Director of Public Works; Audree Juhlin, Acting Director of Community Development; John Smith, IT Manager; and Rachel Murdoch, Parks and Recreation Manager.

To start the process, a CIP kickoff was held with the City staff committee members, at which time each department was asked to anticipate their capital needs over the next six years and to prepare capital project requests in accordance with the established CIP requirements. These project requests provided a basis for review, assessment of appropriateness for capital funding, and prioritization of projects for the six-year plan.

The Committee then presented the proposed CIP to the City Manager and Citizen Budget Committee for feedback and input, including available and appropriate funding sources. In addition, the CIP will be presented to the Planning and Zoning Commission, and the general public for their review and comment. The Six-Year CIP has also been made available for review on the City's website at www.SedonaAZ.gov/Finance under the Budget & Audit tab for Fiscal Year 2014-2015. The public has been invited to provide input directly to City staff or through the Citizen Engagement portion of the City's website.

The public meetings are as follows:

- February 18-19 – Citizens Budget Committee
- February 27, 2014 – 3:30 p.m.- Planning and Zoning Commission
- March 5, 2014 – 3:00 p.m. - General Public Meeting on the CIP
- April 10, 2014 – 3:30 p.m. – Planning and Zoning Commission
- April 29, 2014 – 9:00 a.m. – City Council Work Session



Information and public comment obtained through these meetings will be submitted to the Sedona City Council. Changes may be made based on City Council direction.

Council Action

Formal City Council adoption of the Capital Improvement Plan indicates the City's commitment to the plan, but does not in itself authorize expenditures. The necessary funding mechanisms must be adopted each year to pay for the improvements – once finalized year one will become the approved Capital Budget for which Council approval authorizes expenditures, with years two through three reflecting what the City believes it has funding to complete and with years three through six reflecting the City's conceptual plan for improvements but no relative certainty regarding funding availability.



Funding the Capital Improvement Plan

Multi Year Capital Improvement Funding and Funding Sources

The City of Sedona has developed a multi-year plan for capital improvement funding that anticipates revenue/funding from a variety of sources. This plan is part of the ongoing effort

by the City Council and Management to meet the needs of our community, by most efficiently utilizing existing revenue sources and limiting increases in the tax burden within the City. This strategy includes managing the cost of capital projects, utilizing alternative funding sources (grants) when possible, and identifying possible funding shortfalls in order to reprioritize projects or recommend new sources of revenue (typically fees or taxes). In order to do so, and in recognizing the need to balance the projects requested with the funds available, as well as the capacity for staff and the physical environment to manage a set of projects at any one time, projects may have a high priority but not begin in the first fiscal year of the plan.

The anticipated funding sources include both restricted and unrestricted sources of funds. Restricted sources are sources that must be used for specific projects. Unrestricted sources are those that can be used for a variety of projects as needed. Restricted sources include: Development Impact Fees, Community Facility District Funds, Grants and Wastewater Revenue. Unrestricted Sources include Local Sales Taxes and Reserves/Fund Balance (accumulated savings).

The anticipated funding sources serve as a plan for staff to use in order to plan and move forward with projects. If a project shows anticipated grant funding, staff will need to aggressively pursue grant funding in order for that project to move forward in a timely manner. If grant funding is not achieved, that project may not move forward, or other projects will have to be delayed in order to fund the entire project from City revenue. A brief description of each revenue/funding source follows.

Community Facility District Funds: These funds account for payments in lieu of sales tax from specific timeshare development agreements. The funds are restricted by state statute and each executed development agreement.

Development Impact Fees: Fees assessed to offset costs incurred by the municipality in providing additional public services created by new development. This funding is regulated by local ordinance and state statute and is restricted.

Grants: Funds contributed by another governmental unit or organization to support a particular function or project.

Wastewater Revenue: User Fees and Capacity Fees that are collected and used to pay the current wastewater debt, operation, and capital improvements for the Wastewater Treatment System. Wastewater Revenue also includes approximately 35% of the local sales tax collected

annually, and existing fund balance (accumulated savings) created over time in order to fund future wastewater related projects. The sales tax subsidy is anticipated to be reduced to 30% in FY2015.



Reserves or Fund Balance: The amount of assets in excess of the liabilities or appropriations for expenditures also known as surplus funds. Sedona’s Financial Policies require general fund balance reserves of at least 50% of General Fund expenditures at the end of the fiscal year. The City also has a fund balance policy to target a reserve level of one year of debt service, 10% of operating expense, and 20% of capital contingency in Wastewater Fund fund balance. Both are in excess of existing requirements. Other funds have fund balances that are available for use as needed and within the legal restrictions of the revenues that make up each fund.

Local Sales Taxes: The City assesses a 3% Transaction Privilege Tax (commonly referred to as a sales tax) on taxable transactions according to Arizona Revised Statutes and the Model City Tax Code.

35% of the City’s sales taxes are currently transferred to the Wastewater Fund, a percentage that has been decreasing over the last several years. It is anticipated to decrease again, to 30%, in FY2015. Based on the recently completed 2013 Wastewater Rate Study, that percentage is forecasted to decrease to 25% by FY2018, 20% by FY2019, and to zero by FY2027.

Debt Financing: Current revenues or resources will not always be available for capital improvement projects. When a critical project must be completed various forms of financing may

be appropriate. In the cases where debt is used as a financing strategy, consideration will be given first to those capital assets with the longest useful life and/or to those capital assets whose nature makes them comparatively more favorable to finance. Using cash for projects with shorter lives and financing for projects with longer lives facilitates “intergenerational equity,” wherein projects with long useful lives are paid over several generations using the project through debt service payments.

Capital Improvement Plan Categories

All projects submitted for consideration to the Capital Improvement Plan Committee will be categorized according to the following criteria: This categorization can be helpful in determining project priorities.

CATEGORY 1: Projects that cannot reasonably be postponed without causing harmful or otherwise undesirable consequences.

1. Ensures public health, safety and welfare. The project is needed to address an imperative public health, safety or welfare issue.

2. Satisfies or meets a legal



requirement, liability, or mandate. A project that is required by federal or state statute, court order, or regulation, or a project that moves the City into further compliance with such mandates or a project that addresses a previous legal judgment (e.g., Stormwater Pollution Prevention Plan, Arizona Department of Environmental Quality, Department of Justice (ADA)).

3. Alleviates an emergency service disruption or prevents irreparable damage to a valuable public facility. A project that eliminates or reduces obvious hazards or threats to public health and safety (e.g., park facilities repairs, roads, wastewater system, mold remediation, repairs to buildings that add a component that increases the life of the facility or its safe utilization).

4. Eliminates or substantially reduces a previously identified capital need. A project that eliminates or reduces existing capital deficit (i.e., fee adjustment or implementation study, a project that measurably increases tourist expenditure, a connector road that has been identified as an important connection to bring neighborhood traffic onto SR 89A at a traffic light).

5. Identified as a top City Council Priority. A project directly related to the current City Council priority list:

- Focus on sound financial management practices and implement processes that improve public information about the City's financial status.
- Make sustainability a community priority that balances and integrates economic and environmental factors as considerations for policies and practices.
- Review and incorporate current practices with new mediums that will specifically reach Sedona's population and continuously improve methods for public communication/outreach/education.
- Support Improved Safety on 89A for all modes of transportation and seek alternative safety measures to continuous roadway lighting.
- Council emphasis on visionary ideas and goals through broad public input to inspire a Community Plan Update that will have long-term viability.
- Formulate clear policies for construction of future extensions, cost recovery for extensions, and management strategies for the Wastewater Treatment System.

CATEGORY 2: Essential projects that meet clearly demonstrated needs or objectives.

1. Provides a new or expanded level of service and has a time sensitivity element. A project that improves service quality or provides for higher standards of service and needs to be completed within a certain time frame. Stimulates or supports economic growth, private capital investment or revenue generation.

2. Stimulates or supports economic growth, private capital investment, and/or revenue generation. A project that directly or indirectly supports or benefits economic development, job growth, and/or increased local municipal revenues (e. g., park facilities, recreation programs and other recreational amenities, transportation improvements, etc.). The project must provide a tangible, measurable result within five years.



3. Reduces future maintenance and operating costs. A project that lowers operating expenditures or that increases productivity. A project that rehabilitates infrastructure to improve its use or lower its annual maintenance cost (e.g., facility improvements, synthetic turf, solar projects). The project must be able to recover its cost within 5 years.

4. Outside funding is available. A project that can be financed with non-general government revenue sources (e.g., federal appropriations, state appropriations, sewer fees, impact fees, grants and loans.)

CATEGORY 3: Projects that benefit the community, but could be delayed without impairing services.

1. Promotes environmental sustainability in the community in ways not addressed under other priorities. A project that leads to the reduction in use, or increases in reuse, or recycling of material resources.

2. Promotes intergovernmental cooperation and other partnership opportunities. A project that encourages partnership and collaboration between various public entities (local municipalities and government entities, School District, Fire District, Library District, etc.), community groups (neighborhood associations, social and human service organizations, service clubs, recreation organizations, etc), private organizations (Chamber of Commerce, business interest groups, property owners, builders, etc) and individuals to implement.

3. Enhances or improves cultural, recreational, natural resources and aesthetic values. A project that contributes to the implementation of the community's vision regarding quality of life.

4. Provides a new or expanded level of service and has no time sensitivity element. A project that improves service quality or provides for higher standards of service but has no associated time constraints for implementation

5. Community benefit or need has not yet been determined. A project for which community support is unknown. A project that may have controversial aspects.

CITY OF SEDONA CAPITAL IMPROVEMENT PLAN FY 2015 - FY2017 PROJECT LIST BY MAJOR PROGRAM		(2015 - 2017) FUNDING SOURCES											
PROJECT NAME	TOTAL (2015-2017)	GF & CIP Reserves	CFD Funds	DIF P&R	DIF Police	DIF Streets	DIF General	DIF Drainage	Yav Cnty Flood	COCO Flood	Art	Grant/Outside	Totals
Estimated Resources Available (2015-2017)	\$16,279,751	\$5,506,699	\$1,578,390	\$1,825,248	\$96,512	\$1,305,533	\$103,275	\$68,592	\$1,200,000	\$3,289,000	\$191,141	\$1,218,635	\$16,279,751
ART IN PUBLIC PLACES													
Art in the Roundabouts	75,000										75,000		75,000
Schnebly Home Rehabilitation	25,000										25,000		25,000
Subtotal	100,000	0	0	0	0	0	0	0	0	0	100,000	0	100,000
COMMUNITY DEVELOPMENT													
Brewer Road Property - Future Development	730,000	0	730,000										730,000
Subtotal	730,000	0	730,000	0	0	0	0	0	0	0	0	0	730,000
PARKS AND RECREATION													
Barbara Antonsen Park (Carryover)	900,000	900,000											900,000
Sugarloaf Trailhead Parking Lot Expansion	118,750			118,750									118,750
Park Land Acquisition	1,650,000			1,650,000									1,650,000
Park/Trail Easement Acquisition	50,000			50,000									50,000
Shade Structures and Playgrounds	522,219		522,219										522,219
Concession Stand	65,000		65,000										65,000
Bike Skills Park	141,000		111,000									30,000	141,000
Subtotal	3,446,969	900,000	698,219	1,818,750	0	0	0	0	0	0	0	30,000	3,446,969
POLICE													
Shooting Range Improvements	388,750	233,750			95,000							60,000	388,750
Uptown Parking Meters	250,000	250,000											250,000
Police Facility Renovations	453,000	453,000											453,000
Radio Communications Enhancement	430,000	430,000											430,000
Subtotal	1,521,750	1,366,750	0	0	95,000	0	0	0	0	0	0	60,000	1,521,750
PUBLIC WORKS													
Uptown Pedestrian Access Improvements	963,500	363,500				500,000						100,000	963,500
Navoti-Calle de Sol Intersection	383,000					383,000							383,000
SR 89A Landscape Improvement	176,750	176,750											176,750
West Sedona School Pedestrian/Bike Path	112,536	112,536											112,536
Uptown SR 89A Sidewalk additions 2014	130,566					130,566							130,566
Jordan Road Sidewalk Extension	113,276					113,276							113,276
MS4 Storm Water Sampling	202,500	202,500											202,500
Uptown SR89A Overlay	899,900	899,900											899,900
Dry Creek Road Overlay	91,000	16,669										74,331	91,000

CITY OF SEDONA CAPITAL IMPROVEMENT PLAN FY 2015 - FY2017 PROJECT LIST BY MAJOR PROGRAM		(2015 - 2017) FUNDING SOURCES											
PROJECT NAME	TOTAL (2015-2017)	GF & CIP Reserves	CFD Funds	DIF P&R	DIF Police	DIF Streets	DIF General	DIF Drainage	Yav Cnty Flood	COCO Flood	Art	Grant/Outside	Totals
Sanborn Dr/Thunder Mountain Rd Overlay	120,808	46,477										74,331	120,808
Traffic Signal Cabinet Replacement	100,692	100,692											100,692
Subtotal	3,294,528	1,919,024	0	0	0	1,126,842	0	0	0	0	0	248,662	3,294,528
DRAINAGE													
AAA Industrial Park Drainage	1,064,800	664,800							400,000				1,064,800
Brewer Road/Tlaquepaque Drainage Improvements**	2,981,291	23,540								2,077,778		879,973	2,981,291
Storm Drainage Easement Acquisition	50,000							50,000					50,000
Dry Creek Drainage Basin- SR89A Crossing	110,000	110,000											110,000
Coffee Pot Drainage Basin - Casa Bonita Channel	871,500	471,500							400,000				871,500
Coffee Pot Drainage Basin - Coffee Pot Road Crossing	252,400	12,400							240,000				252,400
Jackrabbit Lane Crossing	159,000	9,000							150,000				159,000
Coffee Pot Drainage Basin - Grasshopper Area	30,000	30,000											30,000
Subtotal	5,518,991	1,321,240	0	0	0	0	0	50,000	1,190,000	2,077,778	0	879,973	5,518,991
TOTAL ALL PROJECTS	\$14,612,238	\$5,507,014	\$1,428,219	\$1,818,750	\$95,000	\$1,126,842	\$0	\$50,000	\$1,190,000	\$2,077,778	\$100,000	\$1,218,635	\$14,612,238
Estimated Resources Available (2015-2017)	\$16,279,751	\$5,506,699	\$1,578,390	\$1,825,248	\$96,512	\$1,305,533	\$103,275	\$68,592	\$1,200,000	\$3,289,000	\$191,141	\$1,218,635	\$16,279,751
Shortfall/ Remaining 2018	\$1,667,512	(\$315)	\$150,171	\$6,498	\$1,512	\$178,691	\$103,275	\$18,592	\$10,000	\$1,211,222	\$91,141	\$0	\$1,667,512
Possible Options?													
Reduce Council Policy Reserves to 90 days Operating General Fund		3,035,252											
Apply Estimated Savings from 2004 & 2005 Refunding		61,200											
Issue new Debt \$10 million		10,000,000											
Options Subtotal		\$13,096,452	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

**CITY OF SEDONA
CAPITAL IMPROVEMENT PLAN
FY 2015 - FY2020
PROJECT LIST BY MAJOR PROGRAM**

PROJECT NAME	Page #	FY2015	FY2016	FY2017	2015-2017 SUBTOTAL	FY2018	FY2019	FY2020	TOTAL
ART IN PUBLIC PLACES									
Art in the Roundabouts	1	\$75,000	\$0	\$0	\$75,000	\$0	\$0	\$75,000	\$150,000
Schnebly Home Rehabilitation	2	\$0	\$0	\$25,000	\$25,000	\$45,000	\$0	\$0	\$70,000
Subtotal		\$75,000	\$0	\$25,000	\$100,000	\$45,000	\$0	\$75,000	\$220,000
COMMUNITY DEVELOPMENT									
Brewer Road Property - Future Development	3	\$150,000	\$580,000	\$0	\$730,000	\$0	\$0	\$0	\$730,000
Study possible land uses for the City-owned property at the WW Treatment Plant	4	\$0	\$0	\$0	\$0	\$250,000	\$0	\$0	\$250,000
Subtotal		\$150,000	\$580,000	\$0	\$730,000	\$250,000	\$0	\$0	\$980,000
INFORMATION TECHNOLOGY									
PARKS AND RECREATION									
Barbara Antonsen Park (Carryover)	5	\$900,000	\$0	\$0	\$900,000	\$0	\$0	\$0	\$900,000
Sugarloaf Trailhead Parking Lot Expansion	6	\$0	\$43,000	\$75,750	\$118,750	\$0	\$0	\$0	\$118,750
Park Land Acquisition	7	\$1,650,000	\$0	\$0	\$1,650,000	\$0	\$0	\$0	\$1,650,000
Chapel Area Neighborhood Park	8	\$0	\$0	\$0	\$0	\$0	\$90,000	\$909,000	\$999,000
Jordan Historical Park Museum & Office Space	9	\$0	\$0	\$0	\$0	\$75,000	\$454,500	\$0	\$529,500
Park/Trail Easement Acquisition	10	\$50,000	\$0	\$0	\$50,000	\$0	\$0	\$0	\$50,000
Shade Structures and Playgrounds	11	\$35,000	\$487,219	\$0	\$522,219	\$0	\$0	\$0	\$522,219
Concession Stand	12	\$0	\$0	\$65,000	\$65,000	\$188,870	\$0	\$0	\$253,870
Office Remodel for Public Restrooms and Storage	13	\$0	\$0	\$0	\$0	\$60,000	\$180,000	\$0	\$240,000
Bike Skills Park**	14	\$141,000	\$0	\$0	\$141,000	\$0	\$0	\$0	\$141,000
Subtotal		\$2,776,000	\$530,219	\$140,750	\$3,446,969	\$323,870	\$724,500	\$909,000	\$5,404,339

**CITY OF SEDONA
CAPITAL IMPROVEMENT PLAN
FY 2015 - FY2020
PROJECT LIST BY MAJOR PROGRAM**

PROJECT NAME	Page #	FY2015	FY2016	FY2017	2015-2017 SUBTOTAL	FY2018	FY2019	FY2020	TOTAL
POLICE									
Uptown Parking Meters on Main Street	15	\$0	\$250,000	\$0	\$250,000	\$0	\$0	\$0	\$250,000
Shooting Range Improvements**	16	\$388,750	\$0	\$0	\$388,750	\$0	\$0	\$0	\$388,750
Police Facility Renovations**	17	\$151,000	\$151,000	\$151,000	\$453,000	\$0	\$0	\$0	\$453,000
Radio Communications Enhancement	18	\$430,000	\$0	\$0	\$430,000	\$0	\$0	\$0	\$430,000
Subtotal		\$969,750	\$401,000	\$151,000	\$1,521,750	\$0	\$0	\$0	\$1,521,750
PUBLIC WORKS									
Andante Sidewalk SR 89A to Sandborn**	19	\$0	\$0	\$0	\$0	\$175,000	\$1,181,000	\$0	\$1,356,000
Uptown 89A Repaving	20	\$899,900	\$0	\$0	\$899,900	\$0	\$0	\$0	\$899,900
Uptown Pedestrian Access Improvements	21	\$125,000	\$838,500	\$0	\$963,500	\$0	\$0	\$0	\$963,500
Sanborn Road Sidewalk	22	\$0	\$0	\$0	\$0	\$225,000	\$225,000	\$3,280,000	\$3,730,000
Sanborn Rodeo Sidewalk	23	\$0	\$0	\$0	\$0	\$262,000	\$0	\$0	\$262,000
Chapel Road Sidewalk	24	\$0	\$0	\$0	\$0	\$130,000	\$1,035,000	\$0	\$1,165,000
Coffee Pot Sidewalk	25	\$0	\$0	\$0	\$0	\$115,000	\$606,000	\$0	\$721,000
Navoti-Calle de Sol Intersection	26	\$383,000	\$0	\$0	\$383,000	\$0	\$0	\$0	\$383,000
Back O' Beyond Road Low Water Crossing Improvements	27	\$0	\$0	\$0	\$0	\$50,000	\$150,000	\$1,515,000	\$1,715,000
SR 89A Landscape Improvement	28	\$0	\$176,750	\$0	\$176,750	\$0	\$0	\$0	\$176,750
West Sedona School Pedestrian/Bike Path	29	\$112,536	\$0	\$0	\$112,536	\$0	\$0	\$0	\$112,536

**CITY OF SEDONA
CAPITAL IMPROVEMENT PLAN
FY 2015 - FY2020
PROJECT LIST BY MAJOR PROGRAM**

PROJECT NAME	Page #	FY2015	FY2016	FY2017	2015-2017 SUBTOTAL	FY2018	FY2019	FY2020	TOTAL
Uptown SR 89A Sidewalk additions 2014	30	\$130,566	\$0	\$0	\$130,566	\$0	\$0	\$0	\$130,566
Jordan Road Sidewalk Extension	31	\$88,026	\$25,250	\$0	\$113,276	\$0	\$0	\$0	\$113,276
MS4 Storm Water Sampling	32	\$202,500	\$0	\$0	\$202,500	\$0	\$0	\$0	\$202,500
Dry Creek Road Overlay	33	\$0	\$91,000	\$0	\$91,000	\$433,189	\$0	\$0	\$524,189
Sanborn Dr/Thunder Mountain Rd Overlay	34	\$0	\$0	\$120,808	\$120,808	\$0	\$587,558	\$0	\$708,366
Traffic Signal Cabinet Replacement	35	\$100,692	\$0	\$0	\$100,692	\$0	\$0	\$0	\$100,692
Ranger Brewer 89A Intersection	36	\$0	\$0	\$0	\$0	\$500,000	\$1,262,500	\$1,262,500	\$3,025,000
Subtotal		\$2,042,220	\$1,131,500	\$120,808	\$3,294,528	\$1,890,189	\$5,047,058	\$6,057,500	\$16,289,276
DRAINAGE									
AAA Industrial Park Drainage**	37	\$1,064,800	\$0	\$0	\$1,064,800	\$0	\$0	\$0	\$1,064,800
View Drive Drainage Improvements**	38	\$0	\$0	\$0	\$0	\$385,000	\$0	\$1,501,113	\$1,886,113
Saddle Rock Area Drainage Improvements**	39	\$0	\$0	\$0	\$0	\$210,000	\$0	\$1,558,955	\$1,768,955
Brewer Road/Tlaquepaque Drainage Improvements**	40	\$520,091	\$1,098,200	\$1,363,000	\$2,981,291	\$0	\$0	\$0	\$2,981,291
Storm Drainage Easement Acquisition	41	\$50,000	\$0	\$0	\$50,000	\$0	\$0	\$0	\$50,000
Storm Drainage Master Plan Update	42	\$0	\$0	\$0	\$0	\$350,000	\$0	\$0	\$350,000
Dry Creek Drainage Basin- SR89A Crossing**	43	\$0	\$0	\$110,000	\$110,000	\$454,500	\$0	\$0	\$564,500
Coffee Pot Drainage Basin - Casa Bonita Channel**	44	\$417,000	\$454,500	\$0	\$871,500	\$0	\$0	\$0	\$871,500
Coffee Pot Drainage Basin - Coffee Pot Road Crossing**	45	\$0	\$0	\$252,400	\$252,400	\$0	\$0	\$0	\$252,400

**CITY OF SEDONA
CAPITAL IMPROVEMENT PLAN
FY 2015 - FY2020
PROJECT LIST BY MAJOR PROGRAM**

PROJECT NAME	Page #	FY2015	FY2016	FY2017	2015-2017 SUBTOTAL	FY2018	FY2019	FY2020	TOTAL
Coffee Pot Drainage Basin - Jackrabbit Lane Crossing**	46	\$0	\$0	\$159,000	\$159,000	\$0	\$0	\$0	\$159,000
Coffee Pot Drainage Basin - Grasshopper Area**	47	\$0	\$0	\$30,000	\$30,000	\$353,500	\$0	\$0	\$383,500
Coffee Pot Drainage Basin - Little Elf Area**	48	\$0	\$0	\$0	\$0	\$50,000	\$1,010,000	\$0	\$1,060,000
Subtotal		\$2,051,891	\$1,552,700	\$1,914,400	\$5,518,991	\$1,803,000	\$1,010,000	\$3,060,068	\$11,392,059
Total Projects Non-Wastewater		\$8,064,861	\$4,195,419	\$2,351,958	\$14,612,238	\$4,312,059	\$6,781,558	\$10,101,568	\$35,807,424
WASTEWATER									
WWTP Effluent Disposal - Injection/Recharge	49	\$1,235,389	\$0	\$0	\$1,235,389	\$0	\$0	\$0	\$1,235,389
WWTP Future Effluent Management	50	\$967,000	\$2,611,250	\$2,587,500	\$6,165,750	\$0	\$0	\$0	\$6,165,750
WW Treatment Plant Process Capacity Enhancements - Upgrades	51	\$2,084,034	\$1,485,000	\$2,850,000	\$6,419,034	\$0	\$0	\$0	\$6,419,034
WW Master Plan	52	\$0	\$200,000	\$0	\$200,000	\$0	\$0	\$100,000	\$300,000
WWTP Bar Screen and Filter System Upgrades	53	\$0	\$0	\$100,000	\$100,000	\$1,500,000	\$0	\$0	\$1,600,000
Mystic Hills Lift Station Access Improvement	54	\$0	\$0	\$0	\$0	\$120,000	\$0	\$0	\$120,000
Subtotal		\$4,286,423	\$4,296,250	\$5,537,500	\$14,120,173	\$1,620,000	\$0	\$100,000	\$15,840,173
TOTAL ALL PROJECTS		\$12,351,284	\$8,491,669	\$7,889,458	\$28,732,411	\$5,682,059	\$6,781,558	\$10,201,568	\$51,397,597

* Indicates full funding by outside sources of funding (grants, donations, etc.)

** Indicates cost share between City sources and outside sources

Indicates funded projects (first three years of six year program)

Project Title: Art in the Roundabouts

Location: SR 89A Corridor

Project #:

Category: 3

Project Description

To continue adding public art for continued beautification of the SR 89A corridor. The Schnebly Roundabout public art piece will be selected in FY14, and it is likely that a downpayment will be made to the successful artist. The remainder of the cost for the art peice will be expended upon final delivery and install of the peice, sometime in FY15. This is the only project currently planned. Future projects will be funded as Art in Public Places funds are accumulated.

Project Justification

Will enhance the City's image as being a City animated by the arts where public art may be enjoyed by residents and visitors. The roundabouts along 179 and 89a are highly visible locations in the City.

Category	Funding Source	Carryover/ New	Prior Yr	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	Total
Public Art	Percent for Arts	New	\$0	\$65,000	\$0	\$0	\$0	\$0	\$65,000	\$130,000
Construction	Percent for Arts	New	\$0	\$10,000	\$0	\$0	\$0	\$0	\$10,000	\$20,000
Total Budget			\$0	\$75,000	\$0	\$0	\$0	\$0	\$75,000	\$150,000

Total Operating Impacts						
Personnel Costs	\$0	\$0	\$0	\$0	\$0	\$0
Materials & Supplies	\$0	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$0	\$0	\$0	\$0	\$0	\$0

Project Title: Schnebly Home Rehabilitation

Location: Uptown Parking Lot

Project #:

Category: 3

Project Description

Redesign and refurbish the Schnebly Home facility (remnants of the home's foundation that have been preserved) located in the Uptown Parking Lot. Because the project improvements are undefined the costs are a place holder. Previously school age children made decorated tiles to embed in the area memorialized as a tribute to this historic landmark. Those tiles are now largely broken or missing, and it is time to rejuvenate that area with a new arts related project.

Project Justification

The previous improvements have deteriorated. The project is a public arts project and adequate funding and a process to develop the design needs to be available prior to starting design work on this project.

Category	Funding Source	Carryover/ New	Prior Yr	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	Total
Design	Percent for Arts	New	\$0	\$0	\$0	\$25,000	\$0	\$0	\$0	\$25,000
Construction	Percent for Arts	New	\$0	\$0	\$0	\$0	\$45,000	\$0	\$0	\$45,000
			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Budget			\$0	\$0	\$0	\$25,000	\$45,000	\$0	\$0	\$70,000

Total Operating Impacts						
Personnel Costs	\$0	\$0	\$0	\$0	\$0	\$0
Materials & Supplies	\$0	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$0	\$0	\$0	\$0	\$0	\$0

Project Title: Master Plan and Development for Brewer Road Property

Location: Brewer Road

Project #:

Category: 3

Project Description

Create a Master Plan to guide future development and operations at the new City-owned property, and create a Community Focus Area (CFA) Plan for the broader Brewer Road area planning area as identified through the Sedona Community Plan. The development of a master plan and a CFA for the site would include a significant public participation component. Funding for both efforts includes consultant services to help develop and illustrate various potential concepts. Once the master plan for the City's property is in place, funds will be required for implementation and development. The dollar figure for that effort is not known at this time, nor is it known whether a public/private or other partnership to fund the project will be possible. A placeholder has been added for future design and construction.

Project Justification

Now that the City has purchased the "Old Ranger Station" on Brewery Road, a Master Plan will need to be created to understand what the future community vision for this property will be. Upon completion of a Master Plan, funds will be needed for implementation. Additionally, in the Sedona Community Plan, Community Focus Areas (CFA's) locations have been identified where the City intends to play a proactive planning role to implement the community's vision. With participation from property and business owners, neighbors, stakeholders, and citizens, the City will develop plans for each CFA that can help bring properties into closer alignment with the Sedona Community Plan. The CFA Plans are called "Specific Plans" in Arizona state law, and are intended to provide a way to implement the general plan (i.e. Sedona Community Plan) by providing more detail for specific areas in a community. Many Arizona communities use this planning approach. "Specific Plans" are adopted in public hearings with the Planning and Zoning Commission and City Council. Once these plans are adopted, rezonings may be considered that are consistent with these "Specific Plans". The area surrounding the City's parcel has been identified as a CFA and it make sense to conduct the CFA planning process in conjunction with the site specific master planning process.

Category	Funding Source	Carryover/ New	Prior Yr	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	Total
Study	CFD Funds	New	\$0	\$150,000	\$0	\$0	\$0	\$0	\$0	\$150,000
Design	CFD Funds	New	\$0	\$0	\$75,000	\$0	\$0	\$0	\$0	\$75,000
Construction	CFD Funds	New	\$0	\$0	\$500,000	\$0	\$0	\$0	\$0	\$500,000
Arts	CFD Funds	New	\$0	\$0	\$5,000	\$0	\$0	\$0	\$0	\$5,000
Total Budget			\$0	\$150,000	\$580,000	\$0	\$0	\$0	\$0	\$730,000

Total Operating						
Personnel Costs	\$0	\$0	\$0	\$0	\$0	\$0
Materials & Supplies	\$0	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$0	\$0	\$0	\$0	\$0	\$0

Project Title: Feasibility Study for a Possible Land Uses at the Wastewater Treatment Plant

Location: WWTP

Project #:

Category: 3

Project Description

This project would fund a study to explore the various land use options for the approximately 200 additional acres at the City of Sedona Wastewater Treatment Plant that should come available once the City's effluent disposal optimization plan is implemented. A public input process would be included as part of the analysis.

Project Justification

Various land use alternatives for available City-owned land at the Wastewater Treatment Plant were discussed several years ago by the Wastewater Effluent Disposal & Land Use Task Force (WEDLU). However, WEDLU felt that the future land use options at the wastewater treatment plant could not be decided until the City had a better understanding of the amount of land needed for effluent disposal management purposes. City Council may wish to follow the recommendations of WEDLU and form a Task Force to review all proposed land use options now that the Effluent Optimization Study findings have been made and the City generally believes it will have approximately 200 developable acres after the effluent disposal strategies are implemented. That would likely be augmented by outside consulting services to conduct economic analyses and other feasibility analyses and to make recommendations regarding the various land-use options. Exact location of that acreage and timing of its availability are yet to be determined. The City of Sedona already owns the land, so the land purchase expense would not be necessary. The re-use of effluent to water the fields could also be included in this project. This project could provide positive economic benefits to the City of Sedona.

Category	Funding Source	Carryover/ New	Prior Yr	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	Total
Study		New	\$0	\$0	\$0	\$0	\$250,000	\$0	\$0	\$250,000
Total Budget			\$0	\$0	\$0	\$0	\$250,000	\$0	\$0	\$250,000

Total Operating Impacts						
Personnel Costs	\$0	\$0	\$0	\$0	\$0	\$0
Materials & Supplies	\$0	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$0	\$0	\$0	\$0	\$0	\$0

Project Title: Posse Grounds Pavilion in Barbara Antonsen Park

Project #:

Location: Posse Ground Road

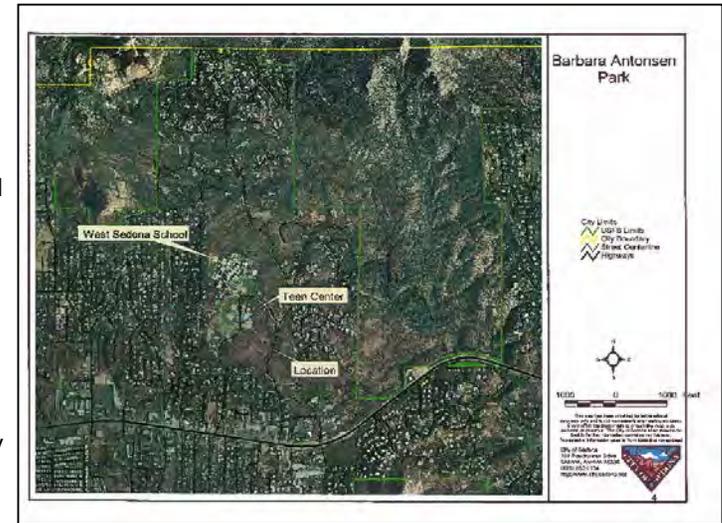
Category:

Project Description

This request is for the construction of an amphitheater at Barbara's Park. The original project was planned to be completed in FY13, however during construction the dome structure collapsed and the City Council made the decision not to re-construct the existing design. This project reflects a budget allocation of the remaining funding in the event another amphitheater project on this site does move forward in FY14.

Project Justification

The community has expressed strong support for an amphitheater facility at this location and while the City Council has rejected the reconstruction of the existing design, it has also expressed its desire to move forward with the construction of a new design.



Category	Funding Source	Carryover/ New	Prior Yr	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	Total
Design	Capital Reserves	Carryover	\$51,000	\$115,000	\$0	\$0	\$0	\$0	\$0	\$166,000
Construction	Capital Reserves	Carryover	\$438,711	\$777,300	\$0	\$0	\$0	\$0	\$0	\$1,216,011
Utility Connections	Capital Reserves	Carryover	\$154,401	\$0	\$0	\$0	\$0	\$0	\$0	\$154,401
Study	Capital Reserves	Carryover	\$42,675	\$0	\$0	\$0	\$0	\$0	\$0	\$42,675
Arts	Capital Reserves	Carryover	\$0	\$7,700	\$0	\$0	\$0	\$0	\$0	\$7,700
Total Budget			\$686,787	\$900,000	\$0	\$0	\$0	\$0	\$0	\$1,586,787

Total Operating Impacts						
Personnel Costs	\$0	\$0	\$0	\$0	\$0	\$0
Materials & Supplies	\$0	\$6,700	\$6,700	\$6,700	\$6,700	\$6,700
Contractual Services	\$0	\$6,900	\$6,900	\$6,900	\$6,900	\$6,900
Totals	\$0	\$13,600	\$13,600	\$13,600	\$13,600	\$13,600

Project Title: Sugarloaf Trailhead Parking Lot Expansion

Project #:

Location: Sugarloaf Trailhead

Priority: 2

Project Description

This project would expand and upgrade the existing dirt parking lot.

Project Justification

There are approximately 6 parking spaces at the Sugarloaf Trailhead that are heavily utilized. Due to the location in the Forest area an environmental impact assessment will need to be done and approved. For this reason design is in one year and construction in another. Demand exists for additional parking.

Category	Funding Source	Carryover/ New	Prior Yr	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	Total
Construction	Devt Impact Fees	New	\$0	\$0	\$0	\$75,000	\$0	\$0	\$0	\$75,000
Study	Devt Impact Fees	New	\$0	\$0	\$8,000	\$0	\$0	\$0	\$0	\$8,000
Design	Devt Impact Fees	New	\$0	\$0	\$35,000	\$0	\$0	\$0	\$0	\$35,000
Arts	Devt Impact Fees	New	\$0	\$0	\$0	\$750	\$0	\$0	\$0	\$750
Total Budget			\$0	\$0	\$43,000	\$75,750	\$0	\$0	\$0	\$118,750

Total Operating Impacts						
Personnel Costs	\$0	\$0	\$0	\$0	\$0	\$0
Materials & Supplies	\$0	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$0	\$0	\$0	\$0	\$0	\$0

Project Title: Parks Land Acquisition

Project #:

Location: TBD

Category: 3

Project Description

Funding is available through development impact fees for park land acquisition. This funding could be used to purchase various properties for future use as a public park, including possible creekside land, the ADOT remnant property at the Y-intersection, a neighborhood park in the Chapel area, etc. Council will be considering various options, this establishes the appropriation authority should Council decide to purchase something.

Project Justification

According to the 2012 Parks and Recreation Master Plan, there is public interest and support among city residents for additional park sites, including neighborhood and community parks. The distributing of city parks equitably and targeting underserved populations was given as a guideline for choosing capital projects in the future. The City has also collected development impact fees which must be spent on the acquisition of park land. This allocation provides a funding appropriation in the event any of this property acquisition materializes in FY15 or beyond.

Category	Funding Source	Carryover/ New	Prior Yr	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	Total
Land	Devt Impact Fees	Carryover	\$0	\$1,650,000	\$0	\$0	\$0	\$0	\$0	\$1,650,000
Total Budget			\$0	\$1,650,000	\$0	\$0	\$0	\$0	\$0	\$1,650,000

Total Operating Impacts						
Personnel Costs	\$0	\$0	\$0	\$0	\$0	\$0
Materials & Supplies	\$0	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$0	\$0	\$0	\$0	\$0	\$0

Project Title: Chapel Area Neighborhood Park

Project #:

Location: Chapel Area

Category: 3

Project Description

Funding is available through development impact fees for park land acquisition. **The budget for land acquisition has been included in the parks land acquisition CIP project and this project assumed land is acquired for a Chapel area park. The estimated cost of land is \$750,000 Per the Master Plan 3-7 year recommendation, the distribution of neighborhood parks is inequitable since all of the City's public parks are currently located in West Sedona. The study found that another neighborhood park, closer to the Chapel area of the City is needed. This project establishes the appropriation authority to fund for future construction of a neighborhood park assuming land is acquired through the parks development impact fee funding for land acquisition.

Project Justification

According to the 2012 Parks and Recreation Master Plan, there is public interest and support among city residents for additional park sites, including neighborhood and community parks. The distributing of city parks equitably and targeting underserved populations was given as a guideline for choosing capital projects in the future. The City has also collected development impact fees which must be spent on the acquisition of park land. This allocation provides a funding appropriation in the event any of this property acquisition materializes in FY15 or beyond.

Category	Funding Source	Carryover/ New	Prior Yr	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	Total
Design		New	\$0	\$0	\$0	\$0	\$90,000	\$0	\$0	\$90,000
Land**		New	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Construction		New	\$0	\$0	\$0	\$0	\$0	\$900,000	\$0	\$900,000
Arts		New	\$0	\$0	\$0	\$0	\$0	\$9,000	\$0	\$9,000
Total Budget			\$0	\$0	\$0	\$0	\$90,000	\$909,000	\$0	\$999,000

Total Operating Impacts						
Personnel Costs	\$0	\$0	\$0	\$0	\$0	\$55,000
Materials & Supplies	\$0	\$0	\$0	\$0	\$0	\$5,000
Contractual Services	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$0	\$0	\$0	\$0	\$0	\$60,000

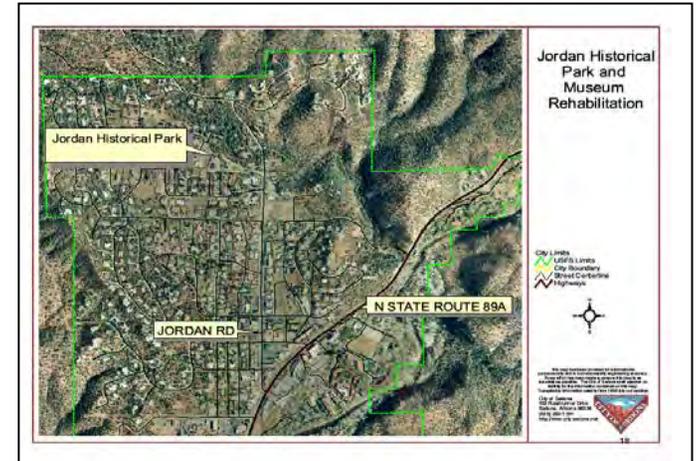
Project Title: Jordan Park Historical Museum & Office Space **Location:** Jordan Historical Park

Project #: **Category: 3**

Project Description

The Sedona Historical Society has mentioned their interest in fundraising to build a new building at Jordan Historical Park for office space and to showcase and store historical artifacts in appropriate temperature and light controlled facilities. The total project cost is anticipated to be approximately \$2 million. This project funds a contribution from the City. The remaining funds would be outside sources raised by the Historical Society.

The need for offices is based on the desire to move all administrative/sales functions from the Jordan buildings. They also need additional space to conserve an expanding collection and to have room to host traveling exhibits, ala those that Smithsonian makes available. To host those exhibits requires space with appropriate security as well as temperature and humidity control.



Category	Funding Source	Carryover/ New	Prior Yr	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	Total
Construction		New	\$0	\$0	\$0	\$0	\$0	\$450,000	\$0	\$450,000
Design		New	\$0	\$0		\$0	\$75,000	\$0	\$0	\$75,000
Arts		New	\$0	\$0	\$0	\$0	\$0	\$4,500	\$0	\$4,500
Total Budget			\$0	\$0	\$0	\$0	\$75,000	\$454,500	\$0	\$529,500

Total Operating Impacts								
Personnel Costs			\$0	\$0	\$0	\$0	\$0	\$0
Materials & Supplies			\$0	\$0	\$0	\$0	\$0	\$0
Contractual Services			\$0	\$0	\$0	\$0	\$0	\$0
Totals			\$0	\$0	\$0	\$0	\$0	\$0

Project Title: Park/Trail Easement Acquisition

Location: Citywide

Project #:

Category: 3

Project Description

Funds for Parks & Recreation to acquire land for trail easements and/or park land as requested by City Council as an ongoing budgeted request. This would be a rolling fund where the amount would accumulate each year. Staff and volunteers are currently working to determine a priority ranking for trail heads within City limits that need to be purchased by the City.

Project Justification

A list of trailheads that need to be purchased and operated by the City are currently under investigation. Should these trailheads not be taken over by the City they may be lost to users because of home owner interference. According to the survey results of the 2012 Parks and Recreation Master Plan, 76% of respondents were supportive of upgrading/expanding existing Forest Service trailheads. Only one other project was higher in percentage.

Category	Funding Source	Carryover/ New	Prior Yr	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	Total
Land	Devt Impact Fees	New	\$0	\$50,000	\$0	\$0	\$0	\$0	\$0	\$50,000
Total Budget			\$0	\$50,000	\$0	\$0	\$0	\$0	\$0	\$50,000

Total Operating Impacts						
Personnel Costs	\$0	\$0	\$0	\$0	\$0	\$0
Materials & Supplies	\$0	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$0	\$0	\$0	\$0	\$0	\$0

Project Title: Shade Structures and Playgrounds

Location: Posse Grounds Park Playground Area & Multiuse Field

Project #:

Category: 3

Project Description

Remove all existing outdated playground equipment and replace with new inclusive and adaptive equipment. Completion of this project will result in 4 new shade structures and 2 new playgrounds. Install a rubberized safety playground surface and install shade structures over both of the new playground areas and over the bleachers on the multiuse field.

Project Justification

According to our 2012 Parks and Recreation Master Plan: Capital Maintenance Priorities-Upgrade existing playgrounds at Posse Grounds Community Park and Level of Services Recommendations- Shade structures should be installed on all playgrounds within 1-3 years.

The new playground design will be “Inclusive” by nature so as to invite children of all abilities to play and imagine together, thereby making them equal through play. The rubberized playground surface will be ADA accessible so as not to eliminate anyone (adult or child) from being able to use the park. By installing this weather/sun protection structure, it will increase the life of the playground equipment by providing protection from inclement weather and sun, as well as providing the same protection to the users of the playground equipment. Sunset Park has a shade structure installed over both of its playgrounds. These are the last two playgrounds that need to be covered in order to accomplish one of the goals in the Master Plan. There is the possibility of spreading out the expense of this project over multiple fiscal years if that is the desire of the Council. Shade structures can be added at a later date, or only one playground can be improved at a time.

Category	Funding Source	Carryover/ New	Prior Yr	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	Total
Design	CFD Funds	New	\$0	\$35,000	\$0	\$0	\$0	\$0	\$0	\$35,000
Construction	CFD Funds	New	\$0	\$0	\$438,937	\$0	\$0	\$0	\$0	\$438,937
Contingency	CFD Funds	New			\$43,893					\$43,893
Arts	CFD Funds	New	\$0	\$0	\$4,389	\$0	\$0	\$0	\$0	\$4,389
Total Budget			\$0	\$35,000	\$487,219	\$0	\$0	\$0	\$0	\$522,219

Total Operating Impacts						
Personnel Costs	\$0	\$0	\$0	\$0	\$0	\$0
Materials & Supplies	\$0	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$0	\$0	\$0	\$0	\$0	\$0

Project Title: Concession Stand

Location: Posse Grounds Park

Project #:

Category: 3

Project Description

The concession stand and restrooms building (combined) is located in between the softball fields at Posse Grounds Park. An approved budget would allow for concept and development of plans and specification for an entirely new building with restrooms, storage, concession capabilities and improved access.

Project Justification

This building has been in need of repair and remodel for many years, however the demand for the building was not large enough to justify the budget. With the increase of special events at this facility as well as the development of the new bike skills park, the demand on this building has begun to increase and will continue to do so. This is the main public restroom facility for the skate park, basketball court, ball fields, special events and rentals and future bike park. This building also provides storage for little league.

Category	Funding Source	Carryover/ New	Prior Yr	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	Total
Design	CFD Funds	New	\$0	\$0	\$0	\$65,000	\$0	\$0	\$0	\$65,000
Construction	CFD Funds	New	\$0	\$0	\$0	\$0	\$187,000	\$0	\$0	\$187,000
Arts	CFD Funds	New	\$0	\$0	\$0	\$0	\$1,870	\$0	\$0	\$1,870
Total Budget			\$0	\$0	\$0	\$65,000	\$188,870	\$0	\$0	\$253,870

Total Operating Impacts						
Personnel Costs	\$0	\$0	\$0	\$0	\$0	\$0
Materials & Supplies	\$0	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$0	\$0	\$0	\$0	\$0	\$0

Project Title: Office Remodel: Public Restrooms and Storage
Project #:

Location: Posse Grounds Park
Category:

Project Description

Remodel the vacated old maintenance office building located just beyond the ball fields and near the tennis courts, to be turned into storage space for the Parks and Recreation Department and public restrooms for tennis court and park users. This building is already plumbed for restrooms and has electrical. We can also consider creating a shaded sitting area that could become a potential rental space like the picnic ramadas.

Project Justification

The nearest restrooms to the tennis court are 270 yards away. This does not work when youth tennis lessons or tennis camps are in session. Children can not walk by themselves that far away. We currently have 12 hours of lessons at Posse Grounds per week, with 6 adults and 32 kids and have for the past 3 years now. The building is not being used for anything else, and with some remodeling it could provide restrooms for the public, great storage of event equipment for Parks and Recreation and seating and shade with an amazing view for park users.

Category	Funding Source	Carryover/ New	Prior Yr	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	Total
Design		New	\$0	\$0	\$0	\$0	\$60,000	\$0	\$0	\$60,000
Construction		New	\$0	\$0	\$0	\$0	\$0	\$180,000	\$0	\$180,000
			\$0	\$0	\$0	\$0	\$60,000	\$180,000	\$0	\$240,000

Total Operating Impacts						
Personnel Costs	\$0	\$0	\$0	\$0	\$0	\$0
Materials & Supplies	\$0	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$0	\$0	\$0	\$0	\$0	\$2,600
Totals	\$0	\$0	\$0	\$0	\$0	\$2,600

Project Title: Bike Skills Park

Location: Posse Grounds Park

Project #:

Category: 3

Project Description

This project assumes a cost share between the City and fundraising from the users, with the users fundraising up to \$30,000 for design of the park and the City subsequently constructing the park. A Bike Park Task Force has been formed to solicit sponsorships and hire and pay for the design directly. Additional public outreach will occur once a design is closer to completion. The Sedona Bike Skills Park will provide dirt trails amongst natural landscape for non-riders to be introduced to the healthy sport of mountain biking and a place for current riders of all ages and abilities to safely practice their mountain biking skills. The park will be located within Posse Grounds Park, adjacent to the Jack Malmgren Skate Park and Barbara Antonsen Park. The park could be built in phases. Planning and design in 2014, skills area and pump track in the first year (FY15), and flow trails and jump line constructed in the second year (FY16).

Project Justification

If and when the Bike Park Task Force raises the funds for design and goes through the process of getting that design approved by the community, Planning and Zoning Commission, City Staff and Council, it will show that there is a need for this park and the community is willing to stand behind it. The Sedona Strategic plan states that the community should be served with a variety of recreational opportunities and the parks should be expanded based on identified community needs. Mountain biking is a popular sport for many residents, and Sedona has become a mountain biking destination for visitors from all over the world. Mountain biking provides personal health benefits to participants as well as economic benefits to our city. Our trails are in high demand and keeping them safe and well maintained is essential for a positive user experience. The bike park would provide a place for residents and tourists to practice before entering the USFS trail system. Park design, construction and periodic re-construction would offer a creative outlet for people that would like to become involved in trail building activities. The advanced nature of some of the park terrain would offer a place for the riders desiring jumps, and thus help reduce multi-user conflicts of the USFS trail system. The open space nature of the park would preserve the scenic beauty of the area and comply with the Sedona Community Plan. Finally, the bike park would add to our sense of community by providing a City recreational facility commensurate with the scenic recreation area in which we live.

Category	Funding Source	Carryover/ New	Prior Yr	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	Total
Design	Outside Sources	Carryover	\$0	\$30,000	\$0	\$0	\$0	\$0	\$0	\$30,000
Construction	CFD FUNDS	New	\$0	\$110,000	\$0	\$0	\$0	\$0	\$0	\$110,000
Arts	CFD FUNDS	New	\$0	\$1,100	\$0	\$0	\$0	\$0	\$0	\$1,100
Total Budget			\$0	\$141,100	\$0	\$0	\$0	\$0	\$0	\$141,100

Total Operating Impacts						
Personnel Costs	\$0	\$0	\$0	\$0	\$0	\$0
Materials & Supplies	\$0	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$0	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Totals	\$0	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000

Project Title: Uptown Parking Meters on Main Street

Location: Uptown

Project #:

Category: 2

Project Description

The City has pursued a phased implementation of several recommendations from the 2012 Update to the Uptown Parking Management Plan, as completed by Nelson/Nygaard Consulting. The projects have included lot improvements made to create additional public parking on lots that have been 100% private lots (signage, striping, overlay/repaving, and other improvements), pedestrian access improvements, and this project supports the future installation and operation of a paid parking system for the on-street parking stalls along Highway 89A in the Uptown area. In conjunction with the other improvements, this will improve on street parking turnover and availability and facilitate the use of off-highway free public parking instead of creating additional traffic congestion and visitor frustration to obtain an on-street space.

Project Justification

In 2005 a Sedona Parking Management Study was completed for the Uptown area. In 2012 the City Council approved expenditures to conduct an update to that Plan. The study update was prepared by a consultant, Nelson/Nygaard. The study provided recommendations that the City should establish public parking agreements with private property owners for the establishment of a pool of public parking locations throughout the Uptown area, improving wayfinding signage, adding visitor-friendly signage (minimize tow away signs), improving lighting and pedestrian access to more remote lots, and ultimately implementing time restricted and/or paid parking programs. They noted that paid parking would address the high occupancy levels better than any other method of on-street parking management, but that it should be done in conjunction with the other parking management strategies. They also noted that the current parking supply needed to be managed before new parking in Uptown is created and that regulated on-street parking will improve parking management and traffic flow in the Uptown area. Paid parking could also generate revenue for future parking/traffic enhancements or other reinvestment in the Uptown area.

Category	Funding Source	Carryover/ New	Prior Yr	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	Total
Arts	General Fund	Carryover	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Construction	General Fund	Carryover	\$70,000	\$0	\$0	\$0	\$0	\$0	\$0	\$70,000
Equipment	General Fund	New	\$0	\$0	\$250,000	\$0	\$0	\$0	\$0	\$250,000
Study	General Fund	New	\$26,000	\$0	\$0	\$0	\$0	\$0	\$0	\$26,000
Total Budget			\$96,000	\$0	\$250,000	\$0	\$0	\$0	\$0	\$346,000

Total Operating Impacts						
Personnel Costs	\$0	\$0	\$0	\$0	\$0	\$0
Materials & Supplies	\$0	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$0	\$0	\$0	\$0	\$0	\$0

Project Title: Shooting Range Improvements

Location: N/A

Project #:

Category: 1

Project Description

A study has been completed on the renovation and enhancement of the police shooting range. The estimated project budget outlined in the study has been value engineered to encompass only those elements that are currently critical to maintain the usefulness of the facility and provide safety for police shooting range activities. This project provides funding for the most critical improvements.

Project Justification

The police shooting range is an outdoor facility that is constantly exposed to weather and other outdoor elements which cause deterioration. The project rennovates those areas that are in most critical need of repair and also provides minor enhancement to the existing facility. Future desirable enhancements such as restrooms, training rooms and secured storage areas would create opportunities to provide training space for other city department and develop revenue generating activities through fee based use by other public and private entities. These future enhancements are not included as part of this project.

Category	Funding Source	Carryover/ New	Prior Yr	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	Total
Study	General Fund	New	\$20,000	\$0	\$0	\$0	\$0	\$0	\$0	\$20,000
Arts	General Fund	Carryover	\$0	\$3,750	\$0	\$0	\$0	\$0	\$0	\$3,750
Construction	General Fund	Carryover	\$0	\$230,000	\$0	\$0	\$0	\$0	\$0	\$230,000
Construction	Devt Impact Fees	Carryover	\$0	\$95,000	\$0	\$0	\$0	\$0	\$0	\$95,000
Construction	RICO Grant	Carryover	\$0	\$30,000	\$0	\$0	\$0	\$0	\$0	\$30,000
Equipment	Arizona POST Grant	Carryover	\$0	\$30,000	\$0	\$0	\$0	\$0	\$0	\$30,000
Total Budget			\$20,000	\$388,750	\$0	\$0	\$0	\$0	\$0	\$408,750

Total Operating Impacts						
Personnel Costs	\$0	\$0	\$0	\$0	\$0	\$0
Materials & Supplies	\$0	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$0	\$0	\$0	\$0	\$0	\$0

Project Title: Police Facility Renovations

Location: 100 Roadrunner Drive

Project #:

Category: 3

Project Description

Space and needs assessment study and estimated construction costs to enhance the building's operational functionality within its existing footprint and/or through cost effective additions to the facility.

Project Justification

The Police Department facility is operated 24 hours a day seven days a week and has been in use since 1998. Its current configuration does not allow for effective work flow processes, security of confidential/sensitive work areas, locker room privacy, shared public/other city department use, or accomodation of various support functions. The interior of building is also in need of painting, ceiling tile replacement, and minor repairs.

Category	Funding Source	Carryover/ New	Prior Yr	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	Total
Study	RICO	New	\$8,000	\$0	\$0	\$0	\$0	\$0	\$0	\$8,000
Construction		New	\$0	\$150,000	\$150,000	\$150,000	\$0	\$0	\$0	\$450,000
Percent for Arts		New	\$0	\$1,500	\$1,500	\$1,500	\$0	\$0	\$0	\$4,500
Total Budget			\$0	\$151,500	\$151,500	\$151,500	\$0	\$0	\$0	\$462,500

Total Operating Impacts						
Personnel Costs	\$0	\$0	\$0	\$0	\$0	\$0
Materials & Supplies	\$0	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$0	\$0	\$0	\$0	\$0	\$0

Project Title: Radio Systems Enhancement

Location: 100 Roadrunner Drive

Project #:

Category: 1

Project Description

Enhance radio system to improve radio transmitting and receiving of police radio communications. Add additional radio frequency to provide radio communications for other city government functions such as Parks/Recreations and emergency management.

Project Justification

The current police radio communications system only has one transmit/receive site which is located at the Sedona Airport. Additional sites are needed to provide coverage in areas that can not be reached through the existing system. Existing radio equipment in the dispatch center needs replacement. The system also needs to be enhanced to provide radio communications to other city departments for operational and emergency management activities.

Category	Funding Source	Carryover/ New	Prior Yr	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	Total
Coverage Study	General Fund	Carryover	\$50,000	\$50,000	\$0	\$0	\$0	\$0	\$0	\$100,000
Equipment	General Fund	Carryover	\$80,000	\$380,000	\$0	\$0	\$0	\$0	\$0	\$460,000
			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Budget			\$0	\$430,000	\$0	\$0	\$0	\$0	\$0	\$560,000

Total Operating Impacts						
Personnel Costs	\$0	\$0	\$0	\$0	\$0	\$0
Materials & Supplies	\$0	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$0	\$0	\$0	\$0	\$0	\$0

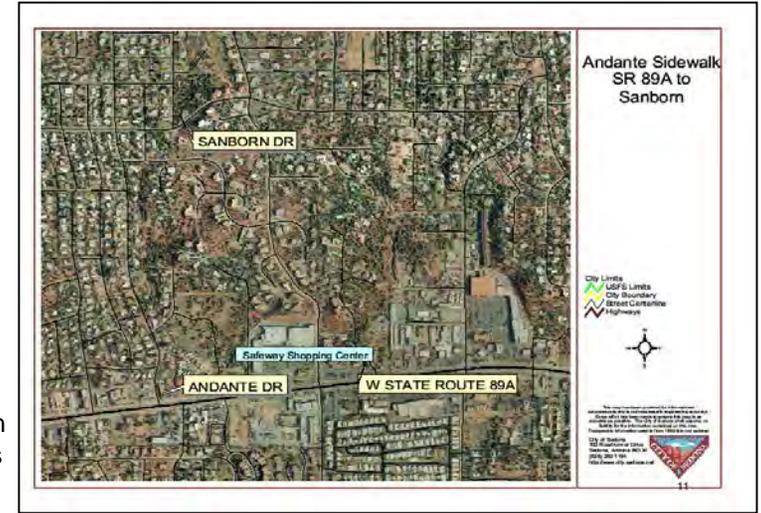
Project Title: Andante Sidewalk SR 89A to Sandborn
Project #:
Location: Andante Road SR 89A to Sandborn Road
Category: 1

Project Description

Construct sidewalk and related storm drainage along Andante from SR89A intersection to Sandborn Road. Project also includes funds for public art to be incorporated into the project.

Project Justification

This sidewalk will provide a safer pedestrian path from a number of residential areas north of SR 89A to SR 89A business area. This is also along the bus route for the Sedona Oak Creek School District. A traffic signal at the SR 89A intersection to be installed in 2012 by ADOT may result in increased use of this roadway by vehicles. This will improve pedestrian safety, improve a portion of the of the route shown on the City Trails and Urban Pathway Plan, and enhance pedestrian linkages within the City. The road is not believed to be wide enough for a separate bike lane, but can serve as a bike route.



Category	Funding Source	Carryover/ New	Prior Yr	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	Total
Construction Mgmt		New	\$0	\$0	\$0	\$0	\$0	\$60,000	\$0	\$60,000
Land		New	\$0	\$0	\$0	\$0	\$0	\$10,000	\$0	\$10,000
Design		New	\$0	\$0	\$0	\$0	\$175,000	\$0	\$0	\$175,000
Construction		New	\$0	\$0	\$0	\$0	\$0	\$1,100,000	\$0	\$1,100,000
Arts		New	\$0	\$0	\$0	\$0	\$0	\$11,000	\$0	\$11,000
Total Budget			\$0	\$0	\$0	\$0	\$175,000	\$1,181,000	\$0	\$1,356,000

Total Operating Impacts						
Personnel Costs	\$0	\$0	\$0	\$0	\$0	\$0
Materials & Supplies	\$0	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$0	\$0	\$0	\$0	\$5,000	\$5,000
Totals	\$0	\$0	\$0	\$0	\$5,000	\$5,000

Project Title: Uptown SR 89A Roadway Repaving
Project #:

Location: SR 89A from Forest Road to Art Barn Road
Category: 1

Project Description

The purpose of this project is to rehabilitate SR 89A in the uptown area, and replace the pavement.

Project Justification

SR 89A is deteriorated and has been in need of repair for several years. The design of the repavement was completed in FY14 and construction is slated to be completed in FY15.

Category	Funding Source	Carryover/ New	Prior Yr	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	Total
Design	General Fund	New	\$75,000	\$0	\$0	\$0	\$0	\$0	\$0	\$75,000
Construction	General Fund	Carryover	\$0	\$891,000	\$0	\$0	\$0	\$0	\$0	\$891,000
Art	General Fund	New	\$0	\$8,900	\$0	\$0	\$0	\$0	\$0	\$8,900
Total Budget			\$75,000	\$899,900	\$0	\$0	\$0	\$0	\$0	\$974,900

Total Operating Impacts						
Personnel Costs	\$0	\$0	\$0	\$0	\$0	\$0
Materials & Supplies	\$0	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$0	\$0	\$0	\$0	\$0	\$0

Project Title: Uptown SR 89A Roadway and Pedestrian Access Improvements
Project #:

Location: SR 89A from Forest Road to Art Barn Road
Category: 1

Project Description

In FY13 the City hired Peak Engineering to conduct a concept study of the area to assess the Uptown merchants/residents interest in various improvements including a median and construction of sidewalks, lights, and other pedestrian access improvements. The concept study recommended that the City construct an improved walkway with ADA access and lighting adjacent to the Wayside Chapel for better pedestrian access from the municipal parking to and new Wayside public parking area. This recommendation also came out of the Uptown Parking Study and work of the Uptown Parking Advisory Committee. This project has now been expanded to include the cost to construct a sidewalk, lighting, elevator and 12' wide staircase adjacent to the Wayside Chapel in Uptown. Right of way will need to be acquired from the adjacent property owner.

Project Justification

Pedestrian and employee movement in the area was a concern expressed during the 2012 Parking study and by the Uptown Parking Advisory Committee and that portion of the project is budgeted for design in FY15 and construction in FY16.

Category	Funding Source	Carryover/ New	Prior Yr	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	Total
Design	General Fund	New	\$20,000	\$125,000	\$0	\$0	\$0	\$0	\$0	\$145,000
Land Acquisition	General Fund	New	\$0	\$0	\$30,000	\$0	\$0	\$0	\$0	\$30,000
Construction	Devt Impact Fees	New	\$0	\$0	\$500,000	\$0	\$0	\$0	\$0	\$500,000
Construction	General Fund	New	\$0	\$0	\$200,000	\$0	\$0	\$0	\$0	\$200,000
Construction	Outside Sources	New	\$0	\$0	\$100,000	\$0	\$0	\$0	\$0	\$100,000
Art	General Fund	New	\$0	\$0	\$8,500	\$0	\$0	\$0	\$0	\$8,500
Total Budget			\$20,000	\$125,000	\$838,500	\$0	\$0	\$0	\$0	\$983,500

Total Operating Impacts						
Personnel Costs	\$0	\$0	\$0	\$0	\$0	\$0
Materials & Supplies	\$0	\$0	\$10,000	\$10,000	\$10,000	\$10,000
Contractual Services	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$0	\$0	\$10,000	\$10,000	\$10,000	\$10,000

Project Title: Sandborn Road Sidewalk

Project #:

Location: See Description

Category: 1

Project Description

This is a phased construction project. A single design is proposed, which may need to be updated depending upon time between construction of phases.

Phase 1 Thunder Mountain Subdivision to Andante Road.

Phase 2 Andante Road to Rodeo Road

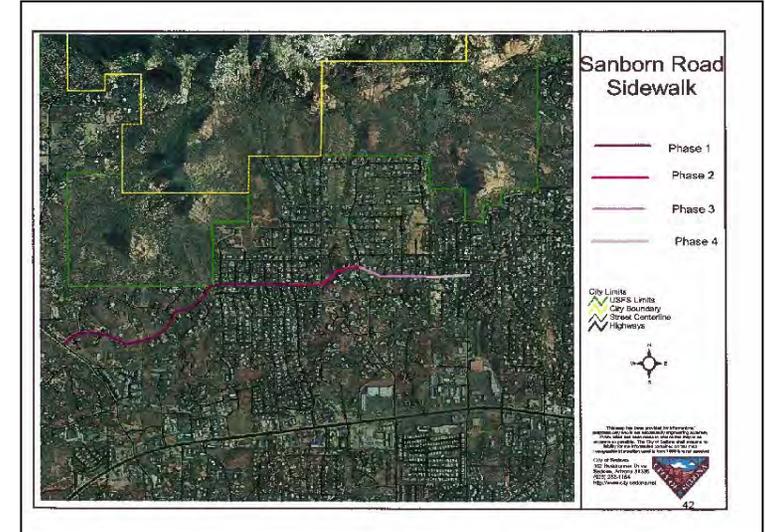
Phase 3 Rodeo Road to Little Elf Road

Phase 4 Little Elf Road to Coffee Pot Road

Contingency is for utility relocations.

Project Justification

This project promotes pedestrian movement along a major roadway in the City. The motorized vehicular traffic along the roadway is among the more heavily travelled roads in the City although it is in a residential area. This road is used by visitor, school children, and residents. Portions of the road are on the City's trails plan. This will improve pedestrian safety. If pedestrian connections to the business centers on SR 89A are constructed this route could promote walking instead of driving. This improvement would result in a significant change in the look of the area. The City would incur increased maintenance for sweeping and cutting weeds.



Category	Funding Source	Carryover/ New	Prior Yr	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	Total
Contingency		New	\$0	\$0	\$0	\$0	\$0	\$0	\$250,000	\$250,000
Design		New	\$0	\$0	\$0	\$0	\$225,000	\$225,000	\$0	\$450,000
Construction		New	\$0	\$0	\$0	\$0	\$0	\$0	\$3,000,000	\$3,000,000
Arts		New	\$0	\$0	\$0	\$0	\$0	\$0	\$30,000	\$30,000
Total Budget			\$0	\$0	\$0	\$0	\$225,000	\$225,000	\$3,280,000	\$3,730,000

Total Operating Impacts							
Personnel Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Materials & Supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Project Title: Sandborn Rodeo Sidewalk Project

Project #:

Location: See Description

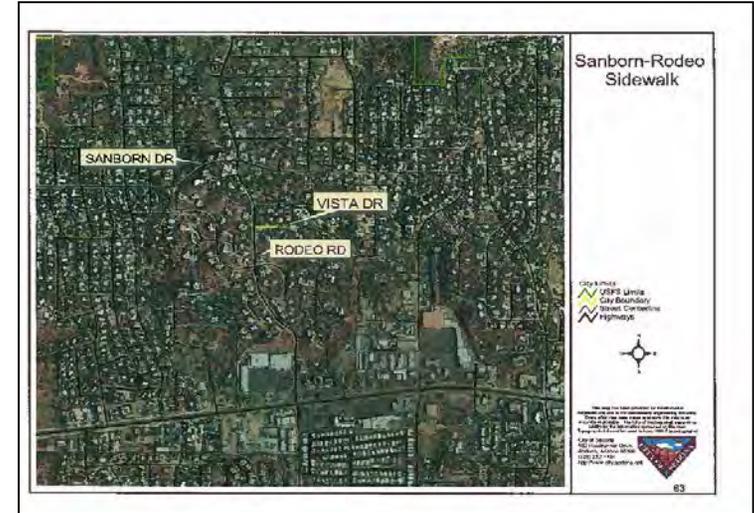
Category: 1

Project Description

This project involves extending the sidewalk along Rodeo Road about 1,100 from south of the Vista Drive intersection to Sanborn Road.

Project Justification

In order to encourage pedestrian movement from the residential developments on the north side of SR 89A down to the business area of SR 89A a safe pedestrian route would be a help. Reducing intracity vehicular traffic through encouraging pedestrian trips helps reduce SR 89A volumes. This also enhances the quality of life, provides a safe pedestrian route from the Sanborn area, and identifies a pedestrian route that ends near shopping centers.



Category	Funding Source	Carryover/ New	Prior Yr	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	Total
Design		New	\$0	\$0	\$0	\$0	\$60,000	\$0	\$0	\$60,000
Construction		New	\$0	\$0	\$0	\$0	\$200,000	\$0	\$0	\$200,000
Arts		New	\$0	\$0	\$0	\$0	\$2,000	\$0	\$0	\$2,000
			\$0	\$0	\$0	\$0	\$262,000	\$0	\$0	\$262,000

Total Operating Impacts						
Personnel Costs	\$0	\$0	\$0	\$0	\$0	\$0
Materials & Supplies	\$0	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$0	\$0	\$0	\$0	\$0	\$0

Project Title: Chapel Road Sidewalk

Location: Chapel Road

Project #:

Category: 1

Project Description

Provide a sidewalk along Chapel Road for pedestrians to access Chapel of the Holy Cross. Project includes sidewalk, paving, and drainage improvements.

Project Justification

This will provide a safe walkway for tourists and residents between SR179 and the Chapel of the Holy Cross. This would make it safer for tourists off loading from buses on SR 179 and walking along the roadway. The Public Works Dept plans to rehabilitate the road in FY13/14.

Category	Funding Source	Carryover/ New	Prior Yr	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	Total
Design		New	\$0	\$0	\$0	\$0	\$115,000	\$25,000	\$0	\$140,000
Environmental		New	\$0	\$0	\$0	\$0	\$15,000	\$0	\$0	\$15,000
Arts		New	\$0	\$0	\$0	\$0	\$0	\$10,000	\$0	\$10,000
Construction		New	\$0	\$0	\$0	\$0	\$0	\$1,000,000	\$0	\$1,000,000
Total Budget			\$0	\$0	\$0	\$0	\$130,000	\$1,035,000	\$0	\$1,165,000

Total Operating Impacts						
Personnel Costs	\$0	\$0	\$0	\$0	\$0	\$0
Materials & Supplies	\$0	\$0	\$0	\$0	\$0	\$7,500
Contractual Services	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$0	\$0	\$0	\$0	\$0	\$7,500

Project Title: Coffee Pot Sidewalk

Project #:

Location: Little Elf and Sandborn Drive to Coffee Pot Drive

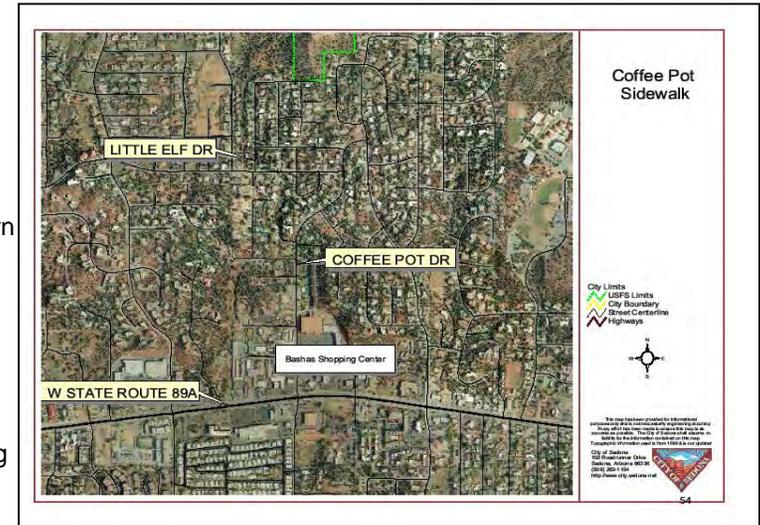
Category: 1

Project Description

Design and installation of storm drain and pedestrian access improvements from Little Elf Way and Sanborn Drive to the existing sidewalk on the east side of Coffee Pot Drive.

Project Justification

The installation of a sidewalk along Coffee Pot Drive has been previously studied, many issues were discovered north of Grasshopper Lane, which made the project unfeasible. This proposed route along Grasshopper Lane would provide a feasible pedestrian route, for residents along the eastern end of Sanborn Rd, to SR 89A. In addition, storm drainage improvements will be included to help alleviate flooding in this area. If approved, a public outreach session would be held in 2014 to get public feedback prior to starting design.



Category	Funding Source	Carryover/ New	Prior Yr	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	Total
Design		New	\$0	\$0	\$0	\$0	\$115,000	\$0	\$0	\$115,000
Construction		New	\$0	\$0	\$0	\$0	\$0	\$600,000	\$0	\$600,000
Arts		New	\$0	\$0	\$0	\$0	\$0	\$6,000	\$0	\$6,000
Total Budget			\$0	\$0	\$0	\$0	\$115,000	\$606,000	\$0	\$721,000

Total Operating Impacts						
Personnel Costs	\$0	\$0	\$0	\$0	\$0	\$0
Materials & Supplies	\$0	\$0	\$0	\$0	\$0	\$2,500
Contractual Services	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$0	\$0	\$0	\$0	\$0	\$2,500

Project Title: Navoti-Calle del Sol Intersection

Project #:

Location: Navoti-Calle del Sol Intersection

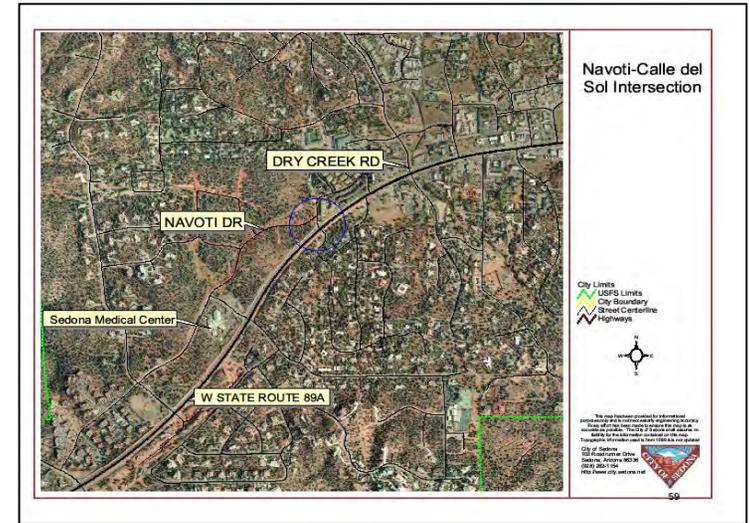
Category: 2

Project Description

This project includes construction of curb, gutter, sidewalk and asphalt pavement.

Project Justification

When the Cor D' Amor Subdivision was constructed Navoti Drive was extended to a point adjacent to Calle del Sol. The intersection was not complete at the time since Calle del Sol was a private street and Navoti Drive is public. This project will complete the intersection. This will improve access to Navoti Dr and complete a parallel route to SR 89A, which will provide capacity relief for this segment of SR 89A. The Cor D'Amor Subdivision (Rimstone) is beginning to have homes built in 2013. FY 14/15 seems like the appropriate time to move forward with this connection. Therefore this project is proposed to be moved



Category	Funding Source	Carryover/ New	Prior Yr	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	Total
Design	Devt Impact Fees	New	\$0	\$80,000	\$0	\$0	\$0	\$0	\$0	\$80,000
Construction	Devt Impact Fees	New	\$0	\$300,000	\$0	\$0	\$0	\$0	\$0	\$300,000
Arts	Devt Impact Fees	New	\$0	\$3,000	\$0	\$0	\$0	\$0	\$0	\$3,000
Total Budget			\$0	\$383,000	\$0	\$0	\$0	\$0	\$0	\$383,000

Total Operating Impacts							
Personnel Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Materials & Supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Project Title: Improvements

Location: Back O Beyond Road

Project #:

Category: 3

Project Description

Development of plans, specifications and cost estimate to eliminate three low water crossings along Back O' Beyond Road. Corps of Engineer requirements will be determined and right of way needs will be defined.

Project Justification

This project will develop a design and costs to improve public road ingress and egress to the Back O 'Beyond Subdivision during the winter. During large winter storms this area is routinely isolated for up to several days. This project provides drainage improvements not shown in the storm drainage master plan, as such it would be considered primarily a road improvement project.

Category	Funding Source	Carryover/ New	Prior Yr	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	Total
Design		New	\$0	\$0	\$0	\$0	\$50,000	\$100,000	\$0	\$150,000
Land		New	\$0	\$0	\$0	\$0	\$0	\$50,000	\$0	\$50,000
Arts		New	\$0	\$0	\$0	\$0	\$0	\$0	\$15,000	\$15,000
Construction		New	\$0	\$0	\$0	\$0	\$0	\$0	\$1,500,000	\$1,500,000
Total Budget			\$0	\$0	\$0	\$0	\$50,000	\$150,000	\$1,515,000	\$1,715,000

Total Operating Impacts						
Personnel Costs	\$0	\$0	\$0	\$0	\$0	\$0
Materials & Supplies	\$0	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$0	\$0	\$0	\$0	\$0	\$0

Project Title: SR 89A Landscape Improvement

Location: SR 89A from Airport Road To Dry Creek Road

Project #:

Category: 2

Project Description

The project involves the installation of a dual layer weed barrier in the landscaped areas of SR 89A from the Airport Road to Dry Creek Road. The dual layer weed barrier consists of black plastic sheeting covered by a geotextile and would be installed under the existing rock mulch areas. Most landscape areas will need a replenishing of rock mulch and some landscape plants may be replaced.

Project Justification

Expected savings from the dual layer weed barrier installation are reduced water usage for irrigation due to the barrier limiting evaporation from the soil, and reduced labor and herbicide use. Test results show a 97% reduction in evaporation with the dual layer weed barrier. This dual layer weed barrier was installed in some areas during the SR 179 enhancement project and have shown a decrease in maintenance required including herbicide use.

Category	Funding Source	Carryover/ New	Prior Yr	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	Total
Construction	General Fund	New	\$0	\$0	\$175,000	\$0	\$0	\$0	\$0	\$175,000
Arts	General Fund	New	\$0	\$0	\$1,750	\$0	\$0	\$0	\$0	\$1,750
			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Budget			\$0	\$0	\$176,750	\$0	\$0	\$0	\$0	\$176,750

Total Operating Impacts						
Personnel Costs	\$0	\$0	\$0	\$0	\$0	\$0
Materials & Supplies	\$0	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$0	\$0	\$0	\$0	\$0	\$0

Project Title: West Sedona School Pedestrian/Bike Path

Project #:

Location: Between Zane Grey and Posse Ground Road

Category:

Project Description

Installation of 10-foot wide pedestrian/bike concrete path between Zane Grey Drive and Posse Ground Road. Estimated length is 450-feet for the main line and 200 feet for a spur to West Sedona School. Right of way needed from School District and may request school share in cost for at least the 200 foot spur.

Project Justification

This project promotes a walkable community by completing an all-weather pedestrian/bike route between Soldier Pass Road and Sanborn Drive. Along this route are the Dog Park, Posse Ground Park and West Sedona School and access to the Carruth and Sunrise Trails. It would encourage non-motorized in-neighborhood travel to the school and park by students and adults alike. (They would not need to drive on SR 89A) In short it promotes a walkable community. This pedestrian route provides a bike and pedestrian friendly (not excessively circuitous) from Sanborn to Soldier Pass Road.



Yellow with dashes is main line. Yellow with dots is spur to school.

Category	Funding Source	Carryover/ New	Prior Yr	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	Total
Construction Mgmt	General Fund	New	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land- Appraisal	General Fund	New	\$0	\$3,000	\$0	\$0	\$0	\$0	\$0	\$3,000
Design	General Fund	New	\$0	\$15,000	\$0	\$0	\$0	\$0	\$0	\$15,000
Construction	General Fund	New	\$0	\$93,600	\$0	\$0	\$0	\$0	\$0	\$93,600
Arts	General Fund	New	\$0	\$936	\$0	\$0	\$0	\$0	\$0	\$936
Total Budget			\$0	\$112,536	\$0	\$0	\$0	\$0	\$0	\$112,536

Total Operating Impacts						
Personnel Costs	\$0	\$0	\$0	\$0	\$0	\$0
Materials & Supplies	\$0	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$0	\$0	\$0	\$0	\$0	\$0

Project Title: Uptown SR 89A Sidewalk additions 2014

Project #:

Location: SR 89A north east of Jordan Road

Category:

Project Description

This project adds two sections of sidewalk to reduce pedestrian need to walk in the street. One is for pedestrians approaching the midblock area from the NE after parking (60 feet). The second is for pedestrians using the public parking accessed using Arroyo Roble Road (a private road) For the second sidewalk area an easement will need to be obtained (approximately 200

Project Justification

The purpose of this project is to improve pedestrian safety by providing grade separated walkways to frequented areas. The sidewalk adjacent to the parking area NE of the midblock crossing on the north side is elevated. This makes for a longer route for visitors to the area parking and going to the mid-block. Pedestrians must walk in Arroyo Roble Road to access public parking.



Category	Funding Source	Carryover/ New	Prior Yr	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	Total
Construction Mgmt	Devt Impact Fees	New	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land	Devt Impact Fees	New	\$0	\$3,000	\$0	\$0	\$0	\$0	\$0	\$3,000
Design	Devt Impact Fees	New	\$0	\$30,000	\$0	\$0	\$0	\$0	\$0	\$30,000
Construction	Devt Impact Fees	New	\$0	\$96,600	\$0	\$0	\$0	\$0	\$0	\$96,600
Arts	Devt Impact Fees	New	\$0	\$966	\$0	\$0	\$0	\$0	\$0	\$966
Total Budget			\$0	\$130,566	\$0	\$0	\$0	\$0	\$0	\$130,566

Total Operating Impacts						
Personnel Costs	\$0	\$0	\$0	\$0	\$0	\$0
Materials & Supplies	\$0	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$0	\$0	\$0	\$0	\$0	\$0

Project Title: Jordan Road Sidewalk Extension

Project #:

Location: Jordan Road between Schnebly and Mesquite road intersection (east side)

Category:

Project Description

Install 5-foot wide sidewalk and handicapped ramps along approximately 500 feet of Jordan Road on the east side. Some sidewalk already exists along Jordan Road between Schnebly and Mesquite on the east side. This would fill in gaps. It is anticipated that some of the work may carry into FY2016.

Project Justification

In light of the high tourist volume in this area and the existence of visitor attractions on the east side of Jordan a continuous sidewalk is being recommended on this side of the road. This provides a more direct pedestrian path for people using the City Parking lot (They will not need to cross the Jordan road to stay on a sidewalk until they reach Mesquite).

Category	Funding Source	Carryover/ New	Prior Yr	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	Total
Construction Mgmt	Devt Impact Fees	New	\$0	\$15,000	\$0	\$0	\$0	\$0	\$0	\$15,000
Design	Devt Impact Fees	New	\$0	\$30,000	\$0	\$0	\$0	\$0	\$0	\$30,000
Construction	Devt Impact Fees	New	\$0	\$42,600	\$25,000	\$0	\$0	\$0	\$0	\$67,600
Arts	Devt Impact Fees	New	\$0	\$426	\$250	\$0	\$0	\$0	\$0	\$676
Total Budget			\$0	\$88,026	\$25,250	\$0	\$0	\$0	\$0	\$113,276

Total Operating Impacts						
Personnel Costs	\$0	\$0	\$0	\$0	\$0	\$0
Materials & Supplies	\$0	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$0	\$0	\$0	\$0	\$0	\$0

Project Title: MS4 Storm Water Sampling

Project #:

Location: Along Oak Creek

Category: 1

Project Description

Install flow measurement devices at 5 outfall locations to Oak Creek. Perhaps one each near the upstream and down stream ends of Oak Creek. Three locations at outfalls from Sedona urbanized area. This would be part of a larger program requiring testing of stormwaters for e-coli. This is an Arizona Department of Environmental Quality (ADEQ) mandate.

Project Justification

ADEQ has established Total Maximum Daily Loads for e-coli for Oak Creek under the Clean Water Act. This is required for impaired waters . Oak Creek is an impaired water. The Sedona area has been assigned a Waste Load Allocation. In order to conduct sampling and make determinations of Sedona's waste load it will be necessary to determine the flow at various locations.

Category	Funding Source	Carryover/ New	Prior Yr	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	Total
Design	General Fund	New	\$0	\$40,000	\$0	\$0	\$0	\$0	\$0	\$40,000
Construction	General Fund	New	\$0	\$162,500	\$0	\$0	\$0	\$0	\$0	\$162,500
Arts	General Fund	New	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Budget			\$0	\$202,500	\$0	\$0	\$0	\$0	\$0	\$202,500

Total Operating Impacts						
Personnel Costs	\$0	\$0	\$0	\$0	\$0	\$0
Materials & Supplies	\$0	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Contractual Services	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$0	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000

Project Title: Dry Creek Road Overlay

Project #:

Location: Dry Creek Road

Category:

Project Description

The project will include a mill and overlay, with minor shoulder widening. The segments of Dry Creek Road included are between White Bear Road and Color Cove Road and between Forest Service Road 152 and the city limit boundary.

Project Justification

The overlay work is needed based on a standard pavement overlay cycle. The pavement will have degraded, by FY2018, to the point of overlay being necessary. The majority of the budget will be funded through Surface Transportation Program (STP) funds. These are federal funds administered by the Arizona Department of Transportation (ADOT) through the Northern Arizona Coalition of Governments (NACOG).

Category	Funding Source	Carryover/ New	Prior Yr	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	Total
Design	General Fund	New	\$0	\$0	\$16,669	\$0	\$0	\$0	\$0	\$16,669
Design	Grant	New	\$0	\$0	\$74,331	\$0	\$0	\$0	\$0	\$74,331
Construction	Grant	New	\$0	\$0	\$0	\$0	\$371,657	\$0	\$0	\$371,657
Construction	General Fund	New	\$0	\$0	\$0	\$0	\$57,243	\$0	\$0	\$57,243
Arts	General Fund	New	\$0	\$0	\$0	\$0	\$4,289	\$0	\$0	\$4,289
Total Budget			\$0	\$0	\$91,000	\$0	\$433,189	\$0	\$0	\$524,189

Total Operating Impacts						
Personnel Costs	\$0	\$0	\$0	\$0	\$0	\$0
Materials & Supplies	\$0	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$0	\$0	\$0	\$0	\$0	\$0

Project Title: Sanborn Dr/Thunder Mountain Rd Overlay

Project #:

Location: Sanborn Dr/Thunder Mountain Rd

Category:

Project Description

The project will include a mill and overlay, with minor shoulder widening. The segment of Sanborn Dr/Thunder Mountain Rd included is between Rhapsody Road and Coffee Pot Drive.

Project Justification

The overlay work is needed based on a standard pavement overlay cycle. The pavement will have degraded, by FY2019, to the point of overlay being necessary. The majority of the budget will be funded through Surface Transportation Program (STP) funds. These are federal funds administered by the Arizona Department of Transportation (ADOT) through the Northern Arizona Coalition of Governments (NACOG).

Category	Funding Source	Carryover/ New	Prior Yr	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	Total
Design	General Fund	New	\$0	\$0	\$0	\$46,477	\$0	\$0	\$0	\$46,477
Design	Grant	New	\$0	\$0	\$0	\$74,331	\$0	\$0	\$0	\$74,331
Construction	Grant	New	\$0	\$0	\$0	\$0	\$0	\$371,657	\$0	\$371,657
Construction	General Fund	New	\$0	\$0	\$0	\$0	\$0	\$210,084	\$0	\$210,084
Arts	General Fund	New	\$0	\$0	\$0	\$0	\$0	\$5,817	\$0	\$5,817
Total Budget			\$0	\$0	\$0	\$120,808	\$0	\$587,558	\$0	\$708,366

Total Operating Impacts						
Personnel Costs	\$0	\$0	\$0	\$0	\$0	\$0
Materials & Supplies	\$0	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$0	\$0	\$0	\$0	\$0	\$0

Project Title: Traffic Signal Cabinet and Controllers Replacer

Project #:

Location: Uptown SR 89A

Category:

Project Description

The project will include replacing traffic signal cabinets and internal control mechanisms in the Uptown City owned portion of SR 89A. This will include new technology controller equipment and new software.

Project Justification

The age of the traffic signal cabinets is at the point of needing to be upgraded to stay compatible with current maintenance and operation software.

Category	Funding Source	Carryover/ New	Prior Yr	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	Total
Construction	General Fund	New	\$0	\$100,692	\$0	\$0	\$0	\$0	\$0	\$100,692
Arts	General Fund	New	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Budget			\$0	\$100,692	\$0	\$0	\$0	\$0	\$0	\$100,692

Total Operating Impacts						
Personnel Costs	\$0	\$0	\$0	\$0	\$0	\$0
Materials & Supplies	\$0	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$0	\$0	\$0	\$0	\$0	\$0

Project Title: Ranger-Brewer-89A Intersection

Project #:

Location: Ranger-Brewer-89A Intersection

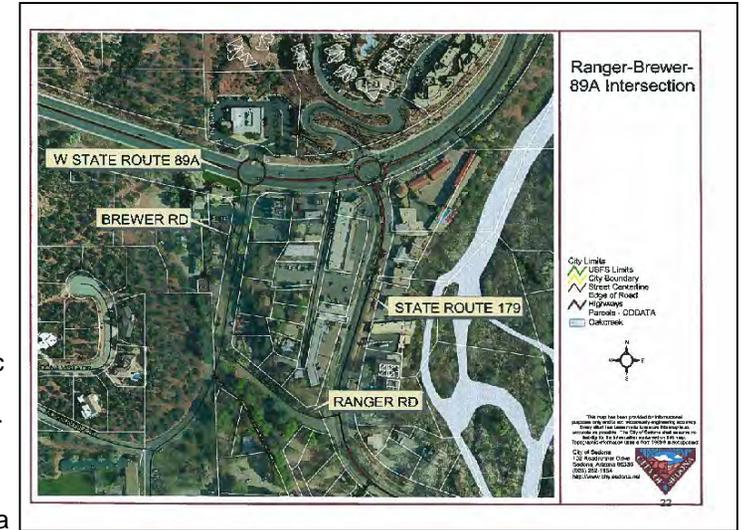
Category: 1

Project Description

This project consists of a study, design, and construction to improve existing Ranger Road/Brewer Road between SR 179 and SR 89A. Approximately 50% of the project scope is attributable to correcting drainage issues related to the culvert located at this crossing.

Project Justification

The improvement of SR 179 has routed additional traffic onto Ranger and Brewer Roads. Also with the redevelopment of the Forest Service Ranger Station and the reactivation of the Brewer Road School, additional traffic will be generated. The current intersection and roadways are not adequate for present traffic and are in need of upgrading. The additional expected traffic will create safety issues and render the intersection ineffective, creating added congestion at adjacent intersections. This would be a new road either by width or alignment. The impact on maintenance is unknown since it depends on what landscaping and sidewalk improvements will be associated with the project. At this point, the maintenance impact is expected to be incremental if the road is constructed in a manner similar to Upper Red Rock Loop Road by the Sedona High School.



Category	Funding Source	Carryover/ New	Prior Yr	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	Total
Environmental		New	\$0	\$0	\$0	\$0	\$50,000	\$0	\$0	\$50,000
Land		New	\$0	\$0	\$0	\$0	\$50,000	\$0	\$0	\$50,000
Design		New	\$0	\$0	\$0	\$0	\$400,000	\$0	\$0	\$400,000
Construction		New	\$0	\$0	\$0	\$0	\$0	\$1,250,000	\$1,250,000	\$2,500,000
Arts		New	\$0	\$0	\$0	\$0	\$0	\$12,500	\$12,500	\$25,000
Total Budget			\$0	\$0	\$0	\$0	\$500,000	\$1,262,500	\$1,262,500	\$3,025,000

Total Operating Impacts						
Personnel Costs	\$0	\$0	\$0	\$0	\$0	\$0
Materials & Supplies	\$0	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$0	\$0	\$0	\$0	\$0	\$0

Project Title: AAA Industrial Park Storm Drain Outfall

Location: AAA Industrial Park Subdivision

Project #:

Category: 1

Project Description

Upgrade storm drain outfall for Coffee Pot Storm drainage area to 25 year capacity per 2005 Storm Drain Master Plan. Because of the private status of the drainage this project cost was not included in the 2005 Master Plan cost. Costs estimated are higher than Master Plan cost estimate because bid costs have proven higher. The project may be pursued through CMAR. Funding for this project, as well as others, is also included to support in-house project management in order to ensure timely project completion.

Project Justification

This project allows projects in Little Elf area, Saddle Rock Subdivision, and Coffee Pot Road area to move closer to construction. This project is identified in the Storm Water Master Plan as CP-C1A,C1B.



Category	Funding Source	Carryover/ New	Prior Yr	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	Total
Design	General Fund	Carryover	\$309,646	\$30,000	\$0	\$0	\$0	\$0	\$0	\$339,646
Environmental	General Fund	Carryover	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Chargebacks	General Fund	Carryover	\$46,790	\$45,000	\$0	\$0	\$0	\$0	\$0	\$91,790
Construction	Yav Cnty Flood Control Grant	Carryover	\$0	\$400,000	\$0	\$0	\$0	\$0	\$0	\$400,000
Construction	General Fund	Carryover	\$600,000	\$0	\$0	\$0	\$0	\$0	\$0	\$600,000
Construction	General Fund	Carryover	\$220,000	\$580,000	\$0	\$0	\$0	\$0	\$0	\$800,000
Arts	General Fund	Carryover	\$2,200	\$9,800	\$0	\$0	\$0	\$0	\$0	\$12,000
Land	General Fund	Carryover	\$62,404	\$0	\$0	\$0	\$0	\$0	\$0	\$50,000
Total Budget			\$1,241,040	\$1,064,800	\$0	\$0	\$0	\$0	\$0	\$2,293,436

Total Operating Impacts						
Personnel Costs	\$0	\$0	\$0	\$0	\$0	\$0
Materials & Supplies	\$0	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$0	\$0	\$0	\$0	\$0	\$0

Project Title: View Drive Drainage Improvements

Location: View Drive Area

Project #:

Category: 1

Project Description

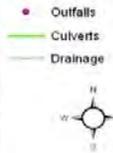
This project funds design and construction of storm drainage improvements for View Drive area per the 2005 Storm Drain Master Plan.

Project Justification

This project was identified in the 2005 Storm Drain Master Plan as a high priority project. This project is identified as VD-CO1 - VD-C17 & VD-D01 - VD-D16 in the master plan.



VIEW DRIVE DRAINAGE IMPROVEMENTS



Category	Funding Source	Carryover/ New	Prior Yr	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	Total
Design		New	\$0	\$0	\$0	\$0	\$350,000	\$0	\$0	\$350,000
Environmental		New	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Chargebacks		New	\$0	\$0	\$0	\$0	\$35,000	\$0	\$36,613	\$71,613
Construction	Yavapai Cnty Flood Cntrl Grant	New	\$0	\$0	\$0	\$0	\$0	\$0	\$400,000	\$400,000
Construction		New	\$0	\$0	\$0	\$0	\$0	\$0	\$1,050,000	\$1,050,000
Arts		New	\$0	\$0	\$0	\$0	\$0	\$0	\$14,500	\$14,500
Land		New	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Budget			\$0	\$0	\$0	\$0	\$385,000	\$0	\$1,501,113	\$1,886,113

Total Operating Impacts						
Personnel Costs	\$0	\$0	\$0	\$0	\$0	\$0
Materials & Supplies	\$0	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$0	\$0	\$0	\$0	\$0	\$0

Project Title: Saddle Rock Drainage Improvements
Project #:

Location: Saddle Rock Area
Category: 1

Project Description

This project funds design and construction of storm drainage improvements for Saddle Rock area per the 2005 Storm Drain Master Plan.

Project Justification

This project was identified in the 2005 Storm Drain Master Plan as a high priority project. This project is identified as SC-CO1 - SC-C08 & SC-D01 - SC-D05 in the master plan.



Category	Funding Source	Carryover/ New	Prior Yr	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	Total
Design		New	\$0	\$0	\$0	\$0	\$200,000	\$0	\$200,000	\$400,000
Environmental		New	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Chargebacks		New	\$0	\$0	\$0	\$0	\$10,000	\$0	\$45,955	\$55,955
Construction	Yavapai Cnty Flood Cntrl Grant	New	\$0	\$0	\$0	\$0	\$0	\$0	\$400,000	\$400,000
Construction		New	\$0	\$0	\$0	\$0	\$0	\$0	\$900,000	\$900,000
Arts		New	\$0	\$0	\$0	\$0	\$0	\$0	\$13,000	\$13,000
Land		New	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Budget			\$0	\$0	\$0	\$0	\$210,000	\$0	\$1,558,955	\$1,768,955

Total Operating Impacts							
Personnel Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Materials & Supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Project Title: Brewer/Tlaquepaque Drainage Improvements

Project #:

Location: Brewer/Tlaquepaque Area

Category: 1

Project Description

This project funds design and construction of storm drainage improvements for the Brewer Road/Tlaquepaque area per the 2005 Storm Drain Master Plan. 2015 costs represent Phase II, 2016 represents Phase III (crossings/bridges), and 2017 includes the remainder of the channel. 2/3 of FY15 costs and 1/3 of FY16 and FY17 costs are reflected as coming from outside sources, due to anticipated cost-sharing with the property owners who will directly benefit from these improvements.

Project Justification

A portion of this project was identified in the 2005 Storm Drain Master Plan as a high priority. This project is identified in the Storm Water Master Plan as SP-C1,C2. Portions of this project also include improvements on private property.



Category	Funding Source	Carryover/ New	Prior Yr	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	Total
Design	Coconino County Flood Control	New	\$37,864	\$95,040	\$271,334	\$0	\$0	\$0	\$0	\$404,238
Design	Coconino County Flood Control	New	\$12,621	\$47,520	\$135,666	\$0	\$0	\$0	\$0	\$195,807
Design	Outside Sources	New	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Chargebacks	General Fund	New	\$30,000	\$24,000	\$45,000	\$50,000	\$0	\$0	\$0	\$149,000
Construction	Coconino County Flood Control	New	\$70,000	\$116,677	\$426,574	\$866,667	\$0	\$0	\$0	\$1,479,918
Construction	Outside Sources	New	\$0	\$116,677	\$213,286	\$433,333	\$0	\$0	\$0	\$763,296
Construction	Outside Sources	New	\$0	\$116,677	\$0	\$0	\$0	\$0	\$0	\$116,677
Arts	General Fund	New	\$700	\$3,500	\$6,340	\$13,000	\$0	\$0	\$0	\$23,540
Total Budget			\$151,185	\$520,091	\$1,098,200	\$1,363,000	\$0	\$0	\$0	\$3,132,476

Total Operating Impacts						
Personnel Costs	\$0	\$0	\$0	\$0	\$0	\$0
Materials & Supplies	\$0	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$0	\$0	\$0	\$0	\$0	\$0

Project Title: Storm Drainage Easement Acquisition

Location: City-Wide

Project #:

Category: 1

Project Description

Acquisition of drainage easements throughout City. It is proposed that initially the City begin acquiring drainage easements for the major drainage ways for the Coffee Pot, Dry Creek (designated together as the Carol Canyon subbasin). Project would require identification of drainage ways to be acquired, sizing of easements, appraisal of easements, and offers to purchase easements in the City's name. Costs don't include major equipment acquisition. This assumes work is contracted out.

Project Justification

There are major drainage ways throughout the City that are identified only as Public Drainage Easements. The primary responsibility for maintenance of these drainage ways lies with the property owner. For public safety, and maintenance resources it may be better for the City of Sedona to own and maintain these drainage ways. City ownership will help to assure more uniform maintenance of major drainage ways, which should reduce the adverse impact of major storms on areas through the City. Maintenance will increase operating expenditures. The expenditures would be for either additional personnel and equipment or additional maintenance contracts. The City Engineer prefers to use the maintenance contract to reduce the need for owning large pieces of equipment. Initial maintenance of the channels may incur high costs in order to bring channels to a standard. The ongoing annual maintenance costs should be less than the initial. *In FY 11/12 these funds were used for survey related to AAA Industrial Area drainage, in FY 12/13 funding was used for acquisition of a drainage channel along Coffee Pot Drive adjacent to the Casita Bonita Condos development.*

Category	Funding Source	Carryover/ New	Prior Yr	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	Total
Land	Devt Impact Fees	Carryover	\$19,855	\$50,000	\$0	\$0	\$0	\$0	\$0	\$69,855
Total Budget			\$19,855	\$50,000	\$0	\$0	\$0	\$0	\$0	\$69,855

Total Operating Impacts						
Personnel Costs	\$0	\$0	\$0	\$0	\$0	\$0
Materials & Supplies	\$0	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$0	\$0	\$0	\$0	\$0	\$0

Project Title: Storm Drainage Master Plan Update

Location: City-Wide

Project #:

Category:

Project Description

Complete an update of the 2005 Storm Water Master Plan. This will include looking at the hydrology, and facility improvements and priorities. This will also account for the infrastructure completed since the 2005 plan was complete.

Project Justification

Master plans are typically updated every 5 to 10 years. Since the 2005 plan was complete, major infrastructure has been added to the City's storm drainage system. To program improvement projects, it is necessary to account for the improvements and changes to the storm drainage system, that have occurred since the last update. In addition, since the 2005 plan was complete, priorities for storm drainage construction may have changed, new priorities will be reflected by updating the plan. In FY20, the master plan would be again updated to include remapping the floodplains changed by previous storm drainage improvement projects.

Category	Funding Source	Carryover/ New	Prior Yr	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	Total
Study		New	\$0	\$0	\$0	\$0	\$350,000	\$0	\$0	\$350,000
Total Budget			\$0	\$0	\$0	\$0	\$350,000	\$0	\$0	\$350,000

Total Operating Impacts						
Personnel Costs	\$0	\$0	\$0	\$0	\$0	\$0
Materials & Supplies	\$0	\$0	\$0	\$350,000	\$0	\$0
Contractual Services	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$0	\$0	\$0	\$350,000	\$0	\$0

Project Title: Dry Creek Drainage Basin - SR 89A Crossing
Project #:

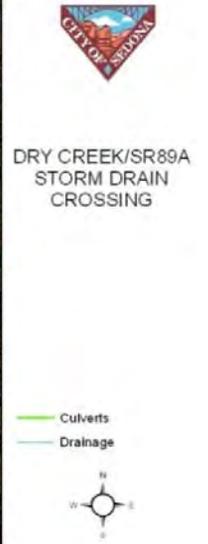
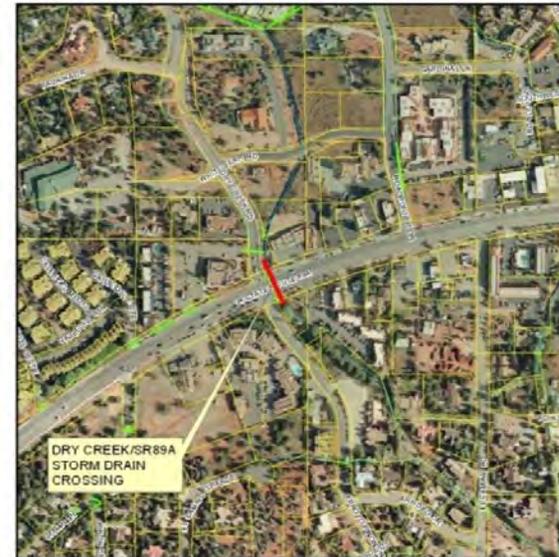
Location: Dry Creek Rd / SR 89A
Category:

Project Description

Design and installation of Storm Drainage Improvements at the Dry Creek Road / SR 89A Crossing. The design would be in FY 2019/2020 and construction would be in FY 2020/2021. In this phase of construction, within the Dry Creek Drainage Basin, capacity of existing drainage improvements would be increased at the Dry Creek Road/SR 89A Crossing. This will also include relocating the northeast traffic signal pole and widening of the north side of the intersection for the northbound lane.

Project Justification

The 2005 Storm Drainage Master Plan identified this work. Storm drainage improvements at this location will reduce damages from flooding, prevent natural erosion from occurring and control silt runoff. The intersection improvements, including relocating the northeast traffic signal pole and widening the northbound lane will improve safety. The arm of this traffic signal pole has been hit by trucks on numerous occasions. This project is identified in the Storm Water Master Plan as DC-C2.



Category	Funding Source	Carryover/ New	Prior Yr	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	Total
Design	General Fund	New	\$0	\$0	\$0	\$100,000	\$0	\$0	\$0	\$100,000
Chargebacks	General Fund	New	\$0	\$0	\$0	\$10,000	\$0	\$0	\$0	\$10,000
Arts		New	\$0	\$0	\$0	\$0	\$4,500	\$0	\$0	\$4,500
Construction		New	\$0	\$0	\$0	\$0	\$400,000	\$0	\$0	\$400,000
Construction		New	\$0	\$0	\$0	\$0	\$50,000	\$0	\$0	\$50,000
Land		New	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Budget			\$0	\$0	\$0	\$110,000	\$454,500	\$0	\$0	\$564,500

Total Operating Impacts						
Personnel Costs	\$0	\$0	\$0	\$0	\$0	\$0
Materials & Supplies	\$0	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$0	\$0	\$0	\$0	\$0	\$0

Project Title: Coffee Pot Drainage Basin - Casa Bonita Channel

Location: Casa Bonita Condominium Subdivision

Project #:

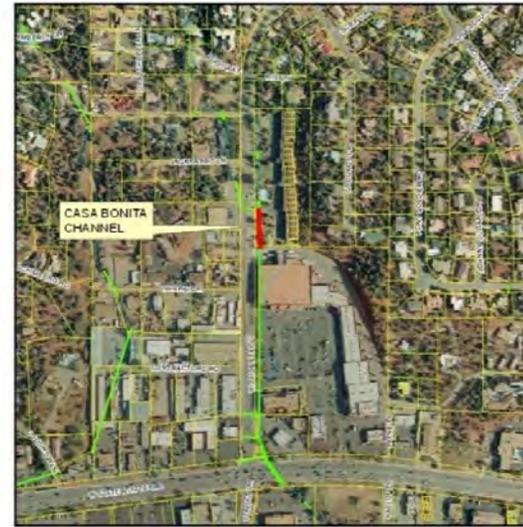
Category:

Project Description

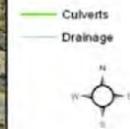
Design and installation of Storm Drainage Improvements at the Casa Bonita Channel, adjacent to Coffee Pot Road, which was damaged in a storm in September 2009. This includes the inlet to the Basha's Shopping Center Storm Drain System. Design would be completed in FY 2014/2015, and construction would be completed in FY 2015/2016. The design includes the entire segment of this drainage, from the Casa Bonita Channel through Little Elf. City staff acquired an easement for this drainage facility in FY 2012/2013.

Project Justification

The 2005 Storm Drainage Master Plan did not identify this work, as it was private. The adequacy of capacity of this existing infrastructure is unknown at this time. This project is proposed as a Capital Improvement Project due to the required improvements upstream and downstream of this area. In order to make the public improvements upstream of this area, analysis of the adequacy of this facility is necessary. Storm drainage improvements will reduce damages from flooding, prevent natural erosion from occurring and control silt runoff at the Casa Bonita Channel. These improvements are required to provide downstream capacity, and to allow capacity to be increased for the Coffee Pot Road Crossing. This project is identified in the Storm Water Master Plan as the northern portion of CP-C4.



CASA BONITA CHANNEL



Category	Funding Source	Carryover/ New	Prior Yr	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	Total
Design	General Fund	New	\$0	\$400,000	\$0	\$0	\$0	\$0	\$0	\$400,000
Chargebacks	General Fund	New	\$0	\$17,000	\$0	\$0	\$0	\$0	\$0	\$17,000
Arts	General Fund	New	\$0	\$0	\$4,500	\$0	\$0	\$0	\$0	\$4,500
Construction	Yav Cnty Flood Control Grant	New	\$0	\$0	\$400,000	\$0	\$0	\$0	\$0	\$400,000
Construction	General Fund	New	\$0	\$0	\$50,000	\$0	\$0	\$0	\$0	\$50,000
Contingency	General Fund	New	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Budget			\$0	\$417,000	\$454,500	\$0	\$0	\$0	\$0	\$871,500

Total Operating Impacts						
Personnel Costs	\$0	\$0	\$0	\$0	\$0	\$0
Materials & Supplies	\$0	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$0	\$0	\$0	\$0	\$0	\$0

Project Title: Coffee Pot Drainage Basin - Coffee Pot Road Crossing **Location:** Coffee Pot Road

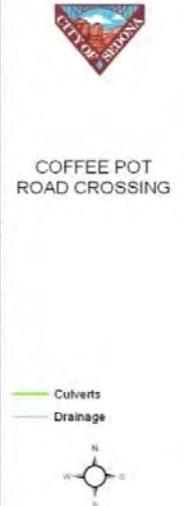
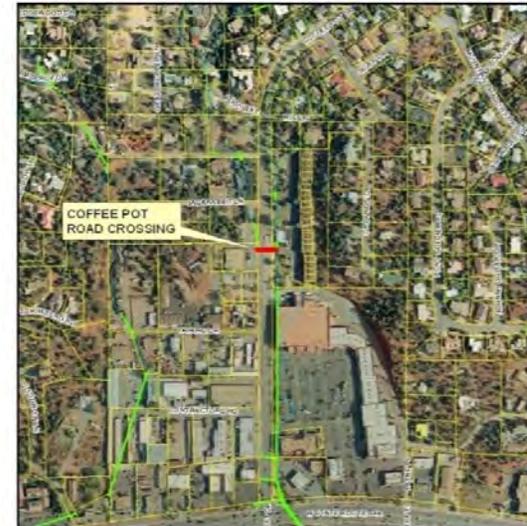
Project #: **Category:**

Project Description

Design and installation of Storm Drainage Improvements at the Coffee Pot Road Crossing. The design would be in FY 2016/2017. Construction would be in FY 2017/2018. In this phase of construction, within the Coffee Pot Drainage Basin, capacity of existing drainage improvements would be increased at the Coffee Pot Road Crossing.

Project Justification

The 2005 Storm Drainage Master Plan identified this work. Storm drainage improvements will reduce damages from flooding, prevent natural erosion from occurring and control silt runoff at the Coffee Pot Road Crossing. These improvements are required to provide downstream capacity, to allow capacity to be increased for the Grasshopper Lane Area and Jackrabbit Lane Crossing improvements. This project is identified in the Storm Water Master Plan as CP-C5.



Category	Funding Source	Carryover/ New	Prior Yr	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	Total
Design	General Fund	New	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Chargebacks	General Fund	New	\$0	\$0	\$0	\$10,000	\$0	\$0	\$0	\$10,000
Arts	General Fund	New	\$0	\$0	\$0	\$2,400	\$0	\$0	\$0	\$2,400
Construction	Yav Cnty Flood Control Grant	New	\$0	\$0	\$0	\$240,000	\$0	\$0	\$0	\$240,000
Contingency	General Fund	New	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Budget			\$0	\$0	\$0	\$252,400	\$0	\$0	\$0	\$252,400

Total Operating Impacts							
Personnel Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Materials & Supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Coffee Pot Drainage Basin - Jackrabbit Lane

Project Title: Crossing

Location: Jackrabbit Lane

Project #:

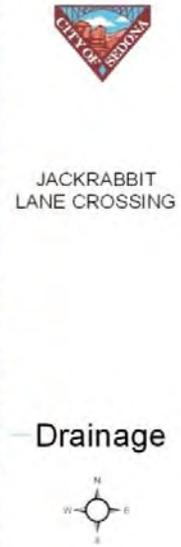
Category:

Project Description

Design and installation of Storm Drainage Improvements at the Jackrabbit Lane Crossing. The design would be in FY 2016/2017. Construction would be in FY 2017/2018. In this phase of construction, within the Coffee Pot Drainage Basin, capacity of existing drainage improvements would be increased at the Jackrabbit Lane Crossing.

Project Justification

The 2005 Storm Drainage Master Plan identified this work, however, it is identified as private. This project is proposed as a Capital Improvement Project due to the required improvements upstream and downstream of this area. In order to make the public improvements upstream of this area, these proposed improvements are necessary. Storm drainage improvements will reduce damages from flooding, prevent natural erosion from occurring and control silt runoff at the Jackrabbit Lane Crossing. These improvements are required to provide downstream capacity, to allow capacity to be increased for the Grasshopper Lane Area improvements. This project is identified in the Storm Water Master Plan as CP-C5A.



Category	Funding Source	Carryover/ New	Prior Yr	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	Total
Design	General Fund	New	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Chargebacks	General Fund	New	\$0	\$0	\$0	\$7,500	\$0	\$0	\$0	\$7,500
Arts	General Fund	New	\$0	\$0	\$0	\$1,500	\$0	\$0	\$0	\$1,500
Construction	Yav Cnty Flood Cntrl Grant	New	\$0	\$0	\$0	\$150,000	\$0	\$0	\$0	\$150,000
Contingency	General Fund	New	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Budget			\$0	\$0	\$0	\$159,000	\$0	\$0	\$0	\$159,000

Total Operating Impacts						
Personnel Costs	\$0	\$0	\$0	\$0	\$0	\$0
Materials & Supplies	\$0	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$0	\$0	\$0	\$0	\$0	\$0

Project Title: Coffee Pot Drainage Basin - Grasshopper Area Drainage **Location:** Grasshopper Lane
Project #: **Category:** 1

Project Description

Design and installation of Storm Drainage Improvements in the Grasshopper Lane Area. The design would be in FY 2016/2017. Construction would be in FY 2017/2018. In this phase of construction, within the Coffee Pot Drainage Basin, capacity of existing drainage improvements would be increased from the area to the southern end, at the Grasshopper Lane Crossing, to the upper end of Grasshopper Lane, at South Little Elf Drive.

Project Justification

The 2005 Storm Drainage Master Plan identified this work. The scope of improvements included in this project is greater than what was included in the 2005 Plan in that this project will include acquiring private property and extending the storm drain system through the developed area, rather than only including the public right of way area. Storm drainage improvements will reduce damages from flooding, prevent natural erosion from occurring and control silt runoff in the Grasshopper Lane area. These improvements are required to provide downstream capacity, to allow capacity to be increased for the Little Elf Area improvements. This project is identified in the Storm Water Master Plan as CP-C6,C7, with portions of private property between the two projects.



Category	Funding Source	Carryover/ New	Prior Yr	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	Total
Chargebacks	General Fund	New	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Arts	General Fund	New	\$0	\$0	\$0	\$0	\$3,500	\$0	\$0	\$3,500
Construction	Yav Cnty Flood Control Grant	New	\$0	\$0	\$0	\$0	\$350,000	\$0	\$0	\$350,000
Land	General Fund	New	\$0	\$0	\$0	\$30,000	\$0	\$0	\$0	\$30,000
Contingency	General Fund	New	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Budget			\$0	\$0	\$0	\$30,000	\$353,500	\$0	\$0	\$383,500

Total Operating Impacts						
Personnel Costs	\$0	\$0	\$0	\$0	\$0	\$0
Materials & Supplies	\$0	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$0	\$0	\$0	\$0	\$0	\$0

Project Title: Coffee Pot Drainage Basin - Little Elf Area Drainage
Project #:

Location: Little Elf Drive
Category: 1

Project Description

Design and installation of Storm Drainage Improvements in the Little Elf Drive Area. The design would be in FY 2021/2022. Construction would be in FY 2022/2023. In this phase of construction, within the Coffee Pot Drainage Basin, capacity of existing drainage improvements would be increased from the area just south of Sanborn Drive to the upper end of the developed portion of this basin. The outcome of the Forest Area Detention Study Project in FY 2014/2015 will have a direct impact on the size and extent of the improvements required in this

Project Justification

The 2005 Storm Drainage Master Plan identified this work. The scope of improvements included in this project is much greater than what was included in the 2005 Plan in that this project will include acquiring private property and extending the storm drain system to the upper end of the developed area, rather than only including the public right of way area. Storm drainage improvements will reduce damages from flooding, prevent natural erosion from occurring and control silt runoff in the Little Elf Drive area. These improvements are the final major improvements programed in the Coffee Pot Drainage Basin. This project is identified in the Storm Water Master Plan as CP-C8.



LITTLE ELF AREA DRAINAGE

Drainage



Category	Funding Source	Carryover/ New	Prior Yr	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	Total
Chargebacks		New	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Arts		New	\$0	\$0	\$0	\$0	\$0	\$10,000	\$0	\$10,000
Construction	Yav Cnty Flood Control Grant	New	\$0	\$0	\$0	\$0	\$0	\$400,000	\$0	\$400,000
Construction		New	\$0	\$0	\$0	\$0	\$0	\$600,000	\$0	\$600,000
Land		New	\$0	\$0	\$0	\$0	\$50,000	\$0	\$0	\$50,000
Contingency		New	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Budget			\$0	\$0	\$0	\$0	\$50,000	\$1,010,000	\$0	\$1,060,000

Total Operating Impacts						
Personnel Costs	\$0	\$0	\$0	\$0	\$0	\$0
Materials & Supplies	\$0	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$0	\$0	\$0	\$0	\$0	\$0

Project Title: Wastewater Effluent Management- Injection/Recharge

Location: Wastewater Treatment Plant

Project #:

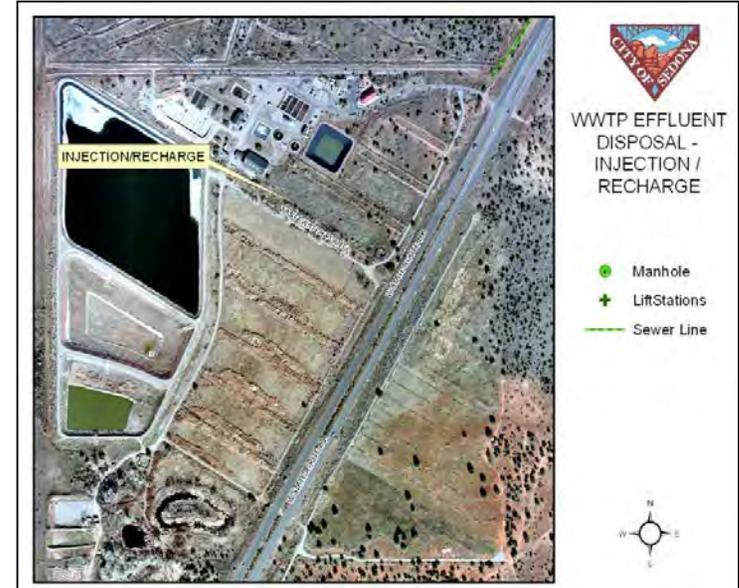
Category: 1

Project Description

This project would allow the City to dispose of one to two million gallons per day of treated wastewater by recharging the Verde River Aquifer. The recharge will add water to the Verde River Basin in a manner that will allow for its reuse over time by properties developing within the Verde River Basin. This project would reduce the area used for the current method used to dispose of treated wastewater by spray irrigation from approximately 300 acres to about 50 acres. To do this, the City will need to treat its water to appropriate quality for recharge, pipe the water to the Verde River Basin, and pump the water into the underground aquifer on property it will need to purchase as a recharge station site. As the water is pumped into the ground, the City expects to receive water credit allocations from the Arizona Department of Water Resources for a percentage of the water being placed into storage.

Project Justification

The City's Wastewater Treatment Plant is approaching treatment capacity. After about 2,500 new connections from the 2012 Sewer Planning Area, the current treatment plant will not be able to handle any more inflow of sewer water from the community. Recharge would provide more capacity for inflow and lengthen the life of the existing treatment plant. Increasing capacity at the plant also reduces the risk of overflow or plant failure. If no new mechanism for disposing of effluent is found, the other option is to expand the plant, a very expensive venture with far less tangential benefit than recharge. Finding a way to dispose of treated wastewater on a permanent basis, other than by spray irrigation, will free up land at the Wastewater Reclamation Plant for other, as yet undetermined, uses. City staff will need to maintain the recharge piping, pumps, and recharge area. Also, there will be a need to track the credits generated and their use.



Category	Funding Source	Carryover/ New	Prior Years	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	Total
Chargebacks	WW Revenue	Carryover	\$48,125	\$20,000	\$0	\$0	\$0	\$0	\$0	\$68,125
Construction	WW Revenue	Carryover	\$1,657,686	\$569,118	\$0	\$0	\$0	\$0	\$0	\$2,226,804
Environmental	WW Revenue	Carryover	\$3,355	\$196,645	\$0	\$0	\$0	\$0	\$0	\$200,000
Design	WW Revenue	Carryover	\$353,871	\$424,625	\$0	\$0	\$0	\$0	\$0	\$778,496
Contingency	WW Revenue	Carryover	\$0	\$25,000	\$0	\$0	\$0	\$0	\$0	\$25,000
Total Budget			\$2,063,036	\$1,235,389	\$0	\$0	\$0	\$0	\$0	\$3,298,425

Total Operating Impacts						
Personnel Costs	\$0	\$0	\$0	\$0	\$0	\$0
Materials & Supplies	\$0	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
Contractual Services	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$0	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000

Project Title: WW Effluent Disposal - Future

Project #:

Location: Wastewater Treatment Plant

Category: 2

Project Description

Future disposal of effluent will most likely be done through a combination of wetlands, injection/recharge, and spray irrigation. Because the final optimal mix has not yet been determined, this project accounts for funds necessary to pursue various means of effluent disposal in future years.

Project Justification

The installation of additional wetlands and the use of an injection well will reduce the amount of treated effluent that is disposed of by spray irrigation. Depending on the results of the WWTP Optimization Plan, the funding for future disposal projects may need to be spent on injection, wetlands, or improvements to the existing irrigation system. This would provide funding to pursue those various options further.



Category	Funding Source	Carryover/ New	Prior Years	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	Total
Design	WW Revenue	New	\$0	\$950,000	\$0	\$0	\$0	\$0	\$0	\$950,000
Chargebacks	WW Revenue	New	\$0	\$17,000	\$55,000	\$0	\$0	\$0	\$0	\$72,000
Construction	WW Revenue	New	\$0	\$0	\$2,556,250	\$2,587,500	\$0	\$0	\$0	\$5,143,750
Total Budget			\$0	\$967,000	\$2,611,250	\$2,587,500	\$0	\$0	\$0	\$6,165,750

Total Operating Impacts						
Personnel Costs	\$0	\$0	\$0	\$0	\$0	\$0
Materials & Supplies	\$0	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$0	\$0	\$0	\$0	\$0	\$0

Project Title: WWTP Capacity Enhancements - Upgrades

Project #: 2012-117

Location: Wastewater Treatment Plant

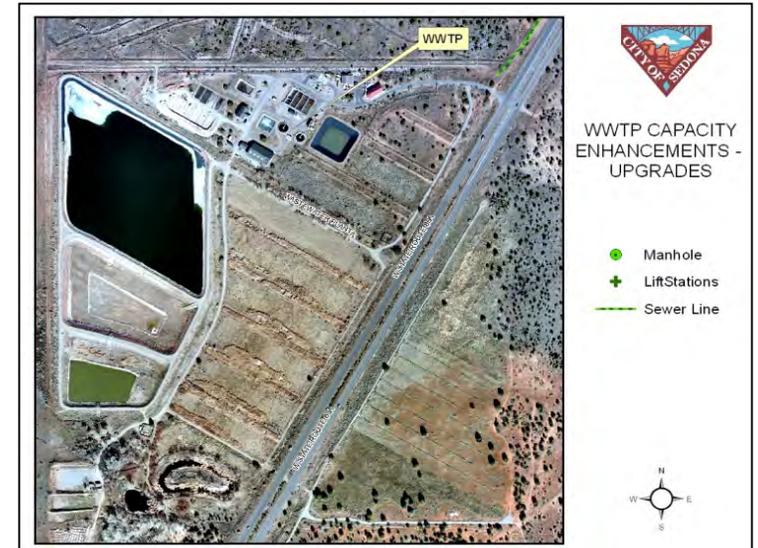
Category: 1

Project Description

Upgrade treatment plant capacity to be able to achieve adequate treatment of 2.0 million gallons per day (MGD) with appropriate system redundancy and operational flexibility. Projects planned are an additional secondary clarifier and replacing aeration blowers (Construction FY14/15 and FY15/16), and a new aerobic digester (Construction FY 16/17).

Project Justification

In 2010 Carollo Engineers conducted an evaluation of the plant process. Based upon influent strengths it was observed that the reliable capacity of the plant is 1.5 MGD rather than the 2.0 MGD it had been designed for. The limiting factor occurs when system components must be taken down for maintenance the capacity of the plant can drop below 2.0 MGD.



Category	Funding Source	Carryover/ New	Prior Yr	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	Total
Chargebacks	WW Revenue	New	\$22,250	\$50,000	\$25,000	\$0	\$0	\$0	\$0	\$97,250
Construction	WW Revenue	New	\$0	\$1,653,000	\$1,385,000	\$2,620,000	\$0	\$0	\$0	\$5,658,000
Design	WW Revenue	Carryover	\$544,738	\$186,034	\$0	\$0	\$0	\$0	\$0	\$730,772
Design	WW Revenue	New	\$0	\$35,000	\$50,000	\$130,000	\$0	\$0	\$0	\$215,000
Contingency	WW Revenue	New	\$0	\$160,000	\$25,000	\$100,000	\$0	\$0	\$0	\$285,000
Total Budget			\$566,988	\$2,084,034	\$1,485,000	\$2,850,000	\$0	\$0	\$0	\$6,986,022

Total Operating Impacts						
Personnel Costs	\$0	\$0	\$0	\$0	\$0	\$0
Materials & Supplies	\$0	\$0	\$40,000	\$40,000	\$40,000	\$40,000
Contractual Services	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$0	\$0	\$40,000	\$40,000	\$40,000	\$40,000

Project Title: WW Master Plan

Location: Citywide

Project #:

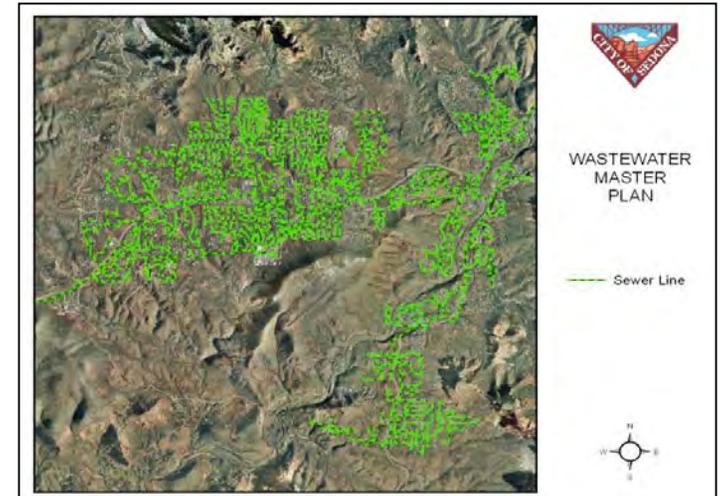
Category: 1

Project Description

This project would update the wastewater master plan for the collection system

Project Justification

The existing master plan is over 10 years old - the collection system has expanded and the long term plans for further expansion of the system have changed. In addition, since the 2002 plan was completed, the City is no longer under a consent decree by ADEQ and therefore the City's priorities have changed. This update will reflect the new priorities and help plan future projects and budgeting for the 10 year CIP. The funds allocated in FY2020 are for a 5-year update to the master plan, which will be minor.



Category	Funding Source	Carryover/ New	Prior Years	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	Total
Master Plan	WW Revenue	New	\$0	\$0	\$200,000	\$0	\$0	\$0	\$100,000	\$300,000
			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Budget			\$0	\$0	\$200,000	\$0	\$0	\$0	\$100,000	\$300,000

Total Operating Impacts							
Personnel Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Materials & Supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Project Title: WWTP Bar Screen And Filter System Upgrades

Project #:

Location: Wastewater Treatment Plant

Category: 1

Project Description

The project provides design and installation of new bar screens and filters.

Project Justification

This project was originally planned for a new headworks installation. However, during FY13/14 wastewater was able to re-coat the concrete structure at the headworks adding a 5-10 year life span to the structure. Doing this has allowed for a shift in priorities. This project will upgrade the bar screens at the headworks, which, along with the re-coating, will aid in less wear and tear of downstream equipment and processes. This project also includes an upgrade to the existing filter system. The filters currently operating are the original filters. Recently wastewater operation has seen a decrease in the efficiency of the filters. The design will look at different technologies when choosing a replacement for the filters.



Category	Funding Source	Carryover/ New	Prior Years	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	Total
Design	WW Revenue	New	\$0	\$0	\$0	\$100,000	\$0	\$0	\$0	\$100,000
Chargebacks	WW Revenue	New	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Construction	WW Revenue	New	\$0	\$0	\$0	\$0	\$1,500,000	\$0	\$0	\$1,500,000
Contingency	WW Revenue	New	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Budget			\$0	\$0	\$0	\$100,000	\$1,500,000	\$0	\$0	\$1,600,000

Total Operating Impacts						
Personnel Costs	\$0	\$0	\$0	\$0	\$0	\$0
Materials & Supplies	\$0	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$0	\$0	\$0	\$0	\$0	\$0

Project Title: Mystic Hills Lift Station Access Improvement

Project #:

Location: West Mallard Drive

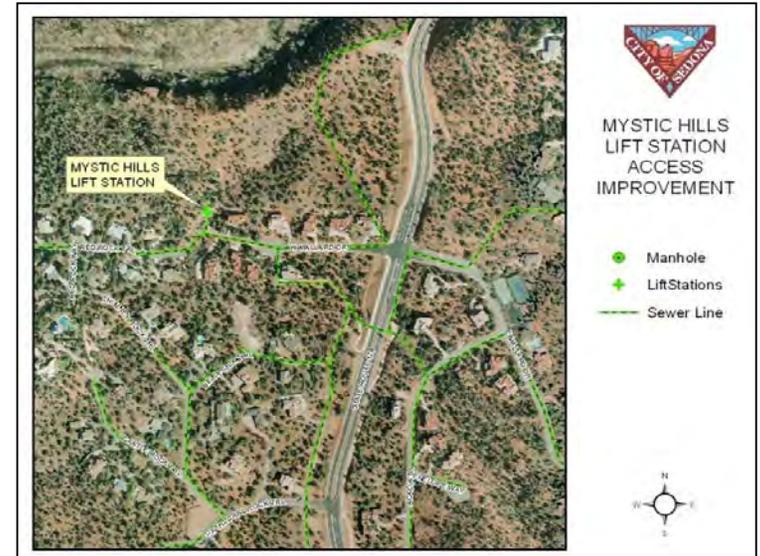
Category:

Project Description

Development of plans, specifications and cost estimate to improve the low water crossing at the west end of West Mallard Drive, for the driveway leading to the Mallard Wastewater Lift Station. Corps of Engineer requirements will be determined and right of way needs will be defined. Coconino County Flood Control District Funds may be considered for this project.

Project Justification

This project will develop a design and costs to improve public road ingress and egress to the Mallard Wastewater Lift Station during the summer monsoon season. During summer monsoon storms this area has been isolated at times and road embankment is undermined and requires repair. This project provides drainage improvements not shown in the storm drainage master plan, and mainly benefits access to the wastewater lift station, as such it would be considered primarily a wastewater improvement project.



Category	Funding Source	Carryover/ New	Prior Years	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	Total
Design		New	\$0	\$0	\$0	\$0	\$20,000	\$0	\$0	\$20,000
Chargebacks		New	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Construction		New	\$0	\$0	\$0	\$0	\$100,000	\$0	\$0	\$100,000
Land		New	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Contingency		New	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Budget			\$0	\$0	\$0	\$0	\$120,000	\$0	\$0	\$120,000

Total Operating Impacts						
Personnel Costs	\$0	\$0	\$0	\$0	\$0	\$0
Materials & Supplies	\$0	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$0	\$0	\$0	\$0	\$0	\$0

Comments from Individual Members of the Public

Would like to see information technology related projects in the plan to improve the City's technological capacity - specific examples were not given

The projects in the Plan are important and the City Council must be willing to figure out how to fund them and to be bold if that entails generating revenue from new sources (property tax, sales tax, new fees, partnerships, etc.)

Support for detention basins north of 89A at Soldiers Wash in order to catch water there and mitigate the downstream impacts to Tlaquepaque/Brewer

Back-O-Beyond low water crossing is not a priority as it expensive and only benefits a few

Do not develop the land at the WWTP, rather leave it as natural open space. This is what the community said they wanted in the new Community Plan. Do not erode area between Sedona and Cottonwood

A neighborhood park in the Chapel area would be a nice amenity, but drainage projects are needed more and should take a higher priority.

Support park amenities for families

Support new neighborhood sidewalks, improve walkability

Support expansion of Jordan Park offices for Historic Society

Support USFS Ranger Station redevelopment project

Need more support for items that promote and support tourism and positive tourist experiences since that is our economic engine

The City should pursue a creekside park or another community park

Support for Police needs - public safety is paramount and the community does not want to see they high level of safety they are used to start to degrade

Comments from Planning and Zoning Commission (as a body)

Need to develop a prioritization mechanism to help determine which projects are the most important when making decisions regarding which projects get funded and which do not - right now decisions are too subjective

Add a column to the summary page that includes the category number (1, 2, 3) for each project

Tie CIP to new Community Plan for future years

Don't exclude projects because of a lack of funding - be bold enough to develop funding sources for projects that the community needs/wants

General Fund

The General Fund budget, the best measure of the cost of providing services to citizens, increased from \$13,070,504 to \$14,266,073 this year. This is an increase of 12.4%. Approximately half of this increase is the additional funding which has been pledged to the Sedona Chamber of Commerce for destination marketing.

Sedona's operating expenditures are comprised of thirteen separate departments and programs:

- City Council
- City Manager's Office
- City Clerk
- Human Resources
- Financial Services
- General Services
- Information Technology
- Parks and Recreation
- Public Works
- City Attorney's Office
- Community and Economic Development
- Police Department
- Municipal Court

Detailed budgets for each of the departments or programs are included in this document, under separate tabs. Of the General Fund expenditures, approximately \$8.4 million or 59%, is attributable to salaries and benefits for City employees. In addition to salaries, approximately \$2.165 Million, including the funds for the Sedona Chamber of Commerce, is budgeted to support community groups within the City.

The City's single largest revenue source is the City's sales and bed taxes. These taxes account for 68% or approximately \$10.3 Million of the General Fund's revenue in the 2014-2015 Proposed budget. The City Council, by policy has approved an allocation of the sales tax (excluding the bed tax) between the General Fund and the Wastewater Fund. The 2014-2015 Proposed Budget assumes that the sales tax allocation will be split with 70% to the General Fund and 30% allocated to the Wastewater Fund.

**CITY OF SEDONA
PRELIMINARY BUDGET COMPARISON
PROPOSED 2014-2015**

GENERAL FUND	2014	2015	%
REVENUES	ESTIMATED	PROPOSED	CHANGE
TAXES			
SALES AND USE TAXES-GENERAL**	\$ 7,320,000	\$ 8,162,000	\$ 842,000 11.5%
BED TAXES	1,918,000	2,120,000	202,000 10.5%
STATE SALES TAX	875,000	906,000	31,000 3.5%
IN LIEU OF FEES-TAXES	305,000	410,000	105,000 34.4%
TAXES-OTHER	120,000	93,000	(27,000) -22.5%
URBAN STATE REVENUE SHARING	1,119,000	1,214,232	95,232 8.5%
VEHICLE LICENSE-COCONINO & YAVAPAI	522,000	553,660	31,660 6.1%
FRANCHISE TAXES	742,000	757,000	15,000 2.0%
CHARGES FOR SERVICES	83,000	84,000	1,000 1.2%
LICENSES AND PERMITS	341,000	296,000	(45,000) -13.2%
FINES AND FORFEITURES	155,000	157,000	2,000 1.3%
OTHER SOURCES	391,500	391,000	(500) -0.1%
TOTAL REVENUES	\$ 13,891,500	\$ 15,143,892	\$ 1,252,392 9.0%
EXPENDITURES***			
5210 CITY COUNCIL	\$ 53,840	\$ 56,926	\$ 3,086 5.7%
5220 CITY MANAGER	698,982	732,854	33,872 4.8%
5221 HUMAN RESOURCES	183,543	191,966	8,423 4.6%
5222 FINANCIAL SERVICES	417,139	454,678	37,539 7.9%
5224 INFORMATION TECHNOLOGY	711,591	934,034	222,443 30.1%
5230 LEGAL	460,686	478,442	17,756 3.9%
5240 CITY CLERK	239,354	277,498	38,144 15.9%
5242 PARKS & RECREATION	339,541	363,595	24,054 6.7%
5245 GENERAL SERVICES	1,735,400	1,770,420	35,020 2.2%
SEDONA CHAMBER OF COMMERCE	625,000	1,248,500	623,500 99.8%
5310 COMMUNITY DEVELOPMENT	1,111,897	1,089,336	(22,561) -2.0%
5320 PUBLIC WORKS	1,845,964	1,867,681	21,717 1.2%
5510 POLICE	3,091,081	3,669,995	578,914 16.5%
5520 MUNICIPAL COURT	306,087	300,382	(5,705) -1.8%
DEBT SERVICE	831,266	829,766	(1,500) -0.2%
TOTAL GENERAL FUND EXPENSES	\$ 12,651,371	\$ 14,266,073	\$ 1,614,702 12.4%

**Sales tax revenue assumes a reduction of 5% of total sales allocated to Wastewater in both 2015 and 2018.

***Expenditures for 2016-2019 projected increased at an inflationary rate of 3%.

City of Sedona
Department Supplemental Requests
2014-2015 Budget

Department	Fund	Page #	Request	On-going	One-Time	Revenue Offset	Recommended Funding Level
City Managers/Human Resource	General	3-5	Safety Officer Position for Verde Valley Cities	\$25,000	\$0		\$0
City Managers	General		Shared Cost of Generator for Emergency Operations Center		\$23,434		\$23,434
City Managers/Public Works	General		City Contractual Support for Oak Creek Watershed	\$50,000			\$15,000
City Manager	General	3-9	Contract Grant Writer		\$50,000		\$50,000
Com Dev	General	3-16	Professional Research Assistance: Short-Term Vacation Rental		\$4,000		\$0
Com Dev	General	3-19	Land Development Code Changes to Community Plan		\$7,500		\$7,500
Com Dev	General	3-23	Outdoor Lighting Small Grant Program Update		\$50,000		\$0
Com Dev	General	3-27	Enhanced Electronic Community Plan		\$12,000		\$0
Com Dev	General	3-31	Cultural Park & Soldier Pass Road Community		\$56,500		\$56,500
Com Dev	General	3-38	Economic Development Strategic Plan		\$207,000		\$0
General Services	General		Household Hazardous Waste Day Contract (no writeup)		\$20,000		\$0
Parks & Rec	General	3-42	Full Time Admin Asst (Increased cost of request)	\$25,702			\$25,702
Parks & Rec	General	3-46	4th of July Event	\$20,000	\$0		\$0
Parks & Rec	General	3-49	Special Events	\$45,613	\$0		\$45,613
Parks & Rec	General	3-53	Interpretive Signage for Sedona Wetlands Preserve		\$8,300	(\$2,164)	\$6,136
Police	General	3-56	Shift Differential Pay - Communication Specialist	\$7,000			\$7,000
			Additional Records Clerk - Modified Salary/Benefit Expenditure				
Police	General	3-60	Estimates	\$59,244			\$0
Police	General	3-66	Community Service Aide Program Enhancement	\$92,473			\$45,000
Police	General	3-70	Police Sergeant	\$120,068			\$0
IT/Police	General	3-75	New World Systems Upgrade		\$84,500		\$84,500
IT/Police	General	3-80	E-Citations Upgrade		\$63,000		\$63,000
Police	General	3-84	AR15 Rifle Refresh		\$49,160		\$0
Public Works	General	3-88	Aerial Survey		\$38,000		\$38,000
IT	General	3-91	Upgrade City's Internet Service & Network Connectivity	\$27,917			\$27,917
IT	General	3-95	Secure Network Connectivity for Mobile/Remote Employee Access	\$1,600	\$8,500		\$10,100
IT	General	3-98	City Website Upgrade/Enhancements		\$20,000		\$20,000
			Subtotal General Fund	\$474,617	\$701,894	(\$2,164)	\$525,402
Public Works	Streets	4-14	Jordan Road Crosswalk Street Light		\$40,000		\$0
Public Works	Streets	4-17	Pavement Rating & Management Program		\$85,000		\$0
			Subtotal Streets Fund	\$0	\$125,000	\$0	\$0
Wastewater/IT	Wastewater	5-22	Upgrade City's Internet Service & Network Connectivity	\$4,817			\$4,817
Wastewater/Public Works	Wastewater	5-26	Wetlands Fencing		\$50,000		\$50,000
Wastewater/Public Works	Wastewater	5-35	Upgrade Replacement Truck to Utility Truck (base price \$25k)		\$10,000		\$10,000
Wastewater/Public Works	Wastewater	5-38	Minor Pump Station Fresh Water Connections		\$36,000		\$0
Wastewater/Public Works	Wastewater	5-41	Minor Pump Station Fall Projection Grates		\$16,500		\$16,500
Wastewater/Public Works	Wastewater	5-44	6-Inch Trailer Pumps		\$45,000		\$45,000
			Subtotal Wastewater Fund	\$4,817	\$157,500	\$0	\$126,317
			Total Supplemental Requests	\$479,434	\$859,394	(\$2,164)	\$651,719



**City of Sedona
Decision Package
Fiscal Year 2014-2015**

Project Title:	Safety Coordinator (Independent Contractor)
Date:	2/27/14
Originating Department:	Human Resources
I Problem/Issue	
a) Does this affect our citizens/customers quality of life?	
	Yes
If yes, then how:	
	<p>By complying with safety regulations, we ensure that citizens have a safe experience at city facilities including parks, streets and other public places.</p> <p>Further, it is imperative to maintain employee safety to avoid the high costs associated with on-the-job injuries. These funds would contribute to a full-time position, shared amongst four Verde Valley cities and towns that would serve as a risk manager/safety officer to evaluate Sedona's working environment for its employees and provide safety training and other recommendations for improving the safety of the organization.</p>
b) Is this a traditional government function?	
	Yes
If it is not a traditional function, why should the City of Sedona deal with it?	
c) History/background of project issue:	
	<p>Over the course of several years, the City's EMOD (rating level for employee injuries tied to workers compensation costs) has been increasing. While we have seen a reduction this year in workers compensation claims, without a resource to ensure the organization is focusing on safety and risk related issues, it is possible that workers compensation claims may go up again in the future.</p> <p>The number and severity of employee injuries directly effects the City's annual costs for its workman's compensation insurance. Should the EMOD continue to decline based on having less employee injuries and claims, there would be ongoing cost savings to the City.</p>
d) Does the project/issue relate to the strategic/community plans?	
	Strategic Plan:

		Community Plan:
		If not in either plan, how does this fit into the City of Sedona's priorities?
	e)	Are there environmental implications? None noted.
		If yes, explain:
	f)	Cost (include economic/financial analysis) and recommendation as to funding sources (include partnerships):
II Risk Analysis		
	a)	What happens if this is not done?
		The City's risk exposure continues to increase due to lack of attention on employee safety related and risk related issues.
		What would happen if this is done?
	b)	Provide contingency analysis if applicable (provide key assumptions and dependencies). Assumptions - Something the City of Sedona has no control over. Dependencies - Something the City of Sedona may have control over. Major factor in what the City of Sedona is trying to accomplish.
		The Safety Coordinator would handle a variety of safety tasks such as: <ul style="list-style-type: none"> • Develop, implement and maintain occupational health and safety programs, and update safety-related policies, procedures and administrative regulations • Identify safety training needs; develop training courses, oversee and deliver training; evaluate effectiveness and make adjustments as necessary to improve training and outcomes; track and keep statistics on accident avoidance/reduction; develop and maintain databases and records for the documentation of employee safety training and safety job site and accident investigations • Conduct job site visits to include inspecting equipment, tools and working conditions for the purpose of evaluating potential hazards and exposures and to reduce potential loss to the employer; has the ability to stop work projects presenting an immediate hazard • Conduct and/or coordinate accident scene investigations • Research, interpret, apply and implement provisions of safety

	<p>regulations and other applicable local, state and federal regulations including Occupational Safety Health Administration (OSHA) and Arizona Department of Occupational Safety and Health (ADOSH); recommend possible changes to employer programs, policies and procedures to maintain compliance</p> <ul style="list-style-type: none"> • Coordinate and participate in safety committee; work with committee members to design, coordinate and present safety initiatives.
	c) Show examples of best practices from other cities, if applicable:
	Larger municipalities have departments devoted to risk management and safety. Having a shared resource would allow us to also improve in these areas. There would be additional training opportunities as instruction could be done more efficiently by not having to duplicate efforts individually.
III Resources Required	
	a) What departments will be involved in the planning and operation of this project/issue?
	City Manager's Office, Human Resources, Legal
	Do these departments concur with this priority?
	Yes
	b) What are the in-house staff requirements?
	Coordination with other Verde Valley Partner cities and coordination of training and implementation of safety related recommendations from Risk Manager/Safety Officer.
	c) Are outside consultants needed? Please explain:
	No
	d) Are special equipment resources required? Please explain:
	TBD
	e) Are there on-going operation and maintenance costs involved? Please explain:
	This would be intended to be an ongoing position. There may be additional cost associated with implementing recommendation regarding improved safety conditions. However, there also may be reduced costs associated with payment of claims and/or insurance premiums.
IV Implementation	
	a) What is the time frame for completion of plan and implementation for project/issue?
	Approval July 1, IGA, with other cities, recruitment of position, possibly hire position by January 1, 2015.
	b) How will you market/communicate the project/issue to the public?

c) What performance measures will you use to evaluate the project/issue?																								
Tracking of City's EMOD. Tracking of City's employee injuries and other claims related to safety conditions of working environment and other risk related claims. Employee morale/satisfaction with their working environment.																								
IV Proposed Expenditures																								
\$25,000																								
<table border="1"> <thead> <tr> <th>Line Item</th> <th>FY 2013-2014</th> <th>FY 2014-2015</th> <th>FY 2015-2016</th> <th>FY 2016-2017</th> </tr> </thead> <tbody> <tr> <td></td> <td>\$0</td> <td>\$0</td> <td>\$25,000</td> <td>\$25,000</td> </tr> <tr> <td><u>Fiscal Year Totals:</u></td> <td></td> <td></td> <td>\$25,000</td> <td>\$25,000</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>					Line Item	FY 2013-2014	FY 2014-2015	FY 2015-2016	FY 2016-2017		\$0	\$0	\$25,000	\$25,000	<u>Fiscal Year Totals:</u>			\$25,000	\$25,000					
Line Item	FY 2013-2014	FY 2014-2015	FY 2015-2016	FY 2016-2017																				
	\$0	\$0	\$25,000	\$25,000																				
<u>Fiscal Year Totals:</u>			\$25,000	\$25,000																				
<u>Expenditures Total: \$50,000</u>																								



**City of Sedona
Decision Package
Fiscal Year 2014-2015**

Project Title:	Contract Grant Writer
Originating Department and Division:	City Manager's Office
Funding Request Type (Ongoing vs. One-Time)	Ongoing
I Problem/Issue	
a)	Does this affect our citizens/customers quality of life? If yes, then how:
	Yes, there are many wants and needs for new services, amenities, and infrastructure within the City. The challenge comes with trying to meet those needs with very limited financial resources. While there are grants opportunities available for local governments, that if acquired could assist the City with providing those services and amenities, the existing staff resources are not sufficient to research, write, and administer outside grants funds. This position could provide those resources and potentially secure external funding for various City wants/needs.
b)	Is this a traditional government function?
	Yes, the focus of the grant-seeking would be on traditional government services, but would include both quality of life items (parks and recreation, community devt) and basic health/safety items (drainage, streets, etc.).
	If it is not a traditional function, why should the City of Sedona deal with it?
c)	History/background of project issue:
d)	Does the project/issue relate to the strategic/community plans?
	Community Plan: The implementation of many of the elements of the Community Plan will require financial resources. External grant funding may provide opportunities to pursue and implement items that the City would otherwise be unable to pursue.
	If not in either plan, how does this fit into the City of Sedona's priorities?

	e) Are there environmental implications?
	If yes, explain:
	f) Cost (include economic/financial analysis) and recommendation as to funding sources (include partnerships):
	While it may take some time for a new contract grant writer to prioritize the City's areas of need, conduct research, apply for funding, and receive grant awards, the investment of funds to pay for the grant writer is anticipated to more than fully recover those costs within 18-24 months.
II Risk Analysis	
	a) What happens if this is not done?
	What would happen if this is done?
	The City could secure external funding to provide programs, services, or build infrastructure that it would otherwise not be able to pursue due to lack of general funds.
	b) Provide contingency analysis if applicable (provide key assumptions and dependencies). Assumptions - Something the City of Sedona has no control over. Dependencies - Something the City of Sedona may have control over. Major factor in what the City of Sedona is trying to accomplish.
	c) Show examples of best practices from other cities, if applicable:
III Resources Required	
	a) What departments will be involved in the planning and operation of this project/issue?
	This contract will be managed out of the City Manager's Office, however, the Grant Writer will be expected to work with various departments to identify needs and develop grant proposals.
	Do these departments concur with this priority?
	b) What are the in-house staff requirements?
	Staff will need to work directly with the Grant Writer, providing information so that they can put together solid proposals. The staff commitment will vary based on project and grant proposal.
	c) Are outside consultants needed? Please explain:
	This will be a contracted, "consultant" position.
	d) Are special equipment resources required? Please explain:

	e) Are there on-going operation and maintenance costs involved? Please explain:																									
		The intention is for this contract to be ongoing based on positive performance and the attainment of outside funding. Should that not occur as expected, this contract would be eliminated.																								
IV Implementation																										
	a) What is the time frame for completion of plan and implementation for project/issue?																									
		If approved, a solicitation for an experienced grant writer would be issued, potential candidates would be screened and interviewed, and a contract would be entered into. The Grant Writer is anticipated to be able to be contracted by fall 2014.																								
	b) How will you market/communicate the project/issue to the public?																									
	c) What performance measures will you use to evaluate the project/issue?																									
		Measurement of amount of grant dollars secured. The compensation structure of the contract will be tied to this performance.																								
IV Proposed Expenditures																										
	<table border="1"> <thead> <tr> <th>Line Item Description</th> <th>Chartfield*</th> <th>FY 2014-2015 Request</th> </tr> </thead> <tbody> <tr> <td>Professional/Contracted Services</td> <td>10-5220-01-6407</td> <td>\$50,000</td> </tr> <tr> <td></td> <td></td> <td>\$0</td> </tr> <tr> <td></td> <td></td> <td>\$0</td> </tr> <tr> <td></td> <td></td> <td>\$0</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="2"></td> <td><u>Expenditures Total: \$50,000</u></td> </tr> </tbody> </table>		Line Item Description	Chartfield*	FY 2014-2015 Request	Professional/Contracted Services	10-5220-01-6407	\$50,000			\$0			\$0			\$0									<u>Expenditures Total: \$50,000</u>
Line Item Description	Chartfield*	FY 2014-2015 Request																								
Professional/Contracted Services	10-5220-01-6407	\$50,000																								
		\$0																								
		\$0																								
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		<u>Expenditures Total: \$50,000</u>																								

*Full account string including fund, department/division number, and account number.



Range: NOT APPLICABLE – CONTRACTED POSITION with a \$50,000 maximum contract base salary, potential performance bonuses and no City benefits

Exempt: NOT APPLICABLE

Date: 7/1/2014

JOB DESCRIPTION CONTRACT GRANT WRITER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

This is professional **contract only** position. The contracted professional will prepare and track proposals for submittal to potential funding sources to obtain funds for ongoing or special institutional projects. The contracted professional is responsible for research, cultivation, writing, and stewardship for grants from funding sources, both public and private, in support of City funding priorities. The contracted professional works collaboratively with various City departments to compile, submit and track grant proposals and achieve goals. The contracted professional conducts research on current and future funding sources to identify new prospects. The contracted professional facilitates prospect tracking and management.

This position is a contracted position subject to a specified contracted salary with the potential for performance bonuses if certain City goals and objectives are achieved. There are no City benefits provided for this contracted position.

SUPERVISION RECEIVED AND EXERCISED

This is a non-supervisory contracted profession. This contracted position receives general supervision from the Assistant City Manager for the City of Sedona, or in the absence of the Assistant City Manager, the Finance Director for the City of Sedona.

The contracted professional exercises considerable independence and judgment in his/her work efforts. Policy matters and recommendations are referred to the supervisor for decision.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--*Essential and other important responsibilities and duties depending on which main function of the department you may be assigned, may include, but is not limited to, the following:*

Essential Functions:

1. Identifies and researches corporate, foundation, and government sources of funding.
2. Researches funding source proposal requirements and submittal deadlines and maintains report deadline calendar.
3. Interviews City project/program managers to determine goals and objectives, scope, feasibility, and funding needs for programs.
4. Gathers and maintains current files on institutional programs and projects.
5. Writes, edits, and proofreads proposals and reports to corporate, foundation, and governmental agencies.
6. Coordinates preparation, assembly, and delivery of proposal documents
7. Tracks status of proposals and follows up to provide additional information as required by funding sources.
8. Work in conjunction with the Finance Department, City Manager's Office and other City Departments to match grant opportunities with Sedona's funding priorities and develop the proposal collaboratively with the appropriate City department.
9. Act as the primary contact with the grantors during the decision making process to assure that all requirements have been met and to assist if necessary with any additional information that might be needed.
10. Maintain an ongoing relationship with each potential grantor after their decision has been reached (either positive or negative) for the purpose of possible future proposals.
11. Work directly with City departments and staff to ensure correct information and to ensure adherence to grant requirements. Maintain and complete all necessary reports in conjunction with staff to assure grant compliance.
12. Achieve annual budgeted goal for grants.

QUALIFICATIONS

Competencies:

1. **Analytical** - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.
2. **Project Management** - Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.
3. **Technical Skills** - Pursues training and development opportunities; Shares expertise with others.
4. **Customer Service** - Responds to requests for service and assistance; Meets commitments.
5. **Oral Communication** - Demonstrates group presentation skills; Participates in meetings.
6. **Written Communication** - Writes clearly and informatively; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
7. **Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives.
8. **Innovation** - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas.

Ability to:

1. Develop grant proposals that are aligned with and support the City's mission and initiatives.
2. Identify and develop professional relationships with public and private funding sources.
3. Facilitate the development of fundable grant proposals in collaboration with senior City management and other City staff.

4. Facilitate development of partnership proposals for local or regional grant opportunities.
5. Perform grants-related research and analysis, including internal and external reports and data for use in need statements, program design, and evaluation components of grant proposals.
6. Maintain knowledge of local, state, and national politics, policies, and trends that affect grant writing for the City.
7. Write and edit grant proposals.
8. Assist with the completion of required reports to funding agencies and ensure regulatory compliance with funded projects.
9. Ensure compliance with the City's grants-approval process.
10. Participate in professional development activities to stay abreast of internal changes that impact performance and in the field of resource development.
11. Perform other duties as assigned by the Finance Director and/or City Manager's Office.
12. Keep records and prepare reports.
13. Establish and maintain effective relationships with internal and external parties.
14. Work independently and makes sound, timely decisions.
15. Show initiative in performing job functions.
16. Work independently in the absence of supervision.
17. Operate and uses modern office equipment.
18. Meet deadlines.

COMPENSATION AND POTENTIAL PERFORMANCE BONUSES

Appointments for this position shall be made on a contract basis. The contract may be terminated by the City at any time without cause following seven (7) days written notice from an authorized representative of the City. This contracted position shall be paid a maximum contract salary of \$50,000 per fiscal year, paid bi-weekly, and shall have no City benefits.

This position may be entitled to performance bonuses upon successful demonstration of meeting City grant funding goals and objectives following a substantive review of performance by the supervisor of this position. Performance bonuses shall only be issued for grants successfully obtained during the fiscal year, shall be a percentage only of the total grant amount, shall be capped at a specified amount and shall be based on the following methodology:

Grant Amount Range	Maximum Percentage of Performance Bonus
Up to \$250,000	0.5%
\$250,001 to \$500,000	1%
\$500,001 to \$1,000,000	1.5%
\$1,000,001 to \$5,000,000	2%

The total capped amount of compensation for this contracted position inclusive of the contracted base salary and performance bonuses shall be a maximum of \$125,000.

EDUCATION AND EXPERIENCE

Experience:

Minimum of five (5) years of demonstrated successful experience in grant writing and grants administration; municipal experience preferred but not required.

Education:

Minimum of a Bachelor's degree in communications, marketing, business or similar profession from an accredited university or college.

REQUIRED LICENSES/CERTIFICATIONS:

Possesses and retains a valid state driver's license throughout tenure of contract employment, without impending loss at time of appointment.

Certified Grant Writer® Credential by American Grant Writers Association, Inc. is preferred.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Constant sitting, keyboarding, observing computer screen, twisting in seated position; frequent bending, squatting, reaching, lifting or moving items weighing 35 pounds or less, standing, walking, writing; occasional reaching above shoulders, driving, moving and servicing office equipment.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Works primarily indoors with occasional visits to project sites to gather information. Required to sit, talk, and hear; frequently required to use hands to: finger, feel or handle writing utensils, computers and office supplies which require repetitive arm, wrist and hand movement. Occasionally required to stand and reach with arms and hands, climb, balance, stoop, kneel, crouch, bend or crawl. Specific vision abilities include close, distant, color, and peripheral vision, depth perception and to adjust focus. Position requires mental acuity to ensure thorough mental analysis of situations in a fast-paced environment. Employee is required to maintain confidentiality of information within the department. Employee is frequently required to perform work in confidence and under pressure for deadlines, and is required to maintain professional composure and tact, patience and courtesy at all times.



**City of Sedona
Decision Package
Fiscal Year 2014-2015**

Project Title:	Professional Research Assistance; Short-Term Vacation Rental Code Enforcement
Originating Department and Division:	Community & Economic Development
Funding Request Type (Ongoing vs. One-Time)	One-Time
I Problem/Issue	
a) Does this affect our citizens/customers quality of life?	
	Yes
If yes, then how:	
	The city of Sedona is committed to maintaining its small-town character, scenic beauty and natural resources that are the foundation of its economic strength and quality of life and adopted City Code provisions to provide for enforcement of short-term vacation rentals (Chapter 5.25 Enforcement of Restrictions on Residential Short-term vacation rentals).
b) Is this a traditional government function?	
	Yes
If it is not a traditional function, why should the City of Sedona deal with it?	
c) History/background of project issue:	
	<p>The 2002 Sedona Community Plan, Section 9.2, Goal 1.0, states: The rental of private homes for temporary occupancy has been identified as a community concern due to the potential for increased traffic, noise, high occupant turnover, and density in single-family residential neighborhoods. The number of occupants occupying such temporary rentals has the potential to exceed standards for the design capacity of such structures and to cause health and safety problems, and as such may constitute threats to the health and safety of neighbors and nearby properties. As such enforcement provisions were included in the City Code (Chapter 5.25) to safeguard the peace, safety and general welfare of the residents of Sedona and their visitors and guests by eliminating noise, vandalism, overcrowding, neighborhood uncertainty, high occupant turnover, diminution of neighborhood character, and other secondary effects that have become associated with the illegal short-term rental of single-family dwellings. These regulations were deemed necessary to protect the integrity and small-town character of the city's residential neighborhoods.</p> <p>Since its adoption in 1995, the Sedona Land Development Code has prohibited the rental of any single-family dwelling in residential areas for less than 30 days. Since that time, the short-term vacation rental market nationwide has expanded with the use of professional brokers and Internet listing services. This proliferation requires an expansion of enforcement mechanisms to deter parties who facilitate and solicit this illegal activity. Because there are numerous homeowners, real estate offices, brokers, and other agencies that actively promote short-term rentals to potential Sedona visitors through the Internet and other forms of advertisement, it is necessary to prohibit the promotion and advertisement of short-term vacation rentals for periods</p>

	<p>of less than 30 consecutive days.</p> <p>In an attempt to further promote the aims and goals of the current ban on short-term residential rentals, this proposal requests assistance to research and investigation possible short-term vacation rentals violations. <u>This request is to contract professional assistance and is NOT a request for an additional staff person.</u></p>
	d) Does the project/issue relate to the strategic/community plans?
	Strategic Plan:
	Yes
	Community Plan:
	Yes
	If not in either plan, how does this fit into the City of Sedona's priorities?
	e) Are there environmental implications?
	No
	If yes, explain:
	f) Cost (include economic/financial analysis) and recommendation as to funding sources (include partnerships):
II Risk Analysis	
	a) What happens if this is not done?
	Research and investigation of possible short-term vacation rentals is dependent upon current staffing levels and workloads.
	What would happen if this is done?
	Professional research and investigation assistance allows for more focused and proactive code enforcement of possible violators.
	b) Provide contingency analysis if applicable (provide key assumptions and dependencies). Assumptions - Something the City of Sedona has no control over. Dependencies - Something the City of Sedona may have control over. Major factor in what the City of Sedona is trying to accomplish.
	c) Show examples of best practices from other cities, if applicable:
	The enforcement of City Codes and regulations is a common practice. Engaging in professional assistance and shared resources is also common among smaller jurisdictions.
III Resources Required	
	a) What departments will be involved in the planning and operation of this project/issue?
	Community & Economic Development, City Manager's Office, City Attorney's Office, Magistrate Court

	Do these departments concur with this priority?																									
	Yes																									
	b) What are the in-house staff requirements?																									
	Supervision over part-time assistance.																									
	c) Are outside consultants needed? Please explain:																									
	No																									
	d) Are special equipment resources required? Please explain:																									
	No																									
	e) Are there on-going operation and maintenance costs involved? Please explain:																									
	No																									
IV Implementation																										
	a) What is the time frame for completion of plan and implementation for project/issue?																									
	Upon approval of the 2014/2015 budget, staff would seek professional assistance on an as needed basis.																									
	b) How will you market/communicate the project/issue to the public?																									
	Increased enforcement activity and results will be shared with the public through press releases, online sources, the City's website and Facebook.																									
	c) What performance measures will you use to evaluate the project/issue?																									
	Track research findings, enforcement actions and legal proceedings.																									
IV Proposed Expenditures																										
Using contracted professional services at \$20 per hour for approximately 200 hours = \$4000																										
<table border="1"> <thead> <tr> <th>Line Item Description</th> <th>Chartfield*</th> <th>FY 2014-2015 Request</th> </tr> </thead> <tbody> <tr> <td>10-5310-33-6405</td> <td></td> <td>\$4,000</td> </tr> <tr> <td></td> <td></td> <td>\$0</td> </tr> <tr> <td></td> <td></td> <td>\$0</td> </tr> <tr> <td></td> <td></td> <td>\$0</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="2"></td> <td style="text-align: right;"><u>Expenditures Total: \$0</u></td> </tr> </tbody> </table>			Line Item Description	Chartfield*	FY 2014-2015 Request	10-5310-33-6405		\$4,000			\$0			\$0			\$0									<u>Expenditures Total: \$0</u>
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		<u>Expenditures Total: \$0</u>																								

*Full account string including fund, department/division number, and account number.



**City of Sedona
Decision Package
Fiscal Year 2014-2015**

Project Title:	Land Development Code changes to provide consistency with the New Sedona Community Plan
Originating Department and Division:	Community and Economic Development Department
Funding Request Type (Ongoing vs. One-Time)	One-time request
I Problem/Issue	
a) Does this affect our citizens/customers quality of life?	
	Yes.
	If yes, then how:
	This will help implement the Sedona Community Plan by providing opportunities in the Land Development Code for new development to carry forward the recommendations of the new Community Plan.
b) Is this a traditional government function?	
	Yes
	If it is not a traditional function, why should the City of Sedona deal with it?
c) History/background of project issue:	
	Arizona State law requires zoning to be consistent with the Sedona Community Plan. The New Sedona Community Plan includes several land use designations that are intended to guide future zoning including 13 Community Focus Areas. Community Focus Areas (CFA's) are locations where the City will play a proactive planning role to implement the community's vision. With participation from property owners, neighbors and stakeholders, the City will develop Specific Plans that can help bring properties into closer alignment with Community Expectations described in the Plan for these areas. Community Expectations are not intended as definitive requirements, but to provide guidance for future planning. Specific Plans provide more detailed planning to implement the Community Plan and may also recommend specific changes in zoning, new Land Development Code regulations and changes in Subdivision Regulations. Similarly, Planned Areas are an additional Community Plan designation that was established in the 2002 Community Plan and brought forward in the New Community Plan to address needs and provide benefits for specific areas. Rezoning involving Planned Areas are linked to these needs and benefits. It is important that the Land Development Code include the appropriate zones, standards, enabling provisions (e.g. Transfer of Development Rights) and review processes to ensure that Community Plan recommendations

	such as these can be implemented. Zone changes on specific properties would not be part of this Land Development Code update.
d)	Does the project/issue relate to the strategic/community plans?
	Strategic Plan:
	Community Plan:
	Yes, the new Sedona Community Plan Land Use Action Plan lists this item as a priority within the first five years.
	If not in either plan, how does this fit into the City of Sedona's priorities?
e)	Are there environmental implications?
	Staff is not aware of any specific environmental implications with this update.
	If yes, explain:
f)	Cost (include economic/financial analysis) and recommendation as to funding sources (include partnerships):
	The update of the Land Development Code is expected to be undertaken "in house" by staff. However, there is a need for significant community outreach in making Land Development Code changes and additional funds would be budgeted for that. An estimated \$7,500 would cover these specific outreach needs.
II Risk Analysis	
a)	What happens if this is not done?
	If the Land Development Code is not evaluated and potentially changed to provide consistency with the Plan, Specific Planning efforts could be delayed and in some cases, the appropriate provisions may not be in place to ensure that new development proposals will best implement the recommendations of the Plan.
	What would happen if this is done?
	Since zoning is a tool to implement the Community Plan, ensuring that the Land Development Code changes are consistent with the Community Plan will also help ensure that the Plan can be implemented.
b)	Provide contingency analysis if applicable (provide key assumptions and dependencies). Assumptions - Something the City of Sedona has no control over. Dependencies - Something the City of Sedona may have control over. Major factor in what the City of Sedona is trying to accomplish.
	The City cannot control or predict the timeframe for new development proposals, but the City can try to put the best Code mechanisms and processes in place to help ensure that the best opportunities to implement the Plan are provided.

	c) Show examples of best practices from other cities, if applicable:
III Resources Required	
	a) What departments will be involved in the planning and operation of this project/issue?
	Community Development would take the lead and work with the City Attorney's Office. The Community Engagement Coordinator would also work with planning staff on the community outreach process.
	Do these departments concur with this priority?
	b) What are the in-house staff requirements?
	One full-time planner and additional planning staff as needed.
	c) Are outside consultants needed? Please explain:
	No
	d) Are special equipment resources required? Please explain:
	e) Are there on-going operation and maintenance costs involved? Please explain:
IV Implementation	
	a) What is the time frame for completion of plan and implementation for project/issue?
	This project will require public hearings and work sessions with the Planning and Zoning Commission and City Council. Additional community outreach will be provided. This project can probably be completed in five months.
	b) How will you market/communicate the project/issue to the public?
	Proposed revisions to the Land Development Code could be communicated via mail, paid ads, website and other methods. Staff intends that this project include substantial public outreach.
	c) What performance measures will you use to evaluate the project/issue?
	Ultimately, performance measures include the realization (or not) of Community Plan goals.
IV Proposed Expenditures	

Line Item Description	Chartfield*	FY 2014-2015 Request
Printing/Office Supplies	10-5310-631-6210	\$2,000
Postage	10-5310-31-6212	\$3,000
Rent	10-5310-31-6505	\$1,000
Advertising	10-5310-31-6511	\$1,500
<u>Expenditures Total: \$7,500</u>		

***Full account string including fund, department/division number, and account number.**



**City of Sedona
Decision Package
Fiscal Year 2014-2015**

Project Title:	Outdoor Lighting Small Grant Program Update
Originating Department and Division:	Community and Economic Development Department
Funding Request Type (Ongoing vs. One-Time)	

I Problem/Issue

a) Does this affect our citizens/customers quality of life?

Yes

If yes, then how:

Grant funding will help bring grandfathered lighting into compliance, which will help reduce light pollution, improve Sedona's dark night skies, and enhance the quality of life of Sedona's residents and visitors.

b) Is this a traditional government function?

Yes

If it is not a traditional function, why should the City of Sedona deal with it?

c) History/background of project issue:

The Outdoor Lighting Small Grant Program was launched in 2012 as an incentive to bring non-conforming/grandfathered lighting on commercial properties into compliance with the City's outdoor lighting ordinance. At that time it was noted that "it may be necessary to refine the program and application process as staff gains experience during the first year of program implementation". Letters inviting participation in the program were sent to 286 commercial property owners. Staff conducted 10 site visits with interested property owners/businesses, however; as of February 25, 2014 only two applications were received and awarded.

The feedback from the interested owners that did not submit applications indicates that many are unable or unwilling to cover the 50% cost of replacing light fixtures. Another issue staff has observed is that some sites had only a few small light fixtures, as opposed to those sites with many non-conforming lights that contribute far more to light pollution (for example, 2 building lights versus a parking lot with 20 lights).

Given the experience so far, to be more effective, the program could expand the eligibility requirements and modify the 50/50 requirement. The program could also prioritize those sites that contribute higher levels of light pollution, which

	<p>are often sites with many fixtures in need of replacement, resulting in a significant cost to a property/business owner, even with the 50% cost incentive.</p> <p>The program could be expanded to include multi-family, non-profit organizations, and those not directly within the highway corridor. Continuing the program would also allow businesses to budget for the replacement of lights in future years. Greater flexibility in program requirements could result in a more effective program that would achieve the original goal of reducing light pollution.</p>
	d) Does the project/issue relate to the strategic/community plans?
	Strategic Plan: Yes
	Community Plan: Yes
	The Environmental Planning Element of the 2002 Community Plan includes an objective to “Continue to support development of regulations that protect dark night skies.”
	If not in either plan, how does this fit into the City of Sedona's priorities?
	e) Are there environmental implications?
	Yes
	If yes, explain:
	The success of the program would result in reducing light pollution and improving the dark night skies of Sedona.
	f) Cost (include economic/financial analysis) and recommendation as to funding sources (include partnerships):
II Risk Analysis	
	a) What happens if this is not done?
	It will continue to be difficult to convince property owners to change out their grandfathered lighting and comply with the Dark Skies Lighting Ordinance.
	What would happen if this is done?
	It is more likely that businesses will replace non-conforming lights, thus reducing light pollution.
	Provide contingency analysis if applicable (provide key assumptions and dependencies).
	b) Assumptions - Something the City of Sedona has no control over.
	Dependencies - Something the City of Sedona may have control over. Major factor in what the City of Sedona is trying to accomplish.
	Assumption: The City has no control over whether property owners will take advantage of the proposed matching grant program.
	Dependency: The City has control over providing meaningful monetary

	incentives.	
	c) Show examples of best practices from other cities, if applicable:	
III Resources Required		
	a) What departments will be involved in the planning and operation of this project/issue?	
	Community and Economic Development Department	
	Do these departments concur with this priority?	
	Yes	
	b) What are the in-house staff requirements?	
	Community and Economic Development staff would continue to administer the program, and the Finance Department would process the grant reimbursements.	
	c) Are outside consultants needed? Please explain:	
	No	
	d) Are special equipment resources required? Please explain:	
	No	
	e) Are there on-going operation and maintenance costs involved? Please explain:	
	No	
IV Implementation		
	a) What is the time frame for completion of plan and implementation for project/issue?	
	Completion and implementation would be the 2014/15 fiscal year.	
	b) How will you market/communicate the project/issue to the public?	
	Press releases, City website, additional letters of invitation to participate in the grant program, and conversations and site visits with property/business owners.	
	c) What performance measures will you use to evaluate the project/issue?	
	Number of inquiries, site visits, grant applications received, grants awarded, and number of fixtures brought into compliance.	
IV Proposed Expenditures		
	Line Item Description	Chartfield*
		FY 2014-2015 Request
		\$50,000

		\$0
		\$0
		\$0
		<u>Expenditures Total: \$0</u>

***Full account string including fund, department/division number, and account number.**



**City of Sedona
Decision Package
Fiscal Year 2014-2015**

Project Title:	Enhanced Electronic Community Plan
Originating Department and Division:	Community and Economic Development
Funding Request Type (Ongoing vs. One-Time)	One-time

I Problem/Issue

a) Does this affect our citizens/customers quality of life?

No (not directly)

If yes, then how:

b) Is this a traditional government function?

Yes (providing information to the public)

If it is not a traditional function, why should the City of Sedona deal with it?

c) History/background of project issue:

During the development of the New Community Plan, it was suggested that the Plan should be provided in an enhanced digital format. An enhanced and alternative (HTML5 vs PDF) format could improve the search and hyperlinks functions from a variety of mobile devices (smartphones and tablets). The following are 5 options for achieving these results:

Alternative 1: No action. Keep the Plan available on the website as PDF files. There could be some improvements to the functionality of the PDF as well as enhancing the website itself.

Alternative 2: Create a digital magazine version of the Plan (also known as a flipbook or ebook). This would require the purchase of software to convert the document to a flipbook, and would enable mobile devices to easily search the Plan. Advantages: Suitable for all mobile devices; very user friendly as it has the look of a magazine; the conversion auto-detects search and hyperlinks. Disadvantages: Some examples can be slow to load; may require upgrades as technology changes; staff time required.

Alternative 3: Post the Plan to the Code Publishing website along with the Land Development Code (LDC). The Plan could be viewed as text only (HTML), similar to the LDC, or as PDF files to retain formatting. Advantages: The Plan would be listed along with the LDC. Disadvantages: Sends people to an external website; changes and upgrades cannot be done by staff and may require additional cost; potential confusion with the LDC; must conform to Code Publishing's website format, which limits the visible text to a smaller window; is very similar to what we

	<p>already provide (PDF files on the City's website).</p> <p>Alternative 4: Hire consultant to convert the Plan into a digital magazine, with multiple formats optimized for different devices. This would feature: built in search engine, dynamic menu sidebar, and inline text hyperlinks. Advantages: Requires no staff time. Disadvantages: Does not allow for staff changes; the consultant must be hired for making future upgrades and changes to the document.</p> <p>Alternative 5: In addition to Alternative 3, add a customized indexing of Plan elements to the digital magazine format. The consultant would add hyperlinks to all related items to create an enhanced search engine. The customized index would first need to be created by staff. This would involve determining all interrelated items throughout the Plan, and developing an index that would be provided to the consultant. It is estimated that there would be between 200 to 400 hyperlinks. Advantages: Provides users with the ability to identify interrelated elements of the Plan. Disadvantages: Requires significant amount of staff time to determine each link. Does not allow for staff changes; the consultant must be hired for making future upgrades and changes to the document.</p>
	d) Does the project/issue relate to the strategic/community plans?
	Strategic Plan:
	Yes.
	Community Plan:
	Yes, this project would improve public access to the Community Plan.
	If not in either plan, how does this fit into the City of Sedona's priorities?
	e) Are there environmental implications?
	No
	If yes, explain:
	f) Cost (include economic/financial analysis) and recommendation as to funding sources (include partnerships):
	<p>Alternative 1: No cost.</p> <p>Alternative 2: Cost to purchase software: \$1,500</p> <p>Alternative 3: Cost estimate for on-line publishing: \$2,000 Year 1 (set up + annual fee) and \$75 annual fee thereafter.</p> <p>Alternative 4: Cost estimate for professional services: \$10,000</p> <p>Alternative 5: Cost estimate for professional services: \$11,000-\$12,000</p>
II Risk Analysis	
	a) What happens if this is not done?
	No impact as the Plan is already available on the City website in a PDF format which can be viewed on mobile devices.
	What would happen if this is done?

	This would provide an alternative electronic format of the Plan which would improve the search and hyperlink functions for all mobile devices.
b)	Provide contingency analysis if applicable (provide key assumptions and dependencies). Assumptions - Something the City of Sedona has no control over. Dependencies - Something the City of Sedona may have control over. Major factor in what the City of Sedona is trying to accomplish.
c)	Show examples of best practices from other cities, if applicable: Alternative 1: The vast majority of general plans are available in PDF format, which is how Sedona's Community Plan is now offered. Alternative 2: Only 2 functional examples could be found of a municipal plan (not general plans) available as a digital magazine, Fort Lauderdale's Vision Plan: http://www.fortlauderdale.gov/vision/ourvision2035/index.html and Sierra Vista's Strategic Leadership Plan: http://www.sierravistaaz.gov/eGov/apps/document/center.egov?view=item:id=3294 Alternative 3: There were several examples of general plans posted to the Code Publishing website. Alternative 4 and 5: No examples could be found of plans formatted specifically for mobile devices or with linked interrelationships of plan elements.
III Resources Required	
a)	What departments will be involved in the planning and operation of this project/issue? Community & Economic Development and IT Do these departments concur with this priority?
b)	What are the in-house staff requirements? Alternative 2 would require staff to use the new software to convert the Plan into a digital magazine (it appears that this is not difficult or time consuming). Alternative 5 would require staff to determine all interrelated items throughout the Plan, and developing an index that would be provided to the consultant. It is estimated that there would be between 200 to 400 hyperlinks.
c)	Are outside consultants needed? Please explain: Alternative 4 and 5 would require outside consultants to either convert the Plan into a digital magazine or to post on the Code Publishing website.
d)	Are special equipment resources required? Please explain: Alternative 2 would require the purchase of new software.
e)	Are there on-going operation and maintenance costs involved? Please explain: Alternatives 3, 4, and 5 would require on-going operation and maintenance costs, as future upgrades are likely to be necessary as technology changes; and when there are amendments to the Plan.

IV Implementation																										
a)	What is the time frame for completion of plan and implementation for project/issue?																									
	Ideally, as soon as possible and within a year of the Plan's approval.																									
b)	How will you market/communicate the project/issue to the public?																									
	All references to the Plan would advertise the website for viewing the Plan.																									
c)	What performance measures will you use to evaluate the project/issue?																									
	Tracking the number of website hits to view the Plan, and formats accessed (more than one format may be offered).																									
IV Proposed Expenditures																										
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**Based on option chosen.



**City of Sedona
Decision Package
Fiscal Year 2014-2015**

Project Title:	Cultural Park and Soldier Pass Road Community Focus Area Plans
Originating Department and Division:	Community and Economic Development Department
Funding Request Type (Ongoing vs. One-Time)	One-time funding request
I Problem/Issue	
a) Does this affect our citizens/customers quality of life?	
	Yes
If yes, then how:	
	As recommended in the Sedona Community Plan, more specific planning efforts for Community Focus Areas will provide for more predictable development outcomes from both the public and private sectors.
b) Is this a traditional government function?	
	Yes, developing plans for specific areas of a community is a traditional government function.
If it is not a traditional function, why should the City of Sedona deal with it?	
c) History/background of project issue:	
	<p>In the Sedona Community Plan, Community Focus Areas (CFA's) are locations where the City intends to play a proactive planning role to implement the community's vision. With participation from property and business owners, neighbors, stakeholders, and citizens, the City will develop plans for each CFA that can help bring properties into closer alignment with the Sedona Community Plan. The CFA Plans are called "Specific Plans" in Arizona state law, and are intended to provide a way to implement the general plan (i.e. Sedona Community Plan) by providing more detail for specific areas in a community. Many Arizona communities use this planning approach. "Specific Plans" are adopted in public hearings with the Planning and Zoning Commission and City Council. Once these plans are adopted, rezonings may be considered that are consistent with these "Specific Plans".</p> <p>Staff is recommending that plans be initiated for the Cultural Park and Soldier Pass Road CFA's as near-term future development is likely in these areas.</p>
d) Does the project/issue relate to the strategic/community plans?	

	Strategic Plan:
	Community Plan:
	Yes, the CFA's for the Cultural Park and Soldier Pass Road areas are listed in the Sedona Community Plan's Land Use Action Plan as a priority within the first five years.
	If not in either plan, how does this fit into the City of Sedona's priorities?
e) Are there environmental implications?	
	<p>Cultural Park CFA: Much of this area is bordered by National Forest lands and this CFA is also a "gateway" to the Sedona community. Future planning in this area should therefore address issues such as potential visual impact and National Forest access.</p> <p>Soldiers Pass CFA: One issue that is expected to be addressed is improving walking and bicycling opportunities to reduce the use of vehicles and traffic congestion.</p>
	If yes, explain:
f) Cost (include economic/financial analysis) and recommendation as to funding sources (include partnerships):	
	<p><u>Proposed CFA Planning Approach</u></p> <p>Costs associated with the CFA planning will be dependent on the extent that consultant services are used in each CFA planning effort.</p> <p>The purpose of the CFA Plans is to provide more detailed planning to implement the Sedona Community Plan. There is a wide range of detail that can be included in these plans, ranging from conceptual planning to full development and design standards. At a minimum, each CFA Plan should include a land use map and goals and other recommendations for the area. This would be based on Community Expectations, Vision Themes and Key Issues from the Sedona Community Plan. A public participation strategy would be tailored to each CFA planning effort. It is anticipated that public outreach would include property owners, residents, and business owners within the CFA's, relevant agencies and stakeholders, and utilize the City's new Citizen Engagement Program to form CFA Working Groups.</p> <p>Since several of the CFA's are considered a higher planning priority and since staff resources are limited, staff recommends that the City pursue a more conceptual planning approach that could result in completion of a CFA Plan within either 6 months or 12 months. This approach would result in a simple and overall plan concept including visual illustrations as well as written goals and recommendations. This will allow staff to spend more time to focus on</p>

public outreach and developing recommendations rather than writing a lengthy planning document. This approach would be a staff-led planning process, but may enlist contract assistance primarily for limited design work and illustrations.

Proposed CFA Planning Process

Proposed Citizen Engagement Working Group

“Community Focus Area (CFA) Work Groups” would be created through the Citizen Engagement Program to provide an in-depth citizens engagement component to the planning process for each CFA. There are 13 CFAs identified in the Sedona Community Plan (page 34), and we expect to complete a specific area plan for each area. The purpose of a CFA Work Group is to engage a core group of citizens to assist in determining the City’s future based on the community’s vision as outlined in the Sedona Community Plan. They would focus on a specific area of the City (see CFA map) and look at a variety of issues such as land use, traffic and circulation, walking and bicycling.

Each CFA Work Group would receive an introductory overview on the Sedona Community Plan, the purpose of a CFA, and general land use planning concepts to prepare them for their involvement. They will not only provide their perspectives on a variety of issues, but may also assist staff with gathering input from stakeholders and the public during the planning workshops. Each group will have approximately 5-7 members committed to participate for either 6 or 12 months, depending on the project. Volunteers would be welcome to participate in more than one CFA Work Group, which would provide continuity and experience to future planning efforts. Each CFA Work Group would provide in-depth citizen input that would complement the public outreach to property owners, businesses, and residents of a planning area.

Proposed Planning Group

For CFA planning that is expected to take approximately 12 months, a Planning Group may also be formed to help staff prepare a draft CFA Plan. This planning group would meet regularly throughout the planning process. Planning Group participants could include, but are not limited to: local planning and design professionals and key property and business owners.

Proposed Phases for the CFA Planning Process

Note: Each phase of the 6 month process is expected to take approximately 1 month and the longer, 12 month process is expected to take approximately two months.

Phase 1	Data Collection	1 month/2 months
• Define the CFA planning area boundaries		

- Gather Information (info to be used in Phase 2 workshops)
 - Maps (parcels, zoning, streets, etc.)
 - Past planning studies
- Recruit a CFA Work Group utilizing the Citizen Engagement Program. The CFA Work Group would be involved in all phases of the process.
 - Hold introductory preparation session for CFA Work Group participants
- Prepare for Phase 2 Community Participation
 - Identify stakeholders (property owners, businesses, etc.) and a Planning Group, if necessary, to invite to phase 2 workshops
 - Schedule meetings and send out invitations for phase 2 workshops

Phase 2 Community Participation 1 month/2 months

Purpose:

Identify key challenges, opportunities, and recommendations.

Number of workshops and participant groups may vary depending on the area and issues.

For the shorter, six-month timeframe, this would be an intense month of meetings, with at least 1 workshop per week. The CFA Work Group could assist staff with the workshops and outreach efforts.

Possible methods of participation:

- Interviews/meetings with individuals or small groups
- Workshop(s) with focus groups and/or mixed interest groups
- Walking tour of area
- On-line Information:
 - Use on-line questionnaire to collect input in advance of workshops
 - Use website to post information for review by workshop participants and the public throughout the planning process.

Community Participants and Stakeholders:

- CFA Work Group
- Property owners within the CFA
- Residents in and adjacent to the CFA
- Businesses and other organizations in the CFA
- Agencies (e.g. ADOT, USFS)

Phase 3 Prepare Draft Plan 1 month/2 months

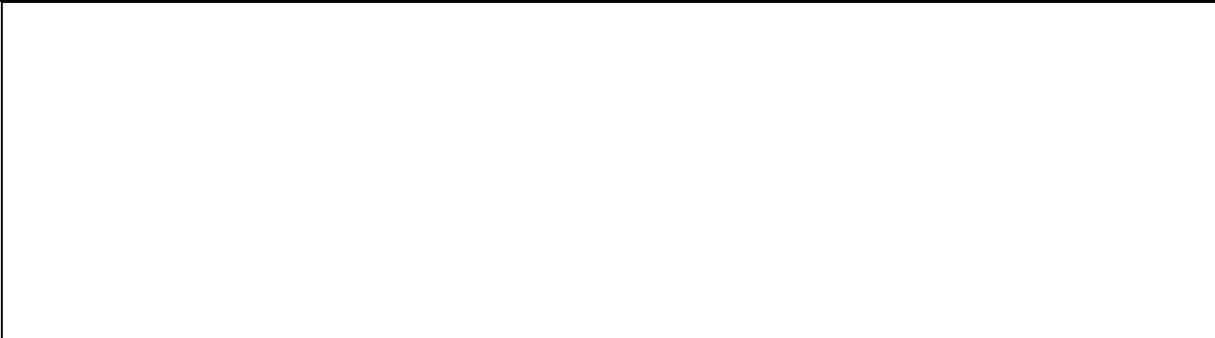
- 1) Consolidate and evaluate information gathered
- 2) Determine recommendations (which may include alternatives)
- 3) Preliminary review and refinement by the CFA Work Group and the Planning

	<p>Group (if applicable)</p> <p>4) Present draft for comment and review by public and with P&Z work sessions</p>
	<p>Phase 4 1 month/2 months</p> <p>Review and refinement by P&Z & public; P&Z public hearings</p>
	<p>Phase 5 1 month/2 months</p> <p>Review and approval by Council; City Council public hearings</p>
	<p><u>Alternative Approach:</u></p> <p>If the Council wishes to pursue a more detailed specific planning process, a consulting firm (or firms) could be retained to facilitate and oversee completion of these planning efforts. Under this scenario, a budget of \$100,000 would include both CFA plans, including facilitation of all public participation and planning and design work. A consultant-driven approach, however, does not necessarily “free-up” staff resources as project management of consultants by staff would still be necessary.</p>

II Risk Analysis

	a) What happens if this is not done?
	<p>Providing better planning direction is very important for future development within the CFAs identified in the Sedona Community Plan. Development of the Cultural Park and Soldier Pass Road areas is probable in the near future, thus these two CFAs have been given a higher priority by staff. Involving area property and business owners and stakeholders now in a pro-active planning effort, is preferable to reacting to a development proposal in the absence of a plan for these areas.</p>
	What would happen if this is done?
	<p>If this is done, there is an opportunity to create plans that provide clear direction for future development based on further refinement of the Community Expectations in the Sedona Community Plan.</p>
	<p>Provide contingency analysis if applicable (provide key assumptions and dependencies).</p> <p>b) Assumptions - Something the City of Sedona has no control over.</p> <p>Dependencies - Something the City of Sedona may have control over. Major factor in what the City of Sedona is trying to accomplish.</p>
	<p>Since only one or two CFA Plans can be completed per year, new development applications may be proposed in other CFA's where planning is not taking place. However, by maintaining this more conceptual planning approach, the CFA plans can be completed in a timely manner so resources can then be</p>

	focused on other priority CFA's.
	c) Show examples of best practices from other cities, if applicable:
III Resources Required	
	a) What departments will be involved in the planning and operation of this project/issue?
	Community and Economic Development staff will play a leading role. Other departments could include Public Works, City Manager's Office (and Community Engagement Coordinator), City Attorney's Office and Parks and Recreation.
	Do these departments concur with this priority?
	Yes
	b) What are the in-house staff requirements?
	One planner would be assigned to each CFA with additional planning staff support as needed.
	c) Are outside consultants needed? Please explain:
	Contract assistance may be needed, but the extent will depend on how detailed the specific planning will be (see 1 f.)
	d) Are special equipment resources required? Please explain:
	e) Are there on-going operation and maintenance costs involved? Please explain:
	No
IV Implementation	
	a) What is the time frame for completion of plan and implementation for project/issue?
	It is anticipated that at least one and possibly two of these efforts could be completed within the next twelve to eighteen months.
	b) How will you market/communicate the project/issue to the public?
	This project will include substantial public involvement (see 1 (f)).
	c) What performance measures will you use to evaluate the project/issue?
	Ultimately, performance measures will be the realization (or not) of the planning goals for these areas.
IV Proposed Expenditures	



Line Item Description	Chartfield*	FY 2014-2015 Request
Professional Services	10-5310-67-6405	\$50,000
Printing/Office Supplies	10-5310-67-6210	\$2,000
Postage	10-5310-67-6212	\$1,000
Rent	10-5310-67-6505	\$1,500
Advertising	10-5310-67-6511	\$2,000

Expenditures Total: \$56,500

***Full account string including fund, department/division number, and account number.**



**City of Sedona
Decision Package
Fiscal Year 2014-2015**

Project Title:	Economic Development Strategic Plan
Originating Department and Division:	Community and Economic Development Department
Funding Request Type (Ongoing vs. One-Time)	One-time funding request

I Problem/Issue

a) Does this affect our citizens/customers quality of life?

Yes

If yes, then how:

The Economic Development Strategic Plan is a 10-year plan to provide the foundation for balancing the maintenance and enhancement of the City's tourist economy while reducing the City's overall reliance on tourism by identifying other market sector niches where the City could successfully grow.

b) Is this a traditional government function?

Yes, many communities are actively engaged in economic development.

If it is not a traditional function, why should the City of Sedona deal with it?

c) History/background of project issue:

The need to pursue economic development strategies and a more diverse economic base was a common theme from the public throughout the Sedona Community Plan outreach process. The New Community Plan identifies the Economic Development Strategic Plan as a high priority item.

d) Does the project/issue relate to the strategic/community plans?

Strategic Plan:

Community Plan:

Yes, it is listed in the Economic Development Action Plan as a priority within the first five years.

If not in either plan, how does this fit into the City of Sedona's priorities?

e) Are there environmental implications?

The Economic Development Strategic Plan would not contain regulations that would mandate any specific actions regarding the environment.

If yes, explain:

f)	Cost (include economic/financial analysis) and recommendation as to funding sources (include partnerships):
	<p>The City has not previously undertaken this type of planning effort, so there are some unknown variables. The overall expected cost from the general fund above the base-budget allocation is \$207,000. Consultant services to prepare the Plan comprise \$200,000 of this amount. The scope of the project is expected to cover:</p> <ul style="list-style-type: none"> • Analysis of existing conditions • Market capacity study of the City’s retail commercial sectors including: a review of trends; demand and supply factors analysis; inventory of all existing and planned retail and service space and commercial space demand projections; a comparison of potential supply and future demand to assess the need for additional commercial land. This study would also include several surveys – license plate, on-street intercept, telephone consumer, and rental rates. • Analysis of strengths, weaknesses, opportunities and threats (SWOT). This would include stakeholder interviews, focus groups, on-line and random surveys and website research. • Rating of commercial space quality, review of business costs, assessment of incentives and infrastructure, review of entitlement processes and permitting; review of labor quality and availability; review of business recruiting efforts and methods to reach target audiences. • Perception Survey of national and international site location consultants and others to get insights on Sedona’s strengths and weaknesses and suggested industries for Sedona. • Best practices case studies including analysis of comparable communities with successful economic plans and key performance metrics. • Target industry validation and selection. Includes identification of industries that would benefit most in a re-location to Sedona and that would bring value to the community. Also includes the development of guidelines to identify the types of industries that can be targeted. • Public Engagement. Includes community workshops and meetings with business community leaders, Chamber, Sedona Main street, staff, key community members and other groups and citizens; stakeholder interviews; a social media campaign to elicit community input and preparation of a project-specific webpage. • Preparation of the Plan. Includes goals and objectives for taking advantage of opportunities and solving key economic development problems. Includes detailed recommendations on economic development strategies the City should pursue over a ten- year period and actions that the City should strive to implement over ten years. Performance measures with timelines will be provided to evaluate to what extent goals and objectives are being met.

II Risk Analysis	
a)	What happens if this is not done?
	The City will not benefit from a better understanding of our economic strengths, weaknesses, opportunities and threats. The City would not have a clear economic development strategy that would include greater economic diversification.
	What would happen if this is done?
	If the Plan is completed, the City would have detailed recommendations on economic development strategies that should be pursued over a ten-year time period. The Plan would also include actions for implementation and performance measures that would be used to evaluate how goals and objectives are being met.
b)	Provide contingency analysis if applicable (provide key assumptions and dependencies). Assumptions - Something the City of Sedona has no control over. Dependencies - Something the City of Sedona may have control over. Major factor in what the City of Sedona is trying to accomplish.
c)	Show examples of best practices from other cities, if applicable:
	A draft Request for Proposals would be prepared based partly on economic development plans prepared for other communities. It is expected that the general scope of work described here would be refined to be more specific to Sedona's needs. The scope of work includes best practices case studies including analysis of comparable communities with successful economic plans and key performance metrics.
III Resources Required	
a)	What departments will be involved in the planning and operation of this project/issue?
	The New Sedona Community Plan recommends that the Community and Economic Development Department take a lead role with participation from the City Manager's Office, Finance and Public Works/Engineering.
	Do these departments concur with this priority?
b)	What are the in-house staff requirements?
	One full time planning staff (project manager) and other staff as needed.
c)	Are outside consultants needed? Please explain:
	Yes, the Plan will be prepared by consultants.
d)	Are special equipment resources required? Please explain:

e)	Are there on-going operation and maintenance costs involved? Please explain:

IV Implementation

a)	What is the time frame for completion of plan and implementation for project/issue?
	This may depend on the proposed work schedules submitted in response to the Request for Proposals. It is expected that work would be completed within the fiscal year.

b)	How will you market/communicate the project/issue to the public?
	As described in Section 1.f., this planning process will include significant public involvement.

c)	What performance measures will you use to evaluate the project/issue?
	As described in Section 1.f., performance measures will be one of the required work products of this Plan.

IV Proposed Expenditures

Line Item Description	Chartfield*	FY 2014-2015 Request
Professional Services	10-5310-67-6405	\$200,000
Printing/Office Supplies	10-5310-67-6210	\$1,500
Postage	10-5310-67-6212	\$2,000
Rent	10-5310-67-6505	\$1,500
Advertising	10-5310-67-6511	\$2,000

Expenditures Total: \$207,000

***Full account string including fund, department/division number, and account number.**



**City of Sedona
Decision Package
Fiscal Year 2014-2015**

Project Title:	Staff Person- Parks and Recreation Administrative Assistant Full Time
Date:	2/28/14
Originating Department:	Parks and Recreation
I Problem/Issue	
a)	Does this affect our citizens/customers quality of life?
	Yes
	If yes, then how:
	The Parks and Recreation Department strives to provide the public with the highest level of customer service, quality events and diverse programs. Staff has fluctuated from 3.5 full time employees to only 2.5 employees over the last 3 years. The duties of the lost staff person(s) have been dispersed to the remaining employees. The extra duties given to the remaining employees has made it difficult to add new programming, events, or facilities to the departments current line up due to lack of staff. It has also affected the day to day operations of the department because even without adding new programing, the successful managing of current programs, aquatics, budget, CIP and events is too much for 2.5 staff members. The Parks and Recreation Department needs a dedicated full time Administrative Assistant who is working on the day to day tasks, assisting with existing programs and expanding programing, special events and assisting with budget preparation. With the department Manager and Supervisor frequently off site, and the current Administrative Assistant only working 4 hours per day, the office is frequently empty and the phone unanswered.
b)	Is this a traditional government function?
	Yes
	If it is not a traditional function, why should the City of Sedona deal with it?
c)	History/background of project issue:
	The Parks and Recreation Department is a department consisting of two full time and one part time (20 hours) employees. January 2012 through June 2013 the department operated with two full time staff members, and the past year with an additional part time staff member. The addition of a 20 hour per week staff person has not been sufficient to increase productivity and efficiency of this department. With a Master Plan to implement, new event ideas to try, and continuous improvement of programing and facilities, a full time employee is required.

	d) Does the project/issue relate to the strategic/community plans?
	Strategic Plan: Quality of Life Goal #3- Serve the community with a variety of recreational opportunities to enrich their lives. Objective 1. Investigate new opportunities for partnerships to develop indoor and outdoor recreation facilities. Objective 2. Implement urban trails and pathways plan and continue to explore opportunities for a public creek walk. Objective 3. Maintain and expand current parks and recreation programs based on identified community needs. Responsive Government Goal #1 Objective 1. Continue implementation of quality improvement programs.
	Community Plan: Goal 2.0- Ensure a high level of public health and safety. Goal 5.0 Serve all citizens throughout the year with a variety of recreation program opportunities in which to enrich their lives through the use of areas and facilities, leadership resources and special guidance or assistance services for individuals and groups. 5.3 Plan for and conduct community-wide events that serve Sedona's citizens and visitors alike.
	If not in either plan, how does this fit into the City of Sedona's priorities?
	e) Are there environmental implications?
	No
	If yes, explain:
	f) Cost (include economic/financial analysis) and recommendation as to funding sources (include partnerships):
	Cost to City for a full time (40 hrs. weekly) vs. part time (20 hrs. weekly) P&R Administrative Assistant would be \$51,404.41 annually which includes benefits. This would be an annual increase of approximately \$25,702 including benefits. There would not be the additional fee of \$2500 for computer hardware and software needs as this is already complete.
II Risk Analysis	
	a) What happens if this is not done?
	If a full time staff person is not added to the Parks and Recreation Department, the P & R Manager, Recreation and Aquatics Supervisor and part time Administrative Assistant will continue to keep the department operating at a level satisfactory to the resources provided to them. The majority of recommendations made by the Master Plan will not be implemented. Some new programs and events may not be added. The department will continue to operate at its current level of service.
	What would happen if this is done?
	The current staff will be able to resume their obligatory duties as originally assigned to them upon job acceptance and per their job description titles. Workplace stress will be greatly diminished, moral boosted and staff will begin working on projects and improvements recommended by the Master Plan.

	<p>b) Provide contingency analysis if applicable (provide key assumptions and dependencies). Assumptions - Something the City of Sedona has no control over. Dependencies - Something the City of Sedona may have control over. Major factor in what the City of Sedona is trying to accomplish.</p>
	<p>The City would like to provide the public with a quality Parks and Recreation Department and staff. In order for staff to perform at their highest, they need to be provided with all necessary resources. In this case the resource would be a full time vs. part time staff person to assist in the ever increasing workload, making each employee more productive.</p>
	<p>c) Show examples of best practices from other cities, if applicable:</p>
	<p>According to the results posted in the Master Plan under National Benchmarking with Communities Under 20,000 Population, the number of Full time Equivalent Employees (2009) is Lower Quartile= 5, Median= 7.8, Upper Quartile=13 and Sedona is at 5.9. Our total includes 3.4 employees that are maintenance personnel in the Public Works Department.</p>
<p>III Resources Required</p>	
	<p>a) What departments will be involved in the planning and operation of this project/issue?</p>
	<p>Parks and Recreation</p>
	<p>Do these departments concur with this priority?</p>
	<p>Yes</p>
	<p>b) What are the in-house staff requirements?</p>
	<p>A full time vs. part time staff person in the role of Parks and Recreation Administrative Assistant would alleviate the stress currently placed on the existing staff. This person would fulfill the job description of a Parks and Recreation Administrative Assistant that is listed under job descriptions with the Human Resources Department.</p>
	<p>c) Are outside consultants needed? Please explain:</p>
	<p>None further.</p>
	<p>d) Are special equipment resources required? Please explain:</p>
	<p>No</p>
	<p>e) Are there on-going operation and maintenance costs involved? Please explain:</p>
	<p>No</p>
<p>IV Implementation</p>	
	<p>a) What is the time frame for completion of plan and implementation for project/issue?</p>
	<p>New staff person effective July 1, 2014</p>
	<p>b) How will you market/communicate the project/issue to the public?</p>
	<p>Job posting on the City's website or increasing hours of current employee.</p>

	c) What performance measures will you use to evaluate the project/issue?																				
	Staff evaluations will determine if more is accomplished annually having a third full time vs. part time staff person.																				
IV	Proposed Expenditures																				
	<table border="1"> <thead> <tr> <th>Line Item</th> <th>FY 2011-2012</th> <th>FY 2012-2013</th> <th>FY 2013-2014</th> <th>FY 2014-2015</th> </tr> </thead> <tbody> <tr> <td></td> <td>\$0</td> <td>\$0</td> <td>\$0</td> <td>\$25,702</td> </tr> <tr> <td><u>Fiscal Year Totals:</u></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p style="text-align: right;"><u>Expenditures Total: \$</u>25,702</p>	Line Item	FY 2011-2012	FY 2012-2013	FY 2013-2014	FY 2014-2015		\$0	\$0	\$0	\$25,702	<u>Fiscal Year Totals:</u>									
Line Item	FY 2011-2012	FY 2012-2013	FY 2013-2014	FY 2014-2015																	
	\$0	\$0	\$0	\$25,702																	
<u>Fiscal Year Totals:</u>																					



**City of Sedona
Decision Package
Fiscal Year 2014-2015**

Project Title:	4 th of July Event
Date:	2/19/14
Originating Department:	Parks and Recreation
I Problem/Issue	
a)	Does this affect our citizens/customers quality of life?
	Yes
	If yes, then how:
	Outdoor recreation and events promote a healthy lifestyle, along with community wellbeing and fellowship. Those factors do affect quality of life. For the past three years, visitors and our residents have enjoyed a local show on the 4 th of July.
b)	Is this a traditional government function?
	Yes
	If it is not a traditional function, why should the City of Sedona deal with it?
c)	History/background of project issue:
	2012-2014 the City hosted a free concert and laser show on the 4 th of July. This event was solely paid for through a sponsorship by Diamond Resorts International. Their donation ranged from \$15,000 to \$20,000. The event requires a minimum of \$20,000 to deliver the base minimum show. The year the funding was cut short (2014), the Parks and Recreation Department had to make up the difference with their own funds as well as cutback on the program itself. With no gurantee from Diamond Resort International that they wish to continue funding this event, the City needs to decide if they want to continue to have this event as an offering to the many holiday visitors and the residents.
d)	Does the project/issue relate to the strategic/community plans?
	Strategic Plan:
	Community Plan:
	Goal 5.0- Serve all citizens throughout the year with a variety of recreation program opportunities in which to enrich their lives through the use of areas and facilities, leadership sources and special guidance or assistance services for individuals and groups.
	If not in either plan, how does this fit into the City of Sedona's priorities?
e)	Are there environmental implications?
	No

	If yes, explain:
f)	Cost (include economic/financial analysis) and recommendation as to funding sources (include partnerships):
	\$20,000 to keep the same type of program we have had for 3 years. Additional money would be required should we wish to add pyrotechnics to the show.
II Risk Analysis	
a)	What happens if this is not done?
	In the absence of a larger sponsor, the 4 th of July Concert and Laser show will need to be terminated.
	What would happen if this is done?
	An event that visitors and the community members have come to expect will continue.
b)	Provide contingency analysis if applicable (provide key assumptions and dependencies). Assumptions - Something the City of Sedona has no control over. Dependencies - Something the City of Sedona may have control over. Major factor in what the City of Sedona is trying to accomplish.
	This is assuming that we don't receive sponsorship money. Should we receive outside funding, we may be able to hold this event despite receiving funding from Council. We do always try for sponsorship money, but it is never a guarantee. I currently have no promise from Diamond Resorts International that they will fund the 4 th of July Laser show past 2014. In order to book this event, I need to know by October 2014 at the latest what my working budget is. That is why relying on sponsorship money is not always effective.
c)	Show examples of best practices from other cities, if applicable:
	It is a normal occurrence to provide events on or near holidays.
III Resources Required	
a)	What departments will be involved in the planning and operation of this project/issue?
	Parks and Recreation, Public Works, Police Department.
	Do these departments concur with this priority?
	Yes
b)	What are the in-house staff requirements?
	Parks and Recreation staff will develop concept, secure rentals and vendors and seek sponsorships. We also make sure that any additional help needed from other departments is conveyed and approved by them. We frequently require assistance from Public Works (their maintenance dept.) the day of the event and the Police Department the day of the event. There are three City staff members that have to work the holiday, not including the Police Department who has said they will require all of their staff and volunteers to work that holiday as well to control traffic.

c)	Are outside consultants needed? Please explain:
	No
d)	Are special equipment resources required? Please explain:
	No
e)	Are there on-going operation and maintenance costs involved? Please explain:
	No. This is all a one-time fee for the event. It can always be cancelled during times of budget hardships or lack of sponsorship money.

IV Implementation

a)	What is the time frame for completion of plan and implementation for project/issue?
	This funding would be for the 4 th of July, 2015 event.
b)	How will you market/communicate the project/issue to the public?
	We will complete our Special Event Checklist which includes ways such as, Facebook, press releases, Chamber calendar, email blasts, radio commercials etc.
c)	What performance measures will you use to evaluate the project/issue?
	Attendance at the event and feedback from the public.

IV Proposed Expenditures

Line Item	FY 2011-2012	FY 2012-2013	FY 2013-2014	FY 2014-2015
10-5242-23-6711	\$0	\$0	\$0	\$20,000
<u>Fiscal Year Totals:</u>				

Expenditures Total: \$20,000



**City of Sedona
Decision Package
Fiscal Year 2014-2015**

Project Title:	Special Events
Date:	2/11/14
Originating Department:	Parks and Recreation
I Problem/Issue	
a)	Does this affect our citizens/customers quality of life?
	Yes
	If yes, then how:
	Citizens and visitors alike have grown to expect a wide variety, of high quality events. Special Events allow for the public to come together and enjoy events as a community. Emphasis is placed on interaction that encourages community building.
b)	Is this a traditional government function?
	Yes
	If it is not a traditional function, why should the City of Sedona deal with it?
c)	History/background of project issue:
	<p>The Parks and Recreation Department provides a multitude of special events to serve the interests and needs of local residents and visitors alike. The diversity of events is reflective of community interests and requests, and they are widely acclaimed by the public as being high quality, appropriate to the City’s character and resident expectations. The department has continued to provide new and improved events with the same budget for the past three fiscal years. Parks and Recreation is focusing on “teen programming” for fiscal year 2015. In order to add three new teen events, and two youth dive in movies at the pool, we will need a budget increase. Without the budget increase we will be unable to succeed in our goal to program events for teens.</p> <p>The City also participated in Holiday Central last year and if expected to take on the same role for 2014. In doing so, the special event budget would again need to increase. If the City is to provide the same level of service, that would include a \$25,000 contribution.</p> <p>Also a consideration is that with increased events comes the increased need for advertising those events. To ensure maximum participation, we need to make sure we are advertising to our best capabilities. Colored advertisements, Money in the Mail, and radio commercials are just a few of the ways our department gets the word out on our events. These three ways are not only the most effect means of advertising our product, but the most expensive. With an increase to the budget of \$3113, we would be able to try new means of advertising (such as</p>

	inserts into sewer bills), add advertising for our brand new events, and potentially increase the amount of advertising we do on our larger annual events.
d)	Does the project/issue relate to the strategic/community plans?
	Strategic Plan:
	Community Plan: Yes- To be a City that retains its small town character... To be a City that offers equal opportunity for all and fosters a sense of community. To be a City that welcomes and accommodates all of its visitors and future residents with a spirit of fellowship. Goal 4.0- Promote Sedona's small town community character and quality of life. Goal 5.0- Serve all citizens through the use of areas and facilities, leadership sources and special guidance or assistance services for individuals and groups.
	If not in either plan, how does this fit into the City of Sedona's priorities?
e)	Are there environmental implications?
	No
	If yes, explain:
f)	Cost (include economic/financial analysis) and recommendation as to funding sources (include partnerships):
	Requesting additional \$7,500 to increase existing special event budget and add new special events, \$25,000 increase for Holiday Central and \$3113 for advertising.
II Risk Analysis	
a)	What happens if this is not done?
	If the special event budget is not increased, then teen programming will not exist in the upcoming fiscal year and the teens will continue to feel that we don't target them. Our existing special events will no longer grow or improve as our budget maximum has been reached. If the portion allocated towards Holiday Central is not done, then Tinsel Town will not happen, and no additional resources will be added from the City towards Holiday Central. Some inventory has already been purchased (wreaths, garland) that can still be used for the event.
	What would happen if this is done?
	Staff intends to host 2-3 special events for teenagers only. This will show that we are paying attention to the needs of the community. Contributing to goodwill between the City and the Chamber, business owners and community. This event was held only once with the understanding that it could continue and grow in the future if all of those involved were willing to keep working at it. This event will be in need of funding since the Diamond Resorts International seed money was only for 2013.
b)	Provide contingency analysis if applicable (provide key assumptions and dependencies).

	<p>Assumptions - Something the City of Sedona has no control over.</p> <p>Dependencies - Something the City of Sedona may have control over. Major factor in what the City of Sedona is trying to accomplish.</p>
	<p>This is assuming that we don't receive sponsorship money. Should we receive outside funding, we may be able to hold some new events despite receiving funding from Council. We do always try for sponsorship money, but it is never a guarantee. We do have an interested sponsor to potentially cover half of the teen event-Instagram Scavenger Hunt.</p>
	<p>c) Show examples of best practices from other cities, if applicable:</p>
	<p>Cities target all audiences. Currently we target only the older population and younger generations. It is also best practice to continue to provide improved annual events. It is common for Cities to host special events around the holidays.</p>
<p>III Resources Required</p>	
	<p>a) What departments will be involved in the planning and operation of this project/issue?</p>
	<p>Parks and Recreation, Public Works (maintenance dept.) and Community Development.</p>
	<p>Do these departments concur with this priority?</p>
	<p>Yes</p>
	<p>b) What are the in-house staff requirements?</p>
	<p>Parks and Recreation staff will develop concept, secure rentals and host these community events. We also make sure that any additional help needed from other departments is conveyed and approved by them. For Holiday Central we would require assistance from Public Works (their maintenance dept.) and Community Development. It has not been determined yet, what role the City will be taking with Holiday Central.</p>
	<p>c) Are outside consultants needed? Please explain:</p>
	<p>No</p>
	<p>d) Are special equipment resources required? Please explain:</p>
	<p>Rental equipment if necessary. Outside vendors to install lights.</p>
	<p>e) Are there on-going operation and maintenance costs involved? Please explain:</p>
	<p>No. Holiday Central did require the leasing of the ADOT property at the roundabout in Uptown. That also required paying for utilities at that facility.</p>
<p>IV Implementation</p>	
	<p>a) What is the time frame for completion of plan and implementation for project/issue?</p>
	<p>If this funding is allocated in the budget, these events will take place in FY15.</p>
	<p>b) How will you market/communicate the project/issue to the public?</p>
	<p>We will complete our Special Event Checklist which includes ways such as, Facebook, press releases, Chamber calendar, email blasts, commercials etc.</p>

	c) What performance measures will you use to evaluate the project/issue?																				
	Staff will be present at the events to measure success based on audience participation and numbers.																				
IV	Proposed Expenditures																				
	<table border="1"> <thead> <tr> <th>Line Item</th> <th>FY 2011-2012</th> <th>FY 2012-2013</th> <th>FY 2013-2014</th> <th>FY 2014-2015</th> </tr> </thead> <tbody> <tr> <td>10-5242-23-6711 Special Events</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> <td>\$42,500</td> </tr> <tr> <td>10-5242-23-6511 Advertising</td> <td></td> <td></td> <td></td> <td>\$3113</td> </tr> <tr> <td><u>Fiscal Year Totals:</u></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p style="text-align: right;"><u>Expenditures Total: \$45,613</u></p>	Line Item	FY 2011-2012	FY 2012-2013	FY 2013-2014	FY 2014-2015	10-5242-23-6711 Special Events	\$0	\$0	\$0	\$42,500	10-5242-23-6511 Advertising				\$3113	<u>Fiscal Year Totals:</u>				
Line Item	FY 2011-2012	FY 2012-2013	FY 2013-2014	FY 2014-2015																	
10-5242-23-6711 Special Events	\$0	\$0	\$0	\$42,500																	
10-5242-23-6511 Advertising				\$3113																	
<u>Fiscal Year Totals:</u>																					



**City of Sedona
Decision Package
Fiscal Year 2014-2015**

Project Title:	Interpretive Signage for Sedona Wetlands Preserve
Date:	2/5/14
Originating Department:	Parks and Recreation
I Problem/Issue	
a)	Does this affect our citizens/customers quality of life?
	No
	If yes, then how:
b)	Is this a traditional government function?
	Yes
	If it is not a traditional function, why should the City of Sedona deal with it?
c)	History/background of project issue:
	The Sedona Wetlands Preserve has been open to the public since September of 2013. Due to budget constraints, no signage other than a welcome sign and a rules sign were included in the preserve. It was the desire of the Citizens Expert Advisory Group that interpretive signage be installed in the future to give visitors a better understanding of the preserve.
d)	Does the project/issue relate to the strategic/community plans?
	Strategic Plan:
	Community Plan:
	Goal 5.0- Serve all citizens throughout the year with a variety of recreation program opportunities in which to enrich their lives through the use of areas and facilities, leadership sources and special guidance or assistance services for individuals and groups.
	If not in either plan, how does this fit into the City of Sedona's priorities?
e)	Are there environmental implications?
	No
	If yes, explain:
f)	Cost (include economic/financial analysis) and recommendation as to funding sources (include partnerships):
	Arizona Game and Fish Grant for \$4500. This is the remaining grant money they

	already approved for our use at the wetlands. We no longer need it for watering. The remaining amount of \$3800 would come from the City.
II Risk Analysis	
a)	What happens if this is not done?
	If signage is not added to the wetlands preserve, the visitors will continue to go uneducated on the purpose of such a facility and its benefits to the Waste Water Plant and the ecology around the area.
	What would happen if this is done?
	4 interpretive signs would be added to the wetlands preserve. Designed and drawn especially for this facility, they would encompass topics such as the waste water process occurring, local flora and fauna, the unique environment of the wetlands and a sign with a map of the preserve. The site would now be an educational tool.
b)	Provide contingency analysis if applicable (provide key assumptions and dependencies). Assumptions - Something the City of Sedona has no control over. Dependencies - Something the City of Sedona may have control over. Major factor in what the City of Sedona is trying to accomplish.
	The City was trying to accomplish another means of handling effluent. To this day people still think the City spent “all that money” on a bird park. This is a great opportunity for education.
c)	Show examples of best practices from other cities, if applicable:
	Other wetlands preserves do have interpretive signage as part of the facility. This is not a unique situation.
III Resources Required	
a)	What departments will be involved in the planning and operation of this project/issue?
	Parks and Recreation, Public Works
	Do these departments concur with this priority?
	Yes
b)	What are the in-house staff requirements?
	Installation of the signs.
c)	Are outside consultants needed? Please explain:
	The CEAG group will be involved in the design and information on the signs to assist with accuracy and public involvement.
d)	Are special equipment resources required? Please explain:
	No
e)	Are there on-going operation and maintenance costs involved? Please explain:
	No. The signage material is made for outdoors and resilient to Arizona weather. These are the same signs used by the Forest Service.

IV	Implementation																							
	a)	What is the time frame for completion of plan and implementation for project/issue?																						
		Three months																						
	b)	How will you market/communicate the project/issue to the public?																						
		Once the signs are installed the newspaper will be alerted. I will also add the information to our website and paste on our social media sites.																						
	c)	What performance measures will you use to evaluate the project/issue?																						
		I monitor a log in book at the wetlands. Visitors sign in and give feedback. I would assume, some will comment on the new signage.																						
IV	Proposed Expenditures																							
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Line Item</th> <th style="text-align: center;">FY 2011-2012</th> <th style="text-align: center;">FY 2012-2013</th> <th style="text-align: center;">FY 2013-2014</th> <th style="text-align: center;">FY 2014-2015</th> </tr> </thead> <tbody> <tr> <td>10-5242-23-6857 Improvements City Owned Property</td> <td style="text-align: center;">\$0</td> <td style="text-align: center;">\$0</td> <td style="text-align: center;">\$0</td> <td style="text-align: right;">\$3800</td> </tr> <tr> <td>Arizona Game and Fish Grant</td> <td></td> <td></td> <td></td> <td style="text-align: right;">\$4500</td> </tr> <tr> <td><u>Fiscal Year Totals:</u></td> <td></td> <td></td> <td></td> <td style="text-align: right;"><u>Expenditures Total: \$8300</u></td> </tr> </tbody> </table>				Line Item	FY 2011-2012	FY 2012-2013	FY 2013-2014	FY 2014-2015	10-5242-23-6857 Improvements City Owned Property	\$0	\$0	\$0	\$3800	Arizona Game and Fish Grant				\$4500	<u>Fiscal Year Totals:</u>				<u>Expenditures Total: \$8300</u>
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<u>Fiscal Year Totals:</u>				<u>Expenditures Total: \$8300</u>																				



**City of Sedona
Decision Package
Fiscal Year 2014-2015**

Project Title:	Shift Differential Pay – Communication Specialist
Originating Department and Division:	Police Department
Funding Request Type (Ongoing vs. One-Time)	Ongoing
I Problem/Issue	
a) Does this affect our citizens/customers quality of life?	
	Yes
If yes, then how:	
	Communication Specialists (police dispatchers) provide critical radio, telephone and computer information services to the community, public safety personnel, and other city departments. These services are provided 24 hours a day and are often done so under demanding, stressful, and time constrained circumstances. Our dispatchers often work alone and are not able to take breaks away from their work station.
b) Is this a traditional government function?	
	Yes. The work and schedule demands of police dispatchers are often compensated for through shift differential pay by numerous jurisdictions across the country.
If it is not a traditional function, why should the City of Sedona deal with it?	
c) History/background of project issue:	
	<p>In Fiscal Year 2007-08, a shift differential pay incentive was implemented for all police department personnel who were subject to shift work and worked between the hours of 6:00 PM and 6:00 AM. The incentive pay was provided to compensate those employees who had to deal with the difficulties of working varying shift hours and late night/early morning schedules. The incentive pay was eliminated during Fiscal Year 2009-10.</p> <p>It is requested that the incentive pay be reinstated for Communication Specialists who work between the hours of 6:00 PM and 6:00 AM. These employees are required to remain at their workstation during their entire shift and do not have the ability to take breaks away from the dispatch console. The employees that work between these hours often do so alone had must handle multiple tasks (radio, phones, computer, front counter, station tasks) without the availability of assistance.</p>

	Providing incentive pay to our Communication Specialists will assist in fairly compensating them for the constraints and extra work demands that are placed upon them while working during these hours.
d)	Does the project/issue relate to the strategic/community plans?
	Strategic Plan: Yes
	Quality of Life – Goal #4: Promote a healthier and safer community accessible to all; Responsive Government – Goal #1: Establish an environment that promotes quality improvement programs through innovation and the continual improvement of City staff and resources to better serve our citizens.
	Community Plan: Yes
	Community Facilities, Services and Recreation Element-Goal 2.0: Ensure a high level of public health and safety; Tourism Element-Goal 1.0: Maintain the value of Sedona’s small town character, scenic beauty and natural resources which are the foundation of our economic strength and quality of life.
	If not in either plan, how does this fit into the City of Sedona's priorities?
e)	Are there environmental implications?
	No
	If yes, explain:
f)	Cost (include economic/financial analysis) and recommendation as to funding sources (include partnerships):
	Incentive pay of \$1.00 per hour for Communication Specialists who work between the hours of 6:00 PM and 6:00 AM. Based on current work schedule there are 6,240 hours worked during this time frame.
II Risk Analysis	
a)	What happens if this is not done?
	Police Communications Specialist will continue to provide quality service to the community but will do so at a pay rate that does not provide fair compensation for the level of work environment demands and constraints that occur for those working between the hours of 6:00 PM and 6:00 AM. Dissatisfaction could grow resulting in employee turnover.
	What would happen if this is done?
	Police Communication Specialists will be fairly compensated for the work environment demands and constraints that occur for those working between the hours of 6:00 PM and 6:00 AM.
b)	Provide contingency analysis if applicable (provide key assumptions and dependencies). Assumptions - Something the City of Sedona has no control over. Dependencies - Something the City of Sedona may have control over. Major factor in what the City of Sedona is trying to accomplish.

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- c) Show examples of best practices from other cities, if applicable:
Mesa, Marana, and Surprise are three agencies that provide such incentive pay to their personnel.

III Resources Required

- a) What departments will be involved in the planning and operation of this project/issue?

Human Resources, Police Department

Do these departments concur with this priority?

Yes

- b) What are the in-house staff requirements?

Pay codes will need to be developed to enter and account for the pay incentive.

- c) Are outside consultants needed? Please explain:

No

- d) Are special equipment resources required? Please explain:

No

- e) Are there on-going operation and maintenance costs involved? Please explain:

No

IV Implementation

- a) What is the time frame for completion of plan and implementation for project/issue?

Within 60 days of approval.

- b) How will you market/communicate the project/issue to the public?

- c) What performance measures will you use to evaluate the project/issue?

Periodic employee surveys

IV Proposed Expenditures

Line Item Description	Chartfield*	FY 2014-2015 Request
Wages	10-5510-45-6005	\$7000

Expenditures Total: \$7000

***Full account string including fund, department/division number, and account number.**



**City of Sedona
Decision Package
Fiscal Year 2014-2015**

Project Title:	Additional Records Clerk
Originating Department and Division:	Police Department
Funding Request Type (Ongoing vs. One-Time)	Ongoing
I Problem/Issue	
a) Does this affect our citizens/customers quality of life?	
	Yes
If yes, then how:	
	<p>Currently the Sedona Police Department has one Records Clerk who also serves as a receptionist for the front lobby and answers several incoming Administrative phone lines.</p> <p>The Records Clerk has a multitude of public relations responsibilities including, but not limited to, public records and clearance requests, assisting with public fingerprint times, assisting with inquiries from victims and suspects, researching case information for tow hearings, uploading accident reports to a public website for purchase, and generating receipts for various payments received. She also is the liaison to the City Prosecutor, the County Attorneys' offices, Juvenile Probation and the City Court.</p>
b) Is this a traditional government function?	
	Yes
If it is not a traditional function, why should the City of Sedona deal with it?	
	Police Departments utilize records clerks to handle their influx of criminal reports, arrests, fingerprint cards, citations, and public records requests.
c) History/background of project issue:	
	<p>The front counter at the police department is required to be open to the public Monday through Friday from 8:00 a.m. to 5:00 p.m. excluding holidays. When a records clerk is unavailable, coverage is provided by dispatchers who must prioritize between emergency and non-emergency phone calls and ongoing radio traffic (their first priority). Additional coverage is provided by supervisory personnel when dispatch is unable to provide the service due to emergency situations. At a minimum coverage is 5 hours per week to cover for lunch and other breaks for the Records position. Additional records staff would allow Dispatchers to remain in the Communications center to answer phones and work radio traffic uninterrupted, their primary focus.</p>

Task Breakdown:	
Scanning documents	19
Destruction & Documentation	6
Front counter	17
Incoming Phone calls/returning calls	8
Citations/Warnings data entry	15
Sorting incoming files	3.5
Subpeona	1
Review and Merge new cases; upload to website	25
Case review (old files, data entry SID/FBI/PCN #s, Juvenile cases for purging, verifying arrests)	20
Accidents data entry & upload to website	5
Money deposit/receipting	2.5
UCR (Uniform Crime Reporting) to State	2
Field Interview Cards	2
Public Records Requests	4.5

Total Hours: 130.5

Current staff of one works 40 hours per week; dispatchers assist on night shift where possible, average of 20 hours per week. $130.5 - 60 = 70.5$ hours of tasks not completed each week. Staff do their best to address highest priority tasks each work day.

Detail for a single task of "Public Records request" from list above:

YR 2010- 103 requests

YR 2011- 115 requests

YR 2012- 111 requests

YR 2013- 153 requests (**38% increase over previous years**)

Each request requires staff time to pull all associated cases, research status (i.e. Open Investigation, Closed, etc), make a determination to release or not release based on status of investigation and/or discussion with the case officer, redact sensitive information and produce a hard copy. A review of twelve public records requests received in 2013 showed an average of 3 case reports associated to each request; staff time to process was 30 minutes per case, an

	<p>average records request takes 90 minutes to produce.</p> <p>The Sedona Police Department added one Records Clerk position in 1996/97. For the past eighteen years there has only been one person responsible for all data entry and records requests. The number of police officers working patrol has risen from 10 officers in 1996 and now 26 officers in 2014. This translates to 24 patrol officers plus two (2) detectives generating reports, citations and arrest documents. In addition, four part-time staff were added in 2012 to monitor parking in the Uptown area and issue warnings or citations which are also processed by the Records Clerk.</p> <p>In 2006 the City Court added two records clerks due to the increased volume of citations being sent to them from the Police Department. Similarly sized police agencies such as Cottonwood P.D., Prescott Valley P.D. and Paradise Valley P.D. each employ two (2) records clerks. For a short period of time, February 2008 to November 2008, there was a part-time Records Clerk to assist with overflow and daily records requests. When that person vacated the position it was not filled due to the reduction in force.</p>
	d) Does the project/issue relate to the strategic/community plans?
	Strategic Plan:
	<p>Goal # 4 Promote a healthier and safer community accessible to all. Objectives 4. Continue and expand the Police Department's public safety and emergency services partnerships based on community needs.</p>
	Community Plan:
	2.1 Maintain a high level of public safety in Sedona that is commensurate with population growth and tourist visitation, in a cost effective manner.
	If not in either plan, how does this fit into the City of Sedona's priorities?
	e) Are there environmental implications?
	No
	If yes, explain:
	f) Cost (include economic/financial analysis) and recommendation as to funding sources (include partnerships):
	\$35,364 first year cost - The cost would include the entry level salary and benefits for full-time (40 hour) Police Records Technician (SG-5) with an hourly salary of \$13.50. The position would require access to a computer, phone and work area.
II Risk Analysis	

	<p>a) What happens if this is not done?</p>
	<p>The Sedona Police Department runs the risk of not being able to keep up with entering daily records, i.e. criminal reports, accident reports, citations, warnings, repair orders and field interview cards being generated by police officers and detectives. There is also a necessity to provide arrest reports to the respective prosecutor in a timely manner and this could be delayed if there is not additional assistance in Records. We also need to be able to handle public records requests in an efficient and timely manner.</p> <p>We are required by AZ State Statutes to maintain case documents until the appeal period has ended or the convicted person has been released from prison (whichever occurs first). This translates to maintaining a case file for as long as 99 years.</p> <p>The Police Department converted to a new electronic Records system in 2004, therefore the majority of cases since that time have been preserved, although there are still paper documents from 2004-2008 time frame that need to be scanned. Any paper records generated by hand or other source prior to 2004 are now aging out and degrading to the point where they are no longer legible. These aging records need to be scanned to preserve their integrity, a task which we have not been able to address with only one Records Clerk.</p>
	<p>What would happen if this is done?</p>
	<p>With two Records people the workload could be divided and even expanded to better capture statistical data not only for UCR reporting (which is required by the State), but also for analysis of field operations. The second Records Clerks' primary assignment will be to scan and preserve all aging paper records, approximately five (5) years worth, to meet AZ State Statute requirements. Additional hours of public counter operation would be available for case report requests and pick up of public documents.</p>
	<p>Provide contingency analysis if applicable (provide key assumptions and dependencies). b) Assumptions - Something the City of Sedona has no control over. Dependencies - Something the City of Sedona may have control over. Major factor in what the City of Sedona is trying to accomplish.</p>
	<p>Assumption: As the community continues to grow and attract more tourists to the area, many police functions will continue to be in demand and will increase. This includes but is not limited to traffic accidents and citations, criminal offenses with arrests and/or juvenile referrals, and the public records requests for all these events.</p> <p>Dependencies: Accident reports and citations/warnings require manual data entry on the part of the records clerk into the Records Management system. Calls for service rose from 12,286 in 2005 to an average of 14,182 from 2010-2012. Between 2010-2012 there was an average of 493 felony and misdemeanor arrests each year. All these arrest reports are organized, printed and forwarded to the respective prosecutors as well as the media. When a defendant goes to court the officer is then provided a copy of the report upon receipt of a subpoena to testify in court.</p> <p>In addition, any paper record generated by hand or other source prior to 2004 is</p>

	<p>now aging out and degrading to the point where they are no longer legible. These aging records need to be scanned as soon as possible to preserve their integrity, a task which we have not been able to address with only one Records Clerk.</p>
	<p>c) Show examples of best practices from other cities, if applicable:</p> <p>Currently Cottonwood P.D. employs two records clerks. Paradise Valley P.D., similar in population size, also employs two (2) records clerks. They are tasked with records keeping for reports, citations, warnings and pawn slips. They are also required to ensure federal, state and city statistical reports for all crimes and calls for service are documented and submitted timely to the appropriate entities. This is also how Prescott Valley P.D. operates. In all instances the records clerks also serve as receptionists to the front lobby of their respective police departments.</p> <p>In 2006 the Sedona City Court added two records clerks due to the increased volume of citations being sent to them from the Police Department. For a short period of time, February 2008 to November 2008, there was a part-time Records Clerk to assist with overflow and daily records requests. When that person vacated the position it was not filled due to the reduction in force.</p>
<p>III Resources Required</p>	
	<p>a) What departments will be involved in the planning and operation of this project/issue?</p> <p>Human Resources, Police Department, IT (Information Technology)</p> <p>Do these departments concur with this priority?</p> <p>Yes</p>
	<p>b) What are the in-house staff requirements?</p> <p>Will report to Technical Services Supervisor.</p>
	<p>c) Are outside consultants needed? Please explain:</p> <p>N/A</p>
	<p>d) Are special equipment resources required? Please explain:</p> <p>Records Clerk would need to have access to a computer with New World Systems for CAD, RMS and Mobile. The preference is to issue computer and phone for their individual use (approx. \$2,000 initial cost).</p>
	<p>e) Are there on-going operation and maintenance costs involved? Please explain:</p> <p>The on-going operational cost would be for a replacement computer every 5-years or more based on the cities' PC refresh schedule.</p>
<p>IV Implementation</p>	
	<p>a) What is the time frame for completion of plan and implementation for project/issue?</p> <p>The position would be effective with the new fiscal year, July 1, 2015. This position is already in existence so a job description is in place since this is a</p>

secondary position. A compatible work schedule with the current records person would need to be arranged to provide optimal coverage at the front window and allow for best coverage for the workload in Records. A small work area would be made available with a computer and telephone next to the existing employee workstation.

b) How will you market/communicate the project/issue to the public?

Press Release: Expanded hours front counter operation now available.

c) What performance measures will you use to evaluate the project/issue?

This could easily be measured by a reduction of the back-log of items in the in-basket and the fact that the appropriate court and/or prosecutor received the paperwork within a business day of the date of event. The Records division would then be able to compile statistical information on a monthly basis for staff and these reports readily available.

Paper records stored under desks and in closets would be electronically scanned, stored again if necessary and/or properly disposed (freeing up additional storage space) once AZ State Statutes have been met on a case by case basis. This would help eliminate the overcrowding of the work area as many boxes house the overflow of records that do not fit on a shelf.

IV Proposed Expenditures

Line Item Description	Chartfield*	FY 2014-2015 Request
Salary & wages	10-5510-45-6005	\$28,081.00
Uniform Allowance	10-5510-45-6045	\$250.00
Direct Payroll Costs	multiple	\$4,283.00
Office Furniture	10-5510-45-6244	\$0
Training	10-5245-01-6750	\$250
Computer and Phone (if needed)	21-5224-00-6846	\$2,500.00
		<u>Expenditures Total: \$35,364</u>

***Full account string including fund, department/division number, and account number.**



**City of Sedona
Decision Package
Fiscal Year 2014-2015**

Project Title:	Community Service Aide Program Enhancement
Originating Department and Division:	Police Department
Funding Request Type (Ongoing vs. One-Time)	Ongoing (wages/benefits)

I Problem/Issue

a) Does this affect our citizens/customers quality of life?

Yes

If yes, then how:

Residents, visitors and businesses continue to be periodically impacted by unmanaged vehicle and pedestrian traffic during peak seasons, weekends and holidays. Providing enhanced police department services to the community positively impacts quality of life for residents, visitors and business.

b) Is this a traditional government function?

Yes, providing traffic control services and activities related to public safety are basic municipal government functions.

If it is not a traditional function, why should the City of Sedona deal with it?

c) History/background of project issue:

During 2010 and 2011, the Police and Public Works Departments conducted traffic control evaluations in the Uptown area. These evaluations involved implementing various traffic and pedestrian control configurations to assess their impact on traffic flow. The evaluations reinforced the need to provide on-site traffic and parking control services to enhance traffic flow. The Police Department also interacted with 3 other communities in Colorado that have similar traffic issues and found that all three cities/towns utilized part-time personnel to provide traffic control management and parking enforcement activities. Each community reported positive results from these services.

In Fiscal Year 2012-13, the Police Department received funding for part-time personnel (Community Service Aides) to provide parking enforcement and traffic control services in the Uptown area and throughout the city. The availability and utilization of the Community Service Aides (CSAs) has enabled the police department to increase its parking enforcement efforts, enhance traffic control operations at special events, and support various other field incidents. Feedback department personnel, area residents and businesses have shown positive support for the CSA program and the need to expand its

	<p>services.</p> <p>Currently the program is funded to provide just under 90 hours of service each week throughout the year. Nearly 80% of the service hours are spent on parking enforcement activities. Additionally, a large number of hours are consumed by the staffing of CSAs at special events such as the Sedona Film Festival, Sedona Marathon, Uptown Halloween event, Uptown Day of the Cowboy, St. Patrick's Day Parade, Uptown Moonlight Madness and others.</p> <p>The Police Department is frequently requested to provide additional service hours to assist with traffic and pedestrian control problems that occur on peak holidays and weekends. The department has also began to utilize the CSAs to assist with various calls for service such as traffic control at accident scenes, crime scene security and other situations that do not require the presence of a police officer. The use of CSAs in these situations is very cost effective. Unfortunately, the hours budgeted for the program do not allow the department to maximize the use of its resources through the increased deployment of CSAs.</p> <p>The CSA program was originally designed to allow work schedules up to 20 hours per week for each part-time employee. The department is seeking additional funding for the program so that scheduled work hours could be expanded to at least 30 hours per week. The current annual wages/benefits budget for the program is \$50,600.</p>
	d) Does the project/issue relate to the strategic/community plans?
	Strategic Plan: Yes
	Quality of Life – Goal #4: Promote a healthier and safer community accessible to all; Responsive Government – Goal #1: Establish an environment that promotes quality improvement programs through innovation and the continual improvement of City staff and resources to better serve our citizens.
	Community Plan: Yes
	Circulation Element – Goal 3.0: Ensure safe and efficient vehicular circulation on SR 89A within Sedona; Goal 5.0: Ensure safe and efficient non-motorized traffic circulation within the community; Community Facilities, Services and Recreation Element-Goal 2.0: Ensure a high level of public health and safety; Tourism Element-Goal 1.0: Maintain the value of Sedona's small town character, scenic beauty and natural resources which are the foundation of our economic strength and quality of life.
	If not in either plan, how does this fit into the City of Sedona's priorities?
	e) Are there environmental implications?
	No
	If yes, explain:

f)	Cost (include economic/financial analysis) and recommendation as to funding sources (include partnerships):
II Risk Analysis	
a)	What happens if this is not done?
	The Police Department will not be able to respond to community demands for increased services from the CSA program. Overtime costs for police officers may increase to handle activities that could have been taken care of by the CSAs.
	What would happen if this is done?
	Increased service to the community and the Police Department in a cost effective manner.
b)	Provide contingency analysis if applicable (provide key assumptions and dependencies). Assumptions - Something the City of Sedona has no control over. Dependencies - Something the City of Sedona may have control over. Major factor in what the City of Sedona is trying to accomplish.
c)	Show examples of best practices from other cities, if applicable:
III Resources Required	
a)	What departments will be involved in the planning and operation of this project/issue?
	Police
	Do these departments concur with this priority?
	Yes
b)	What are the in-house staff requirements?
	CSAs need to be supervised and trained by the Police Department which can be handled within existing department resources.
c)	Are outside consultants needed? Please explain:
	No
d)	Are special equipment resources required? Please explain:
	No
e)	Are there on-going operation and maintenance costs involved? Please explain:
	No
IV Implementation	
a)	What is the time frame for completion of plan and implementation for project/issue?

	The Police Department is prepared to implement the enhancement of the CSA Program immediately upon approval of the additional funding.
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b)	How will you market/communicate the project/issue to the public?
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c)	What performance measures will you use to evaluate the project/issue?
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	Standard metrics of calls for service, enforcement and warning citations, and traffic collision data specific to the project will be maintained. A customer satisfaction survey instrument could also be developed to gauge community opinion.
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IV	Proposed Expenditures
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Line Item Description	Chartfield*	FY 2014-2015 Request
Wages	10-5510-43-6005	\$60,500.00
Benefits	10-5510-43-6125	\$31,972.55
<u>Expenditures Total: \$92,472.55</u>		

*Full account string including fund, department/division number, and account number.



**City of Sedona
Decision Package
Fiscal Year 2014-2015**

Project Title:	Police Sergeant
Originating Department and Division:	Police Department
Funding Request Type (Ongoing vs. One-Time)	Ongoing (wages and benefits) One-time (uniform and equipment costs)

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I	Problem/Issue
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a)	Does this affect our citizens/customers quality of life?
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	Yes
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	If yes, then how:
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	<p>The Police Department provides public safety services to the City of Sedona 24 hours a day – 7 days a week. The core function of these services is uniformed patrol. Currently, nearly 81% of the department’s sworn personnel are dedicated to patrol operations. On a daily basis there are 3 to 5 officers on-duty at any given hour responding to routine and emergency calls for service, conducting crime prevention activities, engaging in follow up investigations and interacting with the community.</p> <p>In order to ensure that the services provided by the patrol function are carried out in an effective and efficient manner, the department deploys Sergeants to supervise and support the officers assigned to field duties. Sergeants respond to significant calls to ensure the safety of personnel, facilitate the appropriate use of department resources, provide oversight and direction of critical decision-making processes, and take initial action to address risk management concerns. The role that the Sergeants perform is vital in making sure that policies and procedures are followed and that timely follow-up action is being taken on initial criminal investigations, traffic collisions, or any other matters brought to the attention of patrol personnel.</p> <p>The Police Department also previously assigned a Sergeant to supervise important support functions such as criminal investigations, other city department requested inquiries/investigations, personnel recruitment and hiring, training management, property and evidence management, school resource officer program, media relations, city and county prosecutor liaison, and liaison to regional task forces. Currently, the police department has 4 full-time sworn officers and one full-time civilian employee assigned to provide these support functions.</p> <p>Residents, businesses, visitors and all customers of city services need to be assured that the police department is handling their matters in a professional and responsible manner. Police Sergeants are the first line in establishing</p>
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	quality service and providing appropriate direction and guidance to field and support personnel. The department needs to ensure that these functions are carried out in a consistent and quality manner through an effective deployment of police sergeants.
	b) Is this a traditional government function?
	Yes
	If it is not a traditional function, why should the City of Sedona deal with it?
	c) History/background of project issue:
	<p>In 2010, two of the Police Department's six Police Sergeant positions were eliminated through a city-wide reduction in force initiative. This reduction required the department to alter its police sergeant deployment strategy to ensure that maximum supervisory support and oversight continued to be provided to all department functions and personnel.</p> <p>For nearly four years the department has implemented various short-term efforts to address the supervisory needs in the patrol and support functions. These efforts have included reassigning the support supervisory functions to the Chief of Police and Police Commander, adding supervisory responsibility of certain field related functions to a civilian supervisor, reducing the amount of sergeants assigned to the patrol function, and reassigning a detective from his normal duties to an acting sergeant position. All these efforts, although necessary to address immediate concerns and service needs, have been problematic as they tend to create a lack of supervisory consistency and continuity in department operations. They have also placed additional responsibility on personnel which has diminished the amount of time and effort that would normally be devoted to their primary duties. Most significantly, these short-term changes can and have caused chain of command conflict and fall short of quality risk management and leadership best practices.</p> <p>The department is authorized to have four police sergeant positions. Prior to 2012, three of these positions were assigned to the patrol function and one was assigned to the investigative function. Under this structure it was difficult to provide sufficient supervisory coverage for the patrol function.</p> <p>Established best practices by law enforcement agencies across the United States strive to have a police supervisor on-duty for field activities at all times. Under the sergeant staffing deployment plan used prior to 2012, the department was only able to staff a sergeant on-duty in the field 71% of the time. This figure did not account for staffing absences due to training assignments, vacation or sick leave or any unplanned staffing shortages.</p> <p>An accepted on-duty factor of 80% is often used to calculate staffing requirements. By using this factor, the department was only providing field</p>

	<p>supervision 64% of the time. In order to provide field supervision 80% of the time the department would need to have 5.25 FTE sergeant positions dedicated to the patrol function.</p> <p>To help increase the availability of supervision in the patrol function, the sergeant assigned to the investigative function was reassigned to the patrol function. This deployment change resulted in having the Police Commander become the immediate supervisor of line level personnel.</p> <p>Shortly after this change the department began to experience significant personnel turnover due to retirements and employees seeking employment elsewhere. It was necessary to return the reassigned sergeant back to his previous assignment with added support function responsibilities which included personnel recruitment and hiring. An acting sergeant position was implemented on an interim basis to continue to provide additional supervisory support in the patrol function. This short-term effort did require the reassignment of a detective from his primary duties and shifted his workload to another detective.</p> <p>The department has operated more effectively during the time that it has had one sergeant assigned to the investigative/support function and four sergeants assigned to the patrol function. The addition of a fifth sergeant position will enable the department to continue and enhance this effectiveness and allow all personnel to focus on their primary roles, responsibilities and workloads.</p>
	d) Does the project/issue relate to the strategic/community plans?
	Strategic Plan: Yes
	Quality of Life – Goal #4: Promote a healthier and safer community accessible to all; Responsive Government – Goal #1: Establish an environment that promotes quality improvement programs through innovation and the continual improvement of City staff and resources to better serve our citizens.
	Community Plan: Yes
	Community Facilities, Services and Recreation Element-Goal 2.0: Ensure a high level of public health and safety; Tourism Element-Goal 1.0: Maintain the value of Sedona’s small town character, scenic beauty and natural resources which are the foundation of our economic strength and quality of life.
	If not in either plan, how does this fit into the City of Sedona's priorities?
	e) Are there environmental implications?
	No
	If yes, explain:
	f) Cost (include economic/financial analysis) and recommendation as to funding sources (include partnerships):

II Risk Analysis	
a)	What happens if this is not done?
	Effective supervision and guidance of patrol and support functions will be diminished which would impact the quality of work being completed by the Police Department. Inequitable and inefficient workloads would be placed on personnel. Increased possibility of incomplete risk management assessments could result in safety issues for department personnel and the community. Residents, businesses and visitors could become dissatisfied with police department services.
	What would happen if this is done?
	The Police Department would be able to more effectively provide supervisory support and oversight to its patrol and support functions. Chain of command and lines of communication would be more clear and consistent. The Department would become more responsive to needs of its employees and service provided to the community.
b)	Provide contingency analysis if applicable (provide key assumptions and dependencies). Assumptions - Something the City of Sedona has no control over. Dependencies - Something the City of Sedona may have control over. Major factor in what the City of Sedona is trying to accomplish.
c)	Show examples of best practices from other cities, if applicable:
III Resources Required	
a)	What departments will be involved in the planning and operation of this project/issue?
	Do these departments concur with this priority?
b)	What are the in-house staff requirements?
	There would be no significant in-house staff requirements other than those that are needed to accomplish employee internal services such as HR, payroll, etc. The Police Department would need to provide supervision and training to the selected person which can be accomplished with the department's existing resources.
c)	Are outside consultants needed? Please explain:
	No
d)	Are special equipment resources required? Please explain:
	If an external candidate is selected for this position there would be an expenditure of \$3500 needed for uniform and equipment costs.

e)	Are there on-going operation and maintenance costs involved? Please explain:
	No

IV Implementation

a)	What is the time frame for completion of plan and implementation for project/issue?
	Implementation would be completed within 90 days.

b)	How will you market/communicate the project/issue to the public?
	Articles about the new position would be submitted to the Red Rock News for publishing in addition to placement in any other community newsletters. Information about the person selected for the position would also be announced at City Council meetings and the police department's web page would be updated with details about the new position.

c)	What performance measures will you use to evaluate the project/issue?
	The department will continue to utilize internal systems such as employee performance reviews, periodic employee surveys, workgroup performance data and customer surveys to gauge and monitor the effectiveness of this position.

IV Proposed Expenditures

Line Item Description	Chartfield*	FY 2014-2015 Request
Wages	10-5510-43-6005	\$79,895.00
Benefits	10-5510-43-6125	\$36,673.02
Uniforms & Equipment	10-5510-43-6214	\$3500.00
<u>Expenditures Total: \$120,068.02</u>		

*Full account string including fund, department/division number, and account number.



**City of Sedona
Decision Package
Fiscal Year 2014-2015**

Project Title:	New World Systems Upgrade
Originating Department and Division:	Police Department
Funding Request Type (Ongoing vs. One-Time)	One-Time

I Problem/Issue

a) Does this affect our citizens/customers quality of life?

Yes

If yes, then how:

Dispatchers utilize computer aided dispatch to initiate calls for service and track pertinent data related to the call such as response times, key details on suspect description, etc. Records personnel manage all documents generated by officers such as case reports, citations, warnings, arrest packets, etc. Police officers rely on electronic information transmitted to them from dispatch regarding calls for service, relay confidential information, maps and photos of wanted persons to confirm identity.

b) Is this a traditional government function?

Yes

If it is not a traditional function, why should the City of Sedona deal with it?

c) History/background of project issue:

The police department utilizes computer aided dispatch, records management and mobile systems (CAD/RMS and Mobile) to facilitate its public safety communications, records, and mobile computing functions. The CAD/RMS is provided by New World Systems is at version 9.4. The Mobile system also provided by New World Systems which is used by the computers in the police vehicles and report writing area in the station is at version 7. The vendor's current version of these systems is at 10.x and is currently in development for version 11.x.

The upgraded versions operate on a different platform than what is currently used by the police department and it is recommended to replace the servers that host the New World Systems (NWS) software and database when moving to the new version so that all features of the software function as expected. The servers currently tasked with hosting NWS software are over five (5) years in age; operating system software is still supported by the manufacturer for the current FY, but it is likely that in the future maintenance would be discontinued

	<p>when it exceeds lifetime expectations.</p> <p>Upgrading of the system will also enable police department users to be on the same Microsoft Office platform as the rest of the City departments (Office 2010). Police computers are currently operating Office 2003 to ensure compatibility with the current NWS software versions of which they are heavily reliant on to produce all documentation.</p> <p>New functionality available on Mobile 10.x for the in-car computers is maps of the area and photos of suspects. Maps are useful to police officers as they can visually see the location dispatched to and potentially improve response times. Photos of individuals assist officers when confirming identity and support officer safety objectives.</p> <p>Significant training will need to be provided to all department users and support personnel to ensure proper use and maintenance of the upgraded systems.</p>
d)	Does the project/issue relate to the strategic/community plans?
	Strategic Plan:
	<p>Goal # 4 Promote a healthier and safer community accessible to all. Objectives 4. Continue and expand the Police Department's public safety and emergency services partnerships based on community needs.</p>
	Community Plan:
	2.1 Maintain a high level of public safety in Sedona that is commensurate With population growth and tourist visitation, in a cost effective manner.
	If not in either plan, how does this fit into the City of Sedona's priorities?
e)	Are there environmental implications?
	N/A
	If yes, explain:
f)	Cost (include economic/financial analysis) and recommendation as to funding sources (include partnerships):
	<p>Server Hardware/Software: \$23,000 Upgrades required to support latest operating systems and New World applications Vendor Technical Support: \$40,000 Migrate software and data to new server hardware and operating systems; Mobile conversion from 7.0 to 10.x Train staff on new features and functionality Travel: \$6,000 (\$1,500 per week x 4 weeks)</p>

	<p>Added Functionality: \$15,500 In-Car Mapping (\$5,500) & Booking Photos (\$10,000)</p> <p>Total \$84,500</p>
II Risk Analysis	
a)	What happens if this is not done?
	<p>NWS technical support staff continue to troubleshoot issues as they occur however recent responses on software issues are “that has been fixed in 10.x we will not be resolving issue in your current version”. For example: 1/Add more subjects to case report, 2/Global vehicle not being updated with Owner information, 3/New World automatic updater, 4/GIS cross streets don’t display, 5/Mobile GUI Administrator not functioning, 6/AZ Accident report changes, 7/Mobile unit clears call goes back to “pending” status, etc.</p> <p>Police department staff would continue to utilize the aging CAD/RMS and Mobile New World Systems (NWS) software and hardware to dispatch, manage records and generate case reports; IT staff continue to support the daily operation to the best of their ability.</p>
	What would happen if this is done?
	<p>Upgrading of the police departments computer aided dispatch, records management and mobile systems (CAD/RMS and Mobile) from their existing versions to the current versions will ensure that they continue to be supported by the vendor and provide up to date functionality for all department activities.</p>
b)	Provide contingency analysis if applicable (provide key assumptions and dependencies). Assumptions - Something the City of Sedona has no control over. Dependencies - Something the City of Sedona may have control over. Major factor in what the City of Sedona is trying to accomplish.
	<p>Assumptions – Sedona receives over 3 million visitors each year including large transient population due to proximity to several state highways.</p> <p>Dependencies – Increase Officer and Citizen safety by providing access to all required electronic databases, call information and equipment to fully support the officer job function.</p>
c)	Show examples of best practices from other cities, if applicable:
	<p>Police industry standard for agencies across the nation, including other local agencies such as Yavapai County Sheriff’s Office, Cottonwood PD, and DPS (Department of Public Safety), utilize CAD (Computer Aided Dispatch), RMS (Records Management) and Mobile (in-car computer) systems to receive and send data from dispatch, access various State and National databases, generate citations, warning and written case reports. The integrated systems house all documentation produced by police staff in the course of their daily duties. The combined systems assist staff in producing public records for prosecutors, attorneys and citizens.</p>
III Resources Required	

	a) What departments will be involved in the planning and operation of this project/issue?																
	Information Technology (IT), Police Department																
	Do these departments concur with this priority?																
	Yes																
	b) What are the in-house staff requirements?																
	IT Staff to coordinate purchase of hardware and software; IT Staff and New World Technical Support staff to build infrastructure to run the new software; Police department staff to configure software at user level to meet staff needs and provide one-on-one training.																
	c) Are outside consultants needed? Please explain:																
	New World Technical Support																
	d) Are special equipment resources required? Please explain:																
	No																
	e) Are there on-going operation and maintenance costs involved? Please explain:																
	Increase in New World software maintenance expense of approximately \$1,000 per year to support added functionality of In-Car Mapping and Booking Photos																
IV Implementation																	
	a) What is the time frame for completion of plan and implementation for project/issue?																
	16 weeks to configure servers, load software, build user interface including security permissions, test and train users.																
	b) How will you market/communicate the project/issue to the public?																
	Press Release – directed to general public, residents and visitors to promote new functionality and continued officer and community safety initiatives.																
	c) What performance measures will you use to evaluate the project/issue?																
	All integrated systems operate well with no system outages.																
IV Proposed Expenditures																	
	<table border="1"> <thead> <tr> <th>Line Item Description</th> <th>Chartfield*</th> <th>FY 2014-2015 Request</th> </tr> </thead> <tbody> <tr> <td>Computer Hardware</td> <td>10-5224-01-6486</td> <td>\$14,000</td> </tr> <tr> <td>Computer Software</td> <td>10-5224-01-6487</td> <td>\$70,500</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Line Item Description	Chartfield*	FY 2014-2015 Request	Computer Hardware	10-5224-01-6486	\$14,000	Computer Software	10-5224-01-6487	\$70,500						
Line Item Description	Chartfield*	FY 2014-2015 Request															
Computer Hardware	10-5224-01-6486	\$14,000															
Computer Software	10-5224-01-6487	\$70,500															

			<u>Expenditures Total: \$84,500</u>

***Full account string including fund, department/division number, and account number.**



**City of Sedona
Decision Package
Fiscal Year 2014-2015**

Project Title:	E-Citations Upgrade
Originating Department and Division:	Police Department
Funding Request Type (Ongoing vs. One-Time)	One-Time

I Problem/Issue

a) Does this affect our citizens/customers quality of life?

Yes

If yes, then how:

Increase Officer and Citizen safety by providing all tools and equipment to fully support the officer and parking enforcement job functions.

b) Is this a traditional government function?

Yes

If it is not a traditional function, why should the City of Sedona deal with it?

c) History/background of project issue:

Several options are available to improve the Parking Enforcement program and support all police department staff when tasked with writing various Civil Parking or Traffic Citations and Warnings.

1. Conversion to QuickTicket for Parking and Traffic

Preferred long term option for use by all police officers and Parking enforcement staff:

Approx. \$22,500 for software conversion

Approx. \$5,500 per device for Parking, i.e. four staff utilizing 3 devices = \$16,500

Approx. \$2,000 per license for Traffic enforcement by all police officers (software

license, hardware needed to run QuickTicket on Toughbooks, tax, and shipping) 12

licenses = \$24,000

This option provides the complete migration away from hand-written citations - Traffic, Parking, and Warnings. Parking enforcement would use tablet computers with E-Citations and New World Mobile, and Patrol Officers would have E-Citations and New World Mobile on the Toughbook. Includes printers, Driver's License magnetic stripe readers, signature scanners, exports to AZTEC (City court) and New World.

2. Conversion to QuickTicket for Parking Only - "Re-License" Software and Migrate to Tablets for Parking

Cost - Approx. \$22,500 for software conversion

Cost - Approx. \$5,500 per device (new tablet computer, new printer, tax, and shipping)

	<p>Would need to purchase as many new tablets as we need for Parking Enforcement – i.e. four staff utilizing three devices = \$16,500. Old hardware (handhelds and printers) become obsolete and would need to be retired.</p> <p>This option moves us away from the "handheld device only" world and allows us to run E-Citations on any Windows Laptop or Tablet computer, but still limits us to the number of tablets we have purchased.</p> <p>Device may be utilized by Traffic officer if not in use by Parking staff.</p> <p>3. Hardware Upgrade - Replaces Handheld Devices and Printers (includes Parking and Warnings custom forms) Cost - Approx. \$4,500 per device (new handheld and new printer, plus docking hardware, warranty, tax, and shipping) four staff utilizing four devices = \$18,000 This option uses our existing software but upgrades the hardware to newer technology with lifetime expectation of five (5) years.</p>
	d) Does the project/issue relate to the strategic/community plans?
	Strategic Plan:
	<p>Goal # 4 Promote a healthier and safer community accessible to all. Objectives 4. Continue and expand the Police Department's public safety and emergency services partnerships based on community needs.</p>
	Community Plan:
	2.1 Maintain a high level of public safety in Sedona that is commensurate With population growth and tourist visitation, in a cost effective manner.
	If not in either plan, how does this fit into the City of Sedona's priorities?
	e) Are there environmental implications?
	Yes
	If yes, explain:
	Handheld E-Citation devices replaced will be decommissioned via hard drive erasure and auctioned following City auction procedures or recycled if not sold.
	f) Cost (include economic/financial analysis) and recommendation as to funding sources (include partnerships):
	<p>Option 1 \$63,000 outfit all officers, traffic and parking staff <i>*Preferred long term resolution;</i> Option 2 \$39,000 outfit one officer and up to two parking staff; Option 3 \$18,000 outfit one officer and up to three parking staff</p>
II Risk Analysis	
	a) What happens if this is not done?
	E-Citation hardware is no longer supported or under warranty, as units fail they are unusable. Devices are utilized by patrol officers to issue traffic citations only, no other forms are loaded. Current equipment inventory is three (3) working units, one non-working unit, which are shared by patrol officers.

	<p>Parking Enforcement staff utilize a paper citation form as the electronic Parking form is not available on E-Citation devices. Paper forms are often unreadable as they are a multi-page form which must be manually input into New World and AZTEC (City Court) systems.</p> <p>Impact on police support staff is 3-4 hours per night for data entry on all paper traffic citations, warnings and parking tickets. Court staff must also do data entry in their system, approximately 3 hours each day.</p>
	What would happen if this is done?
	<p>Traffic citations, warnings and parking tickets are generated using electronic devices and automatically upload when docked using the existing interface to New World RMS and AZTEC (Court Records system) thereby eliminating keying errors, time spent on deciphering illegible print and eliminating staff time spent on data entry.</p> <p>Expansion of the program would make the E-Citation electronic system available to more police officers and all parking enforcement staff.</p>
	Provide contingency analysis if applicable (provide key assumptions and dependencies).
b)	<p>Assumptions - Something the City of Sedona has no control over.</p> <p>Dependencies - Something the City of Sedona may have control over. Major factor in what the City of Sedona is trying to accomplish.</p>
	<p>Assumptions – Sedona receives over 3 million visitors each year including large transient population due to proximity to several state highways.</p> <p>Dependencies – Increase Officer and Citizen safety by providing all tools and equipment to fully support the officer and parking enforcement job functions.</p>
	c) Show examples of best practices from other cities, if applicable:
	<p>Police industry standard for agencies across the nation, including other local agencies such as Cottonwood PD and DPS (Department of Public Safety), utilize in-car or handheld Electronic Citation systems to issue citations, warnings and parking tickets; DPS has added functionality to produce and print truck inspection forms and tow sheets for towed vehicles.</p>
III Resources Required	
	a) What departments will be involved in the planning and operation of this project/issue?
	Information Technology (IT), Police Department
	Do these departments concur with this priority?
	Yes
	b) What are the in-house staff requirements?
	IT Staff to coordinate purchase and load all required software/hardware; Police department staff to test software/hardware prior to deployment and provide training to staff.
	c) Are outside consultants needed? Please explain:
	Advanced Public Safety (APS)(Vendor for E-Citation) technical support using established support agreements.

	d) Are special equipment resources required? Please explain:																															
	Ancillary equipment purchased would be dependent on option approved.																															
	e) Are there on-going operation and maintenance costs involved? Please explain:																															
	Annual maintenance agreement.																															
IV Implementation																																
	a) What is the time frame for completion of plan and implementation for project/issue?																															
	Within the third quarter of Fiscal Year 2015																															
	b) How will you market/communicate the project/issue to the public?																															
	Press Release – directed to general public, residents and visitors to promote new functionality and continued officer and community safety initiatives.																															
	c) What performance measures will you use to evaluate the project/issue?																															
	Device performs as expected in field, automatic upload via interface occurs as expected each day to New World RMS and AZTEC, no operating system outages.																															
IV Proposed Expenditures																																
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**City of Sedona
Decision Package
Fiscal Year 2014-2015**

Project Title:	AR15 Rifle Refresh
Originating Department and Division:	Police Department
Funding Request Type (Ongoing vs. One-Time)	One-time
I Problem/Issue	
a) Does this affect our citizens/customers quality of life?	
	Yes
	If yes, then how: The citizens expect their Police Department to be able to respond to a situation and stop an active shooter or a subject with a weapon who is threatening the life of another. Having officers equipped with patrol rifles is the expectation in this country and in Arizona.
b) Is this a traditional government function? Yes	
	The Police Department needs to have its officers well equipped with new and modern rifles. The current inventory of rifles range in age from 5 years old to over 15 years old. More than half of the inventory is more than 9 years old and two of those rifles have been taken out of service because they are beyond repair
	If it is not a traditional function, why should the City of Sedona deal with it?
c) History/background of project issue:	
	<p>Rifles are aging out and needing to be replaced. The standard cycle of replacement of rifles is 5 years and/or 36,000 rounds. Rifle manufactures recommend a replacement of the weapon or a complete overhaul of parts based on the standard cycle of replacement. Parts for rifles 10 years old or older are considered obsolete and not readily available from the manufacturer.</p> <p>Many of the rifles within our inventory are showing signs of corrosion in the bolt assembly; some are showing signs of carbon build up that is unable to be removed with solvents or cleaners; and some require replacement of firing pins and other internal parts.</p> <p>Currently our AR15 rifles are being shared by officers assigned to a patrol vehicle. Rifles need to be “zeroed in” or sighted in for the individual shooter for the most accuracy. Shared rifles do not allow for the fine tuning of specific sight alignment of each shooter.</p> <p>To properly equip each officer the Sedona Police Department we would need a total of 28 rifles with accessories such as magazines (3 per rifle/620 ea rifle), slings (\$50), lights (\$130) and red dot and holographic sights (\$150) for more accurate shot placement. The cost per rifle with all accessories would be approximately \$1600. The entire project (including tax / shipping & handling) would cost approximately \$49,000.</p>

	d) Does the project/issue relate to the strategic/community plans? Yes
	Strategic Plan: Quality of Life – Goal #4: Promote a healthier and safer community accessible to all; Responsive Government – Goal #1: Establish an environment that promotes quality improvement programs through innovation and the continual improvement of City staff and resources to better serve our citizens
	Community Plan: Goal 2.0: Ensure a high level of public health and safety
	If not in either plan, how does this fit into the City of Sedona's priorities?
	e) Are there environmental implications? No
	If yes, explain:
	f) Cost (include economic/financial analysis) and recommendation as to funding sources (include partnerships):
II Risk Analysis	
	a) What happens if this is not done? The current condition of the AR15 rifles creates an unnecessary liability for officer safety and the City of Sedona. Rifles that do not operate properly and/or malfunction making it impossible for officers to properly deploy the correct weaponry when needed and/or may cause rounds to be off target and go astray.
	What would happen if this is done? The Police Department would be able to train with good weapons and be able to respond to active shooter situations with the necessary fire power it takes to stop the on-going threat. The rifle armorer would be able to document maintenance and repairs of each rifle to preserve and extend the life of well maintained weapons.
	b) Provide contingency analysis if applicable (provide key assumptions and dependencies). Assumptions - Something the City of Sedona has no control over. Dependencies - Something the City of Sedona may have control over. Major factor in what the City of Sedona is trying to accomplish.
	Assumptions- There will be a time when the Sedona Police Department gets called to an active shooter with a weapon whether it be at a school, a theater or the Uptown business district. Dependencies- Officers will be properly trained and equipped to handle the situation in a timely and safe manner while ensuring the safety and protection of citizens.
	c) Show examples of best practices from other cities, if applicable:
	<i>Camp Verde Marshall's Office</i> issues rifles to each officer and the rifle is inspected annually by Department rifle armorer at the time of qualification.

	<p><i>Cottonwood Police Department</i> issues rifles to each officer. Officers are allowed to personally own rifles if they so choose. All rifles are subject to monthly inspections and all rifles carried on-duty are subject to annual inspection for sight “zero”, functionality and safe operation.</p> <p><i>Clarkdale Police Department</i> allows officers the option to purchase their own AR15s if they so choose. The Department does pay for the cost of care and maintenance and has their armorer inspect each rifle annually. If the rifle is damaged in the course of duties the Department pays for the repairs.</p>
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III Resources Required

a) What departments will be involved in the planning and operation of this project/issue?	Police Department
Do these departments concur with this priority?	Yes
b) What are the in-house staff requirements?	Firearms instructor / rifle armorer to work with vendor for purchase of patrol rifles.
c) Are outside consultants needed? Please explain:	No
d) Are special equipment resources required? Please explain:	No
e) Are there on-going operation and maintenance costs involved? Please explain:	On-going rifle armorer program which already exists.

IV Implementation

a) What is the time frame for completion of plan and implementation for project/issue?	The order for rifles and all accessories would be made in July 2014; Once all weapons are received each officers will be trained and issued their own AR 15 rifle for patrol deployment. Purchase of rifle and training of all patrol officers would be completed by November 1, 2014.
b) How will you market/communicate the project/issue to the public?	
c) What performance measures will you use to evaluate the project/issue?	Improved care and maintenance of the AR Rifles as well as improved qualification scores for officers.

IV Proposed Expenditures

Line Item Description	Chartfield*	FY 2014-2015 Request
AR15 Rifles (28 @ \$1200)	10-5510-43-6251	\$33,600
Magpul 30 round magazines	10-5510-43-6251	\$1,620
Slings (28 @ \$50)	10-5510-43-6251	\$1,400
Mounted lights (28 @\$130)	10-5510-43-6251	\$3,640
Red dot / holographic sights	10-5510-43-6251	\$4,200
<u>Tax / shipping & handling</u>		\$4,700
		<u>Expenditures Total: \$49,160</u>

*Full account string including fund, department/division number, and account number.



**City of Sedona
Decision Package
Fiscal Year 2014-2015**

Project Title:	Aerial Survey
Originating Department and Division:	Public Works
Funding Request Type (Ongoing vs. One-Time)	One Time
I Problem/Issue	
a)	Does this affect our citizens/customers quality of life? yes
	If yes, then how: Periodically updated aerial mapping facilitates improved display drawings, understanding of the public when working at counters, helps in PW and Community Development analysis of situations, provides improved base map for GIS work.
b) Is this a traditional government function? yes	
	If it is not a traditional function, why should the City of Sedona deal with it?
c) History/background of project issue: The City last performed a Citywide and wastewater plant aerial mapping in 2007. An update for the SR 179 area improvements was accomplished in 2010. Many changes have occurred in Sedona since the last citywide flight.	
d) Does the project/issue relate to the strategic/community plans?	
	Strategic Plan:
	Community Plan:
	If not in either plan, how does this fit into the City of Sedona's priorities? Having recent aeriels helps in the analysis and depiction of issues that are presented in the plans.
e) Are there environmental implications? no	
	If yes, explain:
f) Cost (include economic/financial analysis) and recommendation as to funding sources	

	(include partnerships): \$34,719 basic flight cost and \$3000 for purchase of large format maps of City and smaller format map of wastewater.
II Risk Analysis	
a)	What happens if this is not done? Existing aerials will become less useful.
	What would happen if this is done? Aerials will remain reasonably current.
b)	Provide contingency analysis if applicable (provide key assumptions and dependencies). Assumptions - Something the City of Sedona has no control over. Dependencies - Something the City of Sedona may have control over. Major factor in what the City of Sedona is trying to accomplish.
c)	Show examples of best practices from other cities, if applicable:
III Resources Required	
a)	What departments will be involved in the planning and operation of this project/issue? Public Works and Information Technology Do these departments concur with this priority? yes
b)	What are the in-house staff requirements? PW - administration of contract (Director) IT administration of contract (Director and GIS analyst)
c)	Are outside consultants needed? Please explain: Yea. Cooper Aerial Surveys Co.
d)	Are special equipment resources required? Please explain: no
e)	Are there on-going operation and maintenance costs involved? Please explain: Input and maintenance of data on GIS system, and making map available on various city contracts.
IV Implementation	
a)	What is the time frame for completion of plan and implementation for project/issue? The Flight should be done around March 2015. Project complete by June 2015.
b)	How will you market/communicate the project/issue to the public? Will contact affected property owners were survey markers to be placed, otherwise no public outreach anticipated.

	c) What performance measures will you use to evaluate the project/issue?																									
	City will evaluate clarity of final product.																									
IV	Proposed Expenditures \$38,000.																									
	<table border="1"> <thead> <tr> <th>Line Item Description</th> <th>Chartfield*</th> <th>FY 2014-2015 Request</th> </tr> </thead> <tbody> <tr> <td>Professional Services</td> <td>10-5320-01-6405</td> <td>\$38,000</td> </tr> <tr> <td></td> <td></td> <td>\$0</td> </tr> <tr> <td></td> <td></td> <td>\$0</td> </tr> <tr> <td></td> <td></td> <td>\$0</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="2"></td> <td style="text-align: right;"><u>Expenditures Total: \$38,000</u></td> </tr> </tbody> </table>		Line Item Description	Chartfield*	FY 2014-2015 Request	Professional Services	10-5320-01-6405	\$38,000			\$0			\$0			\$0									<u>Expenditures Total: \$38,000</u>
Line Item Description	Chartfield*	FY 2014-2015 Request																								
Professional Services	10-5320-01-6405	\$38,000																								
		\$0																								
		\$0																								
		\$0																								
		<u>Expenditures Total: \$38,000</u>																								

*Full account string including fund, department/division number, and account number.



**City of Sedona
Decision Package
Fiscal Year 2014-2015**

Project Title:	Upgrade City's Internet Service and Network Connectivity to Wastewater, PW Maintenance Yard, and Posse Grounds (Pool and Teen Center)
Originating Department and Division:	Information Technology
Funding Request Type (Ongoing vs. One-Time)	Ongoing
I Problem/Issue	
a) Does this affect our citizens/customers quality of life?	
	Yes
	If yes, then how:
	Improved Internet Connectivity will provide faster and more reliable access to the city's website as well as increased efficiency for city staff. Increased network connections to remote city offices (Posse Grounds, Public Works, and Wastewater) will improve efficiency of city staff in accessing network resources and responding to requests.
b) Is this a traditional government function?	
	Yes, government agencies do attempt to provide reliable, high-speed access to web services for external users as well as for staff accessing external resources.
	If it is not a traditional function, why should the City of Sedona deal with it?
c) History/background of project issue:	
	For many years the City has utilized the services of a local Internet Service Provider (ISP) e-Sedona, now a part of ComCast. This ISP provides wireless internet and e-mail services to residents and small businesses in Sedona. The nature of the City's data communication needs demand much higher bandwidth and much greater reliability than a residential service provider is capable of furnishing. In addition, frequent service interruptions cause frustration for citizens and staff.
d) Does the project/issue relate to the strategic/community plans?	
	Strategic Plan: No
	Community Plan: No

	If not in either plan, how does this fit into the City of Sedona's priorities?
e)	Are there environmental implications?
	No
	If yes, explain:
f)	Cost (include economic/financial analysis) and recommendation as to funding sources (include partnerships):
	<p>Approximately \$30,000 increase in annual cost for Internet service and Remote Office network connectivity</p> <p>Current Internet Service = \$410/month, \$4,920/year This includes 4 separate connections: Internet (10MB), public Wi-Fi (3MB), streaming of City Council meetings (6MB), and connectivity for Public Safety systems (3MB)</p> <p>Proposed Internet Service = \$1,900/month, \$22,800/year High-Speed (30-50MB) connection capable of supporting all of the functions listed above with additional capacity for future growth. 10% of this cost, \$2,280/year, would be allocated to Wastewater.</p> <p>Current Remote Office Connectivity = \$515/month, \$6,180/year This includes network connectivity from City Hall to the Wastewater Treatment Plant (1.5MB Frame-Relay Circuit), the Public Works Maintenance Yard (1.5MB Frame-Relay Circuit), and Posse Grounds Pool & Teen Center (6MB Internet VPN).</p> <p>Proposed Remote Office Connectivity = \$1,715/month, \$20,580/year This replaces the Frame-Relay circuits to Wastewater and PW Maintenance and the wireless Internet connection at Posse Grounds with High-Speed fiber-optic point-to-point connections at 5-10MB each. A portion of this cost, \$450/month or \$5,400/year, would be directly attributable and allocated to Wastewater.</p>
II Risk Analysis	
a)	What happens if this is not done?
	City staff, citizens, and elected officials would continue to experience less than optimal internet and remote office connection speed and reliability. The city would be unable to meet the demands of current and future technologies that require higher bandwidth for optimal performance.
	What would happen if this is done?
	Citizens and staff would notice faster and more reliable Internet access.

	Remote office personnel would be more efficient and productive. Remote video streams from Public Pool and Skate Park would be greatly improved.
b)	Provide contingency analysis if applicable (provide key assumptions and dependencies). Assumptions - Something the City of Sedona has no control over. Dependencies - Something the City of Sedona may have control over. Major factor in what the City of Sedona is trying to accomplish.
c)	Show examples of best practices from other cities, if applicable:
III Resources Required	
a)	What departments will be involved in the planning and operation of this project/issue?
	Information Technology
	Do these departments concur with this priority?
b)	What are the in-house staff requirements?
	Information Technology
c)	Are outside consultants needed? Please explain:
	No
d)	Are special equipment resources required? Please explain:
	No
e)	Are there on-going operation and maintenance costs involved? Please explain:
	There are no installation or up-front costs - the cost of this upgrade is an on-going monthly expense
IV Implementation	
a)	What is the time frame for completion of plan and implementation for project/issue?
	First Quarter of Fiscal Year 2015
b)	How will you market/communicate the project/issue to the public?
	N/A
c)	What performance measures will you use to evaluate the project/issue?
	Proposed vendors can provide a Service Level Agreement (SLA) to guarantee network uptime and available bandwidth. IT staff would monitor Internet and remote site connectivity to ensure service levels are being maintained and that credits are provided when vendors fail to meet those requirements.
IV Proposed Expenditures	

Line Item Description	Chartfield*	FY 2014-2015 Request
Telephone/Data Communications	10-5224-01-6213	\$35,700
Telephone/Data Communications	59-5250-01-6213	\$7,680
Telephone/Data Communications	10-5245-01-6213	(\$2,863)
Telephone/Data Communications	59-5250-01-6213	(\$2,863)
Telephone/Data Communications	10-5224-01-6213	(\$4,920)
<u>NET Expenditures Total: \$32,734</u>		

***Full account string including fund, department/division number, and account number.**



**City of Sedona
Decision Package
Fiscal Year 2014-2015**

Project Title:	Secure Network Connectivity for Mobile/Remote Employee Access
Originating Department and Division:	Information Technology
Funding Request Type (Ongoing vs. One-Time)	One-Time (w/ongoing maint. expense)
I Problem/Issue	
a) Does this affect our citizens/customers quality of life?	No
If yes, then how:	
b) Is this a traditional government function?	Yes
If it is not a traditional function, why should the City of Sedona deal with it?	
c) History/background of project issue:	In order to respond to staff requests for “work at home” capabilities and Bring Your Own Device (BYOD), it is necessary to install a secure network gateway that controls and monitors network access from non-city owned computers and tablets. This system performs a Network Access Control function ensuring any devices that try to connect have met minimum system requirements such as Anti-Virus software installed and up-to-date, current Operating System installed, recent patches installed, etc. Without such a secure gateway it is not possible to allow external devices access to the City’s network.
d) Does the project/issue relate to the strategic/community plans?	Strategic Plan: No
	Community Plan: No
	If not in either plan, how does this fit into the City of Sedona's priorities?
e) Are there environmental implications?	No
If yes, explain:	

f)	Cost (include economic/financial analysis) and recommendation as to funding sources (include partnerships):
	\$85,000 to purchase a Cisco Secure Network Server with 100 User Access Licenses Approximately \$1,600 per year for annual hardware and software support
II Risk Analysis	
a)	What happens if this is not done?
	The City would be unable to respond to employee requests for remote access utilizing non-city owned equipment.
	What would happen if this is done?
	The City could safely and securely offer remote access to employees when using their own hardware, such as home computers, tablets, etc.
b)	Provide contingency analysis if applicable (provide key assumptions and dependencies). Assumptions - Something the City of Sedona has no control over. Dependencies - Something the City of Sedona may have control over. Major factor in what the City of Sedona is trying to accomplish.
c)	Show examples of best practices from other cities, if applicable:
III Resources Required	
a)	What departments will be involved in the planning and operation of this project/issue?
	Information Technology
	Do these departments concur with this priority?
b)	What are the in-house staff requirements?
	Information Technology
c)	Are outside consultants needed? Please explain:
	No
d)	Are special equipment resources required? Please explain:
	No
e)	Are there on-going operation and maintenance costs involved? Please explain:
	Approximately \$1,600 per year for on-going hardware and software maintenance and support
IV Implementation	
a)	What is the time frame for completion of plan and implementation for project/issue?

	First Half of Calendar Year 2015																								
	b) How will you market/communicate the project/issue to the public?																								
	Announce availability to City staff; provide information on system requirements and connection instructions																								
	c) What performance measures will you use to evaluate the project/issue?																								
	Monitor system usage and network access activity																								
IV	Proposed Expenditures																								
	<table border="1"> <thead> <tr> <th>Line Item Description</th> <th>Chartfield*</th> <th>FY 2014-2015 Request</th> </tr> </thead> <tbody> <tr> <td>Computer Hardware</td> <td>10-5224-01-6846</td> <td>\$8,500</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="2"></td> <td style="text-align: right;"><u>Expenditures Total: \$8,500</u></td> </tr> </tbody> </table>	Line Item Description	Chartfield*	FY 2014-2015 Request	Computer Hardware	10-5224-01-6846	\$8,500																		<u>Expenditures Total: \$8,500</u>
Line Item Description	Chartfield*	FY 2014-2015 Request																							
Computer Hardware	10-5224-01-6846	\$8,500																							
		<u>Expenditures Total: \$8,500</u>																							

***Full account string including fund, department/division number, and account number.**



**City of Sedona
Decision Package
Fiscal Year 2014-2015**

Project Title:	City Website Upgrade/Enhancements
Originating Department and Division:	Information Technology
Funding Request Type (Ongoing vs. One-Time)	One-Time
I Problem/Issue	
a) Does this affect our citizens/customers quality of life?	
	Yes
If yes, then how:	
	Improved access to on-line information for citizens and visitors
b) Is this a traditional government function?	
	Yes
If it is not a traditional function, why should the City of Sedona deal with it?	
c) History/background of project issue:	
	<p>In the spring of 2009, the City replaced an in-house developed website with a new website application from Vision Internet. This upgrade was in response to requests from staff, citizens, and council for a more robust and aesthetically pleasing website along with the ability for departments to update and manage information pertinent to their operations. After reviewing three potential vendor solutions, Vision Internet was chosen due to their design portfolio, recommendations from other customers, and staff's preference for their Content Management System (CMS).</p> <p>When implementing Vision Internet, the decision was made to implement a "self-hosted" solution (software and data residing on city servers) rather than a "vendor-hosted" solution in order to provide customized application interfaces to other city databases and systems. A benefit of this approach has been that the city has not paid any annual support or maintenance fees to Vision Internet. However, at the same time, the city has not received any updates, enhancements, or upgrades to the Vision Internet system.</p> <p>In response to a renewed interest in once again updating the City's web presence, it is recommended that we purchase an updated license from Vision Internet and perform a re-design of the City's home page. This upgrade would include many enhancements to the existing site as well as provide added functionality such as Facilities Directory and Reservations, On-line Business</p>

	<p>Directory, Dynamic Calendars, Updated RFP Listings, Improved On-Line Polling and Surveys, Feedback Forms, and automatic recognition of mobile devices (tablets, smartphones, etc.) for improved display and readability.</p> <p>In addition, Vision Internet now offers a maintenance plan for self-hosted customers which would allow the City to keep the system up-to-date and current with new technology and functionality going forward.</p>
	d) Does the project/issue relate to the strategic/community plans?
	Strategic Plan:
	Community Plan:
	If not in either plan, how does this fit into the City of Sedona's priorities?
	Improve communications with Sedona residents and visitors
	e) Are there environmental implications?
	No
	If yes, explain:
	f) Cost (include economic/financial analysis) and recommendation as to funding sources (include partnerships):
	Approximately \$20,000 with on-going annual cost of \$4,000
II Risk Analysis	
	a) What happens if this is not done?
	The City will continue to receive complaints from citizens, as well as from staff and council, concerning the out-dated appearance of the website, lack of on-line functionality, difficulty in updating information, and incompatibility with current technology.
	What would happen if this is done?
	The City will have a chance to re-design the look and feel of the home page as well as adding much needed functionality for both external users and internal content managers and Application Development.
	b) Provide contingency analysis if applicable (provide key assumptions and dependencies). Assumptions - Something the City of Sedona has no control over. Dependencies - Something the City of Sedona may have control over. Major factor in what the City of Sedona is trying to accomplish.
	c) Show examples of best practices from other cities, if applicable:
III Resources Required	

	a) What departments will be involved in the planning and operation of this project/issue?									
	All City departments would be involved in updating the website Information Technology would coordinate the implementation and work with Vision Internet on re-design, conversion, implementatin, and training.									
	Do these departments concur with this priority?									
	b) What are the in-house staff requirements?									
	Representatives from each City department would be needed to ensure a smooth migration.									
	c) Are outside consultants needed? Please explain:									
	No									
	d) Are special equipment resources required? Please explain:									
	No									
	e) Are there on-going operation and maintenance costs involved? Please explain:									
	A new self-hosted software maintenance plan available from Vision Internet would require approximately \$4,000 per year. This would provide for correction of bugs, enhancements, new functionality, technology upgrades, etc.									
IV Implementation										
	a) What is the time frame for completion of plan and implementation for project/issue?									
	The project would be started in the first quarter of FY 2015 with completion expected sometime in the third quarter.									
	b) How will you market/communicate the project/issue to the public?									
	Notices on the existing website with information on the upcoming changes									
	c) What performance measures will you use to evaluate the project/issue?									
	Improved end-user satisfaction with content management tools, on-line polling of website visitors, evaluation by staff and City Council to ensure the new design meets expectations.									
IV Proposed Expenditures										
	<table border="1"> <thead> <tr> <th>Line Item Description</th> <th>Chartfield*</th> <th>FY 2014-2015 Request</th> </tr> </thead> <tbody> <tr> <td>Computer Software</td> <td>10-5224-01-6847</td> <td>\$20,000</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Line Item Description	Chartfield*	FY 2014-2015 Request	Computer Software	10-5224-01-6847	\$20,000			
Line Item Description	Chartfield*	FY 2014-2015 Request								
Computer Software	10-5224-01-6847	\$20,000								

			<u>Expenditures Total: \$20,000</u>

***Full account string including fund, department/division number, and account number.**

SPECIAL REVENUE FUND – STREETS MAINTENANCE DIVISION AND GRANTS

DEPARTMENT DESCRIPTION

The Streets Maintenance Division maintains City roadways, street signage, lighting, traffic signals, landscaping and street sweeping on SR 89A and SR 179. The Special Revenue portion of the Streets Division uses dedicated funding (HURF) to pay for street re-paving projects and is required to be segregated for financial record-keeping purposes. For that reason, these expenses are not included in the General Fund Public Works Department detail.

This fund also includes the City's accounting of any grants, which are also required to be segregated from the General Fund. Grants budget detail is provided by program area. Individual grants vary year to year.

The PANT fund includes ongoing grant funding for police personnel to participate in a regional anti-drug task force.

2013-2014 OBJECTIVES

- Establish a level of annual road rehabilitation that can be sustained with ongoing revenues in lieu of the utilization of reserve funds.
- Continued development of Uptown maintenance program.

2012-2013 ACCOMPLISHMENTS

- ✓ Milled and overlaid the Harmony Knolls subdivision and Soldiers Pass Road.

SIGNIFICANT CHANGES

- The FY2015 budget assumes a more moderate rate of road rehabilitation than was completed in FY2013 and FY2014. FY2013 and 2014 included the utilization of approximately \$2 million of General Fund Reserves to complete additional streets repaving projects.

WORKLOAD INDICATORS

Workload Indicators	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Estimate	FY 14-15 Projected
Miles of road paved	4.75	5	4.9	3.75
Right of Way Permits Issued	123	190	190	200
Miles of streets	110	110	110	110

PERFORMANCE MEASURES

Performance Measures	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Estimate	FY 14-15 Projected
Pave a minimum of 3 miles of road per year	yes	yes	yes	yes
Days of lost time injuries	78	0	0	0
Miles of drainage ditches cleaned (Centerline miles)	4.78	0.70	2.16	5

**CITY OF SEDONA
PRELIMINARY BUDGET FORECAST
PROPOSED 2014-2015**

		2014	2014	2015	2016	2017	2018	2019
		ESTIMATED	BUDGET	PROPOSED	PROJECTED	PROJECTED	PROJECTED	PROJECTED
STREETS								
REVENUES								
	HIGHWAY USERS REVENUE FUND	725,274	707,584	714,092	724,803	735,675	746,710	757,911
	OTHER SOURCES	17,500	17,500	18,000	18,000	18,000	18,000	18,000
	TOTAL REVENUES	742,774	725,084	732,092	742,803	753,675	764,710	775,911
01	STREETS ADMINISTRATION	154,081	154,081	156,696	161,397	166,239	171,226	176,363
A	ROAD REHABILITATION	1,571,793	1,654,519	613,726	1,500,000	1,500,000	1,500,000	1,500,000
54	STREETS ROW	290,789	290,789	299,582	308,569	317,826	327,361	337,182
73	TRAFFIC CONTROL	158,354	166,688	162,088	166,951	171,960	177,119	182,433
	TOTAL EXPENSES	2,175,017	2,266,077	1,232,092	2,136,917	2,156,025	2,175,706	2,195,978
	TRANSFER TO STREETS FUND (FROM GF)	1,432,243	1,540,993	500,000	500,000	500,000	500,000	500,000
SUPPLEMENTAL REQUESTS								
	WW PUBLIC WORKS			125,000				
	LESS RECOMMENDED ELIMINATIONS			125,000				
	TOTAL SUPPLEMENTAL REQUESTS	-	-	-	-	-	-	-
	ADDITION/REDUCTION FUND BALANCE	-	-	-	(894,114)	(902,350)	(910,996)	(920,067)

CITY OF SEDONA
2014-2015 BUDGET
PUBLIC WORKS - STREETS FUND

Account Number	Account Description	Detail Description	FY 2012 Actual	FY 2013 Actual	2014 YTD Actual	FY 2014 Budget	2015 Requested Budget	Detail Amount
Administration								
Payroll Accounts (no longer used)								
			59,068	90,829				
11-5320-01-6141	Employee Exams		-	-	-	60	-	-
11-5320-01-6141	Employee Exams	HR expense for all exams and fit tests.						-
11-5320-01-6213	Telephone		1,516	2,195	1,347	2,200	2,940	-
		Cell phone coverage (Centurylink traffic signal (\$41/mo x 12) paid fr 10-5245)						2,200
11-5320-01-6213	Telephone	cell phone service increased to \$35/mo						740
11-5320-01-6214	Uniform Expenses		240	398	92	1,925	2,100	-
		Uniform allowance. shirts, hats, jackets. jeans. EA, RS, DT						1,050
11-5320-01-6214	Uniform Expenses	Increase: Add - Uniforms and steel toe boots - new employee JM						525
		Steel toed boots EA, RS, DT (DN, VE every other year due FY 15/16)						525
11-5320-01-6215	Gas & Oil		9,831	10,680	9,473	12,980	12,980	-
11-5320-01-6215	Gas & Oil	fuel for vehicles						12,980
11-5320-01-6233	Equipment & Other Rental		2,889	738	895	1,670	1,670	-
11-5320-01-6233	Equipment & Other Rental							-
		Rental of task related equipment (jack hammer, dollies, saws, welding torch)						1,670
11-5320-01-6233	Equipment & Other Rental							1,670
11-5320-01-6235	Equipment Repair		5,705	5,970	3,298	3,350	3,350	-
		Maintenance of tractor, scissor lift, emerg response trailer and landscaping trailer. Annual inspection for scissor lift.						3,350
11-5320-01-6235	Equipment Repair							-
11-5320-01-6241	Automobile Expense		1,071	10,381	5,784	16,000	18,000	-
11-5320-01-6241	Automobile Expense	Maintenance on 3 vehicles						6,000
11-5320-01-6241	Automobile Expense							-
		Maintenance of Vactor Truck; Share cost with Waste Water Division						10,000
		Increase - vehicles are getting older and require more maintenance						2,000
11-5320-01-6241	Automobile Expense							2,000
11-5320-01-6243	Spec Supplies/Safety Equip/Emg		3,886	2,193	1,139	1,080	1,440	-
11-5320-01-6243	Spec Supplies/Safety Equip/Emg	Increase: Add new employee (JM)						360
11-5320-01-6243	Spec Supplies/Safety Equip/Emg							-
		Safety PPE requirements 3 employees x approx \$32/mo (EA, RS, DT)						1,080
11-5320-01-6243	Spec Supplies/Safety Equip/Emg							-
11-5320-01-6243	Spec Supplies/Safety Equip/Emg							-
11-5320-01-6243	Spec Supplies/Safety Equip/Emg							-
11-5320-01-6248	Machinery & Equipment-Non Capi		2,918	4,728	4,683	5,000	5,000	-
		Replacement of small equipment, sprayers, blowers, weed eaters.						5,000
11-5320-01-6248	Machinery & Equipment-Non Capi			73				5,000
11-5320-01-6272	Materials		6,914	2,460	-	-	10,000	-
		Materials (sand for sandbags, sandbags, crack seal material, universal pothole material)						10,000
11-5320-01-6407	Professional/Contracted Serv		1,329	1,867	158	27,416	2,416	-
11-5320-01-6407	Professional/Contracted Serv	Surveying & Engineering Design Services						2,416
11-5320-01-6511	Advertising							-
11-5320-01-6530	Utilities		-	2,365	1,635	8,925	8,925	-
11-5320-01-6530	Utilities	Ped lights Uptown						4,200
11-5320-01-6530	Utilities	Ped lights SR 179						4,725
11-5320-01-6540	Solid Waste / Recycling		5,503	1,464	607	5,300	5,300	-
		Green and waste dumpster split with parks/facilities 10-5320-79-6530						5,300
11-5320-01-6540	Solid Waste / Recycling							5,300
11-5320-01-6703	Dues/Subscriptions/License		73	325	281	375	375	-

CITY OF SEDONA
2014-2015 BUDGET
PUBLIC WORKS - STREETS FUND

Account Number	Account Description	Detail Description	FY 2012 Actual	FY 2013 Actual	2014 YTD Actual	FY 2014 Budget	2015 Requested Budget	Detail Amount
11-5320-01-6703	Dues/Subscriptions/License	ATSSA DN IMSA VE Backup Traffid Aide DP - certification renewals						375
11-5320-01-6750	Training/Staff Development							-
11-5320-01-6750	Training/Staff Development	Maintenance Superintendent: DN - Continuous Education, Roads & Streets Conference, Red Vector Traffic Aide: VE - Continuing education for ICMA and IMSA traffic signal to maintain certification						-
11-5320-01-6750	Training/Staff Development	Back Up Traffic Aide: DP - Continuing certification required to maintain certification for IMSA						-
11-5320-01-6750	Training/Staff Development	Staff: PH, RobM, EA, DT, JM, RS, FV, RonM - LTAP training, continuous educational training (Free)						-
11-5320-01-6750	Training/Staff Development	PH - Certified Arborist CEU's International Conference 8/2/14, Milwaukee, WI						-
11-5320-01-6750	Training/Staff Development	PH - RobM OPM CEU's						-
11-5320-01-6765	Administrative & Storage Yard		77,902	79,200	3,600	7,200	-	-
11-5320-01-6765	Administrative & Storage Yard	Decrease: Admin & Storage yard removed from street sweeping contract						(7,200)
11-5320-01-6765	Administrative & Storage Yard							-
11-5320-01-6765	Administrative & Storage Yard	Admin & Storage yard for street sweeping						7,200
11-5320-01-6840	Motor Vehicles		-	30,090	60,537	60,600	82,200	-
11-5320-01-6840	Motor Vehicles	Replace Maintenance Equipment. (1) John Deere Tractor W/loader & backhoe. \$43,000. Replaces a 10 year old JD 5105. (1) Ditch & Bank Flail mower attachment \$9000. Replaces 10 year old model						52,000
11-5320-01-6840	Motor Vehicles							-
11-5320-01-6840	Motor Vehicles	Replacement (1) 2014 Ford F250 4x4 truck. Replaces 2005 Ford F250.						30,200
11-5320-01-6840	Motor Vehicles	decreased \$73,500 purchased scissor lift toro and truck						-
		Subtotal Streets Administration	178,845	245,956	93,529	154,081	156,696	156,696
		Subtotal In-House Engineering Services (no longer used)	2,497	2,496	-	-	-	-
		Subtotal Traffic (no longer used)	100,581	102,677	-	-	-	-
Streets Rehabilitation								
Payroll Accounts (no longer used)								
11-5320-52-6705	Public Info Prgrm - Streets		25,754	24,954				-
11-5320-52-6766	Right-Of-Way Maintenance		8,800	18,813	10,591	20,000	20,000	-
11-5320-52-6766	Right-Of-Way Maintenance	Right of Way Maintenance; Pothole filling, re-establish road shoulders						20,000
11-5320-52-6768	Drainage Rehabilitation		12,230	8,453				-
11-5320-52-6768	Drainage Rehabilitation	Drainage Rehab: Combined with 11-5320-52-6771						-
11-5320-52-6770	Road Rehabilitation		471,307	1,087,423	96,327	1,011,519	938,498	-
11-5320-52-6770	Road Rehabilitation	Road Rehab SR 89A turnback in Uptown (4" thick) and Jordan Road (4" thick) from SR 89A to East/West Park Ridge Drive						938,498
11-5320-52-6770	Road Rehabilitation							-
11-5320-52-6771	Drainage Maintenance		140,795	181,833	172,035	315,000	255,000	-
11-5320-52-6771	Drainage Maintenance	Roads drainage maintenance performed by contract per five year plan. Schnebly Hill Road, Jordan Park Ridge Subdivision, Jordan Park Glen Subdivision, Mogollon Homes Units 1 & 2 Subdivision, The Orchards Units 1 & 2 Subdivision						205,000

CITY OF SEDONA
2014-2015 BUDGET
PUBLIC WORKS - STREETS FUND

Account Number	Account Description	Detail Description	FY 2012 Actual	FY 2013 Actual	2014 YTD Actual	FY 2014 Budget	2015 Requested Budget	Detail Amount
11-5320-52-6771	Drainage Maintenance							-
		Pre-Monsoon Maintenance Program Target areas: Coffee Pot Road, Coffee Pot Subdivision, Northview Subdivision, Brewer Road						50,000
11-5320-52-6771	Drainage Maintenance							-
11-5320-52-6771	Drainage Maintenance							-
		Pre-Monsoon Maintenance Program was a FY 12/13 Decision Package and is four year program. \$47,436 was spent in FY13/14 (staffing: \$5671, repair cost: \$41,630, debris pickup: \$135, mailings: \$0). Cost for year three is expected to be \$50,000 (same proport.						-
11-5320-52-6771	Drainage Maintenance							-
11-5320-52-6773	Pavement Preservation		130,058	99,980	88,935	308,000	307,000	-
		Required by contract - work is performed in spring/early summer when temps appropriate. Increased because of enhanced paving schedule.						307,000
11-5320-52-6773	Pavement Preservation							-
11-5320-52-6815	Roundabouts/Intersections/Traffic & Street Lights							-
---		Subtotal Streets Rehabilitation	788,944	1,421,456	367,888	1,654,519	1,520,498	1,520,498
		Subtotal Emergency Management (no longer used)	33,083	25,853	725,185	3,289,038	3,020,996	3,040,996

ROW Maintenance

Payroll Accounts (no longer used)			48,210	49,637				
11-5320-54-6243	Spec Supplies/Safety Equip/Emg							-
11-5320-54-6243	Spec Supplies/Safety Equip/Emg							-
11-5320-54-6405	Professional Services				1,665	5,800	20,800	-
11-5320-54-6405	Professional Services	Backflow preventor testing (rolled fr 72-6405) Increase- Contract weed control, pre-emergent, and post emergent herbicide service needed for ADOT ROW 89A & 179 landscape areas for weed control. FY 13-14 budget amount. Contract weed control and landscape maintenance for ADOT ROW.						800
11-5320-54-6405	Professional Services							15,000
11-5320-54-6405	Professional Services							5,000
11-5320-54-6530	Utilities				25,242	50,050	50,050	-
11-5320-54-6530	Utilities	Landscaping						50,050
11-5320-54-6530	Utilities							-
11-5320-54-6737	Landscaping/Materials/Supplies				3,281	10,000	10,000	-
11-5320-54-6737	Landscaping/Materials/Supplies	Landscaping Supplies						10,000
11-5320-54-6750	Training/Staff Development							-
11-5320-54-6766	Right-Of-Way Maintenance		84,546	169,168	135,186	189,939	218,732	-
11-5320-54-6766	Right-Of-Way Maintenance	Concrete work, sinkhole repairs, tree and brush removal, wall repair, ROW mowing FY 13/14 Decision Package \$21,000 - Power Wash Uptown sidewalks every month						65,000
11-5320-54-6766	Right-Of-Way Maintenance	Sidewalk maintenance on SR89A, SR179 and side streets (heaved and cracked sidewalks present a trip hazard. \$17,000 spent on SR 89A sidewalk repair in FY 13/14 to date.						21,000
11-5320-54-6766	Right-Of-Way Maintenance							22,000
11-5320-54-6766	Right-Of-Way Maintenance	Graffiti removal on SR179 walls Decrease (\$39,307) New sweeping contract and removed admin and corp yard. Street Sweeping Services SR89A, SR179 and bike lanes once per month, side streets 4 times per year						2,500
11-5320-54-6766	Right-Of-Way Maintenance							29,232
11-5320-54-6766	Right-Of-Way Maintenance							-
11-5320-54-6766	Right-Of-Way Maintenance	ROW wall repair and maintenance. SR 89A between Foothills South and Juniper.						9,000
11-5320-54-6766	Right-Of-Way Maintenance							-

CITY OF SEDONA
2014-2015 BUDGET
PUBLIC WORKS - STREETS FUND

Account Number	Account Description	Detail Description	FY 2012 Actual	FY 2013 Actual	2014 YTD Actual	FY 2014 Budget	2015 Requested Budget	Detail Amount
11-5320-54-6766	Right-Of-Way Maintenance	2 Bus Stop shelters - These are required because City purchased shelters using federal funds therefore shelters must be installed or funds refunded ADOT permit for bus stops requires that landing areas be ADA compliant. Some concrete work will be required for this and sidewalk rework						40,000
11-5320-54-6766	Right-Of-Way Maintenance							30,000
11-5320-54-6814	Sidewalks/Ada Modifications							-
11-5320-54-6840	Motor Vehicles			115,371	-	35,000	-	-
11-5320-54-6840	Motor Vehicles							-
11-5320-54-6840	Motor Vehicles							-
11-5320-54-6840	Motor Vehicles							-
11-5320-54-6840	Motor Vehicles							-
11-5320-54-6840	Motor Vehicles	decreased - purchased vehicle						-
---		Subtotal Streets ROW Maintenance	132,756	334,176	165,374	290,789	299,582	299,582
		Subtotal Landscaping (no longer used)	88,465	100,019	330,748	581,578	599,164	599,164
Traffic								
Payroll Accounts (no longer used)			8,528	8,822				
11-5320-73-6213	Telephone							-
11-5320-73-6213	Telephone							-
11-5320-73-6220	Special Supplies				2,000	2,000	2,000	-
11-5320-73-6220	Special Supplies	Traffic Supplies (includes 51-6220)						2,000
11-5320-73-6405	Professional Services							-
11-5320-73-6530	Utilities		30,791	32,691	21,938	35,175	35,175	-
11-5320-73-6530	Utilities	Traffic Signal Utilities Total of 10						14,700
11-5320-73-6530	Utilities	Uptown Crosswalk						1,050
11-5320-73-6530	Utilities	Back O'Beyond Roundabout Lights						1,575
11-5320-73-6530	Utilities	SR179 Roundabout light						8,400
11-5320-73-6530	Utilities							-
11-5320-73-6530	Utilities	Street Lights on SR179						9,450
11-5320-73-6530	Utilities							-
11-5320-73-6703	Dues/Subscriptions/License							-
11-5320-73-6703	Dues/Subscriptions/License							-
11-5320-73-6750	Training/Staff Development							-
11-5320-73-6762	Disaster/Emergency Account							-
11-5320-73-6762	Disaster/Emergency Account	Disaster/Emerg Acct (previously 53-6762) after cm mtg based on prior yr actuals will go to contingency for emergency						50,000
11-5320-73-6762	Disaster/Emergency Account							(50,000)
11-5320-73-6766	Right-Of-Way Maintenance		4,095	8,355	8,848	13,384	8,784	-
11-5320-73-6766	Right-Of-Way Maintenance	Traffic Signal Maint contract \$970/mo x 2						1,940
11-5320-73-6766	Right-Of-Way Maintenance	Traffic Signal Maint - parts Decrease (\$4600). Replacing internal cabinet components.						5,000
11-5320-73-6766	Right-Of-Way Maintenance	Traffic Signal Maint emer call out (2 calls/8hrs@\$115.25/hr)						1,844
11-5320-73-6767	Traffic Control				16,976	81,129	81,129	-
11-5320-73-6767	Traffic Control	Striping Contract; Bid item based on IGA with ADOT						51,129
11-5320-73-6767	Traffic Control	Signs, posts, hardware, paint, thermoplastic						30,000
11-5320-73-6767	Traffic Control							-
11-5320-73-6769	Storm Emergencies				9,731	35,000	35,000	-
11-5320-73-6769	Storm Emergencies	Storm Emergencies (previously 53-6769)						35,000
		Subtotal Traffic	43,414	49,868	59,493	166,688	162,088	162,088

CITY OF SEDONA
 2014-2015 BUDGET
 PUBLIC WORKS - STREETS FUND

Account Number	Account Description	Detail Description	FY 2012 Actual	FY 2013 Actual	2014 YTD Actual	FY 2014 Budget	2015 Requested Budget	Detail Amount
		TOTAL STREETS FUND	1,368,585	2,282,501	686,284	2,266,077	2,138,864	2,138,864

CITY OF SEDONA
2014-2015 BUDGET
PUBLIC WORKS - STREETS FUND

Account Number	Account Description	Detail Description	FY 2012 Actual	FY 2013 Actual	2014 YTD Actual	FY 2014 Budget	2015 Requested Budget	Detail Amount
11-5320-01-6703	Dues/Subscriptions/License	ATSSA DN IMSA VE Backup Traffid Aide DP - certification renewals						375
11-5320-01-6750	Training/Staff Development							-
11-5320-01-6750	Training/Staff Development	Maintenance Superintendent: DN - Continuous Education, Roads & Streets Conference, Red Vector Traffic Aide: VE - Continuing education for ICMA and IMSA traffic signal to maintain certification						-
11-5320-01-6750	Training/Staff Development	Back Up Traffic Aide: DP - Continuing certification required to maintain certification for IMSA						-
11-5320-01-6750	Training/Staff Development	Staff: PH, RobM, EA, DT, JM, RS, FV, RonM - LTAP training, continuous educational training (Free)						-
11-5320-01-6750	Training/Staff Development	PH - Certified Arborist CEU's International Conference 8/2/14. Milwaukee, WI						-
11-5320-01-6750	Training/Staff Development	PH - RobM OPM CEU's						-
11-5320-01-6765	Administrative & Storage Yard		77,902	79,200	3,600	7,200	-	-
11-5320-01-6765	Administrative & Storage Yard	Decrease: Admin & Storage yard removed from street sweeping contract						(7,200)
11-5320-01-6765	Administrative & Storage Yard							-
11-5320-01-6765	Administrative & Storage Yard	Admin & Storage yard for street sweeping						7,200
11-5320-01-6840	Motor Vehicles		-	30,090	60,537	60,600	82,200	-
11-5320-01-6840	Motor Vehicles	Replace Maintenance Equipment. (1) John Deere Tractor W/loader & backhoe. \$43,000. Replaces a 10 year old JD 5105. (1) Ditch & Bank Flail mower attachment \$9000. Replaces 10 year old model						52,000
11-5320-01-6840	Motor Vehicles							-
11-5320-01-6840	Motor Vehicles	Replacement (1) 2014 Ford F250 4x4 truck. Replaces 2005 Ford F250.						30,200
11-5320-01-6840	Motor Vehicles	decreased \$73,500 purchased scissor lift toro and truck						-
Subtotal Streets Administration			178,845	245,956	93,529	154,081	156,696	156,696
Subtotal In-House Engineering Services (no longer used)			2,497	2,496	-	-	-	-
Subtotal Traffic (no longer used)			100,581	102,677	-	-	-	-
Streets Rehabilitation								
Payroll Accounts (no longer used)								
11-5320-52-6705	Public Info Prgrm - Streets		25,754	24,954				-
11-5320-52-6766	Right-Of-Way Maintenance		8,800	18,813	10,591	20,000	20,000	-
11-5320-52-6766	Right-Of-Way Maintenance	Right of Way Maintenance; Pothole filling, re-establish road shoulders						20,000
11-5320-52-6768	Drainage Rehabilitation		12,230	8,453				-
11-5320-52-6768	Drainage Rehabilitation	Drainage Rehab: Combined with 11-5320-52-6771						-
11-5320-52-6770	Road Rehabilitation		471,307	1,087,423	96,327	1,011,519	938,498	-
11-5320-52-6770	Road Rehabilitation	Road Rehab SR 89A turnback in Uptown (4" thick) and Jordan Road (4" thick) from SR 89A to East/West Park Ridge Drive						938,498
11-5320-52-6770	Road Rehabilitation							-
11-5320-52-6771	Drainage Maintenance		140,795	181,833	172,035	315,000	255,000	-
11-5320-52-6771	Drainage Maintenance	Roads drainage maintenance performed by contract per five year plan. Schnebly Hill Road, Jordan Park Ridge Subdivision, Jordan Park Glen Subdivision, Mogollon Homes Units 1 & 2 Subdivision, The Orchards Units 1 & 2 Subdivision						205,000

CITY OF SEDONA
 2014-2015 BUDGET
 PUBLIC WORKS - STREETS FUND

Account Number	Account Description	Detail Description	FY 2012 Actual	FY 2013 Actual	2014 YTD Actual	FY 2014 Budget	2015 Requested Budget	Detail Amount
11-5320-52-6771	Drainage Maintenance							-
		Pre-Monsoon Maintenance ProgramTarget areas: Coffee Pot Road, Coffee Pot Subdivision, Northview Subdivision, Brewer Road						50,000
11-5320-52-6771	Drainage Maintenance							-
11-5320-52-6771	Drainage Maintenance							-
		Pre-Monsoon Maintenance Program was a FY 12/13 Decision Package and is four year program. \$47,436 was spent in FY13/14 (staffing: \$5671, repair cost: \$41,630, debris pickup: \$135, mailings: \$0). Cost for year three is expected to be \$50,000 (same proport.						-
11-5320-52-6771	Drainage Maintenance							-
11-5320-52-6773	Pavement Preservation		130,058	99,980	88,935	308,000	307,000	-
		Required by contract - work is performed in spring/early summer when temps appropriate.						-
11-5320-52-6773	Pavement Preservation							307,000
11-5320-52-6815	Roundabouts/Intersections/Traffic & Street Lights							-
---								-
Subtotal Streets Rehabilitation			788,944	1,421,456	367,888	1,654,519	1,520,498	1,520,498
Subtotal Emergency Management (no longer used)			33,083	25,853	725,185	3,289,038	3,020,996	3,040,996
ROW Maintenance								
Payroll Accounts (no longer used)			48,210	49,637				
11-5320-54-6243	Spec Supplies/Safety Equip/Emg							-
11-5320-54-6243	Spec Supplies/Safety Equip/Emg							-
11-5320-54-6405	Professional Services				1,665	5,800	20,800	-
11-5320-54-6405	Professional Services	Backflow preventor testing (rolled fr 72-6405)						800
		Increase- Contract weed control, pre-emergent, and post emergent herbicide service needed for ADOT ROW 89A & 179 landscape areas for weed control. FY 13-14 budget amount. Contract weed control and landscape maintenance for ADOT ROW.						15,000
11-5320-54-6405	Professional Services							5,000
11-5320-54-6530	Utilities				25,242	50,050	50,050	-
11-5320-54-6530	Utilities	Landscaping						50,050
11-5320-54-6530	Utilities							-
11-5320-54-6737	Landscaping/Materials/Supplies				3,281	10,000	10,000	-
11-5320-54-6737	Landscaping/Materials/Supplies	Landscaping Supplies						10,000
11-5320-54-6750	Training/Staff Development							-
11-5320-54-6766	Right-Of-Way Maintenance		84,546	169,168	135,186	189,939	218,732	-
11-5320-54-6766	Right-Of-Way Maintenance	Concrete work, sinkhole repairs, tree and brush removal, wall repair, ROW mowing						65,000
		FY 13/14 Decision Package \$21,000 - Power Wash Uptown sidewalks every month						21,000
11-5320-54-6766	Right-Of-Way Maintenance	Sidewalk maintenance on SR89A, SR179 and side streets (heaved and cracked sidewalks present a trip hazard. \$17,000 spent on SR 89A sidewalk repair in FY 13/14 to date.						22,000
11-5320-54-6766	Right-Of-Way Maintenance	Graffiti removal on SR179 walls						2,500
		Decrease (\$39,307) New sweeping contract and removed admin and corp yard. Street Sweeping Services SR89A, SR179 and bike lanes once per month, side streets 4 times per year						29,232
11-5320-54-6766	Right-Of-Way Maintenance							-
11-5320-54-6766	Right-Of-Way Maintenance							9,000
11-5320-54-6766	Right-Of-Way Maintenance	ROW wall repair and maintenance. SR 89A between Foothills South and Juniper.						-

CITY OF SEDONA
 2014-2015 BUDGET
 PUBLIC WORKS - STREETS FUND

Account Number	Account Description	Detail Description	FY 2012 Actual	FY 2013 Actual	2014 YTD Actual	FY 2014 Budget	2015 Requested Budget	Detail Amount
11-5320-54-6766	Right-Of-Way Maintenance	2 Bus Stop shelters - These are required because City purchased shelters using federal funds therefore shelters must be installed or funds refunded ADOT permit for bus stops requires that landing areas be ADA compliant. Some concrete work will be required for this and sidewalk rework						40,000
11-5320-54-6766	Right-Of-Way Maintenance							30,000
11-5320-54-6814	Sidewalks/Ada Modifications							-
11-5320-54-6840	Motor Vehicles			115,371	-	35,000	-	-
11-5320-54-6840	Motor Vehicles							-
11-5320-54-6840	Motor Vehicles							-
11-5320-54-6840	Motor Vehicles							-
11-5320-54-6840	Motor Vehicles							-
11-5320-54-6840	Motor Vehicles	decreased - purchased vehicle						-
---	Subtotal Streets ROW Maintenance		132,756	334,176	165,374	290,789	299,582	299,582
Subtotal Landscaping (no longer used)			88,465	100,019	330,748	581,578	599,164	599,164
Traffic								
Payroll Accounts (no longer used)			8,528	8,822				
11-5320-73-6213	Telephone							-
11-5320-73-6213	Telephone							-
11-5320-73-6220	Special Supplies				2,000	2,000	2,000	-
11-5320-73-6220	Special Supplies	Traffic Supplies (includes 51-6220)						2,000
11-5320-73-6405	Professional Services							-
11-5320-73-6530	Utilities		30,791	32,691	21,938	35,175	35,175	-
11-5320-73-6530	Utilities	Traffic Signal Utilities Total of 10						14,700
11-5320-73-6530	Utilities	Uptown Crosswalk						1,050
11-5320-73-6530	Utilities	Back O'Beyond Roundabout Lights						1,575
11-5320-73-6530	Utilities	SR179 Roundabout light						8,400
11-5320-73-6530	Utilities							-
11-5320-73-6530	Utilities	Street Lights on SR179						9,450
11-5320-73-6530	Utilities							-
11-5320-73-6703	Dues/Subscriptions/License							-
11-5320-73-6703	Dues/Subscriptions/License							-
11-5320-73-6750	Training/Staff Development							-
11-5320-73-6762	Disaster/Emergency Account							-
11-5320-73-6762	Disaster/Emergency Account	Disaster/Emerg Acct (previously 53-6762) after cm mtg based on prior yr actuals will go to contingency for emergency						50,000
11-5320-73-6762	Disaster/Emergency Account							(50,000)
11-5320-73-6766	Right-Of-Way Maintenance		4,095	8,355	8,848	13,384	8,784	-
11-5320-73-6766	Right-Of-Way Maintenance	Traffic Signal Maint contract \$970/mo x 2 Traffic Signal Maint - parts Decrease (\$4600). Replacing internal cabinet components. Traffic Signal Maint emer call out (2 calls/8hrs@\$115.25/hr)						1,940
11-5320-73-6766	Right-Of-Way Maintenance							5,000
11-5320-73-6766	Right-Of-Way Maintenance							1,844
11-5320-73-6766	Right-Of-Way Maintenance							-
11-5320-73-6767	Traffic Control				16,976	81,129	81,129	-
11-5320-73-6767	Traffic Control	Striping Contract; Bid item based on IGA with ADOT						51,129
11-5320-73-6767	Traffic Control	Signs, posts, hardware, paint, thermoplastic						30,000
11-5320-73-6767	Traffic Control							-
11-5320-73-6769	Storm Emergencies				9,731	35,000	35,000	-
11-5320-73-6769	Storm Emergencies	Storm Emergencies (previously 53-6769)						35,000
Subtotal Traffic			43,414	49,868	59,493	166,688	162,088	162,088

CITY OF SEDONA
 2014-2015 BUDGET
 PUBLIC WORKS - STREETS FUND

Account Number	Account Description	Detail Description	FY 2012 Actual	FY 2013 Actual	2014 YTD Actual	FY 2014 Budget	2015 Requested Budget	Detail Amount
		TOTAL STREETS FUND	1,368,585	2,282,501	686,284	2,266,077	2,138,864	2,138,864

City of Sedona
Department Supplemental Requests
2014-2015 Budget

Department	Fund	Request	On-going	One-Time	Revenue Offset	Recommended Funding Level
City Managers/Human Resource	General	Safety Officer Position for Verde Valley Cities	\$25,000	\$0		\$0
City Managers	General	Shared Cost of Generator for Emergency Operations Center		\$23,434		\$23,434
City Managers/Public Works	General	City Contractual Support for Oak Creek Watershed	\$50,000			\$15,000
City Manager	General	Contract Grant Writer		\$50,000		\$50,000
Com Dev	General	Professional Research Assistance: Short-Term Vacation Rental		\$4,000		\$0
Com Dev	General	Land Development Code Changes to Community Plan		\$7,500		\$7,500
Com Dev	General	Outdoor Lighting Small Grant Program Update		\$50,000		\$0
Com Dev	General	Enhanced Electronic Community Plan		\$12,000		\$0
Com Dev	General	Cultural Park & Soldier Pass Road Community		\$56,500		\$56,500
Com Dev	General	Economic Development Strategic Plan		\$207,000		\$0
General Services	General	Household Hazardous Waste Day Contract (no writeup)		\$20,000		\$0
Parks & Rec	General	Full Time Admin Asst	\$25,702			\$25,702
Parks & Rec	General	4th of July Event	\$20,000	\$0		\$0
Parks & Rec	General	Special Events	\$45,613	\$0		\$45,613
Parks & Rec	General	Interpretive Signage for Sedona Wetlands Preserve		\$8,300	(\$2,164)	\$6,136
Police	General	Shift Differential Pay - Communication Specialist	\$7,000			\$7,000
		Additional Records Clerk - Modified Salary/Benefit Expenditure				
Police	General	Estimates	\$59,244			\$0
Police	General	Community Service Aide Program Enhancement	\$92,473			\$45,000
Police	General	Police Sergeant	\$120,068			\$0
IT/Police	General	New World Systems Upgrade		\$84,500		\$84,500
IT/Police	General	E-Citations Upgrade		\$63,000		\$63,000
Police	General	AR15 Rifle Refresh		\$49,160		\$0
Public Works	General	Aerial Survey		\$38,000		\$38,000
IT	General	Upgrade City's Internet Service & Network Connectivity	\$27,917			\$27,917
IT	General	Secure Network Connectivity for Mobile/Remote Employee Access	\$1,600	\$8,500		\$10,100
IT	General	City Website Upgrade/Enhancements		\$20,000		\$20,000
		Subtotal General Fund	\$474,617	\$701,894	(\$2,164)	\$525,402
Public Works	Streets	Jordan Road Crosswalk Street Light		\$40,000		\$0
Public Works	Streets	Pavement Rating & Management Program		\$85,000		\$0
		Subtotal Streets Fund	\$0	\$125,000	\$0	\$0
Wastewater/IT	Wastewater	Upgrade City's Internet Service & Network Connectivity	\$4,817			\$4,817
Wastewater/Public Works	Wastewater	Wetlands Fencing		\$50,000		\$50,000
Wastewater/Public Works	Wastewater	Upgrade Replacement Truck to Utility Truck (base price \$25k)		\$10,000		\$10,000
Wastewater/Public Works	Wastewater	Minor Pump Station Fresh Water Connections		\$36,000		\$0
Wastewater/Public Works	Wastewater	Minor Pump Station Fall Projection Grates		\$16,500		\$16,500
Wastewater/Public Works	Wastewater	6-Inch Trailer Pumps		\$45,000		\$45,000
		Subtotal Wastewater Fund	\$4,817	\$157,500	\$0	\$126,317
		Total Supplemental Requests	\$479,434	\$859,394	(\$2,164)	\$651,719



**City of Sedona
Decision Package
Fiscal Year 2014-2015**

Project Title:	Jordan Road Crosswalk Street Light
Originating Department and Division:	Public Works
Funding Request Type (Ongoing vs. One-Time)	One Time
I Problem/Issue	
a)	Does this affect our citizens/customers quality of life? Yes
	If yes, then how: If it is determined by the Uptown Pedestrian crossing study to be needed it would improve safety. The study is currently underway.
b)	Is this a traditional government function? Yes.
	If it is not a traditional function, why should the City of Sedona deal with it?
c)	History/background of project issue: During a meeting with uptown interests (Rangers, Main Street, and Business Owners) a concern about the lighting for the Jordan Road/SR 89A crosswalk was raised. An investigation of this issue was included in a contract for investigation of other Uptown pedestrian issues. This contract investigation is currently underway.
d)	Does the project/issue relate to the strategic/community plans?
	Strategic Plan: yes. Quality of life and infrastructure.
	Community Plan:
	If not in either plan, how does this fit into the City of Sedona's priorities?
e)	Are there environmental implications? yes
	If yes, explain: increased lighting . This is mitigated by dark sky compliant fixtures.
f)	Cost (include economic/financial analysis) and recommendation as to funding sources (include partnerships): \$40,000 estimated cost assuming no extensive electrical runs or capacity retrofit.

II Risk Analysis	
a)	What happens if this is not done? If needed the City may be exposed to claims if a light is recommended.
	What would happen if this is done? Improved visibility of those using the crosswalk during low light periods.
b)	Provide contingency analysis if applicable (provide key assumptions and dependencies). Assumptions - Something the City of Sedona has no control over. People using crosswalk at night. Dependencies - Something the City of Sedona may have control over. Major factor in what the City of Sedona is trying to accomplish. City can improve lighting for safety.
c)	Show examples of best practices from other cities, if applicable:
III Resources Required	
a)	What departments will be involved in the planning and operation of this project/issue?
	Public Works
	Do these departments concur with this priority? yes
b)	What are the in-house staff requirements? City staff for contracting to have light put in.
	Maintenance Superintendent would be the lead staff.
c)	Are outside consultants needed? Please explain: An electrical capacity analysis may be needed to determine if the light has adequate service. In the alternate a solar light may be used, in which case a consultant would not be needed. A consultant is already being used to study the issue.
d)	Are special equipment resources required? Please explain: No.
e)	Are there on-going operation and maintenance costs involved? Please explain:
	Increased electrical costs. This would be minor, under \$200/year.
IV Implementation	
a)	What is the time frame for completion of plan and implementation for project/issue?
	FY 14/15
b)	How will you market/communicate the project/issue to the public?
	Sedona Main Street will be notified if light is necessary.

	c) What performance measures will you use to evaluate the project/issue?																									
	The operation of the light.																									
IV	Proposed Expenditures																									
	<table border="1"> <thead> <tr> <th>Line Item Description</th> <th>Chartfield*</th> <th>FY 2014-2015 Request</th> </tr> </thead> <tbody> <tr> <td>ROW Maintenance</td> <td>11-5320-54-6766</td> <td>\$40,000</td> </tr> <tr> <td></td> <td></td> <td>\$0</td> </tr> <tr> <td></td> <td></td> <td>\$0</td> </tr> <tr> <td></td> <td></td> <td>\$0</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td><u>40,000</u></td> </tr> </tbody> </table>		Line Item Description	Chartfield*	FY 2014-2015 Request	ROW Maintenance	11-5320-54-6766	\$40,000			\$0			\$0			\$0									<u>40,000</u>
Line Item Description	Chartfield*	FY 2014-2015 Request																								
ROW Maintenance	11-5320-54-6766	\$40,000																								
		\$0																								
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		<u>40,000</u>																								

*Full account string including fund, department/division number, and account number.



**City of Sedona
Decision Package
Fiscal Year 2014-2015**

Project Title:	Pavement Rating And Management Program
Originating Department and Division:	Public Works Maintenance Division
Funding Request Type (Ongoing vs. One-Time)	Ongoing
I Problem/Issue	
a)	Does this affect our citizens/customers quality of life?
	If yes, then how: Implementation of this program will allow us to track the condition of the roadways for the purpose of maintaining the existing paved road system in a safe and serviceable condition.
b)	Is this a traditional government function? Yes.
	If it is not a traditional function, why should the City of Sedona deal with it?
c)	History/background of project issue: Management of the rehabilitation of the pavement throughout the City is currently done manually. This involves traveling to all parts of the City, performing an evaluation of the condition of the pavement, looking at spreadsheets to see when the pavement was last rehabilitated or preserved, and determining when to perform the rehabilitation within budgetary guidelines. Implementation of a pavement management system provides a complete solution for our roadway inventory, management, modeling, and planning needs. Providing a central database to warehouse all of our inventory and condition information, it forms the foundation required to develop pavement preservation programs, and perform long-term planning for both budgetary and performance-based criteria, which are key components of MAP-21.
d)	Does the project/issue relate to the strategic/community plans?
	Strategic Plan: Yes. Quality of life and infrastructure.
	Community Plan:
	If not in either plan, how does this fit into the City of Sedona's priorities?
e)	Are there environmental implications? No.

	If yes, explain:
	f) Cost (include economic/financial analysis) and recommendation as to funding sources (include partnerships): \$85,000 which includes \$2000 for software and \$250 for annual maintenance.
II Risk Analysis	
	a) What happens if this is not done? Complaints regarding the condition of the roadways will continue. Long range budget planning will not be as accurate as it could be with a pavement management program.
	What would happen if this is done? Pavement condition data is fundamental to helping the City to understand the current condition their road network is in, as well as to establish long range planning for budgets, maintenance and rehabilitation (M&R) activities, and capital investment requirements.
	Provide contingency analysis if applicable (provide key assumptions and dependencies). b) Assumptions - Something the City of Sedona has no control over. Dependencies - Something the City of Sedona may have control over. Major factor in what the City of Sedona is trying to accomplish.
	c) Show examples of best practices from other cities, if applicable: Other small and large cities such as Gilbert, Phoenix, Mesa and others use a pavement rating and management program.
III Resources Required	
	a) What departments will be involved in the planning and operation of this project/issue?
	Public Works and also Information Technology.
	Do these departments concur with this priority?
	Yes.
	b) What are the in-house staff requirements?
	The Maintenance Superintendent would be the lead staff.
	c) Are outside consultants needed? Please explain:
	Work would be performed by an outside contractor.
	d) Are special equipment resources required? Please explain:
	No.
	e) Are there on-going operation and maintenance costs involved? Please explain:
	Yes, annual license cost of \$250.00
IV Implementation	

	a) What is the time frame for completion of plan and implementation for project/issue?																								
	FY 14/15																								
	b) How will you market/communicate the project/issue to the public?																								
	A City Talk article will be published along with information on the City of Sedona web site.																								
	c) What performance measures will you use to evaluate the project/issue?																								
	City will evaluate feedback from residents and business owners.																								
IV	Proposed Expenditures																								
<table border="1"> <thead> <tr> <th>Line Item Description</th> <th>Chartfield*</th> <th>FY 2014-2015 Request</th> </tr> </thead> <tbody> <tr> <td>Road Rehabilitation</td> <td>11-5320-52-6770</td> <td>\$85,000</td> </tr> <tr> <td></td> <td></td> <td>\$0</td> </tr> <tr> <td></td> <td></td> <td>\$0</td> </tr> <tr> <td></td> <td></td> <td>\$0</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="2"></td> <td style="text-align: right;"><u>Expenditures Total: \$85,000</u></td> </tr> </tbody> </table>		Line Item Description	Chartfield*	FY 2014-2015 Request	Road Rehabilitation	11-5320-52-6770	\$85,000			\$0			\$0			\$0									<u>Expenditures Total: \$85,000</u>
Line Item Description	Chartfield*	FY 2014-2015 Request																							
Road Rehabilitation	11-5320-52-6770	\$85,000																							
		\$0																							
		\$0																							
		\$0																							
		<u>Expenditures Total: \$85,000</u>																							

*Full account string including fund, department/division number, and account number.

DEPARTMENT DESCRIPTION

The Wastewater Division of the Public Works Department collects domestic sewage and conveys it through a wastewater collection system comprised of sewer pipes and lift stations to the Wastewater Reclamation Plant (WRP) for treatment. The collections system has 17 lift stations and 166 miles of sewer pipes.

The wastewater treatment process consists of primary, secondary, tertiary, and disinfection treatment. Primary treatment is comprised of bar screens and grit removal. Secondary treatment involves activated sludge treatment with nitrification and denitrification. The tertiary treatment sandfilters polish the treated wastewater, and disinfection is attained through ultra violet irradiation. Effluent disposal is achieved through spray irrigation onto City property and wetlands ponds for evapo-transpiration (intake by native plants and evaporation back into the environment).

MISSION STATEMENT

The mission of the Wastewater Division of the Public Works Department, with public health and safety being of the highest priority, is to provide professional and efficient maintenance and operation of the wastewater system. This includes facilities for collection, transport, treatment, and disposal of wastewater related flows in a manner which takes into account the requirements of the Arizona Department of Environmental Quality; and the direction of the City Manager, the City Council, the Public Works Director; and the desires of the citizens of Sedona, as well as the professional standards governing wastewater system operations.

Did you know?

Untreated sewage can lead to the spread of diseases such as cholera, e. coli, cryptosporidium, giardia. The goal of wastewater treatment is to reduce or remove organic matter, solids, nutrients, disease-causing organisms, and other pollutants, so it can be safely returned back into the environment.

2014-2015 OBJECTIVES

- Continue sewer line cleaning and videoing.
- Perform repairs as a result of deficiencies found during sewer line videoing.
- Implement necessary changes needed to the three major lift stations as a result of the optimization study.
- Complete Arc Flash Analysis and Coordination study on the remaining 14 minor lift stations.
- Implement any improvements needed as a result of the electrical coordination study.
- Obtain an ADEQ APP permit and complete the design for a permanent injection well.
- Begin construction of Plant Upgrades to assure treatment capacity to 1.63 MGD at A+ effluent quality levels.
- Complete and begin implementation of The Effluent Management Master Plan.

2013-2014 ACCOMPLISHMENTS

- ✓ Arc Flash Analysis and Coordination study was completed on the treatment plant and the three major lift stations.
- ✓ Purchased a portable CCTV camera to aid the collections group in meeting preventative maintenance sewer line inspection, cleaning and videoing goals for the smaller (<6 inch) sewer lines.
- ✓ Completed test on an aquifer injection well to determine its feasibility.
- ✓ Completed design for plant capacity upgrades, which includes adding a third secondary clarifier, a second aerobic digester, and new blowers that will be more efficient and provide better control for the process.

SIGNIFICANT CHANGES

- The City obtained an ADEQ APP permit amendment to include limits for the groundwater monitoring well located down stream of the wetlands ponds.
- Aquifer injection well tests were identified as a feasible strategy to help manage reclaimed water.
- Extensive CEC (constituents of emerging concern) testing performed on the

wastewater influent, effluent, and downstream of the injection well indicated that CEC's did not impact the aquifer water quality. This testing also indicated that the treatment plant reduced CEC levels by 99%.

WORKLOAD INDICATORS

Workload Indicators	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Estimate	FY 14-15 Anticipated
Treat Raw Sewage to Meet or Exceed Permit Requirements given average daily flow (MGD)	1.096	1.128	1.141	1.150
Disposal of Treated Effluent annually (gallons) in Irrigation areas and Wetlands as to not use the Emergency Reservoir	353,868,851	384,613,961	380,000,000	380,000,000
Overall Cleaning and Inspection of entire Sewer Collection System (878,683ft.) once every 5 years.	0	50,000	100,000	150,000

PERFORMANCE MEASURES

Performance Measures	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Estimate	FY 14-15 Anticipated
To have no Sanitary Sewer Overflows	3	2	2	1
To have no Sewer Line Blockage Claims	6	1	0	0
To have no ADEQ permit violations	5	2	1	1
To decrease Plant Power Usage (kWh) or maintain same consumption levels	2,038,400	2,114,880	2,114,400	2,110,000
To have minimal safety accidents	2	1	3	1
To have no accidents resulting in lost time or injury	0	0	0	0

**CITY OF SEDONA
PRELIMINARY BUDGET FORECAST
PROPOSED 2014-2015**

WASTEWATER FUND	2014	2014	2015	2016	2017	2018	2019
REVENUES	ESTIMATED	BUDGET	PROPOSED	PROJECTED	PROJECTED	PROJECTED	PROJECTED
TAXES							
SALES AND USE TAXES-GENERAL*	4,097,000	4,010,818	3,573,000	3,590,000	3,681,000	3,191,000	3,318,000
CHARGES FOR SERVICES**	5,881,000	5,922,035	6,158,916	6,405,000	6,661,000	6,927,000	7,204,000
OTHER SOURCES	330,000	288,727	330,000	330,000	330,000	330,000	330,000
TOTAL REVENUES	10,308,000	10,221,580	10,061,916	10,325,000	10,672,000	10,448,000	10,852,000
EXPENSES***							
WASTEWATER DEBT SERVICE	5,663,664	6,089,237	5,169,363	5,820,463	5,789,513	4,672,213	4,673,775
5250 WASTEWATER ADMINISTRATION	959,637	911,818	1,072,260	1,104,428	1,137,561	1,171,687	1,206,838
5252 WASTEWATER CAPITAL	2,304,322	2,524,986	4,366,879	4,296,250	5,537,500	1,620,000	-
5253 WASTEWATER TREATMENT PLANT	2,294,208	2,692,820	2,612,016	2,716,497	2,825,157	2,938,163	3,055,689
TOTAL WASTEWATER EXPENSES	11,221,831	12,218,861	13,220,518	13,937,637	15,289,730	10,402,063	8,936,302
TRANSFER TO WASTEWATER FUND	(85,356)	(85,356)	(88,770)	(91,433)	(94,176)	(97,002)	(99,912)
TRANSFER FROM WASTEWATER FUND							
TOTAL CM RECOMMENDED SUPPLEMENTAL	-	-	\$126,317	4,962	5,110	5,264	5,422
ADDITION/REDUCTION FUND BALANCE	(999,187)	(2,082,637)	(3,373,689)	(3,709,032)	(4,717,017)	(56,329)	1,810,364
ESTIMATED ENDING FUND BALANCE	16,348,383	15,264,933	12,974,694	9,265,662	4,548,645	4,492,316	6,302,681
FUND BALANCE POLICY RESERVE****	6,084,414	6,163,626	6,539,969	6,539,508	6,801,937	6,033,150	5,724,418

* Sales and Use Tax assume the reduced subsidy in 2015 and again in 2018. Additionally, revenue from sales tax audits and delinquent collections are included.

** Assumes that the recommended 4% increase is adopted for fiscal year 2015 through 2019.

*** Expenses assume a 3% inflationary increase for Administration and 4% increase for Treatment Plant Operations from 2016-2019.

****Fund Balance policy is to reserve 10% of operating budget, 20% of capital budget and one year's average debt service.

**CITY OF SEDONA
2014-2015 BUDGET
WASTEWATER FUND**

Account Number	Account Description	Detail Description	FY 2012 Actuals	FY 2013 Actuals	2014 YTD Actuals	FY 2014 Budget	2015 Requested Budget	Detail Amount
Plant Administration								
		Salary and Benefit savings from staff vacancies				(41,570)	(45,000)	(45,000)
59-5250-01-6009	Special Pay							
59-5250-01-6005	Salary & Wages		94,504	122,077	157,981	201,657	214,117	214,117
59-5250-01-6006	Overtime		10	1	979		-	-
59-5250-01-6010	Temp Part-Time Wages		-	-	-		-	-
59-5250-01-6046	Employee Benefits	Allowances					1,560	1,560
59-5250-01-6125	Direct Payroll Costs	% of Wages	7,606	9,064	12,281	15,427	17,081	17,081
59-5250-01-6130	Retirement	% of Wages (re-allocated to each dept)	9,771	13,200	18,218	22,788	25,901	25,901
59-5250-01-6134	STD/LTD Insurance	% of Wages (re-allocated to each dept)	465	652	853	1,313	771	771
59-5250-01-6135	Health/Dent/Life Insurance	% of Wages (re-allocated to each dept)	12,576	13,637	28,980	34,594	49,517	49,517
59-5250-01-6136	Workers Compensation Insurance	% of Wages (re-allocated to each dept)	2,508	3,351	3,690	6,106	7,366	7,366
59-5250-01-6141	Employee Exams					-	-	-
59-5250-01-6141	Employee Exams					-	-	-
59-5250-01-6141	Employee Exams	Decrease due to administration not being fit-tested.						
59-5250-01-6210	Printing/Office Supplies		809	469	474	1,000	1,000	-
59-5250-01-6210	Printing/Office Supplies	WW Drinking Water line item reduced to more adequately represent normal budget needs						1,000
59-5250-01-6210	Printing/Office Supplies							-
59-5250-01-6212	Postage							-
59-5250-01-6213	Telephone	Century Link - Finance Pays?	526	649	1,185	3,354	12,234	1,494
59-5250-01-6213	Telephone							-
59-5250-01-6213	Telephone	Cell Phones						660
59-5250-01-6213	Telephone	Increase of 885 based on Verizon taxes/monthly bill -4-Nextel phones - service (from 59-5252-01)						1,200
59-5250-01-6213	Telephone	Increase: City Internet Connection (WW portion 10%) per JS						2,280
59-5250-01-6213	Telephone	Increase: WW Network Connection (Century Link) per JS						5,400
59-5250-01-6213	Telephone	Increase - wifi for WWWC tablet						1,200
59-5250-01-6215	Gas & Oil		156	169	1,896	2,200	2,900	-
59-5250-01-6215	Gas & Oil	WW Admin fuel						400
59-5250-01-6215	Gas & Oil	WWC Increase of 700 - Gas - 3 Vehicles (from 59-5252-01)						2,500
59-5250-01-6220	Special Supplies		-	-	663	1,050	1,300	-
59-5250-01-6220	Special Supplies	WWC replacement of tools used for blue stake and other construction related activities (from 59-5252-01)						400
59-5250-01-6220	Special Supplies	Decrease of 650 - Purchased metal Locator for Blue Stake (from 59-5252-01)						-
59-5250-01-6220	Special Supplies	WWC Increase of 250 for Level instrument						900
59-5250-01-6241	Automobile Expense		-	-	764	2,000	2,200	-
59-5250-01-6241	Automobile Expense	Decrease of 1000 - New tires purchased for 07 Escape and 25% new tires for 07 Jeep (from 59-5252-01)						-
59-5250-01-6241	Automobile Expense	WWC 3 vehicles, wash, maintenance, repairs (from 59-5252-01)						1,000
59-5250-01-6241	Automobile Expense	WWC Increase of 200 for 2 Tanou covers for inspectors trucks						1,200
59-5250-01-6243	Spec Supplies/Safety Equip/Emg		-	124	538	1,025	1,025	-
59-5250-01-6243	Spec Supplies/Safety Equip/Emg	WW Safety Boots - Superintendent						175
59-5250-01-6243	Spec Supplies/Safety Equip/Emg	WWC steel toed boots (per work allocation) @175/pr (from 59-5252-01)						50

CITY OF SEDONA
2014-2015 BUDGET
WASTEWATER FUND

Account Number	Account Description	Detail Description	FY 2012 Actuals	FY 2013 Actuals	2014 YTD Actuals	FY 2014 Budget	2015 Requested Budget	Detail Amount
59-5250-01-6243	Spec Supplies/Safety Equip/Emg	WWC PPE (vests, gloves, first aid supplies for building; paint for Blue Staking) from 59-5252-01						800
59-5250-01-6244	Office Furniture - Non Capital						150	-
59-5250-01-6244	Office Furniture - Non Capital	WW office chair						150
59-5250-01-6249	Radio & Phone Equip-Non Capita							-
59-5250-01-6405	Professional Services		11,149	6,620	4,168	12,520	12,520	-
59-5250-01-6405	Professional Services	WW Maintenance/Janitorial						3,800
59-5250-01-6405	Professional Services	WW Rodent/Pest Control						1,000
59-5250-01-6405	Professional Services	WW Window Cleaning						720
59-5250-01-6405	Professional Services	WW Building Maintenance						5,000
59-5250-01-6405	Professional Services	WWC Verification testing-outside labs, miscellaneous surveying and engineering, blue staking assessment (from 59-5252-01)						2,000
59-5250-01-6431	System Maintenance		586	600	600	600	-	-
59-5250-01-6431	System Maintenance	Automatic Adjustment						600
59-5250-01-6431	System Maintenance	Decrease: Move to 6436 per JS						(600)
59-5250-01-6436	Software Update						11,250	-
59-5250-01-6436	Software Update	Increase: Cisco Network (WW Portion %10) per JS						1,350
59-5250-01-6436	Software Update	Increase: Springbrook (WW Portion %10) per JS						9,300
59-5250-01-6436	Software Update	Increase: From 6431 (WW) per JS						600
59-5250-01-6450	Legal Fees/Settlements/Deductibles					5,000	5,000	-
59-5250-01-6450	Legal Fees/Settlements/Deductibles	WWC Claims against City (from 59-5252-01)						5,000
59-5250-01-6452	Recording Fees					150	150	-
59-5250-01-6452	Recording Fees	WWC To record WW easements (from 59-5252-01)						150
59-5250-01-6455	Audit							-
59-5250-01-6455	Audit							-
59-5250-01-6505	Rent					6,000	6,000	-
59-5250-01-6505	Rent	portion of office space for inspectors (from 59-5252-01)						6,000
59-5250-01-6530	Utilities							-
59-5250-01-6533	Property & Casualty Insurance							-
59-5250-01-6703	Dues/Subscriptions/License		45	45	-	210	210	-
59-5250-01-6703	Dues/Subscriptions/License	WW Professional Memberships						210
59-5250-01-6732	Office Maintenance							-
59-5250-01-6736	Permit Fees		16,636	15,573	18,939	6,750	6,750	-
59-5250-01-6736	Permit Fees	WW APP Water Qual						5,000
59-5250-01-6736	Permit Fees	WW Water Qual Annual Registration						150
59-5250-01-6736	Permit Fees	WW USDA Special Use Permit						600
59-5250-01-6736	Permit Fees	WW Dam Inspection \$3000 every 5 years						-
59-5250-01-6736	Permit Fees	due 16/17						-
59-5250-01-6736	Permit Fees	WW MultiSector General Permit						1,000
59-5250-01-6736	Permit Fees							-
59-5250-01-6750	Training/Staff Development						-	-
59-5250-01-6760	Replacement & Extension						-	-
59-5250-01-6761	Spendable Contingency for System Maintenance & Repairs						120,000	120,000
59-5250-01-6800	BAD DEBT EXPENSE						-	-
59-5250-01-6845	Office Equipment						-	-
59-5250-01-6845	Office Equipment	Check Scanner to billing 04					-	-
59-5250-01-6846	Computer Hardware					315	1,135	-

CITY OF SEDONA
2014-2015 BUDGET
WASTEWATER FUND

Account Number	Account Description	Detail Description	FY 2012 Actuals	FY 2013 Actuals	2014 YTD Actuals	FY 2014 Budget	2015 Requested Budget	Detail Amount
59-5253-55-6213	Telephone	Century Link Basic Service - Finance? Verizon Cell Phones - 4 Operators - \$25/month each						5,345
59-5253-55-6213	Telephone							1,200
59-5253-55-6213	Telephone	SCADA Internet DSL (Split w/ Collections)						450
59-5253-55-6213	Telephone	Verizon air-card service for laptops Increase: Verizon Cell Phones to \$35/month each						720
59-5253-55-6213	Telephone	Increase: Verizon air-card service to \$80/month (split w/ collections)						480
59-5253-55-6213	Telephone							240
59-5253-55-6214	Uniform Expenses		3,584	4,146	3,012	4,600	6,100	-
59-5253-55-6214	Uniform Expenses	Uniforms, Shop Rags, Floor Mats						3,500
59-5253-55-6214	Uniform Expenses	Winter Jackets						200
59-5253-55-6214	Uniform Expenses	Safety Boots - specialty composite for electrician						200
59-5253-55-6214	Uniform Expenses	Safety Boots for Operators						700
59-5253-55-6214	Uniform Expenses	Increase: Uniforms (estimated from current budget expenditures)						1,500
59-5253-55-6215	Gas & Oil		4,951	5,632	3,957	5,000	7,000	-
59-5253-55-6215	Gas & Oil	Fuel - Operations						5,000
59-5253-55-6215	Gas & Oil	Increase: Fuel (estimated from current budget expenditures)						2,000
59-5253-55-6216	Plant Diesel, Oil & Lubricants		2,015	2,873	174	2,500	2,000	-
59-5253-55-6216	Plant Diesel, Oil & Lubricants	Oil and Grease						2,500
59-5253-55-6216	Plant Diesel, Oil & Lubricants	Decrease: Oil and Grease (estimated from current and past budget expenditures)						(500)
59-5253-55-6221	Janitorial Supplies		-	173	415	500	500	-
59-5253-55-6221	Janitorial Supplies	Janitorial Supplies						500
59-5253-55-6223	Wastewater Supplies		14,169	15,087	8,618	22,400	21,900	-
59-5253-55-6223	Wastewater Supplies	Building & Construction Supplies						7,000
59-5253-55-6223	Wastewater Supplies	Landscaping Supplies						1,000
59-5253-55-6223	Wastewater Supplies	Chlorine						5,000
59-5253-55-6223	Wastewater Supplies	Winterizing Supplies						1,000
59-5253-55-6223	Wastewater Supplies	Fuse Inventory						2,000
59-5253-55-6223	Wastewater Supplies	Nuts and Bolts						1,000
59-5253-55-6223	Wastewater Supplies	Hoses and Plumbing Supplies						1,900
59-5253-55-6223	Wastewater Supplies	Fence Maintenance Supplies						2,000
59-5253-55-6223	Wastewater Supplies	Mosquito Fish for Wetlands						500
59-5253-55-6223	Wastewater Supplies	Wasp/Rodent Control Supplies						1,000
59-5253-55-6223	Wastewater Supplies	Decrease: Mosquito Fish						(500)
59-5253-55-6233	Equipment & Other Rental		527	4,783	10,019	12,500	5,500	-
59-5253-55-6233	Equipment & Other Rental	Rentals - Backhoe, Forklift, Scissor Lift, Trailer Pump, etc.						5,500
59-5253-55-6235	Equipment Repair		80,998	89,961	72,758	225,500	172,500	-
59-5253-55-6235	Equipment Repair	Pumps/motor rebuilds & maintenance, and parts for repairs						65,000
59-5253-55-6235	Equipment Repair	Mechanical Seals						2,500
59-5253-55-6235	Equipment Repair	Valve Maintenance						15,000
59-5253-55-6235	Equipment Repair	Instrumentation Replacement						10,000
59-5253-55-6235	Equipment Repair	Centrifuge #1 Rebuild						20,000
59-5253-55-6235	Equipment Repair							-
59-5253-55-6235	Equipment Repair							-
59-5253-55-6235	Equipment Repair	Centrifuge #1 Touchscreen						50,000
59-5253-55-6235	Equipment Repair	Upgrade/Replacement.						70,000
59-5253-55-6235	Equipment Repair	PLC Rack #2 Upgrade/Replacement						70,000
59-5253-55-6235	Equipment Repair	Decrease: Centrifuge #1 Rebuild Completed						(20,000)

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Account Number	Account Description	Detail Description	FY 2012 Actuals	FY 2013 Actuals	2014 YTD Actuals	FY 2014 Budget	2015 Requested Budget	Detail Amount
59-5253-55-6235	Equipment Repair	Decrease: Centrifuge #1 Touchscreen Upgrade Completed						(50,000)
59-5253-55-6235	Equipment Repair	Decrease: PLC Rack #2 Upgrade Completed						(70,000)
59-5253-55-6235	Equipment Repair	Increase: PLC Rack #1 Upgrade/Replacement						50,000
59-5253-55-6235	Equipment Repair	Increase: Plant Water Controls (Move to EPS Bldg)						14,000
59-5253-55-6235	Equipment Repair	Increase: Replace Flow Meter and add Flow Control for UV System						8,000
59-5253-55-6235	Equipment Repair	Increase: UV Maintenance (Ballasts)						8,000
59-5253-55-6235	Equipment Repair	Note: 15/16 - Centrifuge #2 Rebuild - \$15,000						-
59-5253-55-6235	Equipment Repair	Note: 15/16 - Replace/Upgrade Odor Control Unit?						-
59-5253-55-6235	Equipment Repair	Note: 15/16 - Replace Area 4 Valve/Controls - \$30,000						-
59-5253-55-6241	Automobile Expense		5,175	3,980	8,523	6,000	8,000	-
59-5253-55-6241	Automobile Expense	Maintenance/Repairs for Trucks, Golf Carts, Bobcat, and Tractor						3,000
		Increase: Maintenance/Repairs (based on current budget expenditures and aging vehicles)						5,000
59-5253-55-6243	Spec Supplies/Safety Equip/Emg		3,538	4,997	518	4,500	4,500	-
59-5253-55-6243	Spec Supplies/Safety Equip/Emg	Safety - Personal Protection Equipment						2,700
59-5253-55-6243	Spec Supplies/Safety Equip/Emg							-
		Replacement required tape/signage due to deterioration from sun/elements						600
59-5253-55-6243	Spec Supplies/Safety Equip/Emg	Gas Monitor Cartridges						1,200
59-5253-55-6244	Office Furniture - Non Capital						2,000	-
		Increase: Desks and Chairs for Plant Operators						1,500
59-5253-55-6244	Office Furniture - Non Capital	Increase: Break Room Table						500
59-5253-55-6246	Computer Hardware - Non Capita		-	4,276	338	600	3,000	-
59-5253-55-6246	Computer Hardware - Non Capita	Battery Backups for PLC's and SCADA						600
		Increase: Battery Backups for PLC's and SCADA						400
59-5253-55-6246	Computer Hardware - Non Capita	Note: 15/16 Replace two SCADA Computers/Monitors (3 yr replacement cycle - \$2000 each)						-
59-5253-55-6246	Computer Hardware - Non Capita	Note: 16/17- Replace two On-call Laptops (3 yr replacement cycle - \$1000 each)						-
59-5253-55-6246	Computer Hardware - Non Capita	Replacement Computers/Monitors if needed (moved from 55-6846)						4,000
59-5253-55-6246	Computer Hardware - Non Capita	Decrease: Replacement Computer/Monitors if needed						(2,000)
59-5253-55-6247	Computer Software - Non Capita							-
59-5253-55-6248	Machinery & Equipment-Non Capi		2,849	2,030	843	-	7,000	-
59-5253-55-6248	Machinery & Equipment-Non Capi							-
59-5253-55-6248	Machinery & Equipment-Non Capi	Increase: Shop Welder						3,000
		Increase: Ground Resistance Tester (for electrician)						4,000
59-5253-55-6249	Radio & Phone Equip-Non Capita				18	200	200	-
59-5253-55-6249	Radio & Phone Equip-Non Capita							-
59-5253-55-6249	Radio & Phone Equip-Non Capita	Cell Phone Equipment						200
59-5253-55-6255	Sewer System Maintenance							-
59-5253-55-6256	Wwt Plant Maintenance/Repairs		171,900	172,046	147,636	190,600	235,600	-

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Account Number	Account Description	Detail Description	FY 2012 Actuals	FY 2013 Actuals	2014 YTD Actuals	FY 2014 Budget	2015 Requested Budget	Detail Amount
59-5253-55-6256	Wwt Plant Maintenance/Repairs	Elec/Mech Trades						15,000
59-5253-55-6256	Wwt Plant Maintenance/Repairs	Irrigation Maintenance						20,000
59-5253-55-6256	Wwt Plant Maintenance/Repairs	UV Bulbs and Quartz Sleeves (Annual)						10,000
59-5253-55-6256	Wwt Plant Maintenance/Repairs	Sand/Rock for Sandfilters, Drying Beds, and Equipment Areas						5,000
59-5253-55-6256	Wwt Plant Maintenance/Repairs	Landscaping, Pipe Painting,						25,000
59-5253-55-6256	Wwt Plant Maintenance/Repairs	Weed/Vegetation Control						3,600
59-5253-55-6256	Wwt Plant Maintenance/Repairs	Calibrate Flow Meters						
59-5253-55-6256	Wwt Plant Maintenance/Repairs	HDPE Liner Repairs for Reservoir #3 (Annual)						10,000
59-5253-55-6256	Wwt Plant Maintenance/Repairs	Irrigation Soil Amendment (Annual)						50,000
59-5253-55-6256	Wwt Plant Maintenance/Repairs	Aeration Basin Diffuser Replacement (one basin every 1-2 years)						15,000
59-5253-55-6256	Wwt Plant Maintenance/Repairs	Wetlands Maintenance						10,000
59-5253-55-6256	Wwt Plant Maintenance/Repairs	Unknown Emergency Repairs						20,000
59-5253-55-6256	Wwt Plant Maintenance/Repairs	Berm Maintenance Repairs						10,000
59-5253-55-6256	Wwt Plant Maintenance/Repairs	Effluent Reservoir Embankment Maintenance (tree removal)						12,500
59-5253-55-6256	Wwt Plant Maintenance/Repairs	Increase: Electrical Vaults - Coating						10,000
59-5253-55-6256	Wwt Plant Maintenance/Repairs	Note: 15/16 - Septage Wet Well Coating? - \$15,000						-
59-5253-55-6256	Wwt Plant Maintenance/Repairs	Increase: \$50,000 Wetlands Fence - see attached decision package						-
59-5253-55-6256	Wwt Plant Maintenance/Repairs	Increase: Automatic Gate Installation for Back Entrance						4,500
59-5253-55-6256	Wwt Plant Maintenance/Repairs	Increase: Wetlands Berm Maintenance						15,000
59-5253-55-6405	Professional Services		15,949	25,667	7,148	44,980	29,590	-
59-5253-55-6405	Professional Services	Security Services (Tyco)						830
59-5253-55-6405	Professional Services	Rodent Proofing						2,100
59-5253-55-6405	Professional Services	Janitorial Service						3,000
59-5253-55-6405	Professional Services	Generator Inspection Contract						3,000
59-5253-55-6405	Professional Services	Fire Extinguisher and Fire Alarm Inspections						550
59-5253-55-6405	Professional Services	Crane & Hoist Inspections						1,500
59-5253-55-6405	Professional Services	Monument Survey ADWR Regulation						2,000
59-5253-55-6405	Professional Services	Effluent Reservoir Embankment Maintenance						7,000
59-5253-55-6405	Professional Services	Arc Flash Coordination Study, estimated plant portion of total cost of study						15,000
59-5253-55-6405	Professional Services	Headworks structural integrity analysis by engineering firm or qualified vendor						10,000
59-5253-55-6405	Professional Services	Decrease: Effluent Reservoir Maintenance - Completed						(7,000)
59-5253-55-6405	Professional Services	Decrease: Arc Flash Coordination Studay - Completed						(15,000)
59-5253-55-6405	Professional Services	Decrease: Headworks Analysis - Completed						(10,000)
59-5253-55-6405	Professional Services	Increase: Security Services (Tyco) to \$235/month						110
59-5253-55-6405	Professional Services	Increase: CAD Single Line Drawings - NFPA-70E requirement to keep these updated						6,500
59-5253-55-6405	Professional Services	Increase: Reservoir #2 Dam Investigation - Checking w/ Andy?						10,000
59-5253-55-6408	Technical Support		23,850	10,025	6,533	25,000	40,000	-
59-5253-55-6408	Technical Support	SCADA/PLC/Electrical Tech Support						21,000
59-5253-55-6408	Technical Support	SCADA Loop Checks (Annual)						4,000

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Account Number	Account Description	Detail Description	FY 2012 Actuals	FY 2013 Actuals	2014 YTD Actuals	FY 2014 Budget	2015 Requested Budget	Detail Amount
59-5253-55-6408	Technical Support	Increase: PLC Rack #1 Replacement/Upgrade						15,000
59-5253-55-6436	Software Update	Spector Win 911 (SCADA Alarm Software)	7,514	3,338	3,311	4,565	5,025	425
59-5253-55-6436	Software Update	Kaspersky (SCADA Internet Security)						100
59-5253-55-6436	Software Update	Rockwell Support (PLC)						1,000
59-5253-55-6436	Software Update	LogMeIn for SCADA PCs/OnCall Laptops						400
59-5253-55-6436	Software Update	Increase: Citect Support (SCADA) to \$2900/year						260
59-5253-55-6436	Software Update	Increase: Rockwell Support (PLC) to \$1200/year						200
59-5253-55-6436	Software Update	Citect Support (SCADA)						2,640
59-5253-55-6436	Software Update							-
59-5253-55-6511	Advertising		112	126				-
59-5253-55-6511	Advertising							-
59-5253-55-6530	Utilities		175,006	235,934	150,780	217,349	219,909	-
59-5253-55-6530	Utilities	Trash Disposal						2,700
59-5253-55-6530	Utilities	APS						208,349
59-5253-55-6530	Utilities	Propane						6,300
59-5253-55-6530	Utilities	Increase: Trash Disposal to \$230/month						60
59-5253-55-6530	Utilities	Increase: Propane (based on current budget expenditures and inflation)						2,500
59-5253-55-6540	Solid Waste / Recycling		95,243	141,985	48,694	143,650	118,650	-
59-5253-55-6540	Solid Waste / Recycling	Polymer for Centrifuge						30,000
59-5253-55-6540	Solid Waste / Recycling	Sludge Hauling						38,250
59-5253-55-6540	Solid Waste / Recycling	Sludge Disposal at Landfill						63,000
59-5253-55-6540	Solid Waste / Recycling	Waste Oil Disposal required						400
59-5253-55-6540	Solid Waste / Recycling	Hazardous Waste Disposal						2,000
59-5253-55-6540	Solid Waste / Recycling	Drying bed optimization, polymer mixing chamber addition, suction piping, example attached, pricing being researched						10,000
59-5253-55-6540	Solid Waste / Recycling	Decrease: Drying Bed Optimization						(10,000)
59-5253-55-6540	Solid Waste / Recycling	Decrease: Sludge Hauling and Disposal (based on current and past budget expenditures)						(5,000)
59-5253-55-6540	Solid Waste / Recycling	Decrease: Polymer (based on current and past budget expenditures)						(10,000)
59-5253-55-6703	Dues/Subscriptions/License		180	180	180	180	180	-
59-5253-55-6703	Dues/Subscriptions/License	AWPCA Dues						180
59-5253-55-6730	Maint & Improvement		311	43	-	-	-	-
59-5253-55-6730	Maint & Improvement							-
59-5253-55-6732	Office Maintenance		-	-	262	750	-	-
59-5253-55-6732	Office Maintenance	Increase for office furniture at PW yard						750
59-5253-55-6732	Office Maintenance	Decrease: Office Furniture						(750)
59-5253-55-6750	Training/Staff Development		-					-
59-5253-55-6755	Septic Maintenance							-
59-5253-55-6790	Depreciation							-
59-5253-55-6840	Motor Vehicle						8,000	-
59-5253-55-6840	Motor Vehicle	Note: 15/16 Golf Cart Replacement (\$8,000)						8,000
59-5253-55-6846	Computer Hardware		301	4,294	337	4,000	15,450	-
59-5253-55-6846	Computer Hardware	Replacement Computers/Monitors if needed						4,000
59-5253-55-6846	Computer Hardware	Decrease: Replacement Computers/Monitors if needed (moved to 55-6246)						(4,000)

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Account Number	Account Description	Detail Description	FY 2012 Actuals	FY 2013 Actuals	2014 YTD Actuals	FY 2014 Budget	2015 Requested Budget	Detail Amount
59-5253-55-6846	Computer Hardware	Increase: refresh due at Wastewater (eleven computers and one laptop) per JSmith						15,450
59-5253-55-6847	Computer Software							-
59-5253-55-6848	Machinery & Equipment		1,911	9,175	2,469	2,500	19,500	-
59-5253-55-6848	Machinery & Equipment	Increase: \$22,500 6-inch Trailer Trash Pump - Split w/ Collections - See Attached Decision Package						-
59-5253-55-6848	Machinery & Equipment	Increase: Wetlands Recirculation Pump Station Spare Pump						8,500
59-5253-55-6848	Machinery & Equipment	Increase: Sludge Pit Pump Station Spare Pump						11,000
		Subtotal Wastewater Operations	844,121	984,312	648,834	1,220,591	1,186,781	1,186,781
WW Collections								
59-5253-56-6005	Salary & Wages		225,669	228,515	137,428	183,931	171,818	171,818
59-5253-56-6006	Overtime		20,008	22,326	12,909	33,507	8,372	8,372
59-5253-56-6010	Temp Part-Time Wages							-
59-5253-56-6046	Employee Benefits	Allowances						-
59-5253-56-6125	Direct Payroll Costs	% of Wages	17,711	18,511	11,585	16,634	14,264	14,264
59-5253-56-6130	Retirement	% of Wages (re-allocated to each dept)	23,591	26,648	17,611	24,570	21,629	21,629
59-5253-56-6134	STD/LTD Insurance	% of Wages (re-allocated to each dept)	1,257	1,649	914	1,404	619	619
59-5253-56-6135	HealthDentLife Insurance	% of Wages (re-allocated to each dept)	46,738	49,594	29,631	41,176	42,170	42,170
59-5253-56-6136	Workers Compensation Insurance	% of Wages (re-allocated to each dept)	9,130	10,438	5,334	9,095	5,911	5,911
59-5253-56-6141	Employee Exams		372	338	1,214	520	1,302	-
59-5253-56-6141	Employee Exams	Annual respirator fit tests for four operators, three \$25 tests per person						300
59-5253-56-6141	Employee Exams	CDL Drug Tests random						20
59-5253-56-6141	Employee Exams	Increase CDL Physicals every 2 years						200
59-5253-56-6141	Employee Exams	Decrease: CDL Physicals - \$66 each						(68)
59-5253-56-6141	Employee Exams	Increase: CDL Drug Tests to \$90 each						160
59-5253-56-6141	Employee Exams	Increase: Respirator Fit Tests - \$75 per test						600
59-5253-56-6141	Employee Exams	Increase: Number of CDL Drug Tests						90
59-5253-56-6210	Printing/Office Supplies		-	-	-	3,000	1,000	-
59-5253-56-6210	Printing/Office Supplies	FOG brochures/Work Notification brochures/development						3,000
59-5253-56-6210	Printing/Office Supplies	Decrease: Brochures						(2,000)
59-5253-56-6212	Postage		87	97	26	100	100	-
59-5253-56-6212	Postage	FedEx, UPS						100
59-5253-56-6213	Telephone		7,904	8,289	5,750	12,659	13,199	-
59-5253-56-6213	Telephone	Century Link - Finance?						5,345
59-5253-56-6213	Telephone	Omnisite Alarm System - Minor Pump Stations						3,864
59-5253-56-6213	Telephone	Verizon Cell Phones - 4 @\$25/month						1,200
59-5253-56-6213	Telephone	SCADA Internet DSL - split w/Plant						450
59-5253-56-6213	Telephone	On Call Pager for Collections staff only						180
59-5253-56-6213	Telephone	Wireless plan for Omnisite Alarm system device						900
59-5253-56-6213	Telephone	Verizon air-card service for laptops, collections portion of annual fee						720
59-5253-56-6213	Telephone	Decrease: On-Call Pager - not in use anymore						(180)
59-5253-56-6213	Telephone	Increase: Verizon Cell Phones - to \$35/month						480
59-5253-56-6213	Telephone	Increase: Verizon Air-Card Service to \$80/month (split w/ plant)						240

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Account Number	Account Description	Detail Description	FY 2012 Actuals	FY 2013 Actuals	2014 YTD Actuals	FY 2014 Budget	2015 Requested Budget	Detail Amount
59-5253-56-6249	Radio & Phone Equip-Non Capita		11	154	18	150	150	-
59-5253-56-6249	Radio & Phone Equip-Non Capita	Cell Phone Equipment						150
59-5253-56-6255	Sewer System Maintenance		180,272	196,551	105,426	347,700	435,500	-
59-5253-56-6255	Sewer System Maintenance	Manhole Rehabs						80,000
59-5253-56-6255	Sewer System Maintenance	Laterals & Conveyance System Repairs						70,000
59-5253-56-6255	Sewer System Maintenance							-
59-5253-56-6255	Sewer System Maintenance	Unknown Emergency Repairs						20,000
59-5253-56-6255	Sewer System Maintenance	Sewer Cleaning and Videoing - Covers 10						100,000
59-5253-56-6255	Sewer System Maintenance	QS (do each QS every 3-5 years)						2,000
59-5253-56-6255	Sewer System Maintenance	Biofilter Bed Pumping						-
59-5253-56-6255	Sewer System Maintenance	Elec/Mech Trades (Includes replacing						20,000
59-5253-56-6255	Sewer System Maintenance	corroding wires)						5,000
59-5253-56-6255	Sewer System Maintenance	Emergency Pumping						-
59-5253-56-6255	Sewer System Maintenance	Paving from sewer line and manhole repairs						15,000
59-5253-56-6255	Sewer System Maintenance	3-Phase Power Conversion at Bear Wallow (Carried over - Bear Wallow not completed in 13/14 and insufficiently funded for)						35,000
59-5253-56-6255	Sewer System Maintenance	Fencing at El Camino to increase security at the site location (Carried over - not completed in 13/14)						10,000
59-5253-56-6255	Sewer System Maintenance	Decrease: Paving						(7,500)
59-5253-56-6255	Sewer System Maintenance	Increase: Replace Bypass Wet Well Check Valves (slamming) and Vaults - 3 Majors						45,000
59-5253-56-6255	Sewer System Maintenance	Increase: Water Truck (moved from 6235) - Brewer JOC						5,000
59-5253-56-6255	Sewer System Maintenance	Increase: \$16,500 - Minor Pump Station Fall Protection Grates - see attached decision package						-
59-5253-56-6255	Sewer System Maintenance	Increase: \$36,000 - Fresh Water Connections for 5 Minor Pump Stations - see attached decision package						36,000
59-5253-56-6405	Professional Services		18,499	19,454	12,768	52,445	117,445	-
59-5253-56-6405	Professional Services	Field Survey Service & Spill Testing						2,000
59-5253-56-6405	Professional Services	Blue Staking						1,420
59-5253-56-6405	Professional Services	Rodent Proofing Pump Station Buildings						2,100
59-5253-56-6405	Professional Services	Crane Services for Major Pump Station						-
59-5253-56-6405	Professional Services	Pumps						10,000
59-5253-56-6405	Professional Services	Generator Inspection Contract						11,000
59-5253-56-6405	Professional Services	Annual Fire Extinguisher Inspection and Replacements						925
59-5253-56-6405	Professional Services	Arc Flash Coordination Study, collections portion of total cost of study						25,000
59-5253-56-6405	Professional Services	Decrease: Arc Flash Coordination Study - Major Pump Stations Completed						(25,000)
59-5253-56-6405	Professional Services	Increase: Arc Flash Coordination Study for Minor Pump Stations (approved, but insufficiently funded for in 13/14)						44,000
59-5253-56-6405	Professional Services	Increase: CAD Single Line Drawings - Major and Minor Pump Stations - NFPA-70E requirement to keep these updated						6,000
59-5253-56-6405	Professional Services	Increase: Red-Line CAD Control Drawings for Major Pump Stations - NFPA-70E requirement						40,000
59-5253-56-6408	Technical Support		2,047	2,144	-	2,500	2,500	-

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Account Number	Account Description	Detail Description	FY 2012 Actuals	FY 2013 Actuals	2014 YTD Actuals	FY 2014 Budget	2015 Requested Budget	Detail Amount
59-5253-66-6213	Telephone	Increase: Verizon Cell Phone to \$35/month						120
59-5253-66-6214	Uniform Expenses		924	458	153	775	575	-
59-5253-66-6214	Uniform Expenses	Winter Jacket						100
59-5253-66-6214	Uniform Expenses	Uniforms						500
59-5253-66-6214	Uniform Expenses	Steel Toed Boots						175
59-5253-66-6214	Uniform Expenses	Decrease: Uniforms (estimated from current budget expenditures)						(200)
59-5253-66-6223	Wastewater Supplies		15,268	19,697	8,544	22,000	20,000	
59-5253-66-6223	Wastewater Supplies	Lab Supplies						22,000
59-5253-66-6223	Wastewater Supplies	Decrease: Lab Supplies (estimated from current budget expenditures)						(2,000)
59-5253-66-6243	Spec Supplies/Safety Equip/Emg		2,268	718	369	800	500	-
59-5253-66-6243	Spec Supplies/Safety Equip/Emg							-
59-5253-66-6243	Spec Supplies/Safety Equip/Emg	Personal Protective Equipment						800
59-5253-66-6243	Spec Supplies/Safety Equip/Emg	Decrease: Personal Protective Equipment						(300)
59-5253-66-6249	Radio & Phone Equip-Non Capita		226	-	-	50	50	-
59-5253-66-6249	Radio & Phone Equip-Non Capita	Phone Equipment if Needed						50
59-5253-66-6256	Wwt Plant Maintenance/Repairs		842	961	257	3,550	4,800	-
59-5253-66-6256	Wwt Plant Maintenance/Repairs	Lab Equipment: Maintenance, Certifications, and Calibrations - Fume Hood, Balance, Thermometers, Spectrometer, Autoclave, Microscope, Turbidimeter						3,550
59-5253-66-6256	Wwt Plant Maintenance/Repairs	Increase: Hach Equipment Service for In-Line Turbidimeters and Transmittance Meter						2,800
59-5253-66-6256	Wwt Plant Maintenance/Repairs	Decrease: Lab Equipment: Maintenance						(1,550)
59-5253-66-6405	Professional Services		43,317	29,175	7,755	17,900	17,900	-
59-5253-66-6405	Professional Services	Contract Lab Testing for APP Requirements						16,400
59-5253-66-6405	Professional Services	Lab Courier Costs						1,500
59-5253-66-6703	Dues/Subscriptions/License		-	45	45	45	45	-
59-5253-66-6703	Dues/Subscriptions/License	AWPCA Dues						45
59-5253-66-6730	Maint & Improvement		-	847	-	-	-	-
59-5253-66-6730	Maint & Improvement							-
59-5253-66-6736	Permit Fees		2,187	2,187	2,187	2,200	2,425	-
59-5253-66-6736	Permit Fees	ADHS Certification Fee - Annual						2,200
59-5253-66-6736	Permit Fees	Increase: For Possible Stormwater E. Coli Testing						225
59-5253-66-6750	Training/Staff Development							-
59-5253-66-6828	Safety/Emergency Equipment							-
59-5253-66-6840	Motor Vehicles						8,000	-
59-5253-66-6840	Motor Vehicles	Increase: \$8,000 - Golf Cart Replacement - see attached decision package						8,000
59-5253-66-6848	Machinery & Equipment		-	3,380	-	-	-	-
59-5253-66-6848	Machinery & Equipment							-
59-5253-66-6848	Machinery & Equipment	Note: 15/16 - Replace Autoclave - \$10,000						-
59-5253-90-6255	Sewer System Maintenance							-
Subtotal Wastewater Laboratory			95,445	97,651	66,492	124,544	172,341	172,341
TOTAL WASTEWATER FUND			4,579,300	5,016,305	3,698,715	12,218,861	13,236,998	13,236,998

**CITY OF SEDONA
2014-2015 PROPOSED BUDGET DETAIL
WASTEWATER FUND**

Account Number	Description	2014 Estimated Actuals	2014 Adopted Budget	2015 Proposed Budget
59-5250-01-6005	Salary & Wages	\$201,657	\$201,657	\$214,117
59-5250-01-6006	Overtime	\$0	\$0	\$0
59-5250-01-6009	Special Pay	\$0	-\$41,570	-\$45,000
59-5250-01-6125	Direct Payroll Costs	\$15,427	\$15,427	\$17,081
59-5250-01-6130	Retirement	\$22,788	\$22,788	\$25,901
59-5250-01-6134	STD/LTD Insurance	\$1,313	\$1,313	\$771
59-5250-01-6135	Health/Dental/Life Insurance	\$34,594	\$34,594	\$49,517
59-5250-01-6136	Workers Compensation Insurance	\$6,106	\$6,106	\$7,366
59-5250-01-6141	Employee Exams	\$0	\$0	\$0
59-5250-01-6210	Printing/Office Supplies	\$1,000	\$1,000	\$1,000
59-5250-01-6213	Telephone	\$3,354	\$3,354	\$12,234
59-5250-01-6215	Gas & Oil	\$2,200	\$2,200	\$2,900
59-5250-01-6220	Special Supplies	\$1,050	\$1,050	\$1,300
59-5250-01-6241	Automobile Expense	\$2,000	\$2,000	\$2,200
59-5250-01-6243	Spec Supplies/Safety Equip/Emg	\$1,025	\$1,025	\$1,025
59-5250-01-6244	Office Furniture - Non Capital	\$0	\$0	\$150
59-5250-01-6405	Professional Services	\$12,520	\$12,520	\$12,520
59-5250-01-6431	System Maintenance	\$600	\$600	\$0
59-5250-01-6450	Legal Fees/Settlements/Deductibles	\$3,000	\$5,000	\$5,000
59-5250-01-6452	Recording Fees	\$150	\$150	\$150
59-5250-01-6505	Rent	\$0	\$6,000	\$6,000
59-5250-01-6703	Dues/Subscriptions/License	\$210	\$210	\$210
59-5250-01-6732	Office Maintenance	\$0	\$0	\$0
59-5250-01-6736	Permit Fees	\$21,000	\$6,750	\$6,750
59-5250-01-6761	Spendable Contingency Mainten.	\$0	\$0	\$120,000
59-5250-01-6845	Office Equipment	\$315	\$0	\$0
59-5250-01-6846	Computer Hardware	\$0	\$315	\$1,135
59-5250-01-6925	Lease Purchase Payments	\$3,000	\$3,000	\$2,220
	Subtotal General Administration	\$333,309	\$285,489	\$444,547
59-5250-02-6005	Salary & Wages	\$127,604	\$127,604	\$134,159
59-5250-02-6006	Overtime	\$0	\$0	\$0
59-5250-02-6046	Employee Benefits	\$2,928	\$2,928	\$3,160
59-5250-02-6125	Direct Payroll Costs	\$9,762	\$9,762	\$10,780
59-5250-02-6130	Retirement	\$18,786	\$18,786	\$17,364
59-5250-02-6134	STD/LTD Insurance	\$638	\$638	\$483
59-5250-02-6135	Health/Dental/Life Insurance	\$17,276	\$17,276	\$16,161
59-5250-02-6136	Workers Compensation Insurance	\$1,886	\$1,886	\$400
59-5250-02-6225	Service Charges	\$64,000	\$64,000	\$0
59-5250-02-6407	Professional/Contracted Servic	\$1,727	\$1,727	\$0
59-5250-02-6530	Utilities	\$0	\$0	\$0
59-5250-02-6533	Property & Casualty Insurance	\$62,500	\$62,500	\$57,500
	Subtotal Administration	\$307,107	\$307,107	\$240,007
59-5250-04-6005	Salary & Wages	\$154,384	\$154,384	\$158,594
59-5250-04-6006	Overtime	\$0	\$0	\$0
59-5250-04-6010	Temp/Part-Time Wages	\$0	\$0	\$0
59-5250-04-6046	Employee Benefits	\$180	\$180	\$1,260
59-5250-04-6125	Direct Payroll Costs	\$14,607	\$14,607	\$12,636
59-5250-04-6130	Retirement	\$16,535	\$16,535	\$19,161
59-5250-04-6134	STD/LTD Insurance	\$1,045	\$1,045	\$571
59-5250-04-6135	Health/Dental/Life Insurance	\$26,475	\$26,475	\$40,603
59-5250-04-6136	Workers Compensation Insurance	\$407	\$407	\$381
59-5250-04-6210	Printing/Office Supplies	\$0	\$0	\$0
59-5250-04-6212	Postage	\$40,000	\$40,000	\$42,000
59-5250-04-6225	Service Charges	\$18,000	\$18,000	\$75,000
59-5250-04-6244	Office Furniture - Non Capital	\$500	\$500	\$0
59-5250-04-6407	Professional/Contracted Servic	\$14,000	\$14,000	\$14,500
59-5250-04-6436	Software Update	\$8,864	\$8,864	\$0
59-5250-04-6452	Recording Fees	\$500	\$500	\$0
59-5250-04-6455	Audit	\$20,000	\$20,000	\$18,000
59-5250-04-6703	Dues/Subscriptions/License	\$300	\$300	\$0
59-5250-04-6732	Office Maintenance	\$3,425	\$3,425	\$0

Account Number	Description	2014 Estimated	2014 Adopted	2015 Proposed
		Actuals	Budget	Budget
59-5253-55-6846	Computer Hardware	\$4,000	\$4,000	\$15,450
59-5253-55-6848	Machinery & Equipment	\$2,500	\$2,500	\$19,500
Subtotal Wastewater Plant Operations		\$1,135,958	\$1,220,591	\$1,184,781
59-5253-56-6005	Salary & Wages	\$183,931	\$183,931	\$171,818
59-5253-56-6006	Overtime	\$33,507	\$33,507	\$8,372
59-5253-56-6045	Uniform Allowance	\$0	\$0	\$0
59-5253-56-6125	Direct Payroll Costs	\$16,634	\$16,634	\$14,264
59-5253-56-6130	Retirement	\$24,570	\$24,570	\$21,629
59-5253-56-6134	STD/LTD Insurance	\$1,404	\$1,404	\$619
59-5253-56-6135	Health/Dental/Life Insurance	\$41,176	\$41,176	\$42,170
59-5253-56-6136	Workers Compensation Insurance	\$9,095	\$9,095	\$5,911
59-5253-56-6141	Employee Exams	\$1,500	\$520	\$1,302
59-5253-56-6210	Printing/Office Supplies	\$1,000	\$3,000	\$1,000
59-5253-56-6212	Postage	\$100	\$100	\$100
59-5253-56-6213	Telephone	\$12,659	\$12,659	\$13,199
59-5253-56-6214	Uniform Expenses	\$4,125	\$4,125	\$5,425
59-5253-56-6215	Gas & Oil	\$18,000	\$20,945	\$18,000
59-5253-56-6216	Plant Diesel, Oil & Lubricants	\$1,500	\$1,500	\$1,000
59-5253-56-6223	Wasterwater Supplies	\$10,000	\$11,000	\$12,000
59-5253-56-6233	Equipment & Other Rental	\$12,000	\$16,900	\$4,500
59-5253-56-6235	Equipment Repair	\$55,000	\$95,000	\$102,000
59-5253-56-6241	Automobile Expense	\$12,000	\$14,500	\$14,500
59-5253-56-6243	Spec Supplies/Safety Equip/Emg	\$2,400	\$2,400	\$2,000
59-5253-56-6246	Computer Hardware - Non Capita	\$3,600	\$3,600	\$0
59-5253-56-6248	Machinery & Equipment-Non Capi	\$1,000	\$0	\$2,300
59-5253-56-6249	Radio & Phone Equip-Non Capita	\$150	\$150	\$150
59-5253-56-6255	Sewer System Maintenance	\$300,000	\$347,700	\$435,500
59-5253-56-6405	Professional Services	\$40,000	\$52,445	\$117,445
59-5253-56-6408	Technical Support	\$2,500	\$2,500	\$2,500
59-5253-56-6511	Advertising	\$200	\$200	\$200
59-5253-56-6530	Utilities	\$194,150	\$194,150	\$192,150
59-5253-56-6540	Solid Waste / Recycling	\$400	\$400	\$400
59-5253-56-6703	Dues/Subscriptions/License	\$180	\$180	\$180
59-5253-56-6730	Maint & Improvement	\$0	\$0	\$0
59-5253-56-6755	Septic Maintenance	\$20,000	\$29,260	\$29,260
59-5253-56-6840	Motor Vehicles	\$0	\$0	\$35,000
59-5253-56-6848	Machinery & Equipment	\$40,000	\$56,300	\$0
Subtotal Wastewater Collection Systems		\$1,042,781	\$1,179,851	\$1,254,894
59-5253-66-6005	Salary & Wages	\$50,408	\$50,408	\$84,020
59-5253-66-6006	Overtime	\$1,399	\$1,399	\$1,399
59-5253-66-6045	Uniform Allowance	\$0	\$0	\$1,170
59-5253-66-6125	Direct Payroll Costs	\$3,963	\$3,963	\$6,774
59-5253-66-6130	Retirement	\$5,854	\$5,854	\$10,272
59-5253-66-6134	STD/LTD Insurance	\$346	\$346	\$302
59-5253-66-6135	Health/Dental/Life Insurance	\$12,762	\$12,762	\$11,310
59-5253-66-6136	Workers Compensation Insurance	\$2,167	\$2,167	\$2,304
59-5253-66-6141	Employee Exams	\$100	\$25	\$75
59-5253-66-6212	Postage	\$0	\$0	\$0
59-5253-66-6213	Telephone	\$300	\$300	\$420
59-5253-66-6214	Uniform Expenses	\$775	\$775	\$575
59-5253-66-6223	Wasterwater Supplies	\$18,000	\$22,000	\$20,000
59-5253-66-6243	Spec Supplies/Safety Equip/Emg	\$800	\$800	\$500
59-5253-66-6249	Radio & Phone Equip-Non Capita	\$50	\$50	\$50
59-5253-66-6256	Wwt Plant Maintenance/Repairs	\$1,000	\$3,550	\$4,800
59-5253-66-6405	Professional Services	\$15,000	\$17,900	\$17,900
59-5253-66-6703	Dues/Subscriptions/License	\$45	\$45	\$45
59-5253-66-6730	Maint & Improvement	\$0	\$0	\$0
59-5253-66-6840	Motor Vehicles	\$0	\$0	\$8,000
59-5253-66-6848	Machinery & Equipment	\$0	\$0	\$0
59-5253-66-6736	Permit Fees	\$2,500	\$2,200	\$2,425
Subtotal Wastewater Lab		\$115,469	\$124,544	\$172,341
Total Wastewater Treatment Plant		\$2,294,208	\$2,524,986	\$2,612,016
Sum Total Wastewater Utility		\$11,221,831	\$12,304,216	\$13,305,018

City of Sedona
Department Supplemental Requests
2014-2015 Budget

Department	Fund	Request	On-going	One-Time	Revenue Offset	Recommended Funding Level
City Managers/Human Resource	General	Safety Officer Position for Verde Valley Cities	\$25,000	\$0		\$0
City Managers	General	Shared Cost of Generator for Emergency Operations Center		\$23,434		\$23,434
City Managers/Public Works	General	City Contractual Support for Oak Creek Watershed	\$50,000			\$15,000
City Manager	General	Contract Grant Writer		\$50,000		\$50,000
Com Dev	General	Professional Research Assistance: Short-Term Vacation Rental		\$4,000		\$0
Com Dev	General	Land Development Code Changes to Community Plan		\$7,500		\$7,500
Com Dev	General	Outdoor Lighting Small Grant Program Update		\$50,000		\$0
Com Dev	General	Enhanced Electronic Community Plan		\$12,000		\$0
Com Dev	General	Cultural Park & Soldier Pass Road Community		\$56,500		\$56,500
Com Dev	General	Economic Development Strategic Plan		\$207,000		\$0
General Services	General	Household Hazardous Waste Day Contract (no writeup)		\$20,000		\$0
Parks & Rec	General	Full Time Admin Asst	\$25,702			\$25,702
Parks & Rec	General	4th of July Event	\$20,000	\$0		\$0
Parks & Rec	General	Special Events	\$45,613	\$0		\$45,613
Parks & Rec	General	Interpretive Signage for Sedona Wetlands Preserve		\$8,300	(\$2,164)	\$6,136
Police	General	Shift Differential Pay - Communication Specialist	\$7,000			\$7,000
		Additional Records Clerk - Modified Salary/Benefit Expenditure				
Police	General	Estimates	\$59,244			\$0
Police	General	Community Service Aide Program Enhancement	\$92,473			\$45,000
Police	General	Police Sergeant	\$120,068			\$0
IT/Police	General	New World Systems Upgrade		\$84,500		\$84,500
IT/Police	General	E-Citations Upgrade		\$63,000		\$63,000
Police	General	AR15 Rifle Refresh		\$49,160		\$0
Public Works	General	Aerial Survey		\$38,000		\$38,000
IT	General	Upgrade City's Internet Service & Network Connectivity	\$27,917			\$27,917
IT	General	Secure Network Connectivity for Mobile/Remote Employee Access	\$1,600	\$8,500		\$10,100
IT	General	City Website Upgrade/Enhancements		\$20,000		\$20,000
		Subtotal General Fund	\$474,617	\$701,894	(\$2,164)	\$525,402
Public Works	Streets	Jordan Road Crosswalk Street Light		\$40,000		\$0
Public Works	Streets	Pavement Rating & Management Program		\$85,000		\$0
		Subtotal Streets Fund	\$0	\$125,000	\$0	\$0
Wastewater/IT	Wastewater	Upgrade City's Internet Service & Network Connectivity	\$4,817			\$4,817
Wastewater/Public Works	Wastewater	Wetlands Fencing		\$50,000		\$50,000
Wastewater/Public Works	Wastewater	Upgrade Replacement Truck to Utility Truck (base price \$25k)		\$10,000		\$10,000
Wastewater/Public Works	Wastewater	Minor Pump Station Fresh Water Connections		\$36,000		\$0
Wastewater/Public Works	Wastewater	Minor Pump Station Fall Projection Grates		\$16,500		\$16,500
Wastewater/Public Works	Wastewater	6-Inch Trailer Pumps		\$45,000		\$45,000
		Subtotal Wastewater Fund	\$4,817	\$157,500	\$0	\$126,317
		Total Supplemental Requests	\$479,434	\$859,394	(\$2,164)	\$651,719



**City of Sedona
Decision Package
Fiscal Year 2014-2015**

Project Title:	Upgrade City's Internet Service and Network Connectivity to Wastewater, PW Maintenance Yard, and Posse Grounds (Pool and Teen Center)
Originating Department and Division:	Information Technology
Funding Request Type (Ongoing vs. One-Time)	Ongoing
I Problem/Issue	
a) Does this affect our citizens/customers quality of life?	
	Yes
If yes, then how:	
	Improved Internet Connectivity will provide faster and more reliable access to the city's website as well as increased efficiency for city staff. Increased network connections to remote city offices (Posse Grounds, Public Works, and Wastewater) will improve efficiency of city staff in accessing network resources and responding to requests.
b) Is this a traditional government function?	
	Yes, government agencies do attempt to provide reliable, high-speed access to web services for external users as well as for staff accessing external resources.
If it is not a traditional function, why should the City of Sedona deal with it?	
c) History/background of project issue:	
	For many years the City has utilized the services of a local Internet Service Provider (ISP) e-Sedona, now a part of ComCast. This ISP provides wireless internet and e-mail services to residents and small businesses in Sedona. The nature of the City's data communication needs demand much higher bandwidth and much greater reliability than a residential service provider is capable of furnishing. In addition, frequent service interruptions cause frustration for citizens and staff.
d) Does the project/issue relate to the strategic/community plans?	
	Strategic Plan: No
	Community Plan: No

	If not in either plan, how does this fit into the City of Sedona's priorities?
e)	Are there environmental implications?
	No
	If yes, explain:
f)	Cost (include economic/financial analysis) and recommendation as to funding sources (include partnerships):
	<p>Approximately \$30,000 increase in annual cost for Internet service and Remote Office network connectivity</p> <p>Current Internet Service = \$410/month, \$4,920/year This includes 4 separate connections: Internet (10MB), public Wi-Fi (3MB), streaming of City Council meetings (6MB), and connectivity for Public Safety systems (3MB)</p> <p>Proposed Internet Service = \$1,900/month, \$22,800/year High-Speed (30-50MB) connection capable of supporting all of the functions listed above with additional capacity for future growth. 10% of this cost, \$2,280/year, would be allocated to Wastewater.</p> <p>Current Remote Office Connectivity = \$515/month, \$6,180/year This includes network connectivity from City Hall to the Wastewater Treatment Plant (1.5MB Frame-Relay Circuit), the Public Works Maintenance Yard (1.5MB Frame-Relay Circuit), and Posse Grounds Pool & Teen Center (6MB Internet VPN).</p> <p>Proposed Remote Office Connectivity = \$1,715/month, \$20,580/year This replaces the Frame-Relay circuits to Wastewater and PW Maintenance and the wireless Internet connection at Posse Grounds with High-Speed fiber-optic point-to-point connections at 5-10MB each. A portion of this cost, \$450/month or \$5,400/year, would be directly attributable and allocated to Wastewater.</p>
II Risk Analysis	
a)	What happens if this is not done?
	City staff, citizens, and elected officials would continue to experience less than optimal internet and remote office connection speed and reliability. The city would be unable to meet the demands of current and future technologies that require higher bandwidth for optimal performance.
	What would happen if this is done?
	Citizens and staff would notice faster and more reliable Internet access.

	Remote office personnel would be more efficient and productive. Remote video streams from Public Pool and Skate Park would be greatly improved.
b)	Provide contingency analysis if applicable (provide key assumptions and dependencies). Assumptions - Something the City of Sedona has no control over. Dependencies - Something the City of Sedona may have control over. Major factor in what the City of Sedona is trying to accomplish.
c)	Show examples of best practices from other cities, if applicable:
III Resources Required	
a)	What departments will be involved in the planning and operation of this project/issue?
	Information Technology
	Do these departments concur with this priority?
b)	What are the in-house staff requirements?
	Information Technology
c)	Are outside consultants needed? Please explain:
	No
d)	Are special equipment resources required? Please explain:
	No
e)	Are there on-going operation and maintenance costs involved? Please explain:
	There are no installation or up-front costs - the cost of this upgrade is an on-going monthly expense
IV Implementation	
a)	What is the time frame for completion of plan and implementation for project/issue?
	First Quarter of Fiscal Year 2015
b)	How will you market/communicate the project/issue to the public?
	N/A
c)	What performance measures will you use to evaluate the project/issue?
	Proposed vendors can provide a Service Level Agreement (SLA) to guarantee network uptime and available bandwidth. IT staff would monitor Internet and remote site connectivity to ensure service levels are being maintained and that credits are provided when vendors fail to meet those requirements.
IV Proposed Expenditures	

Line Item Description	Chartfield*	FY 2014-2015 Request
Telephone/Data Communications	10-5224-01-6213	\$35,700
Telephone/Data Communications	59-5250-01-6213	\$7,680
Telephone/Data Communications	10-5245-01-6213	(\$2,863)
Telephone/Data Communications	59-5250-01-6213	(\$2,863)
Telephone/Data Communications	10-5224-01-6213	(\$4,920)
<u>NET Expenditures Total: \$32,734</u>		

***Full account string including fund, department/division number, and account number.**



**City of Sedona
Decision Package
Fiscal Year 2014-2015**

Project Title:	Wetlands Fencing
Originating Department and Division:	Public Works/Wastewater
Funding Request Type (Ongoing vs. One-Time)	One-Time
I Problem/Issue	
a) Does this affect our citizens/customers quality of life?	
	Yes
	If yes, then how:
	Citizens may complain about feeling restricted by the fence at the park, but it is for their own safety.
b) Is this a traditional government function?	
	Yes, government agencies have been addressing risks and threats to public utilities sine 9/11. See the attached brochures from the EPA and Department of Homeland Security.
	If it is not a traditional function, why should the City of Sedona deal with it?
c) History/background of project issue:	
	The wetlands park was constructed in 2012. At that time, it was determined that a fence would not be initially installed, and that the park would be monitored to determine if a fence would be needed. If it were to become an issue a fence around the public park area would be installed later. Now two years later, there are issues with the park visitors not following the rules. Operators are frequently interrupted from their work to ensure that park visitors stay on the paths per the park rules to keep them safe. Several times a week, visitors are found wandering on the steep and dangerous slopes of the reservoir dams, or down by the shooting range. This increases the liability on the City should something happen to one of them.
d) Does the project/issue relate to the strategic/community plans?	
	Strategic Plan:
	Infrastructure – Goal #1 Complete and maintain a centralized wastewater system that protects the environment and the public health and safety of the community. Quality of life – Goal #4 Promote a healthier and safer community accessible to all.
	Community Plan:

	No
	If not in either plan, how does this fit into the City of Sedona's priorities?
	e) Are there environmental implications?
	No
	If yes, explain:
	f) Cost (include economic/financial analysis) and recommendation as to funding sources (include partnerships):
	The cost to install a coated chain link fence around the wetlands ponds would cost \$50,000. The cost would increase to approximately \$80,000 to install a more decorative aluminum fence.
II Risk Analysis	
	a) What happens if this is not done?
	If this is not done, the potential safety risks increase for those park visitors who chose not to follow the rules and wander off the paths. This, in turn, increases the liability on the City.
	What would happen if this is done?
	By installing a fence around the public portion of the wetland ponds, it will keep the public in the designated public areas. This will maintain the safety of the visitors who come to use the recreational area. Also, plant operators will not have to take time out of their busy schedule to stop and correct park visitors. And the city's assets and infrastructure would be better protected from anyone coming into the plant.
	Provide contingency analysis if applicable (provide key assumptions and dependencies). Assumptions - Something the City of Sedona has no control over. Dependencies - Something the City of Sedona may have control over. Major factor in what the City of Sedona is trying to accomplish.
	N/A
	c) Show examples of best practices from other cities, if applicable:
	N/A
III Resources Required	
	a) What departments will be involved in the planning and operation of this project/issue?
	Both the Wastewater Plant and Parks and Recreation
	Do these departments concur with this priority?
	Yes
	b) What are the in-house staff requirements?
	N/A

	c) Are outside consultants needed? Please explain:																								
	N/A																								
	d) Are special equipment resources required? Please explain:																								
	N/A																								
	e) Are there on-going operation and maintenance costs involved? Please explain:																								
	Repairs will need to be made if damage occurs.																								
IV Implementation																									
	a) What is the time frame for completion of plan and implementation for project/issue?																								
	Fiscal Year 2014/2015																								
	b) How will you market/communicate the project/issue to the public?																								
	City procurement rules and procedures will be followed.																								
	c) What performance measures will you use to evaluate the project/issue?																								
	A log, noting when park visitors are outside of the public areas.																								
IV Proposed Expenditures																									
<table border="1"> <thead> <tr> <th>Line Item Description</th> <th>Chartfield*</th> <th>FY 2014-2015 Request</th> </tr> </thead> <tbody> <tr> <td>WWTP Plant Maintenance</td> <td>59-5253-55-6256</td> <td>\$50,000</td> </tr> <tr> <td></td> <td></td> <td>\$0</td> </tr> <tr> <td></td> <td></td> <td>\$0</td> </tr> <tr> <td></td> <td></td> <td>\$0</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="2"></td> <td style="text-align: right;">Expenditures Total: \$50,000</td> </tr> </tbody> </table>		Line Item Description	Chartfield*	FY 2014-2015 Request	WWTP Plant Maintenance	59-5253-55-6256	\$50,000			\$0			\$0			\$0									Expenditures Total: \$50,000
Line Item Description	Chartfield*	FY 2014-2015 Request																							
WWTP Plant Maintenance	59-5253-55-6256	\$50,000																							
		\$0																							
		\$0																							
		\$0																							
		Expenditures Total: \$50,000																							

*Full account string including fund, department/division number, and account number.



EPA Water Security & Resiliency Highlights

Program Overview

Safe drinking water and properly treated wastewater are critical to human health, the environment, and the economy. Protecting this critical infrastructure is key to maintaining not only the public health and environmental benefits of safe and clean drinking water, but also to maintaining the services of the other 17 critical infrastructure sectors, which share interdependencies with the Water Sector.

The U.S. Environmental Protection Agency's (EPA's) mission is to provide national leadership in developing and promoting security and resiliency programs that enhance the Water Sector's ability to prevent, detect, respond to, and recover from all hazards.

EPA, in partnership with drinking water and wastewater utilities and their associations, has developed four goals that will drive development of EPA's security and resiliency program. These goals are:

- Goal 1** – Sustain protection of public health and the environment
- Goal 2** – Recognize and reduce risk
- Goal 3** – Maintain a resilient infrastructure
- Goal 4** – Increase communication, outreach and public confidence

This document highlights water security projects and partnerships managed or funded by EPA. For more information, visit www.epa.gov/watersecurity.

Goal 1 Sustain Protection of Public Health & the Environment

Water Security initiative: The overall goal of this initiative is to design and demonstrate an effective system for timely detection of and appropriate response to drinking water contamination threats and incidents that will have broad application to the nation's drinking water utilities. The initiative is being implemented in three phases: (1) develop the conceptual design of a contamination warning system; (2) demonstrate, evaluate, and refine the contamination warning system design through full-scale pilot programs at drinking water utilities and municipalities; and (3) develop practical guidance and provide outreach and training to promote and support voluntary national adoption of a contamination warning system.



Currently, five Water Security initiative pilots are in different stages of deployment in Cincinnati, San Francisco, New York City, Dallas, and Philadelphia. Using information gathered through deployment of the Cincinnati pilot, EPA has published three interim guidance documents on drinking water contamination warning systems. The documents advise utilities regarding the design, development, deployment, and use of monitoring and warning systems.

Water Laboratory Alliance (WLA): Provides the Water Sector with an integrated nationwide network of laboratories with the analytical capability and capacity to respond to drinking water contamination events. Launched in September 2009, the WLA is composed of public health, environmental, and commercial laboratories. The WLA leverages existing laboratory network capability and infrastructure and is designed to fill gaps in national laboratory preparedness for water analyses. The foundation of the Alliance is the Water Laboratory Alliance Response Plan (WLA-RP). It establishes a comprehensive, national laboratory response approach to water contamination events including preparedness, response, remediation and recovery. In particular, the WLA-RP provides laboratories with a structure for a systematic, coordinated response to a water contamination incident that can be used in conjunction with existing Incident Command System (ICS) structure and procedure. Additional activities of the Alliance include laboratory response exercises and the development of chemical and biological methods. WLA membership has multiple benefits, including: improved laboratory emergency preparedness and response capabilities; improved communications with peer laboratories to help address emerging analytical, security, or operational challenges; access to validated methods for unregulated contaminants of interest to the Water Sector; and opportunities for water security-related training.

EPA/U.S. Department of Homeland Security (DHS) Coordination: EPA coordinates with DHS on critical infrastructure/key resource activities to ensure a consistent approach to security across the Water Sector. EPA activities include participating in Water Government Coordinating Council (GCC) and Critical Infrastructure Partnership Advisory Council (CIPAC) working groups, and updating the Water Sector-Specific Plan and Water Sector Annual Report.

Coordination with Emergency Management Agencies: EPA has recently developed two documents to help further the coordination and integration of the water sector and emergency management community. *Coordination of the Water Sector and Emergency Services Sector* is an eight-page document that discusses the value of water to the emergency management community, and provides recommendations on how utilities can work together with their local emergency management agency. The document references examples of successful coordination between water and emergency management agencies for activities such as funding, training, exercises, and responding to incidents. *Bridging the Gap* is a similar document, but focuses on the relationships between state drinking water primacy agencies and state emergency management agencies. It includes numerous examples from states where these agencies are working together to support water sector preparedness and response activities.

Goal 2 Recognize & Reduce Risk

Risk Assessment Methodologies: Drinking water and wastewater utilities are encouraged to conduct or update risk assessments as well as to prepare or revise Emergency Response Plans (ERP) on a regular basis. EPA's Vulnerability Self-Assessment Tool (VSAT) provides Water Sector utility owners and operators with qualified and quantified risk assessment processes to measure risk at the asset and system level; prioritize utility investments and efforts to mitigate risk; and, track utility risk management performance and investment over time.

VSAT uses consistent vulnerability, consequence, and threat information within the Risk Analysis and Management for Critical Asset Protection framework, also known as RAMCAP. VSAT also aligns with the features and elements of risk assessments as identified in the National Infrastructure Protection Plan. The VSAT software tool is currently available for download.

Consequence Analysis: EPA-supported efforts on consequence analysis include coordination with the Water Sector and experts in risk assessments, utility operations, public health, and economics to analyze the potential health and economic consequences of various contamination and damage scenarios.

EPA has developed version 2.0 of the Water Health and Economic Analysis Tool (WHEAT). WHEAT is a generalized (threat-neutral) consequence analysis tool, designed to assist drinking water and wastewater utility owners and operators in quantifying public health consequences, utility-level financial consequences, direct and indirect regional economic consequences, and the downstream impacts of an adverse event that pose risks to the water sector. WHEAT analyzes two different event scenarios—release of hazardous gas and loss of operating assets—and provides information that can be used by utilities as part of a comprehensive risk assessment.

Future versions of the tool will include contamination scenarios. The WHEAT tool which includes loss of operating assets and hazardous gas release modules for drinking water and wastewater systems is currently available for download.

Goal 3 Maintain a Resilient Infrastructure

Water Contaminant Information Tool (WCIT): This free, secure online tool has been created to support the Water Sector in preparedness, detection, response, and remediation. WCIT is a comprehensive database of information for 102 chemical, biological and radiological contaminants of concern to the Water Sector. In 2010, EPA integrated the National Environmental Methods Index for Chemical, Biological, and Radiological Methods (NEMI-CBR) database of analytical methods into WCIT, providing a one-stop, easy-to-use tool for the Water Sector. NEMI-CBR contains analytical methods for over 700 contaminants. EPA continues to enhance the tool and update its information to reflect the most current data available to the Water Sector.



Water/Wastewater Agency Response Networks (WARNs): Intrastate mutual aid and assistance agreements, available to both private and public Water Sector utilities, facilitate the sharing of resources, personnel and equipment during events that disrupt drinking water and wastewater services. WARNs have been established in 47 states and the National Capital Region. EPA continues to support WARNs with tabletop exercises, attracting new members, and sponsoring annual meetings of WARN chairs.

Emergency Response Exercises/Training: EPA, working with its partners in the States and national Water Sector associations, has conducted exercises and provided extensive training programs to improve coordination and communication between emergency response partners at the local, state, and federal levels. For example, EPA has sponsored state-wide emergency response exercises that examine Water Sector-specific issues. Recent exercises were completed in Connecticut, Utah, and South Carolina. EPA recently published a fact sheet that provides lessons learned from these exercises. In addition, EPA provides training on the Incident Command System (ICS) and National Incident Management System (NIMS), which are national standards used by the Water Sector and its first response partners.

Tabletop Exercise (TTX) Tool for Water Systems: The TTX Tool is designed to provide the Water Sector with the necessary resources to plan, conduct, and evaluate tabletop exercises. Tabletop exercises allow water systems to practice, test, and improve ERPs and procedures. The TTX Tool simplifies the process of planning and conducting tabletop exercises, and provides resources that aid in the development of customized scenario-driven, discussion-based tabletop exercises.

Community-Based Water Resiliency (CBWR) Initiative: The CBWR electronic Tool aims to enhance the resiliency of drinking water and wastewater utilities and the communities they serve in the face of water service interruptions from natural and manmade disasters. Users of the CBWR electronic Tool will understand how to integrate water utilities into community preparedness efforts and identify water interdependencies in the community. The main feature of the electronic Tool is a self-assessment that helps assess users level of preparedness and generates a summary report that includes specific recommendations, tools, and resources to enhance their organization's water security and protection measures. There are over 400 free tools and resources in the CBWR toolbox for a user to access. The Water Resiliency Action Plan kit, also known as the WRAP kit, provides a step by step guide for users to host a water preparedness roundtable (or workshop) in their community.

Key Features of an Active and Effective Protective Program: The Key Features provide drinking water and wastewater utilities with the elements of a protective program and address physical, cyber, and human aspects of prevention, detection, mitigation, response, and recovery. The Key Features help utilities protect against a range of threats, including natural disasters, aging infrastructure, cyber intrusions, and man-made disasters. The Key Features in Action fact sheets, Chicagoland Case Study, and Seattle-King County Case Study document how numerous utilities have implemented the Key Features and how the utilities have benefited from their enhanced security practices.

Federal Disaster Funding: Major disasters can disrupt water/wastewater operations and cause significant damage, however utilities may be eligible for federal funding to recover from or mitigate a disaster. In October 2012, EPA posted a new web-based tool called Federal Funding for Utilities – Water/Wastewater – in National Disasters (Fed FUNDS). Fed FUNDS provides tailored information, tips, and example applications for utilities to apply for federal disaster funding. EPA is conducting workshops on Fed FUNDS and next year will be developing a national webinar series and journal articles on federal disaster funding. In addition to Fed FUNDS, EPA developed a four-page brochure, *Public Assistance for Water and Wastewater Utilities in Emergencies and Disasters*, to help utilities better understand and obtain FEMA funding during a Presidential Disaster Declaration.



Federal Disaster Support: EPA provides Federal disaster support under the National Response Framework as a support agency to the U.S. Army Corps of Engineers (USACE) under Emergency Support Function (ESF) #3, Public Works and Engineering. Under ESF #3, EPA provides technical assistance to USACE in assessing the operating status of water and wastewater systems. EPA also provides assistance during hazardous material incidents involving contaminated water and wastewater systems, and during similar Water Sector-related incidents.

EPA also provides support under the National Disaster Recovery Framework (NDRF), which coordinates recovery efforts at all levels of government and private sector partners. Within the NDRF, EPA is identified as a support agency under the Infrastructure Systems Recovery Support Function. EPA has participated in several recent activations of the NDRF including the drought in the Midwest, Hurricane Isaac in Mississippi, and Hurricane Sandy in New York and New Jersey.

Decontamination Strategy and Technologies: The Water Sector Coordinating Council and the GCC, through the CIPAC Working Group developed a decontamination strategy to assist the Water Sector in establishing priorities for decontamination and recovery from water incidents. The strategy included 16 priorities and 35 recommendations related to the type of system (e.g., drinking water, wastewater), type of contaminant (e.g., chemical, biological, radiological), type of media affected (e.g., water, water infrastructure, decontamination equipment, household plumbing), type of incident (e.g., natural or man-made, accidental or intentional), and extent of contamination (e.g., concentrations, spatial and temporal variations).

In September 2012, EPA released the document entitled, “Containment and Disposal of Large Amounts of Contaminated Water: A Support Guide for Water Utilities.” This guide addresses the number one priority recommendation as identified by the CIPAC Working Group in the decontamination strategy. The guide provides recommendations primarily for drinking water, wastewater and stormwater utilities following an all-hazard chemical, biological, and radiological contamination event.

All-Hazards Consequence Management Planning Document: The *All-Hazard Consequence Management Planning for the Water Sector* (All-Hazard CMP), was prepared by the Emergency Response CIPAC Working Group, and was finalized in November 2009. The All-Hazard CMP includes: customizable checklists of preparedness, response, and recovery actions that will improve resiliency, incident-specific flow charts and checklists, and information on how NIMS and ICS are used for preparedness planning, and implemented during response and recovery.

Goal 4 Increase Communication, Outreach & Public Confidence

Water Information Sharing and Analysis Center (WaterISAC): This tool is a mechanism for all-hazards security information within the Water Sector. WaterISAC facilitates sharing of information about physical and cyber threats, vulnerabilities, incidents, potential protective measures, and effective security practices. WaterISAC is a secure, Internet-based, rapid notification system and information resource for gathering, evaluating, conveying, and sharing security-related information on drinking water and wastewater systems; communications are geared to utility executives, managers, operators, and security officers.

For more information on any of the projects listed, please visit EPA's water security website at www.epa.gov/watersecurity or send an email to WSD-Outreach@epa.gov.



National Infrastructure Protection Plan

Water Sector

The Water Sector is one of 18 critical infrastructure sectors established under the authority of Homeland Security Presidential Directive 7 (HSPD-7). Each sector is managed by a Sector-Specific Agency (SSA) that provides sector-level performance feedback to the Department of Homeland Security (DHS) to enable assessment of national, cross-sector critical infrastructure protection and resilience programs. In accordance with the National Infrastructure Protection Plan (NIPP), each SSA is responsible for developing and implementing a Sector-Specific Plan (SSP), in collaboration with public and private sector partners, and for encouraging the development of appropriate information-sharing and analysis mechanisms.

Sector Overview

HSPD-7 designated the Environmental Protection Agency (EPA) as the SSA for the Water Sector's critical infrastructure protection activities. All EPA activities related to water security are carried out in consultation with DHS and the EPA's Water Sector partners.

The Water Sector includes both drinking water and wastewater utilities. There are approximately 160,000 public drinking water systems and more than 16,000 publicly owned wastewater treatment systems in the United States. Approximately 84 percent of the U.S. population receives their potable water from these drinking water systems, and more than 75 percent of the U.S. population has its sanitary sewerage treated by these wastewater systems.

The Water Sector is vulnerable to a variety of attacks including contamination with deadly agents, physical attacks—such as the release of toxic gaseous chemicals—and cyber attacks. If these attacks were realized, the result could be large numbers of illnesses or casualties and/or a denial of service that would also impact public health and economic

vitality. Critical services such as firefighting and healthcare (hospitals), and other dependent and interdependent sectors, such as Energy, Food and Agriculture, and Transportation Systems, would suffer negative impacts from a denial of Water Sector service.

EPA is collaborating with the entire Water Sector to implement a broad-based strategy to address sector security needs. This work includes, but is not limited to, providing support to utilities by preparing vulnerability assessment and emergency response tools, providing technical assistance, and exchanging information.

Sector Partnerships

EPA works with its sector partners—public and private utilities, national Water Sector associations, States, and others—to better secure critical infrastructure across the Nation. EPA works in partnership with the Water Sector Coordinating Council and the Government Coordinating Council on many programs supporting security-related activities, with the goal of enhancing the Water Sector's

ability to plan for and respond effectively to security threats and breaches. Additionally:

- In response to the Bioterrorism Act of 2002, which provides EPA explicit authority regarding community water systems, EPA handles the receipt of community water systems' vulnerability assessments and emergency response plan certifications.
- EPA's Water Security Initiative (WSI), the Active and Effective Security Program, and the Water Laboratory Alliance (WLA) support the Water Sector's goal of sustained protection of public health and the environment. Both WSI and WLA also fulfill requirements under HSPD-9 to enhance the security of drinking water utilities through its contamination warning system and the development of a laboratory network that is able to support drinking water monitoring and surveillance programs.

To support the Water Sector's goal of recognizing and reducing risks in the Water Sector, EPA, in coordination with DHS, will continue to encourage the conduct of risk assessments in the sector. EPA also supports the activities of the Water Information Sharing and Analysis Center, which provides service to drinking water and wastewater utilities to gather, analyze, and disseminate threat information that is specific to the Water Sector.

In support of maintaining a resilient infrastructure, EPA is partnering with the Water Sector on multiple programs and efforts. For example:

- The Water/Wastewater Agency Response Networks are a collaborative effort to establish intra-state mutual aid and assistance agreements for water and wastewater utilities to enhance preparedness and response.
- An extensive series of tabletop exercises, trainings, and drills with the Water Sector and response partners in support of the National Incident Management System/Incident Command System helps utilities to communicate with responders and prepare for security incidents.

For questions or more information, please visit <http://www.epa.gov/safewater/watersecurity> or www.dhs.gov/nipp.



Homeland
Security



**City of Sedona
Decision Package
Fiscal Year 2014-2015**

Project Title:	Utility Truck Upgrade
Originating Department and Division:	Public Works/Wastewater
Funding Request Type (Ongoing vs. One-Time)	One-Time
I Problem/Issue	
a) Does this affect our citizens/customers quality of life?	
	Yes
	If yes, then how:
	New vehicles provide efficient and reliable service, and enhance public image.
b) Is this a traditional government function?	
	Yes, it is common for Cities to replace vehicles based on life-cycle guidelines.
	If it is not a traditional function, why should the City of Sedona deal with it?
c) History/background of project issue:	
	<p>This vehicle will replace a 2005 Dodge Dakota in the Wastewater Collections division. The replacement truck will be an upgrade to a ¾ ton utility truck, which will better meet the needs of the division. It will provide a second truck in the collections group for hauling the following necessary equipment: trailered portable generators, jet rodder, sewer camera trailer, and confined space entry trailer. This is needed if there are maintenance issues with the current ¾ ton truck, or if more than one of these equipment items are needed on a job. The side utility tool boxes will also provide the operators with accessibility to the tools and equipment needed to perform maintenance activities at the various pump stations.</p> <p>The truck is nine years old, has 75,000 miles on it, and maintenance costs have been increasing. According to the Vehicle and Equipment Acquisition and Maintenance Procedures, standard-use vehicles should be replaced every five years (60,000-80,000 miles), and special-use vehicles should be replaced every ten years (80,000-100,000 miles).</p>
d) Does the project/issue relate to the strategic/community plans?	
	Strategic Plan:
	No
	Community Plan:

	No
	If not in either plan, how does this fit into the City of Sedona's priorities?
	This purchase follows the City's Vehicle acquisition procedures.
	e) Are there environmental implications?
	No
	If yes, explain:
	f) Cost (include economic/financial analysis) and recommendation as to funding sources (include partnerships):
	Total cost of \$10,000 to upgrade to a ¾ ton utility truck with side tool boxes.
II Risk Analysis	
	a) What happens if this is not done?
	The collections group will only have one truck with the capability to haul their necessary trailered equipment. This could be a problem in emergency situations when this equipment is needed, it will also take more time to make multiple trips to obtain necessary equipment during routine work.
	What would happen if this is done?
	Reduced operating costs and improved efficiency.
	b) Provide contingency analysis if applicable (provide key assumptions and dependencies). Assumptions - Something the City of Sedona has no control over. Dependencies - Something the City of Sedona may have control over. Major factor in what the City of Sedona is trying to accomplish.
	N/A
	c) Show examples of best practices from other cities, if applicable:
	It is typical to have a life cycle vehicle replacement schedule of less than ten years.
III Resources Required	
	a) What departments will be involved in the planning and operation of this project/issue?
	Wastewater Collections
	Do these departments concur with this priority?
	Yes
	b) What are the in-house staff requirements?
	N/A
	c) Are outside consultants needed? Please explain:
	N/A
	d) Are special equipment resources required? Please explain:
	N/A

e)	Are there on-going operation and maintenance costs involved? Please explain:
	Typical vehicle maintenance, such as oil changes, new tires, new batteries, etc. Any other repairs will be covered under warranty.

IV Implementation

a)	What is the time frame for completion of plan and implementation for project/issue?
	Fiscal Year 2014/2015

b)	How will you market/communicate the project/issue to the public?
	The City procurement process will be followed utilizing State Contract pricing.

c)	What performance measures will you use to evaluate the project/issue?
	N/A

IV Proposed Expenditures

Line Item Description	Chartfield*	FY 2014-2015 Request
Motor Vehicles	59-5253-56-6840	\$10,000
		\$0
		\$0
		\$0

Expenditures Total: \$35,000

***Full account string including fund, department/division number, and account number.**



**City of Sedona
Decision Package
Fiscal Year 2014-2015**

Project Title:	Minor Pump Station Fresh Water Connections
Originating Department and Division:	Public Works/Wastewater
Funding Request Type (Ongoing vs. One-Time)	One-Time
I Problem/Issue	
a) Does this affect our citizens/customers quality of life?	
	No
	If yes, then how:
b) Is this a traditional government function?	
	Yes. Pumps, wet wells, and related equipment need to be cleaned on a regular basis.
	If it is not a traditional function, why should the City of Sedona deal with it?
c) History/background of project issue:	
	6 out of the 17 lift stations do not have fresh water connections. Without wash hoses, it makes it very difficult to clean pumps as they're being pulled up for repairs and routine maintenance, which increases the risk of contracting an illness to the operators who work on these pumps.
d) Does the project/issue relate to the strategic/community plans?	
	Strategic Plan:
	Infrastructure – Goal #1 Complete and maintain a centralized wastewater system that protects the environment and the public health and safety of the community.
	Community Plan:
	No
	If not in either plan, how does this fit into the City of Sedona's priorities?
e) Are there environmental implications?	
	No
	If yes, explain:

f)	Cost (include economic/financial analysis) and recommendation as to funding sources (include partnerships):
	\$36,000 for six fresh water connections at the minor pump stations (Los Abrigados, 179, Poco Diablo, Mystic Hills, Fox, and Uptown). And \$6,000 to cover the increase in the monthly water bills for 12 months.
II Risk Analysis	
a)	What happens if this is not done?
	Operators will have to work on equipment and pumps that have been exposed to raw sewage. If a wet well needs to be cleaned, a water truck will have to be rented to spray down the wells.
	What would happen if this is done?
	This will save operator time, reduce safety risks, and reduce rental costs.
b)	Provide contingency analysis if applicable (provide key assumptions and dependencies). Assumptions - Something the City of Sedona has no control over. Dependencies - Something the City of Sedona may have control over. Major factor in what the City of Sedona is trying to accomplish.
	N/A
c)	Show examples of best practices from other cities, if applicable:
	N/A
III Resources Required	
a)	What departments will be involved in the planning and operation of this project/issue?
	Wastewater Collections
	Do these departments concur with this priority?
	Yes
b)	What are the in-house staff requirements?
	N/A
c)	Are outside consultants needed? Please explain:
	N/A
d)	Are special equipment resources required? Please explain:
	N/A
e)	Are there on-going operation and maintenance costs involved? Please explain:
	N/A
IV Implementation	
a)	What is the time frame for completion of plan and implementation for project/issue?
	Fiscal Year 2014/2015
b)	How will you market/communicate the project/issue to the public?

	City procurement rules and procedures will be followed.
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c)	What performance measures will you use to evaluate the project/issue?
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	N/A
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IV	Proposed Expenditures
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Line Item Description	Chartfield*	FY 2014-2015 Request
Sewer System Maintenance	59-5253-56-6255	\$36,000
Monthly Water Bills	59-5253-56-6530	\$6,000
		\$0
		\$0

Expenditures Total: \$42,000

*Full account string including fund, department/division number, and account number.



**City of Sedona
Decision Package
Fiscal Year 2014-2015**

Project Title:	Minor Pump Station Fall Protection Grates
Originating Department and Division:	Public Works/Wastewater
Funding Request Type (Ongoing vs. One-Time)	One-Time
I Problem/Issue	
a) Does this affect our citizens/customers quality of life?	
	No
	If yes, then how:
b) Is this a traditional government function?	
	Yes. Fall protection is an OSHA requirement for any leading edge work.
	If it is not a traditional function, why should the City of Sedona deal with it?
c) History/background of project issue:	
	Fall protection grates are installed beneath the wet well covers and protect operators, tools, equipment against accidental falls into the wet wells. At the same time it allows for inspection/viewing of the wet well and its associated equipment.
d) Does the project/issue relate to the strategic/community plans?	
	Strategic Plan:
	Infrastructure – Goal #1 Complete and maintain a centralized wastewater system that protects the environment and the public health and safety of the community.
	Community Plan:
	No
	If not in either plan, how does this fit into the City of Sedona's priorities?
e) Are there environmental implications?	
	No
	If yes, explain:
f) Cost (include economic/financial analysis) and recommendation as to funding sources	

	(include partnerships):
	\$16,500 for 11 Wet Wells (Los Abrigados, 179, Poco Diablo, Mystic, Uptown, Chapel, Trails End, Painted Cliffs, Stanley Steamer, New Castle, and Bear Wallow).
II Risk Analysis	
a)	What happens if this is not done?
	Operators will need to wear fall protection equipment just for inspecting and viewing a wet well. Increased risk of accidental falls from tools and equipment into wet wells, which would result in a confined space entry for retrieval.
	What would happen if this is done?
	This will save operator time and increase safety.
b)	Provide contingency analysis if applicable (provide key assumptions and dependencies). Assumptions - Something the City of Sedona has no control over. Dependencies - Something the City of Sedona may have control over. Major factor in what the City of Sedona is trying to accomplish.
	N/A
c)	Show examples of best practices from other cities, if applicable:
	N/A
III Resources Required	
a)	What departments will be involved in the planning and operation of this project/issue?
	Wastewater Collections
	Do these departments concur with this priority?
	Yes
b)	What are the in-house staff requirements?
	N/A
c)	Are outside consultants needed? Please explain:
	N/A
d)	Are special equipment resources required? Please explain:
	N/A
e)	Are there on-going operation and maintenance costs involved? Please explain:
	N/A
IV Implementation	
a)	What is the time frame for completion of plan and implementation for project/issue?
	Fiscal Year 2014/2015
b)	How will you market/communicate the project/issue to the public?
	City procurement rules and procedures will be followed.

	c) What performance measures will you use to evaluate the project/issue?																								
	N/A																								
IV	Proposed Expenditures																								
	<table border="1"> <thead> <tr> <th>Line Item Description</th> <th>Chartfield*</th> <th>FY 2014-2015 Request</th> </tr> </thead> <tbody> <tr> <td>Sewer System Maintenance</td> <td>59-5253-56-6255</td> <td>\$16,500</td> </tr> <tr> <td></td> <td></td> <td>\$0</td> </tr> <tr> <td></td> <td></td> <td>\$0</td> </tr> <tr> <td></td> <td></td> <td>\$0</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="2"></td> <td style="text-align: right;"><u>Expenditures Total: \$16,500</u></td> </tr> </tbody> </table>	Line Item Description	Chartfield*	FY 2014-2015 Request	Sewer System Maintenance	59-5253-56-6255	\$16,500			\$0			\$0			\$0									<u>Expenditures Total: \$16,500</u>
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*Full account string including fund, department/division number, and account number.



**City of Sedona
Decision Package
Fiscal Year 2014-2015**

Project Title:	6-inch Trailer Pump
Originating Department and Division:	Public Works/Wastewater
Funding Request Type (Ongoing vs. One-Time)	One-Time
I Problem/Issue	
a) Does this affect our citizens/customers quality of life?	
	Yes
	If yes, then how:
	Having a larger capacity trash pump could minimize the amount of wastewater spilled during a large sewer spill. This would reduce the public health hazards created during a sewer spill.
b) Is this a traditional government function?	
	Yes, it is very common for wastewater departments to have back-up pumping systems to aid in operations when major issues arise.
	If it is not a traditional function, why should the City of Sedona deal with it?
c) History/background of project issue:	
	The Wastewater Division currently uses portable 3 inch trash pumps that operate only at 300 gallons/minute. A trailered 6 inch trash pump can operate at 1200 gallons/minute. During a large spill, such as one on a large sewer main, the sewage could be contained significantly faster with a pump such as this one. If we did not have a pump like this, we would have to wait several hours for a rental to arrive from Phoenix. Also, this type of pump is often rented for plant projects, such as working on the influent channel or grit system, or draining basins or ponds. By owning a trailer pump, rental costs could be saved, and the emergency needs would be met.
d) Does the project/issue relate to the strategic/community plans?	
	Strategic Plan:
	Infrastructure – Goal #1 Complete and maintain a centralized wastewater system that protects the environment and the public health and safety of the community.
	Community Plan:
	Environmental Planning Element – Goal 2.0 Maintain high water quality for oak creek and other subsurface and groundwater

	resources. Environmental Planning Element – Goal 2.1 Support the Arizona Department of Environmental Quality in its requirement that there be no additional effluent and other discharges into Oak Creek.
	If not in either plan, how does this fit into the City of Sedona's priorities?
e)	Are there environmental implications?
	Yes
	If yes, explain:
	If this pump system is used in the collections system during back-ups or sewer over flows, the environmental impacts of such events could be minimized. Also too, the plant could use such a pump if major pump systems in the plant fail, reducing risks to the environment.
f)	Cost (include economic/financial analysis) and recommendation as to funding sources (include partnerships):
	\$45,000 for a 6-inch Trailer Pump.
II Risk Analysis	
a)	What happens if this is not done?
	The wastewater department will continue to rely on outside pumping vendors to meet our needs. Having this equipment for use could significantly reduce equipment costs, public health risks, and ADEQ penalties.
	What would happen if this is done?
	The wastewater department could reduce pumping costs during overflows and back-ups, and for pump-around needs at both the plant and in the collections system. The response time for addressing these pumping needs will also be significantly reduced, lessening both financial and environmental impacts.
b)	Provide contingency analysis if applicable (provide key assumptions and dependencies). Assumptions - Something the City of Sedona has no control over. Dependencies - Something the City of Sedona may have control over. Major factor in what the City of Sedona is trying to accomplish.
	N/A
c)	Show examples of best practices from other cities, if applicable:
	It is typical to have a portable pumping system to support any emergency response practices.
III Resources Required	
a)	What departments will be involved in the planning and operation of this project/issue?
	Both the Wastewater Plant and Collections System would utilize this pump.
	Do these departments concur with this priority?
	Yes

	b) What are the in-house staff requirements?
	Preventative maintenance on the pump and motor.
	c) Are outside consultants needed? Please explain:
	N/A
	d) Are special equipment resources required? Please explain:
	N/A
	e) Are there on-going operation and maintenance costs involved? Please explain:
	There will be annual preventative maintenance costs associated with owning a pump system. Fuel costs will be added as well. Combined both are less than \$250 annually. The anticipated replacement cycle for such a trailer pump is 10 years.

IV Implementation

	a) What is the time frame for completion of plan and implementation for project/issue?
	Fiscal Year 2014/2015
	b) How will you market/communicate the project/issue to the public?
	City procurement rules and procedures will be followed.
	c) What performance measures will you use to evaluate the project/issue?
	Reduction in costs for pumper trucks and rental pump around units.

IV Proposed Expenditures

Line Item Description	Chartfield*	FY 2014-2015 Request
Machinery & Equipment	59-5253-55-6848	\$22,500
Machinery & Equipment	59-5253-56-6848	\$22,500
		\$0
		\$0

Expenditures Total: \$45,000

*Full account string including fund, department/division number, and account number.

CITY COUNCIL

DEPARTMENT DESCRIPTION

The Mayor and City Councilors are elected at large and consist of seven members. The Mayor presides over the City Council meetings. The City Council appoints a City Manager who is responsible for the day-to-day operations of the City.

MISSION STATEMENT

To encourage partnering to maximize resources and opportunities in sustaining Sedona's vibrant economy, which includes an interdependence of residents, visitors and surrounding communities. The City Council, Boards and Commissions, staff and volunteers partner in being responsive to the needs of the community to accomplish the City's mission.

2014-2015 OBJECTIVES

- Continue to work toward achievements within the Council's top priorities.
- Develop a strategy for collection, audits & penalty enforcement of sales taxes, bed taxes and wastewater fees.
- Mitigate traffic and parking issues in Uptown.
- Accelerated storm water management.
- Continue efforts at outreach through social media, coffee chats, website enhancements and written reports.
- Develop a strategic plan for implementation of the Community Plan Update.

2013-2014 ACCOMPLISHMENTS

- ✓ Approved a balanced budget.
- ✓ Continued accelerated improvements to storm water drainage system.
- ✓ Adopted the Community Plan Update.
- ✓ Hosted the 4th Annual Citizens Academy.
- ✓ Approved an updated wastewater fee schedule.
- ✓ Adopted an optimization plan for the wastewater treatment plant.
- ✓ Continued outreach through social media (Facebook and Twitter) and enhancements to the City's website.
- ✓ Conducted two public outreach sessions with the arts and culture community and senior citizens.

- ✓ Enhanced financial reporting including a website dashboard for public access.
- ✓ Adopted a mission statement for the City government.
- ✓ Approved and implemented a Citizen Engagement Program.
- ✓ Secured 211 additional parking spaces in Uptown through public-private partnerships.
- ✓ Approved signage changes in Uptown for improved wayfinding.
- ✓ Purchased the property at 250 Brewer Road.
- ✓ Approved a ½ cent increase in the Bed Tax to fund destination marketing and product development.

Did You Know?

Council elections are held every two years in even numbered years. At each election, the Mayor's seat and 3 Council seats are filled. Primary elections are held in August and general elections, if needed, are held in November.

SIGNIFICANT CHANGES

- None noted.

WORKLOAD INDICATORS

Workload Indicators	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Estimate	FY 14-15 Proposed
City Council Communications reviewed	171	196	200	200
Public meetings held	41	57	81	80

PERFORMANCE MEASURE

Performance Measures	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Estimate	FY 14-15 Proposed
Total Unique Visitors to the City Website	2,239	2,306	2,250	2,362
Unique website Visitor increase of 5% annually	N/A	3%	-2.4%	5%

CITY OF SEDONA
2014-2015 BUDGET
GENERAL FUND DEPARTMENTS

Account Number	Account Description	Detail Description	FY 2012 Actuals	FY 2013 Actuals	2014 YTD Actuals	FY 2014 Budget	2015	
							Requested Budget	Detail Amount
City Council								
10-5210-01-6005	Salary & Wages		37,426	40,200	26,800	40,200	40,200	40,200
10-5210-01-6125	Direct Payroll Costs	% of Wages	3,220	2,961	2,467	2,969	3,075	3,075
10-5210-01-6136	Workers Compensation Insurance	% of Wages(re-allocated to each dept)	35	-	210	396	396	396
10-5210-01-6024	Meals	Unchanged from prior year	2,374	2,831	1,371	5,000	5,000	5,000
10-5210-01-6405	Professional Services		11,791	348	-	150	630	-
10-5210-01-6405	Professional Services	Nameplates, nametags, & plaques - increased due to election year						255
10-5210-01-6405	Professional Services	Council Portrait - added due to election year						375
10-5210-01-6703	Dues/Subscriptions/License		7,394	8,565	-	125	1,125	-
10-5210-01-6703	Dues/Subscriptions/License	AZ Forward Membership				-	-	1,000
10-5210-01-6703	Dues/Subscriptions/License	AZ Town Hall Dues				-	-	125
10-5210-01-6710	Special Programs		2,033	5,489	6,440	5,000	5,000	-
10-5210-01-6710	Special Programs	Mayor & Council Special Activities - unchanged from prior year						5,000
10-5210-01-6750	Training/Staff Development						1,500	
10-5210-01-6750	Training/Staff Development	Council involvement groups and organizations						1,500
Subtotal Council			\$ 64,273	\$ 60,394	\$ 37,288	\$ 53,840	\$ 56,926	\$ 56,926

**CITY OF SEDONA
2014-2015 PROPOSED BUDGET DETAIL
GENERAL FUND DEPARTMENTS**

Account Number	Description	2014 Estimated Actuals	2014 Adopted Budget	2015 Proposed Budget
10-5210-01-6005	Salary & Wages	\$40,200.00	\$40,200.00	\$40,200.00
10-5210-01-6010	Temp/Part-Time Wages	\$0.00	\$0.00	\$0.00
10-5210-01-6024	Meals	\$5,000.00	\$5,000.00	\$5,000.00
10-5210-01-6125	Direct Payroll Costs	\$2,969.00	\$2,969.00	\$3,075.00
10-5210-01-6136	Workers Compensation Insurance	\$396.00	\$396.00	\$396.00
10-5210-01-6405	Professional Services	\$150.00	\$150.00	\$630.00
10-5210-01-6703	Dues/Subscriptions/License	\$125.00	\$125.00	\$1,125.00
10-5210-01-6710	Special Programs	\$5,000.00	\$5,000.00	\$5,000.00
10-5210-01-6750	Training & Development	\$0.00	\$0.00	\$1,500.00
Total City Council		\$53,840.00	\$53,840.00	\$56,926.00

DEPARTMENT DESCRIPTION

The City Clerk's Department:

- Conducts regular & special Municipal Elections
- Records, preserves, researches and provides for public access to Sedona's historical records
- Processes applications for voluntary service on City Advisory boards & Commissions
- Accepts claims against the City and service of other legal documents
- Maintains the City Code
- Acts as filing office for the City of Sedona
- Administers Oaths of Office
- Issues Peddler/Solicitor Permits
- Processes Civil Union Registrations

MISSION STATEMENT

To provide exceptional service to the Mayor and Council, the Public and City Staff in order that all may be guaranteed fair and impartial elections and open access to information and the legislative process.

2014-2015 OBJECTIVES

- Prepare list of essential records for State Archivist.
- Administer election on Alternative Expenditure Limitation Extension.
- Administer election(s) for City Council.
- Continue improvements to the records archive and management system.
- Act as gatekeeper for Sedona Citizens Connect, monitor reports for completion, and suggest enhancements.

Did you know?

The Municipal Clerk is the oldest public servant profession and is worldwide! The City Clerk has become the hub of government. The office of City Clerk is the direct link between the residents of the community and their government.

2013-2014 ACCOMPLISHMENTS

- ✓ Converted City Council Packets to iPads for key staff members.
- ✓ Implemented City Notification System called Sedona Citizens Connect.
- ✓ Administered election on Comprehensive Plan Update.
- ✓ Coordinated annual electronics recycling day for the public.
- ✓ Created process for Civil Union Registrations.

SIGNIFICANT CHANGES

- None noted.

WORKLOAD INDICATORS

Workload Indicators	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Estimate	FY 14-15 Proposed
City Council agendas or meetings notices posted	56	80	86	85
Ordinances processed	12	7	15	15
Resolutions processed	25	32	30	30
Number of City elections	2	0	1	2
Number of City Council meetings attended and for which minutes were prepared	56	80	86	85

PERFORMANCE MEASURES

Performance Measures	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Estimate	FY 14-15 Proposed
City Council agendas and meeting notices in compliance with state law and City policy	100%	100%	100%	100%
City Council meetings in accordance with Arizona Open Meetings Law	100%	100%	100%	100%
Minutes from Council meetings for approval at second subsequent session	100%	100%	100%	100%
Completed public records requests	100%	100%	100%	100%

**CITY OF SEDONA
2014-2015 PROPOSED BUDGET DETAIL
GENERAL FUND DEPARTMENTS**

Account Number	Description	2014 Estimated Actuals	2014 Adopted Budget	2015 Proposed Budget
10-5240-01-6005	Salary & Wages	\$134,093.00	\$134,093.00	\$135,567.00
10-5240-01-6046	Employee Benefits	\$180.00	\$180.00	\$180.00
10-5240-01-6125	Direct Payroll Costs	\$10,258.00	\$10,258.00	\$10,755.00
10-5240-01-6130	Retirement	\$15,152.00	\$15,152.00	\$16,308.00
10-5240-01-6134	STD/LTD Insurance	\$913.00	\$913.00	\$488.00
10-5240-01-6135	Health/Dental/Life Insurance	\$30,385.00	\$30,385.00	\$24,995.00
10-5240-01-6136	Workers Compensation Insurance	\$373.00	\$373.00	\$325.00
10-5240-01-6405	Professional Services	\$2,500.00	\$3,000.00	\$3,000.00
10-5240-01-6452	Recording Fees	\$500.00	\$500.00	\$500.00
10-5240-01-6511	Advertising	\$15,500.00	\$13,700.00	\$15,000.00
10-5240-01-6703	Dues/Subscriptions/License	\$500.00	\$752.00	\$380.00
10-5240-01-6704	Elections	\$28,000.00	\$28,000.00	\$68,000.00
10-5240-01-6705	Public Information Program	\$1,000.00	\$2,000.00	\$2,000.00
	Total City Clerks	\$239,354.00	\$239,306.00	\$277,498.00

MUNICIPAL COURT

DEPARTMENT DESCRIPTION

The Municipal Court is the judicial branch of Sedona City government and is also a part of the State of Arizona court system. The Court is responsible for the adjudication of several different types of cases including: civil traffic, parking, city code violations, criminal traffic, including D.U.I.'s and criminal misdemeanor violations. The Court also handles Petitions for Orders of Protection and Injunctions Prohibiting Harassment. The Judge also performs weddings.

MISSION STATEMENT

The mission of the Sedona Municipal Court is to serve the community and to protect individual rights through the administration of justice. We pledge to serve each member of our community promptly with integrity, fairness, and respect.

2013-2014 OBJECTIVES

In the face of staff changes that have occurred, the Court will make every effort to continue to provide service to the community in a prompt and efficient manner.

2012-2013 ACCOMPLISHMENTS

Refinement of the segregation of duties process so that Minimum Accounting Standards are more closely adhered to.

Did You Know?

Overview of cases filed with Court (approximate):

7/1/11 – 6/30/12

Criminal 171; Criminal Traffic and Civil Traffic 1835; Parking 49;

Injunctions Against Harassment 42; Orders of Protection 38

7/1/12 – 2/28/13

Criminal 94; Criminal Traffic and Civil Traffic 886; Parking 176; Injunctions Against Harassment 14; Orders of Protection 19

SIGNIFICANT CHANGES

- Court staff has two new clerks.
- Please note: In prior years' budgets, monies allocated for employee benefits were previously lump summed and allocated entirely within the human resources general fund. These costs are now dispersed and allocated within each department's respective general fund budgets.

WORKLOAD INDICATORS

Workload Indicators	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Estimate *	FY 14-15 Proposed
Civil Traffic	1835	1138	867	867
Criminal Traffic	99	66	80	80
DUI	31	27	90	90
Criminal Non-Traffic	112	74	90	90
Criminal Misdemeanor Drug / Paraphernalia	31	39	18	18
City Charges	83	481	178	178

PERFORMANCE MEASURES

Performance Measures	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Estimate	FY 14-15 Proposed
To work closely with the Sedona Police Department and reduce backlog of active warrants				

**CITY OF SEDONA
2014-2015 PROPOSED BUDGET DETAIL
GENERAL FUND DEPARTMENTS**

Account Number	Description	2014 Estimated Actuals	2014 Adopted Budget	2015 Proposed Budget
10-5520-01-6005	Salary & Wages	\$182,361.00	\$191,959.00	\$172,581.00
10-5520-01-6006	Overtime	\$0.00	\$0.00	\$0.00
10-5520-01-6010	Temp/Part-Time Wages	\$15,292.00	\$16,097.00	\$10,000.00
10-5520-01-6046	Employee Benefits	\$684.00	\$720.00	\$0.00
10-5520-01-6125	Direct Payroll Costs	\$15,120.00	\$15,916.00	\$14,354.00
10-5520-01-6130	Retirement	\$20,606.00	\$21,691.00	\$19,381.00
10-5520-01-6134	STD/LTD Insurance	\$1,251.00	\$1,317.00	\$621.00
10-5520-01-6135	Health/Dental/Life Insurance	\$21,770.00	\$22,916.00	\$41,893.00
10-5520-01-6136	Workers Compensation Insurance	\$578.00	\$578.00	\$402.00
10-5520-01-6210	Printing/Office Supplies	\$0.00	\$0.00	\$0.00
10-5520-01-6215	Gas & Oil	\$0.00	\$0.00	\$0.00
10-5520-01-6225	Service Charges	\$0.00	\$0.00	\$0.00
10-5520-01-6405	Professional Services	\$3,000.00	\$3,000.00	\$3,000.00
10-5520-01-6436	Software Update	\$7,250.00	\$7,250.00	\$7,250.00
10-5520-01-6450	Legal Fees/Settlements/Deductibles	\$20,000.00	\$29,000.00	\$29,000.00
10-5520-01-6703	Dues/Subscriptions/License	\$1,600.00	\$1,600.00	\$1,600.00
10-5520-01-6712	Jury Remunerations	\$300.00	\$300.00	\$300.00
10-5520-01-6750	Training/Staff Development	\$0.00	\$0.00	\$0.00
Total Municipal Court		\$289,812.00	\$312,344.00	\$300,382.00

DEPARTMENT DESCRIPTION

The City Manager's office is responsible for the implementation of City Council policy and work plans. This is accomplished through Council establishment of strategic goals and distribution of work toward these goals throughout the departments. The continuous improvement to services provided to external customers (citizens) and internal customers (employees) is a key focus of the office.

MISSION STATEMENT

To assist departments and City Council in meeting performance goals by fostering an organizational environment that encourages a commitment to teamwork and delivery of quality municipal services to internal and external customers.

2014-2015 OBJECTIVES

- Conduct a public education campaign to place an Alternative Expenditure Limitation, or "Home Rule" option on the 2014 ballot.
- Refinance the City's Series 2004 and 2005 bond debt to achieve a minimum of 3% interest savings.
- Launch a financial transparency website to allow interested citizens to review all of the City's financial transactions.
- Create Community Plan Advisory Groups (CPAGS) to provide citizens an opportunity to identify priorities and make recommendations about various elements of the New Community Plan.
- Install a new public art piece in the Schnebly Hill Road roundabout.
- Continue to develop and implement strategies to mitigate traffic and parking issues in Uptown.
- Explore opportunities for a land purchase in order to provide access to Oak Creek for City residents.

2013-2014 ACCOMPLISHMENTS

- ✓ Completed a Development Impact fee study.
- ✓ Completed a Wastewater Rate Study update.
- ✓ Secured five new public parking agreements

with private lot owners to add over 200 new public parking spaces to the Uptown business district.

- ✓ Produced a new budget document which earned the GFOA distinguished budget presentation award.
- ✓ Implemented the new Citizen Engagement Program including creation of a citizen volunteer registry, a Citizen's Budget Committee, and new social media opportunities to engage citizens in City activities.
- ✓ Expanded the City's small grant award program to provide \$150,000 worth of grants to local non-profits for Arts and Culture, Community Building, and Economic Stimulation activities.
- ✓ Produced a 2013 Annual Community Report, and community newsletter.

SIGNIFICANT CHANGES

None noted

Did you know?

Each spring, residents can enroll in the Citizens Academy to gain a better understanding about City operations and issues. The free program runs for seven weeks and is open to community members who are 16 years and older.

WORKLOAD INDICATORS

Workload Indicators	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Estimate	FY 14-15 Proposed
City Council agenda bill items reviewed	171	196	240	220
Total number of adopted Council Priorities	28	25	25	30

PERFORMANCE MEASURES

Performance Measures	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Estimate	FY 14-15 Proposed
Complete 100% of established Council <i>bi-annual</i> priorities within 24 months	N/A	N/A	90%	90%

**CITY OF SEDONA
2014-2015 PROPOSED BUDGET DETAIL
GENERAL FUND DEPARTMENTS**

Account Number	Description	2014 Estimated Actuals	2014 Adopted Budget	2015 Proposed Budget
10-5220-01-6005	Salary & Wages	\$476,350.00	\$476,350.00	\$488,764.00
10-5220-01-6046	Employee Benefits	\$9,000.00	\$9,000.00	\$12,700.00
10-5220-01-6125	Direct Payroll Costs	\$37,430.00	\$37,430.00	\$39,499.00
10-5220-01-6130	Retirement	\$65,349.00	\$65,349.00	\$69,356.00
10-5220-01-6134	STD/LTD Insurance	\$3,286.00	\$3,286.00	\$1,738.00
10-5220-01-6135	Health/Dental/Life Insurance	\$61,161.00	\$61,161.00	\$81,593.00
10-5220-01-6136	Workers Compensation Insurance	\$7,272.00	\$7,272.00	\$5,713.00
10-5220-01-6405	Professional Services	\$0.00	\$0.00	\$0.00
10-5220-01-6410	Commission Support	\$15,000.00	\$15,000.00	\$6,000.00
10-5220-01-6703	Dues/Subscriptions/License	\$5,334.00	\$5,334.00	\$5,691.00
10-5220-01-6705	Public Information Program	\$18,800.00	\$18,800.00	\$18,800.00
10-5220-01-6710	Speical Programs	\$0.00	\$0.00	\$3,000.00
Total City Manager		\$698,982.00	\$698,982.00	\$732,854.00

HUMAN RESOURCES

DEPARTMENT DESCRIPTION

The Human Resources Division (HR) provides assistance regarding benefits, working conditions and relationships, employee development, and safety standard issues.



HR is responsible for the administration and management of the human capital needs which include: recruitment and selection, interviews and background checks, new employee orientation, performance evaluations, equal employment opportunity, employee benefit programs, manager and employee guidance, Federal Labor Standards Act regulations, classification and compensation programs, personnel and HIPAA files, surveys, employee rewards and recognition, succession planning, employee manual updates, safety programs, employee development programs, and assisting with the compliance of federal, state, and local laws and regulations governing employees records retention.

- Provide continued support to managers and employees to provide exemplary working environments.
- Continue a commitment to excellence in public service and a vision of HR's role in shaping the culture of the organization.

2013-2014 ACCOMPLISHMENTS

- ✓ Significant reduction of forty percent in workers compensation injury claims.
- ✓ Assisted in hiring new employees in key leadership positions.
- ✓ Maintained a substantial reduction due to responsive reporting in unemployment claims and costs.
- ✓ Implemented and expanded online recruitment processes.
- ✓ Volunteered and partnered with City employee gratitude program to help expand employee appreciation.
- ✓ Increased visits to departments outside of City Hall.
- ✓ Organized and presented Employee Wellness Fair at City Hall.
- ✓ Continued to assist and simplify yearly insurance open enrollment process.

MISSION STATEMENT

Human Resources Division optimizes the City of Sedona's human capital by recruiting, developing, and retaining a workforce that achieves the mission and goals of the organization.

2014-2015 OBJECTIVES

- Improve the evaluation process for both the employee and the manager with restructured and abridged forms.
- Continue implementation of employee recognition programs such as anniversary acknowledgements.
- Enhance and increase in-house training opportunities.
- Continue to retain and attract exceptional employees.
- Continue and increase efforts toward reducing our workers compensation e-mod rating with additional safety awareness.
- Preserve an open-door policy in order to assist with conflict resolution.

Did You Know?



HR completes a full fingerprint background check that spans nationwide for all new employees and volunteers.

HR implements varying cost effective recruitment measures such as municipality-to-municipality job notices and free online job recruitment sites.

SIGNIFICANT CHANGES

- Substantial escalation in recruitment due to retirements and resignations.
- Health insurance increases.
- Increases in retirement systems (Arizona State Retirement System and Public Safety Personnel Retirement System).

WORKLOAD INDICATORS

Workload Indicators	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Estimate	FY 14-15 Proposed
Job applications received	510	833	550	275
Job interviews conducted	88	149	164	82
New hires	27	46	57	30
Job postings	18	19	27	15

*Some job postings included more than one position.

PERFORMANCE MEASURES

Performance Measures	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Estimate	FY 14-15 Proposed
Jobs posted within 24 hours of notice or discharge.	100%	100%	100%	100%

CITY OF SEDONA
 2014-2015 BUDGET
 GENERAL FUND DEPARTMENTS

Account Number	Account Description	Detail Description	FY 2012 Actuals	FY 2013 Actuals	2014 YTD Actuals	FY 2014 Budget	2015 Requested Budget	Detail Amount
10-5221-01-6710	Special Programs	Spotlight Awards						125
10-5221-01-6710	Special Programs	Employee of the Year (Plaque and Cash Award)						125
10-5221-01-6710	Special Programs	Employee Appreciation						3,700
10-5221-01-6710	Special Programs	Cake for Retirees / Resignations						80
10-5221-01-6710	Special Programs	New Employee Lunch with City Manager						450
10-5221-01-6710	Special Programs	Volunteer Appreciation Luncheon						2,000
10-5221-01-6732	Office Maintenance							-
10-5221-01-6750	Training/Staff Development							-
Subtotal Human Resources Administration			\$ 1,423,780	\$ 1,499,539	\$ 133,234	\$ 181,238	\$ 191,966	\$ 191,966
Subtotal Safety Program (no longer used)			\$ 130,308	\$ 139,273	\$ -	\$ -	\$ -	\$ -
Subtotal Recruitment (no longer used)			\$ 34,148	\$ 42,614	\$ -	\$ -	\$ -	\$ -
Subtotal Training (no longer used)			\$ 1,402	\$ 14,361	\$ -	\$ -	\$ -	\$ -
Subtotal Employee Programs (no longer used)			\$ 18,320	\$ 21,923	\$ -	\$ -	\$ -	\$ -
Total Human Resources			\$ 1,607,958	\$ 1,717,710	\$ 133,234	\$ 181,238	\$ 191,966	\$ 191,966

**CITY OF SEDONA
2014-2015 PROPOSED BUDGET DETAIL
GENERAL FUND DEPARTMENTS**

Account Number	Description	2014 Estimated Actuals	2014 Adopted Budget	2015 Proposed Budget
10-5221-01-6005	Salary & Wages	\$111,595.00	\$111,595.00	\$113,642.00
10-5221-01-6009	Special Pay	\$0.00	\$0.00	\$0.00
10-5221-01-6046	Employee Benefits	\$540.00	\$540.00	\$540.00
10-5221-01-6125	Direct Payroll Costs	\$8,537.00	\$8,537.00	\$9,060.00
10-5221-01-6130	Retirement	\$12,610.00	\$12,610.00	\$13,738.00
10-5221-01-6131	PSPRS Retirement	\$0.00	\$0.00	\$0.00
10-5221-01-6134	STD/LTD Insurance	\$711.00	\$711.00	\$409.00
10-5221-01-6135	Health/Dental/Life Insurance	\$17,917.00	\$17,917.00	\$18,378.00
10-5221-01-6136	Workers Compensation Insurance	\$310.00	\$310.00	\$273.00
10-5221-01-6137	Unemployment Benefits	\$8,140.00	\$8,140.00	\$20,000.00
10-5221-01-6141	Employee Exams	\$4,628.00	\$4,628.00	\$4,646.00
10-5221-01-6210	Printing/Office Supplies	\$0.00	\$0.00	\$0.00
10-5221-01-6212	Postage	\$0.00	\$0.00	\$0.00
10-5221-01-6243	Safety Programs	\$500.00	\$500.00	\$500.00
10-5221-01-6405	Professional Services	\$0.00	\$0.00	\$0.00
10-5221-01-6447	Recruitment/Relocation	\$10,000.00	\$5,000.00	\$1,000.00
10-5221-01-6450	Legal Fees/Settlements/Deductibles	\$500.00	\$500.00	\$500.00
10-5221-01-6511	Advertising	\$1,500.00	\$1,500.00	\$1,000.00
10-5221-01-6703	Dues/Subscriptions/License	\$1,055.00	\$1,055.00	\$605.00
10-5221-01-6710	Special Programs	\$5,000.00	\$7,695.00	\$7,675.00
	Total Human Resources	\$183,543.00	\$181,238.00	\$191,966.00

FINANCIAL SERVICES

DEPARTMENT DESCRIPTION

The Finance Department provides a variety of services to City residents, businesses, and other City Departments. The Department is responsible for wastewater billing and collection services for City services. The Department provides payroll, benefits administration, purchasing and payables services for the City. The Department also provides investment, debt management, budget coordination and management services to the City Council, City Manager and citizens.

MISSION STATEMENT

To provide professional, accurate, and timely financial and accounting services to all customers which include, but are not limited to, all citizens, vendors, utility customers, media, City Council, and all Departments and employees of the City of Sedona.

2014-2015 OBJECTIVES

- Update the City of Sedona Purchasing Manual.
- Refinance Series 2004 and 2005 bond debt for a minimum of 3% savings.
- Recruit for open staff position, so that department will be fully staffed.
- Update City-wide Financial Policies and Procedures.
- Refinance Series 2004 and 2005 Bond Debt for a minimum.
- Develop a Budget in Brief document for the public.
- Develop a summary annual financial report for better understanding of the City's financial picture.
- Create a financial dashboard for better communications of financial information.
- Implement new wastewater rates.
- Conduct an internal control audit in order to better safe guard the City's financial assets.

2013-2014 ACCOMPLISHMENTS

- ✓ Brought the administration of the annual business license program, previously handled by a third-party vendor, in-house improve customer service and facilitate more direct relationship building with the business community.
- ✓ Creation and implementation of a Collections Department for collection efforts with delinquent wastewater and TPT tax customers.
- ✓ Created new and more comprehensive monthly financial reports for City Council and the public.

SIGNIFICANT CHANGES

Hired a new Financial Services Director in January 2014.

Did You Know?

That the City provides discounts on sewer bills for low flow toilets or residents with low incomes.

WORKLOAD INDICATORS

Workload Indicators	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Estimate	FY 14-15 Proposed
Number of Wastewater bills sent annually	80,877	83,684	81,368	82,500
Local sales tax revenues from audits and detection work	\$196,001	\$224,341	\$187,482	\$175,000

PERFORMANCE MEASURES

Performance Measures	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Estimate	FY 14-15 Proposed
Satisfactory GFOA Certificate of Achievement in Financial Reporting	Yes	Yes	Yes	Yes
Satisfactory rating on annual audit	Yes	Yes	Yes	Yes
Monthly financial reports produced by the 10 th of each month for the previous reporting period	N/A	no	no	Yes
Satisfactory GFOA Certificate of Achievement for Budget Document	N/A	Yes	Yes	Yes

CITY OF SEDONA
 2014-2015 BUDGET
 GENERAL FUND DEPARTMENTS

Account Number	Account Description	Detail Description	FY 2012 Actuals	FY 2013 Actuals	2014 YTD Actuals	FY 2014 Budget	2015	
							Requested Budget	Detail Amount
Financial Services								
10-5222-01-6005	Salary & Wages		211,615	262,087	130,383	252,309	231,971	231,971
10-5222-01-6046	Employee Benefits		600	550	940	420	2,940	2,940
10-5222-01-6125	Direct Payroll Costs	% of Wages	16,840	20,183	10,196	27,693	18,522	18,522
10-5222-01-6130	Retirement	% of Wages(re-allocated to each dept)	1,733		14,731	25,780	28,086	28,086
10-5222-01-6134	STD/LTD Insurance	% of Wages(re-allocated to each dept)	102		635	1,552	835	835
10-5222-01-6135	Health/Dental/Life Insurance	% of Wages(re-allocated to each dept)	2,707		18,961	40,307	46,867	46,867
10-5222-01-6136	Workers Compensation Insurance	% of Wages(re-allocated to each dept)	54		306	634	557	557
10-5222-01-6241	Automobile Expense		-	-	-	-	-	-
10-5222-01-6244	Office Furniture - Non Capital		5,675	-	-	-	-	-
10-5222-01-6244	Office Furniture - Non Capital	Dec Pkg - New Position/Desk and Equip Move to IT for Computer Equip - New Position						1,500
10-5222-01-6244	Office Furniture - Non Capital							(1,500)
10-5222-01-6405	Professional Services		94,248	129,077	85,360	96,700	97,700	-
10-5222-01-6405	Professional Services	Sales Tax Auditor/BL Canvassing						95,000
10-5222-01-6405	Professional Services	Consulting services						1,500
10-5222-01-6405	Professional Services	Third party services - municipal tax hearings						1,200
10-5222-01-6455	Audit		15,692	16,495	15,183	20,000	20,000	-
10-5222-01-6455	Audit	Audit services						20,000
10-5222-01-6511	Advertising		1,456	1,030	998	5,200	4,300	-
10-5222-01-6511	Advertising	Public Notices						2,500
10-5222-01-6511	Advertising	Postage for BL Program						1,800
10-5222-01-6703	Dues/Subscriptions/License		727	1,482	1,174	2,875	2,900	-
10-5222-01-6703	Dues/Subscriptions/License	GFOA Membership						425
10-5222-01-6703	Dues/Subscriptions/License	GFOAZ Membership						225
10-5222-01-6703	Dues/Subscriptions/License	American Payroll Association						225
10-5222-01-6703	Dues/Subscriptions/License	FLSA Updates and Subscription						500
10-5222-01-6703	Dues/Subscriptions/License	GFOA Subscriptions						500
10-5222-01-6703	Dues/Subscriptions/License	Revenue/collections management						1,000
10-5222-01-6703	Dues/Subscriptions/License	Automatic Adjustment						25
10-5222-01-6732	Office Maintenance							-
10-5222-01-6732	Office Maintenance							-
10-5222-01-6750	Training/Staff Development							-
Subtotal Financial Services			\$ 351,449	\$ 430,904	\$ 278,867	\$ 473,470	\$ 454,678	\$ 454,678

**CITY OF SEDONA
2014-2015 PROPOSED BUDGET DETAIL
GENERAL FUND DEPARTMENTS**

Account Number	Description	2014 Estimated Actuals	2014 Adopted Budget	2015 Proposed Budget
10-5222-01-6005	Salary & Wages	\$214,463.00	\$252,309.00	\$231,971.00
10-5222-01-6006	Overtime	\$0.00	\$0.00	\$0.00
10-5222-01-6046	Employee Benefits	\$420.00	\$420.00	\$2,940.00
10-5222-01-6125	Direct Payroll Costs	\$23,539.00	\$27,693.00	\$18,522.00
10-5222-01-6130	Retirement	\$21,913.00	\$25,780.00	\$28,086.00
10-5222-01-6134	STD/LTD Insurance	\$1,319.00	\$1,552.00	\$835.00
10-5222-01-6135	Health/Dental/Life Insurance	\$36,276.00	\$40,307.00	\$46,867.00
10-5222-01-6136	Workers Compensation Insurance	\$634.00	\$634.00	\$557.00
10-5222-01-6210	Printing/Office Supplies	\$0.00	\$0.00	\$0.00
10-5222-01-6212	Postage	\$1,500.00	\$1,500.00	\$0.00
10-5222-01-6213	Telephone	\$0.00	\$0.00	\$0.00
10-5222-01-6225	Service Charges	\$0.00	\$0.00	\$0.00
10-5222-01-6244	Office Furniture - Non Capital	\$0.00	\$0.00	\$0.00
10-5222-01-6405	Professional Services	\$96,700.00	\$96,700.00	\$97,700.00
10-5222-01-6455	Audit	\$16,000.00	\$20,000.00	\$20,000.00
10-5222-01-6511	Advertising	\$1,500.00	\$3,700.00	\$4,300.00
10-5222-01-6703	Dues/Subscriptions/License	\$2,875.00	\$2,875.00	\$2,900.00
10-5222-01-6750	Training/Staff Development	\$0.00	\$0.00	\$0.00
	Total Financial Services	\$417,139.00	\$473,470.00	\$454,678.00

**CITY OF SEDONA
2014-2015 BUDGET
GENERAL FUND DEPARTMENTS**

Account Number	Account Description	Detail Description	FY 2012 Actuals	FY 2013 Actuals	2014 YTD Actuals	FY 2014 Budget	2015	Detail Amount
							Requested Budget	
General Services Department								
10-5245-01-6009	Special Pay		-	-	-	(225,000)	(240,000)	-
10-5245-01-6009	Special Pay	COLA & Merit Pool						180,000
10-5245-01-6009	Special Pay	Expected payroll attrition savings				-		(420,000)
10-5245-01-6046	Employee Benefits						-	-
10-5245-01-6046	Employee Benefits							-
10-5245-01-6136	Workers Compensation Insurance		-	-	-	8,000	8,500	-
10-5245-01-6136	Workers Compensation Insurance	Workers Comp coverage for volunteers						8,500
10-5245-01-6210	Printing/Office Supplies		-	(66)	29,121	40,000	45,000	-
10-5245-01-6210	Printing/Office Supplies							-
10-5245-01-6210	Printing/Office Supplies	Increase for 2015 based on Actuals						5,000
10-5245-01-6210	Printing/Office Supplies	Human Resources						400
10-5245-01-6210	Printing/Office Supplies	City Clerk						3,000
10-5245-01-6210	Printing/Office Supplies	City Council						500
10-5245-01-6210	Printing/Office Supplies	IT Department						2,000
10-5245-01-6210	Printing/Office Supplies	Parks and Rec Department						1,300
10-5245-01-6210	Printing/Office Supplies	Legal						500
10-5245-01-6210	Printing/Office Supplies	City Manager						1,000
10-5245-01-6210	Printing/Office Supplies	Police Department						9,800
10-5245-01-6210	Printing/Office Supplies	Public Works Engineering						2,500
10-5245-01-6210	Printing/Office Supplies	Public Works Maintenance						1,000
10-5245-01-6210	Printing/Office Supplies	Public Works Wastewater						2,000
10-5245-01-6210	Printing/Office Supplies	Finance Department						2,825
10-5245-01-6210	Printing/Office Supplies	General Supplies						13,175
10-5245-01-6212	Postage		13,201	-	2,649	16,000	8,000	-
		General Postage - Adjust based on 2014 Actuals						8,000
10-5245-01-6212	Postage							8,000
10-5245-01-6213	Telephone		29,298	31,323	17,445	28,000	28,000	-
10-5245-01-6213	Telephone	Standard phone lines (except T1s)						28,000
10-5245-01-6215	Gas & Oil		-	-	11,050	10,325	14,000	-
		General Usage - Adjust based on 2014 Actuals						14,000
10-5245-01-6215	Gas & Oil							14,000
10-5245-01-6225	Service Charges		95,431	127,767	103,742	116,000	145,000	-
		Bank charges, credit cards, positive pay, safety deposit box						20,000
10-5245-01-6225	Service Charges							20,000
		NEW - ADOR Sales Tax Collection Fees and RDS thru 12-31-14						125,000
10-5245-01-6225	Service Charges							125,000
10-5245-01-6241	Automobile Expense		-	-	10,008	6,000	14,000	-
		Expenses for General City Fleet - Adjust for 2014 Actual						14,000
10-5245-01-6241	Automobile Expense							14,000
10-5245-01-6243	Spec Supplies/Safety Equip/Emg			3,273				-
10-5245-01-6244	Office Furniture - Non Capital		7,250	1,212	2,171	2,600	3,100	-
10-5245-01-6244	Office Furniture - Non Capital							2,600
10-5245-01-6244	Office Furniture - Non Capital	Adjustment for 2014 Actuals						500
10-5245-01-6405	Professional Services		237		54,415	100,000	140,000	-
		Water Advisory Committee (Yavapai Cty)						10,000
10-5245-01-6405	Professional Services	Cocoino Water Plateau						10,000
		Transit Contract for Verde Lynx increase in 2014 Operations 100k + new buses 20k						120,000
10-5245-01-6405	Professional Services							120,000
10-5245-01-6407	Professional/Contracted Serv	(include 3% sales tax)				11,815	63,437	-

CITY OF SEDONA
2014-2015 BUDGET
GENERAL FUND DEPARTMENTS

Account Number	Account Description	Detail Description	FY 2012 Actuals	FY 2013 Actuals	2014 YTD Actuals	2015		Detail Amount
						FY 2014 Budget	Requested Budget	
10-5245-01-6407	Professional/Contracted Servic	Sacajawea Parking Lease						4,635
10-5245-01-6407	Professional/Contracted Servic	C-21 Parking Lease						4,635
10-5245-01-6407	Professional/Contracted Servic	Red Rock News Parking Lease						1,236
10-5245-01-6407	Professional/Contracted Servic	SFD Parking Lease						1,339
10-5245-01-6407	Professional/Contracted Servic	Healing Family Center Parking Lease						1,030
10-5245-01-6407	Professional/Contracted Servic	Parking Improvements & Parking Signs						45,000
10-5245-01-6407	Professional/Contracted Servic	Wayside Parking Lease						5,562
10-5245-01-6410	Commission Support							-
10-5245-01-6432	Study/Traffic/Master Plans							-
10-5245-01-6432	Study/Traffic/Master Plans	Dec Pkg - Broadband Study						50,000
10-5245-01-6432	Study/Traffic/Master Plans	Remove Broadband Study						(50,000)
10-5245-01-6450	Legal Fees/Settlements/Deductibles				5,818	25,000	25,000	-
10-5245-01-6450	Legal Fees/Settlements/Deductibles	Claims paid reduction to \$25k in Gen Svcs \$25k in Legal - excess would be covered through contingency if needed						40,000
10-5245-01-6450	Legal Fees/Settlements/Deductibles							(15,000)
10-5245-01-6505	Rent		4,297	4,311	2,793	6,000	6,000	-
10-5245-01-6505	Rent	Rent for storage units - all departments						6,000
10-5245-01-6505	Rent							-
10-5245-01-6511	Advertising							-
10-5245-01-6530	Utilities		25,769	-	-	-	-	-
10-5245-01-6533	Property & Casualty Insurance				86,474	187,500	172,500	-
10-5245-01-6533	Property & Casualty Insurance	Property and liability coverage via AZ Municipal Retention Pool						230,000
10-5245-01-6533	Property & Casualty Insurance	Allocate insurance to Wastewater Fund						(57,500)
10-5245-01-6540	Solid Waste / Recycling							-
10-5245-01-6703	Dues/Subscriptions/License		12,828	25	10,316	11,219	11,219	-
10-5245-01-6703	Dues/Subscriptions/License							-
10-5245-01-6703	Dues/Subscriptions/License	AZ State Procurement						1,095
10-5245-01-6703	Dues/Subscriptions/License	NACOG dues (moved from Council)						1,559
10-5245-01-6703	Dues/Subscriptions/License	AZ League (moved from Council)						8,565
10-5245-01-6714	Yavapai County Emerg Mgmt				4,313	5,500	5,500	-
10-5245-01-6714	Yavapai County Emerg Mgmt	Emergency Services						5,500
10-5245-01-6715	Sedona Public Library				184,500	369,000	382,000	-
10-5245-01-6715	Sedona Public Library							369,000
10-5245-01-6715	Sedona Public Library	Increase Recommended by Funding Committee						13,000
10-5245-01-6716	Boys & Girls Club				20,000	40,000	40,000	-
10-5245-01-6716	Boys & Girls Club							40,000
10-5245-01-6717	B&G/Child Development Program							-
10-5245-01-6719	Sedona Community Center				150,000	150,000	160,000	-
10-5245-01-6719	Sedona Community Center							150,000
10-5245-01-6719	Sedona Community Center							-
10-5245-01-6719	Sedona Community Center	Increase Recommended by Funding Committee						10,000
10-5245-01-6720	Community Service Contracts				148,700	166,500	154,000	-
10-5245-01-6720	Community Service Contracts	Small Grants Allocation						150,000
10-5245-01-6720	Community Service Contracts	Historic Preservation - small grant						4,000
10-5245-01-6721	Sedona Main Street Program				68,100	68,100	75,000	-
---	Sedona Main Street Program	Increase Recommended by Funding Committee						6,900

**CITY OF SEDONA
2014-2015 BUDGET
GENERAL FUND DEPARTMENTS**

Account Number	Account Description	Detail Description	FY 2012 Actuals	FY 2013 Actuals	2014 YTD Actuals	FY 2014 Budget	2015	
							Requested Budget	Detail Amount
10-5245-01-6721	Sedona Main Street Program	Funding						68,100
10-5245-01-6722	Sedona Chamber Of Commerce				275,000	275,000	275,000	-
10-5245-01-6722	Sedona Chamber Of Commerce							274,000
10-5245-01-6722	Sedona Chamber Of Commerce	Transposed number - correction						1,000
10-5245-01-6723	Sedona Recycles				45,000	45,000	52,500	-
10-5245-01-6723	Sedona Recycles							45,000
		Increase Recommended by Funding Committee						
10-5245-01-6723	Sedona Recycles							7,500
10-5245-01-6724	Humane Society				23,750	47,500	47,500	-
10-5245-01-6724	Humane Society	Funding remains at 2014 level						47,500
10-5245-01-6729	Destination Marketing				25,742	100,000	-	-
10-5245-01-6729	Destination Marketing							-
10-5245-01-6730	Maint & Improvement		152	173		-	-	-
10-5245-01-6730	Maint & Improvement							-
10-5245-01-6731	Chamber Destination Marketing				250,000	250,000	973,500	-
---	Chamber Destination Marketing	One-time (Jan-June 2014 Payment) 55% of FY15 projected bed taxes less Visitor Center Contract Amt						82,500
10-5245-01-6731	Chamber Destination Marketing							891,000
10-5245-01-6732	Office Maintenance		2,011		2,051	6,100	6,100	-
10-5245-01-6732	Office Maintenance	Recall Services - shredding Machine maintenance: check signers, fax. time/date machine, postage						5,000
10-5245-01-6732	Office Maintenance							1,100
10-5245-01-6750	Training/Staff Development				31,610	85,000	116,564	-
		Reduce Total Amount - CM Recommend						(25,000)
10-5245-01-6750	Training/Staff Development	Municipal Courts						2,500
10-5245-01-6750	Training/Staff Development	Human Resources						2,000
10-5245-01-6750	Training/Staff Development	City Clerk						3,300
10-5245-01-6750	Training/Staff Development	City Council						14,350
10-5245-01-6750	Training/Staff Development	IT Department						12,500
10-5245-01-6750	Training/Staff Development	Com Dev						24,750
10-5245-01-6750	Training/Staff Development	Parks and Rec Department						4,700
10-5245-01-6750	Training/Staff Development	Legal Department						2,585
10-5245-01-6750	Training/Staff Development	City Manager						9,355
10-5245-01-6750	Training/Staff Development	Police Department						34,489
10-5245-01-6750	Training/Staff Development	Public Works Engineering						7,460
10-5245-01-6750	Training/Staff Development	Public Works Maintenance						6,550
10-5245-01-6750	Training/Staff Development	Public Works Wastewater						9,325
10-5245-01-6750	Training/Staff Development	Finance Department 2015						7,700
10-5245-01-6761	Spendable Contingencies					200,000	200,000	-
10-5245-01-6761	Spendable Contingencies	Contingency budget						200,000
10-5245-01-6761	Spendable Contingencies	Transfer Budget to Line Item				(37,700)		-
10-5245-01-6762	Emergency Management							-
10-5245-01-6790	Depreciation Expense							-
10-5245-01-6840	Motor Vehicles		-	24,880	-	-	-	-
10-5245-01-6847	Computer Software							-
10-5245-01-6857	Improvements - City Owned Property						25,000	-
---	Improvements - City Owned Property	Office remodels to accommodate PW/CD reorganization						25,000
10-5245-01-6900	City Hall Debt Payments					330,000	345,000	-
10-5245-01-6900	City Hall Debt Payments	City Hall debt repayments						345,000
10-5245-01-6901	Series 2007 - Ww & Capital						-	-

CITY OF SEDONA
 2014-2015 BUDGET
 GENERAL FUND DEPARTMENTS

Account Number	Account Description	Detail Description	FY 2012 Actuals	FY 2013 Actuals	2014 YTD Actuals	2015		Detail Amount
						FY 2014 Budget	Requested Budget	
10-5245-01-6910	City Hall Debt Payments (Interest)				49,021	96,410	79,910	-
10-5245-01-6910	City Hall Debt Payments (Interest)	City Hall interest payments						79,910
10-5245-01-6911	Series 2007 - Ww & Capital (Interest)				202,362	404,856	404,856	-
10-5245-01-6911	Series 2007 - Ww & Capital (Interest)	Series 2007 Capital Projects						404,856
10-5245-01-6920	Lease Payments		39,244	45,507	24,507	40,000	40,000	-
10-5245-01-6920	Lease Payments	Copier leases - all departments						40,000
10-5245-01-6951	Cop Administration Fees				1,085	1,500	1,500	-
10-5245-01-6951	Cop Administration Fees	Admin fees						1,500
10-5245-41-6710	Special Programs					3,000	3,000	3,000
10-5245-41-6728	Arts Education Program					18,000	18,000	18,000
10-5245-01-6992	Transfer To Streets Fund	Transfer to Streets Fund				1,540,993	500,000	-
		Transfer based on deficiency in Streets						-
		Fund - estimated based on Streets budget						-
		requests						-
10-5245-01-6992	Transfer To Streets Fund							-
		Subtotal General Services	\$ 229,718	\$ 238,405	\$ 1,841,743	\$ 4,548,218	\$ 4,348,686	\$ 3,848,686

**CITY OF SEDONA
2014-2015 PROPOSED BUDGET DETAIL
GENERAL FUND DEPARTMENTS**

Account Number	Description	2014 Estimated Actuals	2014 Adopted Budget	2015 Proposed Budget
10-5245-01-6009	Special Pay	\$0.00	-\$225,000.00	-\$240,000.00
10-5245-01-6136	Workers Compensation Insurance	\$8,000.00	\$8,000.00	\$8,500.00
10-5245-01-6210	Printing/Office Supplies	\$43,000.00	\$40,000.00	\$45,000.00
10-5245-01-6212	Postage	\$13,000.00	\$16,000.00	\$8,000.00
10-5245-01-6213	Telephone	\$28,000.00	\$28,000.00	\$28,000.00
10-5245-01-6215	Gas & Oil	\$14,000.00	\$10,325.00	\$14,000.00
10-5245-01-6225	Service Charges	\$135,000.00	\$116,000.00	\$145,000.00
10-5245-01-6241	Automobile Expense	\$12,000.00	\$6,000.00	\$14,000.00
10-5245-01-6243	Spec Supplies/Safety Equip/Emg	\$0.00	\$0.00	\$0.00
10-5245-01-6244	Office Furniture - Non Capital	\$2,600.00	\$2,600.00	\$3,100.00
10-5245-01-6405	Professional Services	\$95,000.00	\$100,000.00	\$140,000.00
10-5245-01-6407	Professional/Contracted Servic	\$9,000.00	\$10,000.00	\$63,437.00
10-5245-01-6432	Study/Traffic/Master Plans	\$0.00	\$0.00	\$0.00
10-5245-01-6450	Legal Fees/Settlements/Deductibles	\$20,000.00	\$25,000.00	\$25,000.00
10-5245-01-6505	Rent	\$6,000.00	\$6,000.00	\$6,000.00
10-5245-01-6530	Utilities	\$0.00	\$0.00	\$0.00
10-5245-01-6533	Property & Casualty Insurance	\$187,500.00	\$187,500.00	\$172,500.00
10-5245-01-6703	Dues/Subscriptions/License	\$14,500.00	\$11,219.00	\$11,219.00
10-5245-01-6714	Yavapai County Emerg Mgmt	\$5,500.00	\$5,500.00	\$5,500.00
10-5245-01-6715	Sedona Public Library	\$369,000.00	\$369,000.00	\$382,000.00
10-5245-01-6716	Boys & Girls Club	\$40,000.00	\$40,000.00	\$40,000.00
10-5245-01-6719	Sedona Community Center	\$150,000.00	\$150,000.00	\$160,000.00
10-5245-01-6720	Community Service Contracts	\$170,200.00	\$170,200.00	\$154,000.00
10-5245-01-6721	Sedona Main Street Program	\$68,100.00	\$68,100.00	\$75,000.00
10-5245-01-6722	Sedona Chamber Of Commerce	\$275,000.00	\$275,000.00	\$275,000.00
10-5245-01-6723	Sedona Recycles	\$45,000.00	\$45,000.00	\$52,500.00
10-5245-01-6724	Humane Society	\$47,500.00	\$47,500.00	\$47,500.00
10-5245-01-6729	Destination Marketing	\$100,000.00	\$100,000.00	\$0.00
10-5245-01-6730	Maint & Improvement	\$0.00	\$0.00	\$0.00
10-5245-01-6731	Chamber Destination Marketing	\$250,000.00	\$250,000.00	\$973,500.00
10-5245-01-6732	Office Maintenance	\$5,000.00	\$6,100.00	\$6,100.00
10-5245-01-6750	Training/Staff Development	\$85,000.00	\$85,000.00	\$116,564.00
10-5245-01-6761	Spendable Contingencies	\$100,000.00	\$162,300.00	\$200,000.00
10-5245-01-6790	Depreciation Expense	\$0.00	\$0.00	\$0.00
10-5245-01-6840	Motor Vehicles	\$0.00	\$0.00	\$0.00
10-5245-01-6857	Improvements-City Owned Proper	\$0.00	\$0.00	\$25,000.00
10-5245-01-6900	City Hall Debt Payments	\$330,000.00	\$330,000.00	\$345,000.00
10-5245-01-6910	City Hall Debt Payments (Interest)	\$96,410.00	\$96,410.00	\$79,910.00
10-5245-01-6911	Series 2007 - Ww & Capital (Interest)	\$404,856.00	\$404,856.00	\$404,856.00
10-5245-01-6920	Lease Payments	\$40,000.00	\$40,000.00	\$40,000.00
10-5245-01-6951	Cop Administration Fees	\$1,500.00	\$1,500.00	\$1,500.00
10-5245-01-6992	Transfer To Streets Fund	\$1,430,000.00	\$1,540,993.00	\$500,000.00
10-5245-01-6995	Transfer To Grants Fund	\$0.00	\$0.00	\$0.00
10-5245-01-6996	Transfer To Capital	\$0.00	\$0.00	\$0.00
	Subtotal General Services	\$4,600,666.00	\$4,529,103.00	\$4,327,686.00
10-5245-41-6710	Special Programs	\$3,000.00	\$3,000.00	\$3,000.00
10-5245-41-6728	Arts Education Funds	\$18,000.00	\$18,000.00	\$18,000.00
	Subtotal Art's Programs	\$21,000.00	\$21,000.00	\$21,000.00
	Total General Services	\$4,621,666.00	\$4,550,103.00	\$4,348,686.00

DEPARTMENT DESCRIPTION

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Geographic Information Systems (GIS) within the IT Department provides maps, data, and spatial analysis to city departments and to the public through the City's comprehensive GIS database and the City's website www.SedonaAZ.gov.

MISSION STATEMENT

The Information Technology Department strives for operational excellence in all that we do. Our goal is exceptional customer service and support to City employees and citizens of Sedona in providing technology that delivers accurate, timely, and reliable information.

2014-2015 OBJECTIVES

- Major upgrade of Police systems including Dispatch, Records, Field Operations, and Mobile Data Computers (MDCs)
- Expand Electronic Citations program to include all Police Officers in the field and parking enforcement
- Upgrade City's Internet connectivity to support high bandwidth applications and improved reliability
- Upgrade City's website to support current technologies and provide improved functionality
- Provide expanded remote connectivity options for City staff, including private "cloud" storage, mobile access, and Bring-Your-Own-Device (BYOD) VPN access

2013-2014 ACCOMPLISHMENTS

- Developed custom Financial Transparency website application.
- Implemented public web-cams at City Pool and Skate Park.
- Installed Video Security at Posse Grounds Skate Park.

Did You Know?

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- Completed integration of e-Citations and Police Records Management System.
- Converted Business License management from out-sourced system to ERP integrated in-house application.

SIGNIFICANT CHANGES

- None

WORKLOAD INDICATORS

Workload Indicators	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Estimate	FY 14-15 Proposed
Total Help Desk Requests	853	693	1,000	900

PERFORMANCE MEASURE

Performance Measures	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Estimate	FY 14-15 Proposed
Help Desk Requests resolved within 4 hours	42%	41%	55%	60%
Help Desk Requests resolved within 8 hours	46%	43%	60%	65%
Customer surveys returned with a Technical skills, knowledge, and expertise rating of satisfactory or better	N/A	67%	75%	85%

**CITY OF SEDONA
2014-2015 BUDGET
GENERAL FUND DEPARTMENTS**

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							Requested Budget	
Information Technology								
10-5224-01-6005	Salary & Wages		38,093	51,596	194,647	277,718	281,156	281,156
10-5224-01-6046	Employee Benefits		1,680	1,620	1,960	3,360	3,360	3,360
10-5224-01-6125	Direct Payroll Costs	% of Wages	3,602	3,700	15,383	21,245	22,637	22,637
10-5224-01-6130	Retirement	% of Wages(re-allocated to each dept)	384		23,444	31,382	34,325	34,325
10-5224-01-6134	STD/LTD Insurance	% of Wages(re-allocated to each dept)	22		1,030	1,577	1,012	1,012
10-5224-01-6135	Health/Dental/Life Insurance	% of Wages(re-allocated to each dept)	709		30,757	43,584	46,096	46,096
10-5224-01-6136	Workers Compensation Insurance	% of Wages(re-allocated to each dept)	78		2,152	5,640	4,920	4,920
10-5224-01-6213	Telephone	NEW - PD Cellular Service for Officer Mobile Computers - \$40/mo X 4 Additional Devices	-	1,509	10,035	21,171	21,458	1,920
10-5224-01-6213	Telephone	City Internet - CURRENT - Includes Public Wi-Fi, Posse Grounds, PD MDC, and Swagit A/V Connections						\$4,920.00
10-5224-01-6213	Telephone	CD - Cellular Service for Building Inspector and Code Enforcement Officer Tablet Computers - \$40/mo X 2 Devices						\$960.00
10-5224-01-6213	Telephone	PD - Cellular Service for Officer Mobile Computers - \$40/mo X 21 Devices						10,080
10-5224-01-6213	Telephone	PD - Network Connection between Sedona PD and AZ DPS						3,300
10-5224-01-6213	Telephone	PW - Cellular Service for WW Inspector Tablet Computer - \$40/mo (Allocate 42% to Wastewater)						480
10-5224-01-6213	Telephone	PW - Cellular Service for WW Inspector Tablet Computer (Allocate 42% to Wastewater)						-
10-5224-01-6213	Telephone							(202)
10-5224-01-6245	Office Equipment - Non Capital						-	-
10-5224-01-6246	Computer Hardware - Non Capita						-	-
10-5224-01-6405	Professional Services		-	-	3,951	5,440	6,090	-
10-5224-01-6405	Professional Services	Preventive maintenance for IT Data Center A/C unit						2,600
10-5224-01-6405	Professional Services	Preventive maintenance for IT Data Center UPS						1,990
10-5224-01-6405	Professional Services	Preventive maintenance for IT Data Center Generator						1,500
10-5224-01-6431	System Maintenance				8,901	10,000	20,000	-
10-5224-01-6431	System Maintenance	Non-Capital Hardware/Software Replacements and Repairs						10,000
10-5224-01-6431	System Maintenance	Contingency for Unanticipated Hardware/Software Program Requests - Requires CM Approval						10,000
10-5224-01-6436	Software Update				186,926	220,375	248,750	-
10-5224-01-6436	Software Update	IT - ESRI (GIS) Software Maintenance						13,000
10-5224-01-6436	Software Update	IT - modusGate Anti-Spam System Software Maintenance						1,700
10-5224-01-6436	Software Update	IT - GroupWise E-Mail System Software Maintenance						9,000

**CITY OF SEDONA
2014-2015 BUDGET
GENERAL FUND DEPARTMENTS**

Account Number	Account Description	Detail Description	FY 2012 Actuals	FY 2013 Actuals	2014 YTD Actuals	FY 2014 Budget	2015 Requested Budget	Detail Amount
10-5224-01-6436	Software Update	CC/CA - LaserFiche Document Management System Software Maintenance						3,300
10-5224-01-6436	Software Update	PD - New World CAD, Records, and Mobile Software Maintenance						76,000
10-5224-01-6436	Software Update	CA - TimeMatters Case Management System Software Maintenance						1,100
10-5224-01-6436	Software Update	PD - L-3 In-Car Video Hardware & Software Maintenance						7,400
10-5224-01-6436	Software Update	PD - APS eCitations Software Maintenance (Remove if eCitations Upgrade is Approved)						4,065
10-5224-01-6436	Software Update	PD - MDC Communications Hardware & Software Maintenance: NetMotion, Kerio, Kiwi, RSA						3,600
10-5224-01-6436	Software Update	IT - GWAVA Retain E-Mail Archive System Software Maintenance						2,600
10-5224-01-6436	Software Update	PD - Milestone Video Security System Software Maintenance						1,500
10-5224-01-6436	Software Update	PD - VMware Virtual Server Infrastructure Software Maintenance						3,750
10-5224-01-6436	Software Update	MC - Liberty Court Recording Software Maintenance						600
10-5224-01-6436	Software Update	PD - Spillmain Regional LE Data Sharing License						1,100
10-5224-01-6436	Software Update	IT - Springbrook ERP Software Maintenance (Allocate 40% to Wastewater)						25,000
10-5224-01-6436	Software Update	IT - Sophos Anti-Virus System Software Maintenance						2,600
10-5224-01-6436	Software Update	CC - Swagit Video Streaming & Broadcasting Service						11,040
10-5224-01-6436	Software Update	IT - VMWare Virtual Server Infrastructure Software Maintenance						4,200
10-5224-01-6436	Software Update	PD - Eventide Phone/Radio Recording System Hardware & Software Maintenance						3,600
10-5224-01-6436	Software Update	FN - ADP						43,000
10-5224-01-6436	Software Update	HR - EspressoID Employee Badge Printing Software Maintenance						100
10-5224-01-6436	Software Update	PD - Server Hardware Maintenance - New World Message Switch, Milestone Video Server						4,000
10-5224-01-6436	Software Update	IT - Server Hardware Maintenance; DB server, Milestone server, one VMware server						1,500
10-5224-01-6436	Software Update	IT - VaultLogix On-Line Off-Site Data Backup Services						10,800
10-5224-01-6436	Software Update	IT - Cisco Network & Phone Systems Hardware Maintenance (Allocate 10% to Wastewater)						13,500

**CITY OF SEDONA
2014-2015 BUDGET
GENERAL FUND DEPARTMENTS**

Account Number	Account Description	Detail Description	FY 2012 Actuals	FY 2013 Actuals	2014 YTD Actuals	FY 2014 Budget	2015 Requested Budget	Detail Amount
10-5224-01-6436	Software Update	WW - Cisco Network & Phone Hardware Maintenance (Allocate 10% to Wastewater)						(1,350)
10-5224-01-6436	Software Update	WW - Springbrook ERP (Allocate 40% to Wastewater)						(10,000)
10-5224-01-6436	Software Update	PD - Public Crime Statistics Information Web Portal						1,200
10-5224-01-6436	Software Update	FN - MuniCast						1,995
10-5224-01-6436	Software Update	PW - AutoCAD Software Maintenance						900
10-5224-01-6436	Software Update	IT - XIO SAN Hardware and Firmware Maintenance						4,000
10-5224-01-6436	Software Update	PD - RS2 Electronic Access Control System Software Maintenance						2,000
10-5224-01-6436	Software Update	IT - AirWatch Mobile Device Management (MDM) Software License (25 Devices)						1,200
10-5224-01-6436	Software Update	IT - GIS Plotter Service (Remove if Plotter Replacement is Approved)						750
10-5224-01-6703	Dues/Subscriptions/License		(34)	-	1,028	1,850	1,850	-
10-5224-01-6703	Dues/Subscriptions/License	Microsoft Developer Subscription						850
10-5224-01-6703	Dues/Subscriptions/License	Website Security Certificates						850
10-5224-01-6703	Dues/Subscriptions/License	Domain Name Registrations						150
10-5224-01-6845	Office Equipment							-
10-5224-01-6846	Computer Hardware		-	-	52,009	79,260	209,380	-
10-5224-01-6846	Computer Hardware	NEW - PW - Add 2nd Tablet Computer for WW Inspector (Allocate 42% to Wastewater)						3,500
10-5224-01-6846	Computer Hardware	REFRESH PC - FINANCE						-
10-5224-01-6846	Computer Hardware	REFRESH PC - CITY MANAGER						1,250
10-5224-01-6846	Computer Hardware	REFRESH PC - PUBLIC WORKS						-
10-5224-01-6846	Computer Hardware	REFRESH PC - COMMUNITY/ECONOMIC DEVELOPMENT						-
10-5224-01-6846	Computer Hardware	REFRESH PC - CITY CLERK						3,750
10-5224-01-6846	Computer Hardware	REFRESH PC - IT						5,000
10-5224-01-6846	Computer Hardware	REFRESH PC - POLICE DEPARTMENT						1,250
10-5224-01-6846	Computer Hardware	REFRESH PC - CITY ATTORNEY						1,250
10-5224-01-6846	Computer Hardware	REFRESH PC - RECREATION						-
10-5224-01-6846	Computer Hardware	REFRESH PC - WASTEWATER ADMINISTRATION						3,750
10-5224-01-6846	Computer Hardware	REFRESH PC - HUMAN RESOURCES						-
10-5224-01-6846	Computer Hardware	REFRESH EQUIPMENT - IT - Replace GIS Plotter						10,000
10-5224-01-6846	Computer Hardware	NEW - PW - Add 2nd Tablet Computer for WW Inspector (Allocate 42% to Wastewater)						(1,470)
10-5224-01-6846	Computer Hardware	REFRESH EQUIPMENT - IT - Replace 11 Tablet Computers for Council and Staff						7,700
10-5224-01-6846	Computer Hardware	REFRESH EQUIPMENT - FINANCE - Upgrade Check Scanner (Allocate 100% to Wastewater)						5,000

CITY OF SEDONA
 2014-2015 BUDGET
 GENERAL FUND DEPARTMENTS

Account Number	Account Description	Detail Description	FY 2012 Actuals	FY 2013 Actuals	2014 YTD Actuals	FY 2014 Budget	2015 Requested Budget	Detail Amount
10-5224-01-6846	Computer Hardware	REFRESH EQUIPMENT - FINANCE - Upgrade Check Scanner (Allocate 100% to Wastewater)						(5,000)
10-5224-01-6846	Computer Hardware	REFRESH EQUIPMENT - POLICE DEPARTMENT - Replace Mobile Data Computers (MDC)						150,000
10-5224-01-6846	Computer Hardware	REFRESH PC - COURT						1,250
10-5224-01-6846	Computer Hardware	REFRESH PC - WASTEWATER OPERATIONS						10,000
10-5224-01-6846	Computer Hardware	REFRESH PC - WASTEWATER (Allocate 100% to Wastewater)						(13,750)
10-5224-01-6846	Computer Hardware	REFRESH LAPTOP - CITY CLERK						1,700
10-5224-01-6846	Computer Hardware	REFRESH LAPTOP - RECREATION						1,700
10-5224-01-6846	Computer Hardware	REFRESH LAPTOP - WW OPERATIONS						1,700
10-5224-01-6846	Computer Hardware	REFRESH LAPTOP - WW OPERATIONS (Allocate 100% to Wastewater)						(1,700)
10-5224-01-6846	Computer Hardware	REFRESH SERVER - IT - Replace One Virtual Infrastructure "Host" Server						7,000
10-5224-01-6846	Computer Hardware	REFRESH EQUIPMENT - RECREATION- Upgrade Public WebCams at City Pool and Skate Park						3,000
10-5224-01-6846	Computer Hardware	NEW - PD - Add Lights and Security Camera at Vehicle Impound Lot						7,500
10-5224-01-6846	Computer Hardware	REFRESH EQUIPMENT - IT - Upgrade City FTP Server Appliance						2,000
10-5224-01-6846	Computer Hardware	NEW - IT - Remote Power Management for Critical Computer Systems						3,000
10-5224-01-6847	Computer Software				11,644	15,675	33,000	-
10-5224-01-6847	Computer Software	UPGRADE - IT - Virtual Server Infrastructure OS and Client Access Licensing						18,000
10-5224-01-6847	Computer Software	UPGRADE - IT - Database Management System (Microsoft SQL Server) to latest version						5,000
10-5224-01-6847	Computer Software	NEW - IT - Provide Cloud Storage Server for Mobile/Remote Employee Access						5,000
10-5224-01-6847	Computer Software	NEW - IT - Provide On-Line Meeting/Collaboration Service						5,000
Subtotal Information Technology			\$ 44,534	\$ 58,425	\$ 543,867	\$ 738,277	\$ 934,034	\$ 934,034
Subtotal Geographic Information Systems (program no longer used)			\$ 91,343	\$ 89,089	\$ -	\$ -	\$ -	\$ -
Subtotal Information Technology (program no longer used)			\$ 283,348	\$ 316,635	\$ -	\$ -	\$ -	\$ -
Subtotal Database Development (program no longer used)			\$ 104,005	\$ 104,860	\$ -	\$ -	\$ -	\$ -
Total Information Technology			\$ 523,230	\$ 569,009	\$ 543,867	\$ 738,277	\$ 934,034	\$ 934,034

**CITY OF SEDONA
2014-2015 PROPOSED BUDGET DETAIL
GENERAL FUND DEPARTMENTS**

Account Number	Description	2014 Estimated Actuals	2014 Adopted Budget	2015 Proposed Budget
10-5224-01-6005	Salary & Wages	\$277,718.00	\$277,718.00	\$281,156.00
10-5224-01-6046	Employee Benefits	\$3,360.00	\$3,360.00	\$3,360.00
10-5224-01-6125	Direct Payroll Costs	\$21,245.00	\$21,245.00	\$22,637.00
10-5224-01-6130	Retirement	\$31,382.00	\$31,382.00	\$34,325.00
10-5224-01-6134	STD/LTD Insurance	\$1,577.00	\$1,577.00	\$1,012.00
10-5224-01-6135	Health/Dental/Life Insurance	\$43,584.00	\$43,584.00	\$46,096.00
10-5224-01-6136	Workers Compensation Insurance	\$5,640.00	\$5,640.00	\$4,920.00
10-5224-01-6210	Printing/Office Supplies	\$0.00	\$0.00	\$0.00
10-5224-01-6213	Telephone	\$19,525.00	\$21,171.00	\$21,458.00
10-5224-01-6245	Office Equipment - Non Capital	\$0.00	\$0.00	\$0.00
10-5224-01-6246	Computer Hardware - Non Capita	\$0.00	\$0.00	\$0.00
10-5224-01-6405	Professional Services	\$6,051.00	\$5,440.00	\$6,090.00
10-5224-01-6431	System Maintenance	\$11,000.00	\$10,000.00	\$20,000.00
10-5224-01-6436	Software Update	\$213,891.00	\$220,375.00	\$248,750.00
10-5224-01-6703	Dues/Subscriptions/License	\$1,877.00	\$1,850.00	\$1,850.00
10-5224-01-6845	Office Equipment	\$0.00	\$0.00	\$0.00
10-5224-01-6846	Computer Hardware	\$61,348.00	\$79,260.00	\$209,380.00
10-5224-01-6847	Computer Software	\$13,393.00	\$15,675.00	\$33,000.00
10-5224-01-6849	Telephone & Radio Equipment	\$0.00	\$0.00	\$0.00
	Total Information Technology	\$711,591.00	\$738,277.00	\$934,034.00

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SIGNIFICANT CHANGES

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CITY OF SEDONA
2014-2015 BUDGET
GENERAL FUND DEPARTMENTS

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10-5224-01-6135	Health/Dental/Life Insurance	% of Wages(re-allocated to each dept)	709		30,757	43,584	46,096	46,096
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10-5224-01-6213	Telephone	CD - Cellular Service for Building Inspector and Code Enforcement Officer Tablet Computers - \$40/mo X 2 Devices						\$960.00
10-5224-01-6213	Telephone	PD - Cellular Service for Officer Mobile Computers - \$40/mo X 21 Devices						10,080
10-5224-01-6213	Telephone	PD - Network Connection between Sedona PD and AZ DPS						3,300
10-5224-01-6213	Telephone	PW - Cellular Service for WW Inspector Tablet Computer - \$40/mo (Allocate 42% to Wastewater)						480
10-5224-01-6213	Telephone	PW - Cellular Service for WW Inspector Tablet Computer (Allocate 42% to Wastewater)						-
10-5224-01-6213	Telephone							(202)
10-5224-01-6245	Office Equipment - Non Capital							-
10-5224-01-6246	Computer Hardware - Non Capita							-
10-5224-01-6405	Professional Services		-	-	3,951	5,440	6,090	-
10-5224-01-6405	Professional Services	Preventive maintenance for IT Data Center A/C unit						2,600
10-5224-01-6405	Professional Services	Preventive maintenance for IT Data Center UPS						1,990
10-5224-01-6405	Professional Services	Preventive maintenance for IT Data Center Generator						1,500
10-5224-01-6431	System Maintenance				8,901	10,000	20,000	-
10-5224-01-6431	System Maintenance	Non-Capital Hardware/Software Replacements and Repairs Contingency for Unanticipated Hardware/Software Program Requests - Requires CM Approval						10,000
10-5224-01-6431	System Maintenance				186,926	220,375	248,750	-
10-5224-01-6436	Software Update							13,000
10-5224-01-6436	Software Update	IT - ESRI (GIS) Software Maintenance						1,700
10-5224-01-6436	Software Update	IT - modusGate Anti-Spam System Software Maintenance						9,000
10-5224-01-6436	Software Update	IT - GroupWise E-Mail System Software Maintenance						

CITY OF SEDONA
2014-2015 BUDGET
GENERAL FUND DEPARTMENTS

Account Number	Account Description	Detail Description	FY 2012 Actuals	FY 2013 Actuals	2014 YTD Actuals	FY 2014 Budget	2015 Requested Budget	Detail Amount
10-5224-01-6436	Software Update	CC/CA - LaserFiche Document Management System Software Maintenance						3,300
10-5224-01-6436	Software Update	PD - New World CAD, Records, and Mobile Software Maintenance						76,000
10-5224-01-6436	Software Update	CA - TimeMatters Case Management System Software Maintenance						1,100
10-5224-01-6436	Software Update	PD - L-3 In-Car Video Hardware & Software Maintenance						7,400
10-5224-01-6436	Software Update	PD - APS eCitations Software Maintenance (Remove if eCitations Upgrade is Approved)						4,065
10-5224-01-6436	Software Update	PD - MDC Communications Hardware & Software Maintenance: NetMotion, Kerio, Kiwi, RSA						3,600
10-5224-01-6436	Software Update	IT - GWAVA Retain E-Mail Archive System Software Maintenance						2,600
10-5224-01-6436	Software Update	PD - Milestone Video Security System Software Maintenance						1,500
10-5224-01-6436	Software Update	PD - VMware Virtual Server Infrastructure Software Maintenance						3,750
10-5224-01-6436	Software Update	MC - Liberty Court Recording Software Maintenance						600
10-5224-01-6436	Software Update	PD - Spillmain Regional LE Data Sharing License						1,100
10-5224-01-6436	Software Update	IT - Springbrook ERP Software Maintenance (Allocate 40% to Wastewater)						25,000
10-5224-01-6436	Software Update	IT - Sophos Anti-Virus System Software Maintenance						2,600
10-5224-01-6436	Software Update	CC - Swagit Video Streaming & Broadcasting Service						11,040
10-5224-01-6436	Software Update	IT - VMWare Virtual Server Infrastructure Software Maintenance						4,200
10-5224-01-6436	Software Update	PD - Eventide Phone/Radio Recording System Hardware & Software Maintenance						3,600
10-5224-01-6436	Software Update	FN - ADP						43,000
10-5224-01-6436	Software Update	HR - EspressoID Employee Badge Printing Software Maintenance						100
10-5224-01-6436	Software Update	PD - Server Hardware Maintenance - New World Message Switch, Milestone Video Server						4,000
10-5224-01-6436	Software Update	IT - Server Hardware Maintenance; DB server, Milestone server, one VMware server						1,500
10-5224-01-6436	Software Update	IT - VaultLogix On-Line Off-Site Data Backup Services						10,800
10-5224-01-6436	Software Update	IT - Cisco Network & Phone Systems Hardware Maintenance (Allocate 10% to Wastewater)						13,500

CITY OF SEDONA
2014-2015 BUDGET
GENERAL FUND DEPARTMENTS

Account Number	Account Description	Detail Description	FY 2012 Actuals	FY 2013 Actuals	2014 YTD Actuals	FY 2014 Budget	2015 Requested Budget	Detail Amount
10-5224-01-6436	Software Update	WW - Cisco Network & Phone Hardware Maintenance (Allocate 10% to Wastewater)						(1,350)
10-5224-01-6436	Software Update	WW - Springbrook ERP (Allocate 40% to Wastewater)						(10,000)
10-5224-01-6436	Software Update	PD - Public Crime Statistics Information Web Portal						1,200
10-5224-01-6436	Software Update	FN - MuniCast						1,995
10-5224-01-6436	Software Update	PW - AutoCAD Software Maintenance						900
10-5224-01-6436	Software Update	IT - XIO SAN Hardware and Firmware Maintenance						4,000
10-5224-01-6436	Software Update	PD - RS2 Electronic Access Control System Software Maintenance						2,000
10-5224-01-6436	Software Update	IT - AirWatch Mobile Device Management (MDM) Software License (25 Devices)						1,200
10-5224-01-6436	Software Update	IT - GIS Plotter Service (Remove if Plotter Replacement is Approved)						750
10-5224-01-6703	Dues/Subscriptions/License		(34)	-	1,028	1,850	1,850	-
10-5224-01-6703	Dues/Subscriptions/License	Microsoft Developer Subscription						850
10-5224-01-6703	Dues/Subscriptions/License	Website Security Certificates						850
10-5224-01-6703	Dues/Subscriptions/License	Domain Name Registrations						150
10-5224-01-6845	Office Equipment							-
10-5224-01-6846	Computer Hardware		-	-	52,009	79,260	209,380	-
10-5224-01-6846	Computer Hardware	NEW - PW - Add 2nd Tablet Computer for WW Inspector (Allocate 42% to Wastewater)						3,500
10-5224-01-6846	Computer Hardware	REFRESH PC - FINANCE						-
10-5224-01-6846	Computer Hardware	REFRESH PC - CITY MANAGER						1,250
10-5224-01-6846	Computer Hardware	REFRESH PC - PUBLIC WORKS						-
10-5224-01-6846	Computer Hardware	REFRESH PC - COMMUNITY/ECONOMIC DEVELOPMENT						-
10-5224-01-6846	Computer Hardware	REFRESH PC - CITY CLERK						3,750
10-5224-01-6846	Computer Hardware	REFRESH PC - IT						5,000
10-5224-01-6846	Computer Hardware	REFRESH PC - POLICE DEPARTMENT						1,250
10-5224-01-6846	Computer Hardware	REFRESH PC - CITY ATTORNEY						1,250
10-5224-01-6846	Computer Hardware	REFRESH PC - RECREATION						-
10-5224-01-6846	Computer Hardware	REFRESH PC - WASTEWATER ADMINISTRATION						3,750
10-5224-01-6846	Computer Hardware	REFRESH PC - HUMAN RESOURCES						-
10-5224-01-6846	Computer Hardware	REFRESH EQUIPMENT - IT - Replace GIS Plotter						10,000
10-5224-01-6846	Computer Hardware	NEW - PW - Add 2nd Tablet Computer for WW Inspector (Allocate 42% to Wastewater)						(1,470)
10-5224-01-6846	Computer Hardware	REFRESH EQUIPMENT - IT - Replace 11 Tablet Computers for Council and Staff						7,700
10-5224-01-6846	Computer Hardware	REFRESH EQUIPMENT - FINANCE - Upgrade Check Scanner (Allocate 100% to Wastewater)						5,000

CITY OF SEDONA
2014-2015 BUDGET
GENERAL FUND DEPARTMENTS

Account Number	Account Description	Detail Description	FY 2012 Actuals	FY 2013 Actuals	2014 YTD Actuals	FY 2014 Budget	2015 Requested Budget	Detail Amount
10-5224-01-6846	Computer Hardware	REFRESH EQUIPMENT - FINANCE - Upgrade Check Scanner (Allocate 100% to Wastewater)						(5,000)
10-5224-01-6846	Computer Hardware	REFRESH EQUIPMENT - POLICE DEPARTMENT - Replace Mobile Data Computers (MDC)						150,000
10-5224-01-6846	Computer Hardware	REFRESH PC - COURT						1,250
10-5224-01-6846	Computer Hardware	REFRESH PC - WASTEWATER OPERATIONS						10,000
10-5224-01-6846	Computer Hardware	REFRESH PC - WASTEWATER (Allocate 100% to Wastewater)						(13,750)
10-5224-01-6846	Computer Hardware	REFRESH LAPTOP - CITY CLERK						1,700
10-5224-01-6846	Computer Hardware	REFRESH LAPTOP - RECREATION						1,700
10-5224-01-6846	Computer Hardware	REFRESH LAPTOP - WW OPERATIONS						1,700
10-5224-01-6846	Computer Hardware	REFRESH LAPTOP - WW OPERATIONS (Allocate 100% to Wastewater)						(1,700)
10-5224-01-6846	Computer Hardware	REFRESH SERVER - IT - Replace One Virtual Infrastructure "Host" Server						7,000
10-5224-01-6846	Computer Hardware	REFRESH EQUIPMENT - RECREATION- Upgrade Public WebCams at City Pool and Skate Park						3,000
10-5224-01-6846	Computer Hardware	NEW - PD - Add Lights and Security Camera at Vehicle Impound Lot						7,500
10-5224-01-6846	Computer Hardware	REFRESH EQUIPMENT - IT - Upgrade City FTP Server Appliance						2,000
10-5224-01-6846	Computer Hardware	NEW - IT - Remote Power Management for Critical Computer Systems						3,000
10-5224-01-6847	Computer Software				11,644	15,675	33,000	-
10-5224-01-6847	Computer Software	UPGRADE - IT - Virtual Server Infrastructure OS and Client Access Licensing						18,000
10-5224-01-6847	Computer Software	UPGRADE - IT - Database Management System (Microsoft SQL Server) to latest version						5,000
10-5224-01-6847	Computer Software	NEW - IT - Provide Cloud Storage Server for Mobile/Remote Employee Access						5,000
10-5224-01-6847	Computer Software	NEW - IT - Provide On-Line Meeting/Collaboration Service						5,000
Subtotal Information Technology			\$ 44,534	\$ 58,425	\$ 543,867	\$ 738,277	\$ 934,034	\$ 934,034
Subtotal Geographic Information Systems (program no longer used)			\$ 91,343	\$ 89,089	\$ -	\$ -	\$ -	\$ -
Subtotal Information Technology (program no longer used)			\$ 283,348	\$ 316,635	\$ -	\$ -	\$ -	\$ -
Subtotal Database Development (program no longer used)			\$ 104,005	\$ 104,860	\$ -	\$ -	\$ -	\$ -
Total Information Technology			\$ 523,230	\$ 569,009	\$ 543,867	\$ 738,277	\$ 934,034	\$ 934,034

**CITY OF SEDONA
2014-2015 PROPOSED BUDGET DETAIL
GENERAL FUND DEPARTMENTS**

Account Number	Description	2014 Estimated Actuals	2014 Adopted Budget	2015 Proposed Budget
10-5224-01-6005	Salary & Wages	\$277,718.00	\$277,718.00	\$281,156.00
10-5224-01-6046	Employee Benefits	\$3,360.00	\$3,360.00	\$3,360.00
10-5224-01-6125	Direct Payroll Costs	\$21,245.00	\$21,245.00	\$22,637.00
10-5224-01-6130	Retirement	\$31,382.00	\$31,382.00	\$34,325.00
10-5224-01-6134	STD/LTD Insurance	\$1,577.00	\$1,577.00	\$1,012.00
10-5224-01-6135	Health/Dental/Life Insurance	\$43,584.00	\$43,584.00	\$46,096.00
10-5224-01-6136	Workers Compensation Insurance	\$5,640.00	\$5,640.00	\$4,920.00
10-5224-01-6210	Printing/Office Supplies	\$0.00	\$0.00	\$0.00
10-5224-01-6213	Telephone	\$19,525.00	\$21,171.00	\$21,458.00
10-5224-01-6245	Office Equipment - Non Capital	\$0.00	\$0.00	\$0.00
10-5224-01-6246	Computer Hardware - Non Capita	\$0.00	\$0.00	\$0.00
10-5224-01-6405	Professional Services	\$6,051.00	\$5,440.00	\$6,090.00
10-5224-01-6431	System Maintenance	\$11,000.00	\$10,000.00	\$20,000.00
10-5224-01-6436	Software Update	\$213,891.00	\$220,375.00	\$248,750.00
10-5224-01-6703	Dues/Subscriptions/License	\$1,877.00	\$1,850.00	\$1,850.00
10-5224-01-6845	Office Equipment	\$0.00	\$0.00	\$0.00
10-5224-01-6846	Computer Hardware	\$61,348.00	\$79,260.00	\$209,380.00
10-5224-01-6847	Computer Software	\$13,393.00	\$15,675.00	\$33,000.00
10-5224-01-6849	Telephone & Radio Equipment	\$0.00	\$0.00	\$0.00
	Total Information Technology	\$711,591.00	\$738,277.00	\$934,034.00

DEPARTMENT DESCRIPTION

The Information Technology Department manages the acquisition and maintenance of all of the City's computer, network, and communication systems, including computer hardware and software, servers, network switches, routers and firewalls, telephone systems, voice mail, e-mail, and the City's Internet and Intranet sites.

Geographic Information Systems (GIS) within the IT Department provides maps, data, and spatial analysis to city departments and to the public through the City's comprehensive GIS database and the City's website www.SedonaAZ.gov.

MISSION STATEMENT

The Information Technology Department strives for operational excellence in all that we do. Our goal is exceptional customer service and support to City employees and citizens of Sedona in providing technology that delivers accurate, timely, and reliable information.

2014-2015 OBJECTIVES

- Major upgrade of Police systems including Dispatch, Records, Field Operations, and Mobile Data Computers (MDCs)
- Expand Electronic Citations program to include all Police Officers in the field and parking enforcement
- Upgrade City's Internet connectivity to support high bandwidth applications and improved reliability
- Upgrade City's website to support current technologies and provide improved functionality
- Provide expanded remote connectivity options for City staff, including private "cloud" storage, mobile access, and Bring-Your-Own-Device (BYOD) VPN access

2013-2014 ACCOMPLISHMENTS

- Developed custom Financial Transparency website application.
- Implemented public web-cams at City Pool and Skate Park.
- Installed Video Security at Posse Grounds Skate Park.

Did You Know?

The City of Sedona sells excess computer and electronic equipment using the on-line auction site www.PublicSurplus.com. Watch for announcements on the City's website or for new Sedona auctions at PublicSurplus.

- Completed integration of e-Citations and Police Records Management System.
- Converted Business License management from out-sourced system to ERP integrated in-house application.

SIGNIFICANT CHANGES

- None

WORKLOAD INDICATORS

Workload Indicators	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Estimate	FY 14-15 Proposed
Total Help Desk Requests	853	693	1,000	900

PERFORMANCE MEASURE

Performance Measures	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Estimate	FY 14-15 Proposed
Help Desk Requests resolved within 4 hours	42%	41%	55%	60%
Help Desk Requests resolved within 8 hours	46%	43%	60%	65%
Customer surveys returned with a Technical skills, knowledge, and expertise rating of satisfactory or better	N/A	67%	75%	85%

CITY OF SEDONA
2014-2015 BUDGET
GENERAL FUND DEPARTMENTS

Account Number	Account Description	Detail Description	FY 2012 Actuals	FY 2013 Actuals	2014 YTD Actuals	FY 2014 Budget	2015 Requested Budget	Detail Amount
Information Technology								
10-5224-01-6005	Salary & Wages		38,093	51,596	194,647	277,718	281,156	281,156
10-5224-01-6046	Employee Benefits		1,680	1,620	1,960	3,360	3,360	3,360
10-5224-01-6125	Direct Payroll Costs	% of Wages	3,602	3,700	15,383	21,245	22,637	22,637
10-5224-01-6130	Retirement	% of Wages(re-allocated to each dept)	384		23,444	31,382	34,325	34,325
10-5224-01-6134	STD/LTD Insurance	% of Wages(re-allocated to each dept)	22		1,030	1,577	1,012	1,012
10-5224-01-6135	Health/Dental/Life Insurance	% of Wages(re-allocated to each dept)	709		30,757	43,584	46,096	46,096
10-5224-01-6136	Workers Compensation Insurance	% of Wages(re-allocated to each dept)	78		2,152	5,640	4,920	4,920
10-5224-01-6213	Telephone	NEW - PD Cellular Service for Officer Mobile Computers - \$40/mo X 4 Additional Devices	-	1,509	10,035	21,171	21,458	1,920
10-5224-01-6213	Telephone	City Internet - CURRENT - Includes Public Wi-Fi, Posse Grounds, PD MDC, and Swagit A/V Connections						\$4,920.00
10-5224-01-6213	Telephone	CD - Cellular Service for Building Inspector and Code Enforcement Officer Tablet Computers - \$40/mo X 2 Devices						\$960.00
10-5224-01-6213	Telephone	PD - Cellular Service for Officer Mobile Computers - \$40/mo X 21 Devices						10,080
10-5224-01-6213	Telephone	PD - Network Connection between Sedona PD and AZ DPS						3,300
10-5224-01-6213	Telephone	PW - Cellular Service for WW Inspector Tablet Computer - \$40/mo (Allocate 42% to Wastewater)						480
10-5224-01-6213	Telephone	PW - Cellular Service for WW Inspector Tablet Computer (Allocate 42% to Wastewater)						-
10-5224-01-6213	Telephone							(202)
10-5224-01-6245	Office Equipment - Non Capital							-
10-5224-01-6246	Computer Hardware - Non Capita							-
10-5224-01-6405	Professional Services		-	-	3,951	5,440	6,090	-
10-5224-01-6405	Professional Services	Preventive maintenance for IT Data Center A/C unit						2,600
10-5224-01-6405	Professional Services	Preventive maintenance for IT Data Center UPS						1,990
10-5224-01-6405	Professional Services	Preventive maintenance for IT Data Center Generator						1,500
10-5224-01-6431	System Maintenance				8,901	10,000	20,000	-
10-5224-01-6431	System Maintenance	Non-Capital Hardware/Software Replacements and Repairs Contingency for Unanticipated Hardware/Software Program Requests - Requires CM Approval						10,000
10-5224-01-6431	System Maintenance				186,926	220,375	248,750	-
10-5224-01-6436	Software Update							13,000
10-5224-01-6436	Software Update	IT - ESRI (GIS) Software Maintenance						1,700
10-5224-01-6436	Software Update	IT - modusGate Anti-Spam System Software Maintenance						9,000
10-5224-01-6436	Software Update	IT - GroupWise E-Mail System Software Maintenance						

CITY OF SEDONA
2014-2015 BUDGET
GENERAL FUND DEPARTMENTS

Account Number	Account Description	Detail Description	FY 2012 Actuals	FY 2013 Actuals	2014 YTD Actuals	FY 2014 Budget	2015 Requested Budget	Detail Amount
10-5224-01-6436	Software Update	CC/CA - LaserFiche Document Management System Software Maintenance						3,300
10-5224-01-6436	Software Update	PD - New World CAD, Records, and Mobile Software Maintenance						76,000
10-5224-01-6436	Software Update	CA - TimeMatters Case Management System Software Maintenance						1,100
10-5224-01-6436	Software Update	PD - L-3 In-Car Video Hardware & Software Maintenance						7,400
10-5224-01-6436	Software Update	PD - APS eCitations Software Maintenance (Remove if eCitations Upgrade is Approved)						4,065
10-5224-01-6436	Software Update	PD - MDC Communications Hardware & Software Maintenance: NetMotion, Kerio, Kiwi, RSA						3,600
10-5224-01-6436	Software Update	IT - GWAVA Retain E-Mail Archive System Software Maintenance						2,600
10-5224-01-6436	Software Update	PD - Milestone Video Security System Software Maintenance						1,500
10-5224-01-6436	Software Update	PD - VMware Virtual Server Infrastructure Software Maintenance						3,750
10-5224-01-6436	Software Update	MC - Liberty Court Recording Software Maintenance						600
10-5224-01-6436	Software Update	PD - Spillmain Regional LE Data Sharing License						1,100
10-5224-01-6436	Software Update	IT - Springbrook ERP Software Maintenance (Allocate 40% to Wastewater)						25,000
10-5224-01-6436	Software Update	IT - Sophos Anti-Virus System Software Maintenance						2,600
10-5224-01-6436	Software Update	CC - Swagit Video Streaming & Broadcasting Service						11,040
10-5224-01-6436	Software Update	IT - VMWare Virtual Server Infrastructure Software Maintenance						4,200
10-5224-01-6436	Software Update	PD - Eventide Phone/Radio Recording System Hardware & Software Maintenance						3,600
10-5224-01-6436	Software Update	FN - ADP						43,000
10-5224-01-6436	Software Update	HR - EspressoID Employee Badge Printing Software Maintenance						100
10-5224-01-6436	Software Update	PD - Server Hardware Maintenance - New World Message Switch, Milestone Video Server						4,000
10-5224-01-6436	Software Update	IT - Server Hardware Maintenance; DB server, Milestone server, one VMware server						1,500
10-5224-01-6436	Software Update	IT - VaultLogix On-Line Off-Site Data Backup Services						10,800
10-5224-01-6436	Software Update	IT - Cisco Network & Phone Systems Hardware Maintenance (Allocate 10% to Wastewater)						13,500

**CITY OF SEDONA
2014-2015 BUDGET
GENERAL FUND DEPARTMENTS**

Account Number	Account Description	Detail Description	FY 2012 Actuals	FY 2013 Actuals	2014 YTD Actuals	FY 2014 Budget	2015 Requested Budget	Detail Amount
10-5224-01-6436	Software Update	WW - Cisco Network & Phone Hardware Maintenance (Allocate 10% to Wastewater)						(1,350)
10-5224-01-6436	Software Update	WW - Springbrook ERP (Allocate 40% to Wastewater)						(10,000)
10-5224-01-6436	Software Update	PD - Public Crime Statistics Information Web Portal						1,200
10-5224-01-6436	Software Update	FN - MuniCast						1,995
10-5224-01-6436	Software Update	PW - AutoCAD Software Maintenance						900
10-5224-01-6436	Software Update	IT - XIO SAN Hardware and Firmware Maintenance						4,000
10-5224-01-6436	Software Update	PD - RS2 Electronic Access Control System Software Maintenance						2,000
10-5224-01-6436	Software Update	IT - AirWatch Mobile Device Management (MDM) Software License (25 Devices)						1,200
10-5224-01-6436	Software Update	IT - GIS Plotter Service (Remove if Plotter Replacement is Approved)						750
10-5224-01-6703	Dues/Subscriptions/License		(34)	-	1,028	1,850	1,850	-
10-5224-01-6703	Dues/Subscriptions/License							-
10-5224-01-6703	Dues/Subscriptions/License	Microsoft Developer Subscription						850
10-5224-01-6703	Dues/Subscriptions/License	Website Security Certificates						850
10-5224-01-6703	Dues/Subscriptions/License	Domain Name Registrations						150
10-5224-01-6845	Office Equipment							-
10-5224-01-6846	Computer Hardware		-	-	52,009	79,260	209,380	-
10-5224-01-6846	Computer Hardware	NEW - PW - Add 2nd Tablet Computer for WW Inspector (Allocate 42% to Wastewater)						3,500
10-5224-01-6846	Computer Hardware	REFRESH PC - FINANCE						-
10-5224-01-6846	Computer Hardware	REFRESH PC - CITY MANAGER						1,250
10-5224-01-6846	Computer Hardware	REFRESH PC - PUBLIC WORKS						-
10-5224-01-6846	Computer Hardware	REFRESH PC - COMMUNITY/ECONOMIC DEVELOPMENT						-
10-5224-01-6846	Computer Hardware	REFRESH PC - CITY CLERK						3,750
10-5224-01-6846	Computer Hardware	REFRESH PC - IT						5,000
10-5224-01-6846	Computer Hardware	REFRESH PC - POLICE DEPARTMENT						1,250
10-5224-01-6846	Computer Hardware	REFRESH PC - CITY ATTORNEY						1,250
10-5224-01-6846	Computer Hardware	REFRESH PC - RECREATION						-
10-5224-01-6846	Computer Hardware	REFRESH PC - WASTEWATER ADMINISTRATION						3,750
10-5224-01-6846	Computer Hardware	REFRESH PC - HUMAN RESOURCES						-
10-5224-01-6846	Computer Hardware	REFRESH EQUIPMENT - IT - Replace GIS Plotter						10,000
10-5224-01-6846	Computer Hardware	NEW - PW - Add 2nd Tablet Computer for WW Inspector (Allocate 42% to Wastewater)						(1,470)
10-5224-01-6846	Computer Hardware	REFRESH EQUIPMENT - IT - Replace 11 Tablet Computers for Council and Staff						7,700
10-5224-01-6846	Computer Hardware	REFRESH EQUIPMENT - FINANCE - Upgrade Check Scanner (Allocate 100% to Wastewater)						5,000

CITY OF SEDONA
 2014-2015 BUDGET
 GENERAL FUND DEPARTMENTS

Account Number	Account Description	Detail Description	FY 2012 Actuals	FY 2013 Actuals	2014 YTD Actuals	FY 2014 Budget	2015 Requested Budget	Detail Amount
10-5224-01-6846	Computer Hardware	REFRESH EQUIPMENT - FINANCE - Upgrade Check Scanner (Allocate 100% to Wastewater)						(5,000)
10-5224-01-6846	Computer Hardware	REFRESH EQUIPMENT - POLICE DEPARTMENT - Replace Mobile Data Computers (MDC)						150,000
10-5224-01-6846	Computer Hardware	REFRESH PC - COURT						1,250
10-5224-01-6846	Computer Hardware	REFRESH PC - WASTEWATER OPERATIONS						10,000
10-5224-01-6846	Computer Hardware	REFRESH PC - WASTEWATER (Allocate 100% to Wastewater)						(13,750)
10-5224-01-6846	Computer Hardware	REFRESH LAPTOP - CITY CLERK						1,700
10-5224-01-6846	Computer Hardware	REFRESH LAPTOP - RECREATION						1,700
10-5224-01-6846	Computer Hardware	REFRESH LAPTOP - WW OPERATIONS						1,700
10-5224-01-6846	Computer Hardware	REFRESH LAPTOP - WW OPERATIONS (Allocate 100% to Wastewater)						(1,700)
10-5224-01-6846	Computer Hardware	REFRESH SERVER - IT - Replace One Virtual Infrastructure "Host" Server						7,000
10-5224-01-6846	Computer Hardware	REFRESH EQUIPMENT - RECREATION- Upgrade Public WebCams at City Pool and Skate Park						3,000
10-5224-01-6846	Computer Hardware	NEW - PD - Add Lights and Security Camera at Vehicle Impound Lot						7,500
10-5224-01-6846	Computer Hardware	REFRESH EQUIPMENT - IT - Upgrade City FTP Server Appliance						2,000
10-5224-01-6846	Computer Hardware	NEW - IT - Remote Power Management for Critical Computer Systems						3,000
10-5224-01-6847	Computer Software				11,644	15,675	33,000	-
10-5224-01-6847	Computer Software	UPGRADE - IT - Virtual Server Infrastructure OS and Client Access Licensing						18,000
10-5224-01-6847	Computer Software	UPGRADE - IT - Database Management System (Microsoft SQL Server) to latest version						5,000
10-5224-01-6847	Computer Software	NEW - IT - Provide Cloud Storage Server for Mobile/Remote Employee Access						5,000
10-5224-01-6847	Computer Software	NEW - IT - Provide On-Line Meeting/Collaboration Service						5,000
Subtotal Information Technology			\$ 44,534	\$ 58,425	\$ 543,867	\$ 738,277	\$ 934,034	\$ 934,034
Subtotal Geographic Information Systems (program no longer used)			\$ 91,343	\$ 89,089	\$ -	\$ -	\$ -	\$ -
Subtotal Information Technology (program no longer used)			\$ 283,348	\$ 316,635	\$ -	\$ -	\$ -	\$ -
Subtotal Database Development (program no longer used)			\$ 104,005	\$ 104,860	\$ -	\$ -	\$ -	\$ -
Total Information Technology			\$ 523,230	\$ 569,009	\$ 543,867	\$ 738,277	\$ 934,034	\$ 934,034

**CITY OF SEDONA
2014-2015 PROPOSED BUDGET DETAIL
GENERAL FUND DEPARTMENTS**

Account Number	Description	2014 Estimated Actuals	2014 Adopted Budget	2015 Proposed Budget
10-5224-01-6005	Salary & Wages	\$277,718.00	\$277,718.00	\$281,156.00
10-5224-01-6046	Employee Benefits	\$3,360.00	\$3,360.00	\$3,360.00
10-5224-01-6125	Direct Payroll Costs	\$21,245.00	\$21,245.00	\$22,637.00
10-5224-01-6130	Retirement	\$31,382.00	\$31,382.00	\$34,325.00
10-5224-01-6134	STD/LTD Insurance	\$1,577.00	\$1,577.00	\$1,012.00
10-5224-01-6135	Health/Dental/Life Insurance	\$43,584.00	\$43,584.00	\$46,096.00
10-5224-01-6136	Workers Compensation Insurance	\$5,640.00	\$5,640.00	\$4,920.00
10-5224-01-6210	Printing/Office Supplies	\$0.00	\$0.00	\$0.00
10-5224-01-6213	Telephone	\$19,525.00	\$21,171.00	\$21,458.00
10-5224-01-6245	Office Equipment - Non Capital	\$0.00	\$0.00	\$0.00
10-5224-01-6246	Computer Hardware - Non Capita	\$0.00	\$0.00	\$0.00
10-5224-01-6405	Professional Services	\$6,051.00	\$5,440.00	\$6,090.00
10-5224-01-6431	System Maintenance	\$11,000.00	\$10,000.00	\$20,000.00
10-5224-01-6436	Software Update	\$213,891.00	\$220,375.00	\$248,750.00
10-5224-01-6703	Dues/Subscriptions/License	\$1,877.00	\$1,850.00	\$1,850.00
10-5224-01-6845	Office Equipment	\$0.00	\$0.00	\$0.00
10-5224-01-6846	Computer Hardware	\$61,348.00	\$79,260.00	\$209,380.00
10-5224-01-6847	Computer Software	\$13,393.00	\$15,675.00	\$33,000.00
10-5224-01-6849	Telephone & Radio Equipment	\$0.00	\$0.00	\$0.00
	Total Information Technology	\$711,591.00	\$738,277.00	\$934,034.00

LEGAL

DEPARTMENT DESCRIPTION

The Legal Department prosecutes all misdemeanor offenses, provides legal services and advice to City departments and the City Council, defends claims and suits brought against the City, drafts and/or reviews and approves all contracts entered into by the City, drafts all resolutions and ordinances submitted for City Council approval, and interfaces with and manages the activities of outside counsel.

MISSION STATEMENT

The department strives to provide quality legal advice and services to the City Council, City departments and commissions. To vigorously prosecute criminal cases in a fair manner that leads to just results.

2014-2015 OBJECTIVES

- Provide legal support for the 2014 Election
- Assist in the Adoption of the Community Plan
- Assist in adoption of Development Impact Fees.
- Assist in Alternate Expenditure Limitation Election.
- Continue vigorous enforcement of all laws and ordinances.

2013-2014 ACCOMPLISHMENTS

- ✓ Assisted in acquisition of Brewer Road Park Property.
- ✓ Participated in a successful mediation of litigation associated with the Harmony-Windsong storm drainage project.
- ✓ Successfully defended a challenge in Superior Court and the Court of Appeals to a criminal conviction for advertising a short-term rental.
- ✓ Drafted various ordinances concerning issues such as civil unions, business licensing revisions, election procedures, and off-street parking.
- ✓ Filed claims for unpaid sewer fees or sales taxes in bankruptcy cases
- ✓ Assisted Community Development on review and presentation of New Community Plan

- ✓ Worked on major development projects for Mariposa, The Rouge, Brewer Road, Sky Ranch Lodge
- ✓ Rendered an opinion and recommendations on 2014 Home Rule election
- ✓ Drafted guidelines for 2014 deadlines on statutory changes to development impact fees
- ✓ Advised council and staff on smart meters, civil unions, Yavapai College plans for the Sedona campus

Did You Know?

Per Ordinance No. 2014-01, the rental of residential property is considered a business and owners of such properties must now obtain a business license.

SIGNIFICANT CHANGES

- Please note: In prior years' budgets, monies allocated for employee benefits were previously lump summed and allocated entirely within the human resources general fund. These costs are now dispersed and allocated within each department's respective general fund budgets.

WORKLOAD INDICATORS

Workload Indicators	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Estimate	FY 14-15 Proposed
City Council agenda bill items reviewed	171	196	200	200
Ordinances processed	12	7	9	9
Resolutions processed	25	18	13	13
On the job injuries processed	21	13	5	5
Traffic accidents involving City Vehicles per year	5	14	4	2
Criminal Charges Filed	273	247	250	250

PERFORMANCE MEASURE

Performance Measures	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Estimate	FY 14-15 Proposed
Conduct a minimum of 1 Police officers training per year	1	4	1	1

CITY OF SEDONA
2014-2015 BUDGET
GENERAL FUND DEPARTMENTS

Account Number	Account Description	Detail Description	FY 2012	FY 2013	2014 YTD	2015		
			Actuals	Actuals	Actuals	FY 2014 Budget	Requested Budget	Detail Amount
Legal Department								
10-5230-01-6005	Salary & Wages		10,233	22,422	220,741	314,812	320,340	320,340
10-5230-01-6046	Employee Benefits		1,200	1,100	800	1,140	1,140	1,140
10-5230-01-6125	Direct Payroll Costs	% of Wages	1,599	2,111	15,644	24,083	25,507	25,507
10-5230-01-6130	Retirement	% of Wages(re-allocated to each dept)	181		26,819	35,574	38,671	38,671
10-5230-01-6134	STD/LTD Insurance	% of Wages(re-allocated to each dept)	12		1,121	1,703	1,153	1,153
10-5230-01-6135	Health/Dental/Life Insurance	% of Wages(re-allocated to each dept)	276		31,466	49,060	55,726	55,726
10-5230-01-6136	Workers Compensation Insurance	% of Wages(re-allocated to each dept)	4		416	614	705	705
10-5230-01-6210	Printing/Office Supplies		43	76				-
10-5230-01-6210	Printing/Office Supplies	Automatic Adjustment						-
10-5230-01-6212	Postage							-
10-5230-01-6213	Telephone							-
10-5230-01-6215	Gas & Oil							-
10-5230-01-6241	Automobile Expense							-
10-5230-01-6244	Office Furniture - Non Capital						1,500	
		New conference room chairs - no longer stable need replacements					-	1,500
10-5230-01-6244	Office Furniture - Non Capital							-
10-5230-01-6249	Radio & Phone Equip-Non Capita							-
10-5230-01-6405	Professional Services		1,494	970				-
10-5230-01-6413	On-Line Research		2,337	2,277	1,260	3,000	3,000	-
10-5230-01-6413	On-Line Research	Automatic Adjustment						3,000
10-5230-01-6414	Prosecutorial Services				30	1,200	1,200	-
		For payment of service of process fees, victim notices, etc						1,200
10-5230-01-6414	Prosecutorial Services							-
10-5230-01-6418	Law Library		111	180	132	500	500	-
10-5230-01-6418	Law Library	Automatic Adjustment						500
10-5230-01-6450	Legal Fees/Settlements/Deductibles			280	19,403	25,000	25,000	-
10-5230-01-6450	Legal Fees/Settlements/Deductibles							25,000
		For payment of outside attorney fees (land)						
		For payment of outside attorney fees (general/civil)						25,000
		Adjustment to \$25k total in Legal and \$25k in Gen Svcs - excess will be taken from contingency if needed						(25,000)
10-5230-01-6450	Legal Fees/Settlements/Deductibles							-
10-5230-01-6452	Recording Fees							-
10-5230-01-6703	Dues/Subscriptions/License		1,769	1,504	1,380	2,500	2,500	-
10-5230-01-6703	Dues/Subscriptions/License	Automatic Adjustment						2,500
10-5230-01-6741	Witness Fees			1,500	-	1,500	1,500	-
10-5230-01-6741	Witness Fees	Automatic Adjustment						1,500
10-5230-01-6750	Training/Staff Development			95				-
	Subtotals Legal Administration		\$ 19,259	\$ 32,515	\$ 319,212	\$ 460,686	\$ 478,442	\$ 478,442
	Subtotals Legal Wastewater (program no longer used)		\$ 50,582	\$ 51,804	\$ -	\$ -	\$ -	\$ -
	Subtotals Legal Criminal Prosecution (program no longer used)		\$ 157,459	\$ 157,974	\$ -	\$ -	\$ -	\$ -
	Subtotals Legal Land Development (program no longer used)		\$ 50,542	\$ 42,029	\$ -	\$ -	\$ -	\$ -
	Subtotals Legal Land Development (program no longer used)		\$ 53,003	\$ 74,207	\$ -	\$ -	\$ -	\$ -
	Total Legal Department		\$ 330,845	\$ 358,529	\$ 319,212	\$ 460,686	\$ 478,442	\$ 478,442

**CITY OF SEDONA
2014-2015 PROPOSED BUDGET DETAIL
GENERAL FUND DEPARTMENTS**

Account Number	Description	2014 Estimated Actuals	2014 Adopted Budget	2015 Proposed Budget
10-5230-01-6005	Salary & Wages	\$255,527.00	\$255,527.00	\$320,340.00
10-5230-01-6006	Overtime	\$0.00	\$0.00	\$0.00
10-5230-01-6010	Temp/Part-Time Wages	\$59,285.00	\$59,285.00	\$0.00
10-5230-01-6046	Employee Benefits	\$1,140.00	\$1,140.00	\$1,140.00
10-5230-01-6125	Direct Payroll Costs	\$24,083.00	\$24,083.00	\$25,507.00
10-5230-01-6130	Retirement	\$35,574.00	\$35,574.00	\$38,671.00
10-5230-01-6134	STD/LTD Insurance	\$1,703.00	\$1,703.00	\$1,153.00
10-5230-01-6135	Health/Dental/Life Insurance	\$49,060.00	\$49,060.00	\$55,726.00
10-5230-01-6136	Workers Compensation Insurance	\$614.00	\$614.00	\$705.00
10-5230-01-6210	Printing/Office Supplies	\$0.00	\$0.00	\$0.00
10-5230-01-6244	Office Furniture - Non Capital	\$0.00	\$0.00	\$1,500.00
10-5230-01-6405	Professional Services	\$0.00	\$0.00	\$0.00
10-5230-01-6413	On-Line Research	\$3,000.00	\$3,000.00	\$3,000.00
10-5230-01-6414	Prosecutorial Services	\$1,200.00	\$1,200.00	\$1,200.00
10-5230-01-6418	Law Library	\$500.00	\$500.00	\$500.00
10-5230-01-6450	Legal Fees/Settlements/Deductibles	\$25,000.00	\$25,000.00	\$25,000.00
10-5230-01-6703	Dues/Subscriptions/License	\$2,500.00	\$2,500.00	\$2,500.00
10-5230-01-6741	Witness Fees	\$1,500.00	\$1,500.00	\$1,500.00
10-5230-01-6750	Training/Staff Development	\$0.00	\$0.00	\$0.00
	Legal Department	\$460,686.00	\$460,686.00	\$478,442.00

PARKS AND RECREATION

DEPARTMENT DESCRIPTION

The Parks & Recreation Department develops and implements recreational programs/events for the residents of Sedona to enjoy.

MISSION STATEMENT

The Sedona Parks and Recreation Department provides diverse year-round leisure opportunities through the preservation of open space, park settings, recreational facilities and recreation programs/events for citizens, visitors and future generations of Sedona.

2014-2015 OBJECTIVES

- Create new partnership with Swordfish swim team to provide swim lessons at the community pool
- Operate the new Splash Park at Sunset Park.
- Continue to liaison with the Bike Skills Park Work Group to procure a design for the park.
- Hire a new member to our department team.
- Add new events with a teen focus.
- Host Flick & Float movies at the community pool.
- Seek new sponsorship opportunities.

ACCOMPLISHMENTS 2013-2014

- ✓ Arizona Parks and Recreation Association Award recipients.
- ✓ Held another successful 4th of July Laser Show and concert for 4000+ attendance.
- ✓ Hosted ice skating rink at Posse Grounds Park.
- ✓ Successfully participated in Holiday Central Sedona and added new event Tinsel Town at Posse Grounds.
- ✓ Facilitated the Capital Christmas Tree visiting Sedona.
- ✓ Installed water slide at the Sedona Community Pool.

Did You Know?

The new mural at Posse Grounds Park named *Red Rock Athleticism* was a donation made to help beautify the park.

SIGNIFICANT CHANGES

- Department staff restructuring.
- Hired part time Administrative Assistant.



WORKLOAD INDICATORS

Workload Indicators	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Estimate	FY 14-15 Proposed
Adult Summer Softball League Participants	200	200	200	200
Celebration of Spring Attendees	1303	1300	1500	1600
Swim Lessons Conducted	212	226	50	NA
Community Camp Out Participants	87	89	90	90
Laser Light Show and Concert Attendees	-	3000	4000	4000
A Dog's Day Out in the Park Attendees	100	100	140	140
Pumpkin Splash Attendees	242	225	300	325
Breakfast with Santa Attendees	225	389	300	350

PERFORMANCE MEASURE

Performance Measures	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Estimate	FY 14-15 Proposed
Number of Volunteers	48	50	66	60
Outside Funding/Contributions Secured	\$1,700	\$19,295	\$31,679	\$21,850

CITY OF SEDONA
 2014-2015 BUDGET
 GENERAL FUND DEPARTMENTS

Account Number	Account Description	Detail Description	FY 2012 Actuals	FY 2013 Actuals	2014 YTD Actuals	FY 2014 Budget	2015 Requested Budget	Detail Amount
Parks & Recreation								
10-5242-02-6005	Salary & Wages		59,419	34,226	39,441	59,331	57,512	57,512
10-5242-02-6006	Overtime		-	624	400	500	500	500
10-5242-02-6046	Employee Benefits		2,038	-	270	-	-	-
10-5242-02-6125	Direct Payroll Costs	% of Wages	5,348	2,552	3,159	3,085	4,542	4,542
10-5242-02-6130	Retirement	% of Wages(re-allocated to each dept)	269	-	4,676	4,557	6,888	6,888
10-5242-02-6134	STD/LTD Insurance	% of Wages(re-allocated to each dept)	22	-	216	319	207	207
10-5242-02-6135	Health/Dental/Life Insurance	% of Wages(re-allocated to each dept)	593	-	6,632	7,722	15,295	15,295
10-5242-02-6136	Workers Compensation Insurance	% of Wages(re-allocated to each dept)	8	-	521	112	1,292	1,292
10-5242-02-6210	Printing/Office Supplies							-
10-5242-02-6213	Telephone							-
10-5242-02-6214	Uniform Expenses		286	499	1,482	3,000	3,000	-
		Staff uniforms for special events and recreation admin uniforms						600
10-5242-02-6214	Uniform Expenses	Volunteer Park Rangers uniforms						2,400
10-5242-02-6410	Commission Support		180	120	-	-	-	-
10-5242-02-6511	Advertising		-	-	215	600	600	-
10-5242-02-6511	Advertising	Volunteer Park Rangers annual budget						600
10-5242-02-6703	Dues/Subscriptions/License		791	869	189	885	885	-
		Arizona Parks and Recreation Association and National Parks and Recreation memberships for all of staff members.						885
10-5242-02-6703	Dues/Subscriptions/License							885
10-5242-02-6710	Special Programs					100	-	-
10-5242-02-6711	Special Events							-
10-5242-02-6750	Training/Staff Development							-
	Subtotal Parks & Rec Administration		\$ 68,954	\$ 38,890	\$ 57,201	\$ 80,211	\$ 90,721	\$ 90,721
Recreation Programs								
10-5242-23-6005	Salary & Wages		20,706	22,947	23,150	32,789	32,768	32,768
10-5242-23-6006	Overtime			704				
10-5242-23-6010	Temp/Part-Time Wages		-	1,344	2,667	2,640	6,100	6,100
10-5242-23-6046	Employee Benefits							
10-5242-23-6125	Direct Payroll Costs	% of Wages	1,501	1,728	2,039	2,710	3,074	3,074
10-5242-23-6130	Retirement	% of Wages(re-allocated to each dept)	163	-	2,804	3,705	3,953	3,953
10-5242-23-6134	STD/LTD Insurance	% of Wages(re-allocated to each dept)	13	-	126	193	118	118
10-5242-23-6135	Health/Dental/Life Insurance	% of Wages(re-allocated to each dept)	464	-	3,732	5,837	5,575	5,575
10-5242-23-6136	Workers Compensation Insurance	% of Wages(re-allocated to each dept)	59	-	460	1,306	1,237	1,237
10-5242-23-6210	Printing/Office Supplies							-
10-5242-23-6212	Postage							-
10-5242-23-6213	Telephone		737	690	450	1,100	1,100	-
10-5242-23-6213	Telephone	Staff cell phones						1,100
10-5242-23-6231	Grounds Maintenance		-	2,726	1,791	500	4,500	-
10-5242-23-6231	Grounds Maintenance	stripe two additional pickleball courts						4,000
10-5242-23-6231	Grounds Maintenance	chalk for striping fields for sports groups						500
10-5242-23-6243	Spec Supplies/Safety Equip/Emg		21	88	6	200	200	-
10-5242-23-6243	Spec Supplies/Safety Equip/Emg	Recreation programs first aid						200
10-5242-23-6248	Machinery & Equipment-Non Capi							-
10-5242-23-6405	Professional Services		-	10,160	5,776	12,500	12,500	-
		Independent Contractors that teach workshops and classes throughout the year.						12,500

CITY OF SEDONA
2014-2015 BUDGET
GENERAL FUND DEPARTMENTS

Account Number	Account Description	Detail Description	FY 2012 Actuals	FY 2013 Actuals	2014 YTD Actuals	FY 2014 Budget	2015		
							Requested Budget	Detail Amount	
10-5242-23-6505	Rent		1,400	1,520	600	2,000	2,000	-	
		Paying Sedona Villas for use of indoor pool for water aerobics in winter, spring. Open Gym rental to WSS.						2,000	
10-5242-23-6511	Advertising		3,397	5,162	3,939	6,000	6,000	-	
		Radio commercials, colored adv, Money in the Mail, flyers for all annual special events.						6,000	
10-5242-23-6530	Utilities		-	-	-	3,000	-	-	
		Electric, sewer, propane for office and garage located at Posse Grounds. Public Works is going to continue paying this bill in their budget.						3,000	
10-5242-23-6530	Utilities							(3,000)	
10-5242-23-6703	Dues/Subscriptions/License		181	65	30	200	200	-	
		Aquatic Exercise Association memberships for water aerobics instructors, umpire ASA schooling.						200	
10-5242-23-6710	Special Programs		11,766	3,527	759	1,360	3,000	-	
		Increase requested to restore program level for special programs						1,640	
		Recreation special programs, classes, workshops.						1,360	
10-5242-23-6711	Special Events		17,948	14,854	15,114	26,800	26,800	-	
		To continue all longstanding special events with the department						26,800	
10-5242-23-6711	Special Events							-	
10-5242-23-6750	Training/Staff Development							-	
		Subtotal Parks & Rec Programs	\$ 58,356	\$ 65,515	\$ 63,443	\$ 102,840	\$ 109,125	\$ 109,125	
Swimming Pool									
10-5242-25-6005	Salary & Wages		20,973	20,754	23,501	32,788	32,768	32,768	
10-5242-25-6006	Overtime		175	964	87	-	1,000	1,000	
10-5242-25-6010	Temp/Part-Time Wages		46,619	64,308	38,496	72,420	70,186	70,186	
10-5242-25-6046	Employee Benefits					-	-	-	
10-5242-25-6125	Direct Payroll Costs	% of Wages	5,113	6,146	5,234	8,507	7,976	7,976	
10-5242-25-6130	Retirement	% of Wages(re-allocated to each dept)	163	-	3,095	3,705	3,953	3,953	
10-5242-25-6134	STD/LTD Insurance	% of Wages(re-allocated to each dept)	13	-	137	193	118	118	
10-5242-25-6135	Health/Dental/Life Insurance	% of Wages(re-allocated to each dept)	464	-	3,713	5,837	5,575	5,575	
10-5242-25-6136	Workers Compensation Insurance	% of Wages(re-allocated to each dept)	389	-	835	4,098	3,523	3,523	
10-5242-25-6214	Uniform Expenses		2,469	1,844	265	1,800	1,800	-	
10-5242-25-6214	Uniform Expenses	All lifeguard uniforms						1,800	
10-5242-25-6224	Chemicals		9,644	-	7,771	10,000	10,000	-	
		All necessary chemicals for pool operations for one year.						10,000	
10-5242-25-6224	Chemicals							-	
10-5242-25-6230	Building Maintenance		481	66	14	400	400	-	
10-5242-25-6230	Building Maintenance	Office, locker room cleaning supplies.						400	
10-5242-25-6231	Grounds Maintenance							-	
10-5242-25-6235	Equipment Repair		82	524	-	1,000	1,000	-	
		Fixing any broken equipment (heaters, pumps, vacuume, etc)						1,000	
10-5242-25-6235	Equipment Repair							-	
10-5242-25-6241	Automobile Expense							-	
10-5242-25-6243	Spec Supplies/Safety Equip/Emg		1,104	298	712	500	500	-	

CITY OF SEDONA
 2014-2015 BUDGET
 GENERAL FUND DEPARTMENTS

Account Number	Account Description	Detail Description	FY 2012 Actuals	FY 2013 Actuals	2014 YTD Actuals	FY 2014 Budget	2015 Requested Budget	Detail Amount
10-5242-25-6243	Spec Supplies/Safety Equip/Emg	First Aid, backboards, face masks, OSHA compliancy requirements.						500
10-5242-25-6244	Office Furniture - Non Capital							-
10-5242-25-6244	Office Furniture - Non Capital	Automatic Adjustment-product purchased in current fiscal year.						(350)
10-5242-25-6244	Office Furniture - Non Capital	Automatic Adjustment						350
10-5242-25-6248	Machinery & Equipment-Non Capi		29,558	594	349	5,000	5,000	-
10-5242-25-6248	Machinery & Equipment-Non Capi	Replacing old equipment like heaters, lane lines, pool cover reel, mechanical equipment.						5,000
10-5242-25-6405	Professional Services			3,567	-	500	500	-
10-5242-25-6405	Professional Services	Contracted pool services such as chemical balancing issues.						500
10-5242-25-6505	Rent							-
10-5242-25-6511	Advertising							-
10-5242-25-6530	Utilities		12,830	8,856	7,185	27,500	17,500	-
---	Utilities	Reduce budget to actual history						(10,000)
10-5242-25-6530	Utilities	Gas, electric, water bill for one year of pool operations.						27,500
10-5242-25-6703	Dues/Subscriptions/License		397	397	-	450	450	-
10-5242-25-6703	Dues/Subscriptions/License	Health permit for pool.						450
10-5242-25-6710	Special Programs		1,242	1,594	142	1,500	1,500	-
10-5242-25-6710	Special Programs	Swim lesson report cards, registration paperwork, aerobics equipment, aerobics passes (printing fee), aerobics events.						1,500
10-5242-25-6750	Training/Staff Development							-
10-5242-25-6785	Concessions							-
10-5242-25-6857	Improvements - City Owned Property							-
Subtotal Parks & Rec Pool			\$ 131,716	\$ 109,912	\$ 91,536	\$ 176,198	\$ 163,749	\$ 163,749
Subtotal Community Based Services (program no longer used)			\$ 1,411,706	\$ 1,440,970	\$ -	\$ -	\$ -	\$ -
Subtotal Arts & Culture (program no longer used)			\$ 16,074	\$ 20,847	\$ 88	\$ -	\$ -	\$ -
Subtotal Community Services Admin (program no longer used)			\$ 309	\$ 326	\$ -	\$ -	\$ -	\$ -
Subtotal Transit Program (program no longer used)			\$ 100,973	\$ 70,998	\$ -	\$ -	\$ -	\$ -
Subtotal Volunteers (program no longer used)			\$ 1,950	\$ 1,499	\$ -	\$ -	\$ -	\$ -
Total Parks & Recreation Department			\$ 1,790,038	\$ 1,748,957	\$ 212,268	\$ 359,249	\$ 363,595	\$ 363,595

**CITY OF SEDONA
2014-2015 PROPOSED BUDGET DETAIL
GENERAL FUND DEPARTMENTS**

Account Number	Description	2014 Estimated Actuals	2014 Adopted Budget	2015 Proposed Budget
10-5242-02-6005	Salary & Wages	\$59,331.00	\$59,331.00	\$57,512.00
10-5242-02-6006	Overtime	\$500.00	\$500.00	\$500.00
10-5242-02-6045	Uniform Allowance	\$0.00	\$0.00	\$0.00
10-5242-02-6046	Employee Benefits	\$0.00	\$0.00	\$0.00
10-5242-02-6125	Direct Payroll Costs	\$3,085.00	\$3,085.00	\$4,542.00
10-5242-02-6130	Retirement	\$4,557.00	\$4,557.00	\$6,888.00
10-5242-02-6134	STD/LTD Insurance	\$319.00	\$319.00	\$207.00
10-5242-02-6135	Health/Dental/Life Insurance	\$7,722.00	\$7,722.00	\$15,295.00
10-5242-02-6136	Workers Compensation Insurance	\$112.00	\$112.00	\$1,292.00
10-5242-02-6214	Uniform Expenses	\$3,000.00	\$3,000.00	\$3,000.00
10-5242-02-6410	Commission Support	\$0.00	\$100.00	\$0.00
10-5242-02-6511	Advertising	\$300.00	\$600.00	\$600.00
10-5242-02-6703	Dues/Subscriptions/License	\$885.00	\$885.00	\$885.00
	Subtotal Administration	<u>\$79,811.00</u>	<u>\$80,211.00</u>	<u>\$90,721.00</u>
10-5242-23-6005	Salary & Wages	\$32,789.00	\$32,789.00	\$32,768.00
10-5242-23-6006	Overtime	\$0.00	\$0.00	\$0.00
10-5242-23-6010	Temp/Part-Time Wages	\$2,640.00	\$2,640.00	\$6,100.00
10-5242-23-6125	Direct Payroll Costs	\$2,740.00	\$2,710.00	\$3,074.00
10-5242-23-6130	Retirement	\$3,705.00	\$3,705.00	\$3,953.00
10-5242-23-6134	STD/LTD Insurance	\$193.00	\$193.00	\$118.00
10-5242-23-6135	Health/Dental/Life Insurance	\$5,837.00	\$5,837.00	\$5,575.00
10-5242-23-6136	Workers Compensation Insurance	\$1,306.00	\$1,306.00	\$1,237.00
10-5242-23-6210	Printing/Office Supplies	\$0.00	\$0.00	\$0.00
10-5242-23-6213	Telephone	\$1,100.00	\$1,100.00	\$1,100.00
10-5242-23-6231	Grounds Maintenance	\$1,772.00	\$1,647.76	\$4,500.00
10-5242-23-6243	Spec Supplies/Safety Equip/Emg	\$200.00	\$200.00	\$200.00
10-5242-23-6405	Professional Services	\$10,000.00	\$12,500.00	\$12,500.00
10-5242-23-6505	Rent	\$2,000.00	\$2,000.00	\$2,000.00
10-5242-23-6511	Advertising	\$6,000.00	\$6,000.00	\$6,000.00
10-5242-23-6530	Utilities	\$3,000.00	\$3,000.00	\$0.00
10-5242-23-6703	Dues/Subscriptions/License	\$150.00	\$200.00	\$200.00
10-5242-23-6710	Special Programs	\$26,800.00	\$1,360.00	\$3,000.00
10-5242-23-6711	Special Events	\$0.00	\$26,800.00	\$26,800.00
10-5242-23-6750	Training/Staff Development	\$0.00	\$0.00	\$0.00
10-5242-23-6857	Improvements-City Owned Proper	\$0.00	\$0.00	\$0.00
	Subtotal Recreation Programs	<u>\$100,232.00</u>	<u>\$103,987.76</u>	<u>\$109,125.00</u>
10-5242-25-6005	Salary & Wages	\$32,788.00	\$32,788.00	\$32,768.00
10-5242-25-6006	Overtime	\$0.00	\$0.00	\$1,000.00
10-5242-25-6010	Temp/Part-Time Wages	\$72,420.00	\$72,420.00	\$70,186.00
10-5242-25-6045	Uniform Allowance	\$0.00	\$0.00	\$0.00
10-5242-25-6125	Direct Payroll Costs	\$8,507.00	\$8,507.00	\$7,976.00
10-5242-25-6130	Retirement	\$3,705.00	\$3,705.00	\$3,953.00
10-5242-25-6134	STD/LTD Insurance	\$193.00	\$193.00	\$118.00
10-5242-25-6135	Health/Dental/Life Insurance	\$5,837.00	\$5,837.00	\$5,575.00
10-5242-25-6136	Workers Compensation Insurance	\$4,098.00	\$4,098.00	\$3,523.00
10-5242-25-6214	Uniform Expenses	\$1,800.00	\$1,800.00	\$1,800.00
10-5242-25-6224	Chemicals	\$10,000.00	\$10,000.00	\$10,000.00
10-5242-25-6230	Building Maintenance	\$300.00	\$400.00	\$400.00
10-5242-25-6235	Equipment Repair	\$100.00	\$1,000.00	\$1,000.00
10-5242-25-6243	Spec Supplies/Safety Equip/Emg	\$800.00	\$500.00	\$500.00
10-5242-25-6248	Machinery & Equipment-Non Capi	\$2,000.00	\$3,852.24	\$5,000.00
10-5242-25-6405	Professional Services	\$0.00	\$500.00	\$500.00
10-5242-25-6530	Utilities	\$15,000.00	\$27,500.00	\$17,500.00
10-5242-25-6703	Dues/Subscriptions/License	\$450.00	\$450.00	\$450.00
10-5242-25-6710	Special Programs	\$1,500.00	\$1,500.00	\$1,500.00
	Subtotal Swimming Pool	<u>\$159,498.00</u>	<u>\$175,050.24</u>	<u>\$163,749.00</u>
	Total Recreation	<u>\$339,541.00</u>	<u>\$359,249.00</u>	<u>\$363,595.00</u>

DEPARTMENT DESCRIPTION

The Community & Economic Development Department is home to twelve staff members who support six divisions and provide staff support to City Council, the Historic Preservation and Planning & Zoning Commissions, as well as the Board of Adjustment.

- The *Building Safety division* reviews and approves building permits, conducts building inspections during the construction process and interprets all building codes.
- The *Code Enforcement division* investigates and seeks compliance of Land Development Code and City Code violations.
- The *Current Planning division* reviews and processes all new development proposals, variance requests, administrative waivers, temporary use permits, and sign permits.
- The *Long Range Planning division* coordinates and manages updates and amendments to the Community Plan and the Land Development Code and coordinates specific planning projects.
- The *Development Services division* includes all aspects of administration, personnel, support of the various Commissions, Committees and Boards and the recording and minute taking for these public bodies. Additionally, Development Services coordinates and administers the all aspects of the front counter, including responding to customers, processing permits, liquor license applications.
- The *Economic Development Division* is responsible for business recruitment, retention and expansion and offers technical assistance and support for start-ups, expansions, and relocations. The Division also works on regional economic development efforts.
- The *Housing program* implements housing policies of Council and administers the Community Development Block Grant program.
- The *Historic Preservation program* implements the policies of Council and the Historic Preservation Commission to preserve Sedona's history and increase public knowledge about Sedona's history.

Did You Know?

In 2013, staff processed and issued:

- Commercial permits:
 - 6 new construction
 - 39 remodel/rehabilitation
- Single-family permits:
 - 30 new construction
 - 124 remodel/rehabilitation

From September 2013 through March 2014, 45 public informational meetings were held regarding the new Community Plan.

MISSION STATEMENT

Managing growth through responsible stewardship and excellent customer service – *we make a difference.*

2014-2015 OBJECTIVES

- Implement the Sedona Community Plan by providing opportunities in the Land Development Code for new development to carry forward the recommendations of the new Community Plan.
- Begin proactive specific planning efforts for the Community Focus Areas identified in the new Community Plan.
- Implement a more targeted proactive code enforcement program, including short-term vacation rentals.
- Participate and facilitate as appropriate master planning activities related to the newly acquired City owned Brewer Road property.
- Enhance efforts to incorporate more economic development strategies and policies.
- Seek opportunities for professional development of staff related to economic development strategies and policies.

2012-2013 ACCOMPLISHMENTS

- ✓ The New Community Plan was approved by City Council in November 2013 after a three year extensive community planning process and approved by voters on March 11, 2014.
- ✓ Approximately \$150,000 of Community Development Block Grant (CDBG) funds were used to expand and upgrade the Sedona Community Center's kitchen.

SIGNIFICANT CHANGES

- Department name was changed to Community & Economic Development to emphasize the importance of economic activities
- Director, Kevin Snyder resigned in January 2014
- A Senior Code Enforcement Officer hired in January 2014 after being vacant for nearly a year.
- Council enacted a new Citizen Engagement Program to replace the Housing and Sustainability Commissions.

WORKLOAD INDICATORS

Workload Indicators	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Estimate	FY 14-15 Proposed
Total Number of Single-Family Building Permits Applications received	25	48	69	95
Total Number of Single-Family Building Permits Issued	19	37	60	94
Total Valuation of Single-Family Building Permits	\$3,620,904	6,155,577	7,578,225.	11,673,375
Total Number of Commercial Building Permit Applications received	120	105	240	480
Total Number of Commercial Building Permits Issued	114	98	213	484
Total Valuation of Commercial Building Permits	\$1,388,163	\$3,382,189	6,764,378	10,146,567
Total Revenues	\$5,009,067	\$9,537,766	14,342,603	21,819,942
Number of Code Enforcement Cases Investigated	N/A	144	300	400
Estimated Customer Service Interactions	N/A	N/A	38,000	40,000

PERFORMANCE MEASURE

Performance Measures	FY 11-12 Actual	FY 12-13 Actual	FY 12-13 Estimate	FY 13-14 Proposed
Percentage of Permits processed in compliance with SB1598 timeframes	N/A	N/A	95	100
Completed Current Planning Projects	7	8	24	25

CITY OF SEDONA
 2014-2015 BUDGET
 GENERAL FUND DEPARTMENTS

Account Number	Account Description	Detail Description	FY 2012 Actuals	FY 2013 Actuals	2014 YTD Actuals	FY 2014 Budget	2015	
							Requested Budget	Detail Amount
Community Development Services								
10-5310-31-6005	Salary & Wages		175,462	143,190	333,193	508,855	509,081	509,081
10-5310-31-6006	Overtime		-	608	33	-	-	-
10-5310-31-6010	Temp/Part-Time Wages		-	4,557	-	-	-	-
10-5310-31-6046	Employee Benefits		450	3,680	2,590	3,560	3,560	3,560
10-5310-31-6125	Direct Payroll Costs	% of Wages	14,929	11,188	26,865	38,927	40,057	40,057
10-5310-31-6130	Retirement	% of Wages(re-allocated to each dept)	1,524	-	38,968	57,501	60,739	60,739
10-5310-31-6134	STD/LTD Insurance	% of Wages(re-allocated to each dept)	90	-	1,595	3,088	1,833	1,833
10-5310-31-6135	Health/Dental/Life Insurance	% of Wages(re-allocated to each dept)	2,283	-	44,782	82,026	68,470	68,470
10-5310-31-6136	Workers Compensation Insurance	% of Wages(re-allocated to each dept)	189	-	2,877	7,476	7,819	7,819
		3 Dept cell phones at \$190 per month						
10-5310-31-6213	Telephone	(Building, Planning, Code Enf)	-	565	1,123	1,200	2,300	2,300
10-5310-31-6215	Oil & Gas	Move to General Services						
		Inspection Vehicles						
10-5310-31-6235	Equipment Repair							
10-5310-31-6241	Automobile Expense	Move to General Services						
		Inspection Vehicles Maintenance						
10-5310-31-6243	Spec Supplies/Safety Equip/Emg		555	167	938	2,550	3,500	-
10-5310-31-6243	Spec Supplies/Safety Equip/Emg	Misc. Department supplies						1,000
		HPC Special supplies (e.g. Recognition Plaques)						
10-5310-31-6243	Spec Supplies/Safety Equip/Emg							1,000
10-5310-31-6243	Spec Supplies/Safety Equip/Emg	Outreach for department special work groups						1,500
10-5310-31-6244	Office Furniture - Non Capital		-	629	2,868	3,000	-	-
10-5310-31-6405	Professional Services							-
10-5310-31-6410	Commission Support		-	-	3,324	11,900	4,600	-
10-5310-31-6410	Commission Support	HPC general support, HPC AZ State annual conference (CLG Req)						3,000
10-5310-31-6410	Commission Support	P&Z Commission general support and training						1,500
10-5310-31-6410	Commission Support	Board of Adjustment general support						100
10-5310-31-6410	Commission Support	HPC Survey						-
10-5310-31-6505	Rent		1,186	1,285	791	-	4,500	-
10-5310-31-6505	Rent	Rental for storage space						3,000
		Facility rental for public outreach (Com Plan/LDC)						1,500
10-5310-31-6511	Advertising		-	-	2,360	5,950	6,900	-
10-5310-31-6511	Advertising	Historic Preservation National Month (May) promotion						500
10-5310-31-6511	Advertising	P&Z Legal Notices						3,000
10-5310-31-6511	Advertising	Board of Adjustment legal notices						200
		LDC amendments legal and public notices/display ads						3,200
10-5310-31-6632	Historic Preservation		-	-	-	-	45,000	-
10-5310-31-6632	Historic Preservation	Expand HPC - Hummingbird House						45,000
10-5310-31-6632	Historic Preservation	Drainage - rollover from 2014						-
10-5310-31-6703	Dues/Subscriptions/License		569	739	1,065	2,175	2,375	-
10-5310-31-6703	Dues/Subscriptions/License	APA Dues for Director, Juhlin						1,000
10-5310-31-6703	Dues/Subscriptions/License	APA Dues for P&Z Commissioner Journal						200
10-5310-31-6703	Dues/Subscriptions/License	AZ Housing Alliance Membership						125

CITY OF SEDONA
2014-2015 BUDGET
GENERAL FUND DEPARTMENTS

Account Number	Account Description	Detail Description	FY 2012 Actuals	FY 2013 Actuals	2014 YTD Actuals	FY 2014 Budget	2015 Requested Budget	Detail Amount
10-5310-31-6703	Dues/Subscriptions/License	APA Dues for Lovely						250
10-5310-31-6703	Dues/Subscriptions/License	APA Dues for Raber						300
10-5310-31-6703	Dues/Subscriptions/License	APA Dues for Meyer, Chamberlain						500
10-5310-31-6720	Community Service Contracts		-	-	-	50,000		-
10-5310-31-6720	Community Service Contracts							-
10-5310-31-6732	Office Maintenance							-
10-5310-31-6750	Training/Staff Development	Funding in General Services						-
		Puckett Training Misc. training (e.g. project/time management)						-
10-5310-31-6750	Training/Staff Development	Lewis Training AZBO permit certifications						-
10-5310-31-6750	Training/Staff Development	Director APA Nat'l and State conferences						-
10-5310-31-6750	Training/Staff Development	Juhlin APA Nat'l and State, Eco Dev, AICP certification (professional dev)						-
		Meyer State Housing conf., misc. training						-
10-5310-31-6750	Training/Staff Development	(e.g. presentation/project mgmt						-
10-5310-31-6750	Training/Staff Development	Lovely AZPA, HPC, misc. training						-
		Raber AZPA , misc training (e.g. eco dev, professional dev)						-
10-5310-31-6750	Training/Staff Development	Chamberlin AZPA conference and specialized training (e.g. green building)						-
10-5310-31-6750	Training/Staff Development	Vacant Position professional development						-
Subtotal Community Development Services			\$ 197,237	\$ 166,608	\$ 463,372	\$ 778,208	\$ 760,734	\$ 760,734
Building Safety								
10-5310-32-6005	Salary & Wages		133,072	106,590	75,957	109,670	106,428	106,428
10-5310-32-6006	Overtime					-	-	-
10-5242-02-6010	Temp/Part-Time Wages					-	-	-
10-5310-32-6046	Employee Benefits					-	-	-
10-5310-32-6125	Direct Payroll Costs	% of Wages	9,673	7,763	6,128	8,390	8,467	8,467
10-5310-32-6130	Retirement	% of Wages(re-allocated to each dept)	1,086	-	8,986	12,393	12,840	12,840
10-5310-32-6134	STD/LTD Insurance	% of Wages(re-allocated to each dept)	45	-	465	743	383	383
10-5310-32-6135	Health/Dental/Life Insurance	% of Wages(re-allocated to each dept)	1,443	-	10,308	18,750	15,626	15,626
10-5310-32-6136	Workers Compensation Insurance	% of Wages(re-allocated to each dept)	406	-	1,264	2,227	1,863	1,863
10-5310-32-6210	Printing/Office Supplies					300	300	-
10-5310-32-6210	Printing/Office Supplies	Permit paper, Tags,						300
10-5310-32-6212	Postage							-
10-5310-32-6213	Telephone		380	750			-	-
10-5310-32-6213	Telephone	Cell phone charges move to 31						-
10-5310-32-6214	Uniform Expenses		-	-	328	1,000	1,000	-
10-5310-32-6214	Uniform Expenses	Logo shirts, boots and jeans for field work (SB1598)						1,000
10-5310-32-6215	Gas & Oil			131			-	-
10-5310-32-6215	Gas & Oil	Inspection vehicle						1,500
10-5310-32-6215	Gas & Oil	Automatic Adjustment						(1,500)
10-5310-32-6241	Automobile Expense						-	-
10-5310-32-6241	Automobile Expense	Inspection vehicle						-
10-5310-32-6243	Spec Supplies/Safety Equip/Emg		688	809	1,059	1,400	800	-
10-5310-32-6243	Spec Supplies/Safety Equip/Emg	Reference Manuals and Codes						800
		City of Sedona Logo shirts for field work (SB1598)						1,000
10-5310-32-6243	Spec Supplies/Safety Equip/Emg	Moved uniform to 6214						(1,000)

CITY OF SEDONA
2014-2015 BUDGET
GENERAL FUND DEPARTMENTS

Account Number	Account Description	Detail Description	FY 2012 Actuals	FY 2013 Actuals	2014 YTD Actuals	FY 2014 Budget	2015	
							Requested Budget	Detail Amount
10-5310-32-6244	Office Furniture - Non Capital							-
10-5310-32-6405	Professional Services							-
10-5310-32-6703	Dues/Subscriptions/License		125	167	102	200	200	-
		ICC and NFPA Memberships and certifications						200
10-5310-32-6703	Dues/Subscriptions/License							-
10-5310-32-6750	Training/Staff Development							-
10-5310-32-6750	Training/Staff Development	AZBO, IBC training - certifications						-
Subtotal Building Safety			\$ 146,918	\$ 116,210	\$ 104,597	\$ 155,073	\$ 147,907	\$ 147,907
Code Enforcement								
10-5310-32-6005	Salary & Wages		81,331	81,848	24,751	106,007	96,921	96,921
10-5310-32-6006	Overtime		30	128		4,652	-	-
10-5242-02-6010	Temp/Part-Time Wages		-	-	-	-	-	-
10-5310-32-6046	Employee Benefits		270	(30)		-	-	-
10-5310-32-6125	Direct Payroll Costs	% of Wages	7,117	6,159	2,028	8,465	7,575	7,575
10-5310-32-6130	Retirement	% of Wages(re-allocated to each dept)	740	-	2,611	12,504	11,486	11,486
10-5310-32-6134	STD/LTD Insurance	% of Wages(re-allocated to each dept)	55	-	92	720	350	350
10-5310-32-6135	Health/Dental/Life Insurance	% of Wages(re-allocated to each dept)	1,138		3,145	14,666	28,217	28,217
10-5310-32-6136	Workers Compensation Insurance	% of Wages(re-allocated to each dept)	151		405	3,261	1,696	1,696
10-5310-33-6210	Printing/Office Supplies		-				200	-
10-5310-33-6210	Printing/Office Supplies	Door hangers, Stop Work orders,						200
10-5310-33-6210	Printing/Office Supplies	Automatic Adjustment						-
10-5310-33-6212	Postage						-	-
10-5310-33-6213	Telephone		378	244			-	-
10-5310-33-6213	Telephone	included under "31-6213"						-
10-5310-33-6214	Uniform Expenses				132	1,000	1,000	-
10-5310-33-6214	Uniform Expenses	Logo shirts, boots and jeans (SB1598)						1,000
10-5310-33-6215	Gas & Oil					-	-	-
10-5310-33-6215	Gas & Oil	Inspection vehicles						-
10-5310-33-6235	Equipment Repair		525		522	600	600	-
10-5310-33-6235	Equipment Repair	Sound equipment annual calibration						600
10-5310-33-6241	Automobile Expense						-	-
10-5310-33-6241	Automobile Expense	Inspection vehicle maintenance						-
10-5310-33-6243	Spec Supplies/Safety Equip/Emg		64	62	252	200	200	-
10-5310-33-6243	Spec Supplies/Safety Equip/Emg	Abatement supplies and materials (e.g. chains, locks, wood)						200
10-5310-33-6243	Spec Supplies/Safety Equip/Emg	City of Sedona Logo shirts for field work (SB1598)						1,000
10-5310-33-6243	Spec Supplies/Safety Equip/Emg	Automatic Adjustment						(1,000)
10-5310-33-6244	Office Furniture - Non Capital							-
10-5310-33-6405	Professional Services		2,397	1,206	760	3,900	6,000	-
10-5310-33-6405	Professional Services	Abatement services (e.g. weeds, tree removal)						6,000
10-5310-33-6703	Dues/Subscriptions/License		180	70	35	200	200	-
10-5310-33-6703	Dues/Subscriptions/License	CELA membership						200
10-5310-33-6750	Training/Staff Development						-	-
10-5310-33-6750	Training/Staff Development	Sound certification training (1 Code Enf. Officer)						-
10-5310-33-6750	Training/Staff Development	Code Enf Officer Level 1&2 certifications						-
Subtotal Code Enforcement			\$ 94,376	\$ 89,687	\$ 34,733	\$ 156,175	\$ 154,445	\$ 154,445

CITY OF SEDONA
 2014-2015 BUDGET
 GENERAL FUND DEPARTMENTS

Account Number	Account Description	Detail Description	FY 2012	FY 2013	2014 YTD	FY 2014 Budget	2015	Detail Amount
			Actuals	Actuals	Actuals		Requested Budget	
Subtotal Current Planning (program no longer in use)			\$ 111,511	\$ 111,662	\$ -	\$ -	\$ -	\$ -
Subtotal Long Range Planning (program no longer in use)			\$ 122,010	\$ 129,509	\$ -	\$ -	\$ -	\$ -
Subtotal Historic Preservation Commission (program no longer in use)			\$ 18,126	\$ 18,704	\$ -	\$ -	\$ -	\$ -
Community Plan								
10-5310-67-6210	Printing/Office Supplies		151	1,706	2,018	7,500	4,000	-
10-5310-67-6210	Printing/Office Supplies	Plan Document printing						4,000
10-5310-67-6212	Postage		9,816	14,173	16,812	35,000	14,000	-
10-5310-67-6212	Postage	Major Amendments (mandated)						12,000
10-5310-67-6212	Postage	Mailings related to LDC amendments						2,000
10-5310-67-6213	Telephone		280	479	40	60	-	-
10-5310-67-6213	Telephone							-
10-5310-67-6243	Spec Supplies/Safety Equip/Emg		791	906			-	-
10-5310-67-6244	Office Furniture - Non Capital						-	-
10-5310-67-6246	Computer Hardware - Non Capita						-	-
10-5310-67-6405	Professional Services		3,249	7,092	638	5,000	7,000	-
10-5310-67-6405	Professional Services	Community Plan Implementation						7,000
10-5310-67-6410	Commission Support		310	182	255	50	50	-
10-5310-67-6410	Commission Support	Misc. support						50
10-5310-67-6505	Rent		7,395	13,330	3,795	4,000	-	-
10-5310-67-6505	Rent							-
10-5310-67-6511	Advertising		2,657	4,661	1,215	5,100	1,200	-
10-5310-67-6511	Advertising	1/4 page ads for Major Amendments; 1/4 page ads for hearings						1,200
10-5310-67-6530	Utilities		341	596	219	120	-	-
10-5310-67-6530	Utilities	Community Plan Room						-
Subtotal Community Plan			\$ 24,990	\$ 43,125	\$ 24,992	\$ 56,830	\$ 26,250	\$ 26,250
Subtotal Housing Commission (program no longer in use)			\$ 15,798	\$ 17,342	\$ -	\$ -	\$ -	\$ -
Subtotal P & Z Commission (program no longer in use)			\$ 19,443	\$ 22,869	\$ -	\$ -	\$ -	\$ -
Subtotal Sustainability Commission (program no longer in use)			\$ 12,175	\$ 11,096	\$ -	\$ -	\$ -	\$ -
Total Community Development Department			\$ 762,584	\$ 726,812	\$ 627,694	\$ 1,146,286	\$ 1,089,336	\$ 1,089,336

**CITY OF SEDONA
2014-2015 PROPOSED BUDGET DETAIL
GENERAL FUND DEPARTMENTS**

Account Number	Description	2014 Estimated Actuals	2014 Adopted Budget	2015 Proposed Budget
10-5310-31-6005	Salary & Wages	\$498,678.00	\$508,855.00	\$509,081.00
10-5310-31-6006	Overtime	\$0.00	\$0.00	\$0.00
10-5310-31-6010	Temp/Part-Time Wages	\$0.00	\$0.00	\$0.00
10-5310-31-6046	Employee Benefits	\$3,489.00	\$3,560.00	\$3,560.00
10-5310-31-6125	Direct Payroll Costs	\$38,148.00	\$38,927.00	\$40,057.00
10-5310-31-6130	Retirement	\$56,351.00	\$57,501.00	\$60,739.00
10-5310-31-6134	STD/LTD Insurance	\$3,026.00	\$3,088.00	\$1,833.00
10-5310-31-6135	Health/Dental/Life Insurance	\$80,385.00	\$82,026.00	\$68,470.00
10-5310-31-6136	Workers Compensation Insurance	\$7,326.00	\$7,476.00	\$7,819.00
10-5310-31-6213	Telephone	\$1,400.00	\$1,200.00	\$2,300.00
10-5310-31-6243	Spec Supplies/Safety Equip/Emg	\$2,550.00	\$2,550.00	\$3,500.00
10-5310-31-6244	Office Furniture - Non Capital	\$3,000.00	\$3,000.00	\$0.00
10-5310-31-6410	Commission Support	\$6,000.00	\$11,900.00	\$4,600.00
10-5310-31-6447	Recruitment Relocation	\$1,500.00	\$0.00	\$0.00
10-5310-31-6505	Rent	\$1,000.00	\$0.00	\$4,500.00
10-5310-31-6511	Advertising	\$5,950.00	\$5,950.00	\$6,900.00
10-5310-31-6632	Historic Preservation	\$0.00	\$0.00	\$45,000.00
10-5310-31-6703	Dues/Subscriptions/License	\$2,175.00	\$2,175.00	\$2,375.00
10-5310-31-6720	Community Service Contracts	\$0.00	\$50,000.00	\$0.00
10-5310-31-6750	Training/Staff Development	\$0.00	\$0.00	\$0.00
10-5310-31-6840	Motor Vehicles	\$22,000.00	\$0.00	\$0.00
	Subtotal Community Dev. Support	<u>\$732,978.00</u>	<u>\$778,208.00</u>	<u>\$760,734.00</u>
10-5310-32-6005	Salary & Wages	\$109,670.00	\$109,670.00	\$106,428.00
10-5310-32-6125	Direct Payroll Costs	\$8,390.00	\$8,390.00	\$8,467.00
10-5310-32-6130	Retirement	\$12,393.00	\$12,393.00	\$12,840.00
10-5310-32-6134	STD/LTD Insurance	\$743.00	\$743.00	\$383.00
10-5310-32-6135	Health/Dental/Life Insurance	\$18,750.00	\$18,750.00	\$15,626.00
10-5310-32-6136	Workers Compensation Insurance	\$2,227.00	\$2,227.00	\$1,863.00
10-5310-32-6210	Printing/Office Supplies	\$300.00	\$300.00	\$300.00
10-5310-32-6213	Telephone	\$0.00	\$0.00	\$0.00
10-5310-32-6214	Uniform Expenses	\$1,000.00	\$1,000.00	\$1,000.00
10-5310-32-6215	Gas & Oil	\$0.00	\$0.00	\$0.00
10-5310-32-6243	Spec Supplies/Safety Equip/Emg	\$1,400.00	\$1,400.00	\$800.00
10-5310-32-6703	Dues/Subscriptions/License	\$200.00	\$200.00	\$200.00
	Subtotal Building Safety	<u>\$155,073.00</u>	<u>\$155,073.00</u>	<u>\$147,907.00</u>
10-5310-33-6005	Salary & Wages	\$63,604.00	\$106,007.00	\$96,921.00
10-5310-33-6006	Overtime	\$2,791.00	\$4,652.00	\$0.00
10-5310-33-6046	Employee Benefits	\$0.00	\$0.00	\$0.00
10-5310-33-6125	Direct Payroll Costs	\$5,079.00	\$8,465.00	\$7,575.00
10-5310-33-6130	Retirement	\$7,502.00	\$12,504.00	\$11,486.00
10-5310-33-6134	STD/LTD Insurance	\$432.00	\$720.00	\$350.00
10-5310-33-6135	Health/Dental/Life Insurance	\$8,800.00	\$14,666.00	\$28,217.00
10-5310-33-6136	Workers Compensation Insurance	\$1,957.00	\$3,261.00	\$1,696.00
10-5310-33-6213	Telephone	\$0.00	\$0.00	\$0.00
10-5310-33-6214	Uniform Expenses	\$1,000.00	\$1,000.00	\$1,000.00
10-5310-33-6235	Equipment Repair	\$600.00	\$600.00	\$600.00
10-5310-33-6243	Spec Supplies/Safety Equip/Emg	\$400.00	\$200.00	\$400.00
10-5310-33-6405	Professional Services	\$3,000.00	\$3,900.00	\$6,000.00
10-5310-33-6703	Dues/Subscriptions/License	\$200.00	\$200.00	\$200.00
	Subtotal Code Enforcement	<u>\$95,365.00</u>	<u>\$156,175.00</u>	<u>\$154,445.00</u>
10-5310-67-6010	Temp/Part-Time Wages	\$0.00	\$0.00	\$0.00
10-5310-67-6210	Printing/Office Supplies	\$5,000.00	\$7,500.00	\$4,000.00
10-5310-67-6212	Postage	\$25,000.00	\$35,000.00	\$14,000.00
10-5310-67-6213	Telephone	\$60.00	\$60.00	\$0.00
10-5310-67-6243	Spec Supplies/Safety Equip/Emg	\$0.00	\$0.00	\$0.00
10-5310-67-6405	Professional Services	\$1,500.00	\$5,000.00	\$7,000.00

**CITY OF SEDONA
2014-2015 PROPOSED BUDGET DETAIL
GENERAL FUND DEPARTMENTS**

Account Number	Description	2014 Estimated Actuals	2014 Adopted Budget	2015 Proposed Budget
10-5310-67-6410	Commission Support	\$500.00	\$50.00	\$50.00
10-5310-67-6505	Rent	\$5,500.00	\$4,000.00	\$0.00
10-5310-67-6511	Advertising	\$2,500.00	\$5,100.00	\$1,200.00
10-5310-67-6530	Utilities	\$250.00	\$120.00	\$0.00
	Subtotal Community Plan	<u>\$40,310.00</u>	<u>\$56,830.00</u>	<u>\$26,250.00</u>
	Total Community Econ Development	<u>\$1,023,726.00</u>	<u>\$1,146,286.00</u>	<u>\$1,089,336.00</u>

DEPARTMENT DESCRIPTION

To provide professional law enforcement and crime prevention services to the citizens and visitors of Sedona. The department has personnel on-duty twenty-four hours a day, seven days a week in our communications center and in the field responding to emergency calls and conducting proactive patrol operations. Administrative and other support personnel work differing shifts throughout the week. The police department is the sole public safety agency within city government.

MISSION STATEMENT

The mission of the Sedona Police Department, in partnership with the citizens of Sedona, is to serve our community by protecting life, property, and creating a safe environment through professional and purpose-driven policing that demonstrates responsiveness, integrity and commitment with dignity and respect to everyone.

2014-2015 OBJECTIVES

- Develop and implement a structured training program to enhance the performance capacity of all department employees.
- Develop and implement programs and activities to enhance coaching and mentoring between supervisors and their employees.
- Actively seek out grant opportunities to supplement proactive public safety activities.
- Enhance traffic safety and enforcement activities through dedicated staffing and performance objectives for the traffic safety function.
- Implement new systems and programs to improve the efficiency and effectiveness of the police fleet maintenance and management.
- Facilitate the replacement and upgrading of CAD/Records/Mobile systems and equipment to meet current technology requirements and mandated security protocols.
- Successfully complete funded police department projects in the approved City Capital Improvement Program.
- Develop and implement methods to gauge department effectiveness and community satisfaction of department performance.
- Develop and implement activities focused on increasing police department positive interaction with youth in the community.

2013-2014 ACCOMPLISHMENTS

- ✓ Implemented a new Neighborhood Watch Program designed to enhance crime prevention activities and community interaction.
- ✓ Conducted 2 Police Citizen Academies to enhance community interaction.
- ✓ Recruited, hired and trained 9 police officers, 1 Communication Specialist and 2 Community Service Aides.
- ✓ Provided recognition for employee accomplishments through the Sedona Masonic Lodge Police Employee of the Year Awards, Sedona Elks Club First Responders Recognition Awards, and MADD Recognition Awards.
- ✓ Conducted a Team Building Workshop for department management and supervisory personnel to enhance organizational communication, productivity and direction.
- ✓ Developed a new Mission and Vision statement to provide more clarity on organizational purpose and direction.
- ✓ All department managers and supervisors have completed the Arizona POST Leadership Program.
- ✓ Received recognition from the National Association of Town Watch for being a top-rated National Night Out event.
- ✓ Police volunteers donated over 3240 hours to provide prisoner/evidence transportation, house watch, crime/traffic scene assistance and special event services.
- ✓ Completed enhancements and improvements to the Property/Evidence function to ensure the security and integrity of items taken into police possession.
- ✓ Awarded over \$53,000 in grant funding from the Governor's Office of Highway Safety to purchase equipment and conduct activities to enhance traffic safety.
- ✓ Acquired and installed new computers and headsets for the radio communications system to improve reliability and clarity of radio transmissions.
- ✓ Replaced old electronic control devices (Taser) with new models and trained all officers in their appropriate handling and use.

SIGNIFICANT CHANGES

- Revised the organizational structure of the Police Department to provide more direct support to field activities.

- Implemented a Police Lieutenant position to enhance support, management and leadership within the patrol function.
- Temporarily reassigned a police officer dedicated to traffic enforcement to patrol duties to maintain field staffing levels.
- Temporarily assigned a patrol sergeant to support services to conduct recruitment and hiring functions.
- Temporarily reassigned a detective to an acting sergeant position to assist in maintaining supervisory support for the patrol function.
- Five tenured sworn officers and one tenured civilian employee left employment from the police department.

WORKLOAD INDICATORS

Workload Indicators	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Estimate	FY 14-15 Proposed
Traffic collisions	279	255	242	230
Public initiated calls for service	6,537	5,743	5,900	6,077
Officer initiated calls for service	7,632	6,535	6,600	6,930
Total calls received by dispatch	25,933	25,773	29,800	30,000

PERFORMANCE MEASURES

Performance Measures	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Estimate	FY 14-15 Proposed
Maintain a response time of 5 minutes or less 90% of the time to emergency calls	43%	73%	80%	85%
Reduce traffic collisions by 5% annually	+19.2%	-9%	-5%	-5%
Meet or exceed annual Arizona state crime clearance rates for violent crime	YES	YES	YES	YES
Meet or exceed annual Arizona state crime clearance rates for property crime	YES	YES	YES	YES

CITY OF SEDONA
 2014-2015 BUDGET
 GENERAL FUND DEPARTMENTS

Account Number	Account Description	Detail Description	FY 2012 Actuals	FY 2013 Actuals	2014 YTD Actuals	FY 2014 Budget	2015 Requested Budget	Detail Amount
Police Department								
General Administration								
10-5510-01-6005	Salary & Wages		273,410	273,215	159,291	301,778	231,406	231,406
10-5510-01-6006	Overtime		6	-		121	-	-
10-5510-01-6045	Uniform Allowance		2,880	2,880		2,880	1,920	1,920
10-5510-01-6125	Direct Payroll Costs		5,919	5,842	3,797	12,737	12,601	12,601
10-5510-01-6130	Retirement		1,104	-	10,537	25,815	25,944	25,944
10-5510-01-6131	PSPRS Retirement		1,538	-	12,252	31,143	22,399	22,399
10-5510-01-6134	STD/LTD Insurance		209	-	1,103	2,570	1,378	1,378
10-5510-01-6135	Health/Dental/Life Insurance		2,804	-	20,099	35,553	30,801	30,801
10-5510-01-6136	Workers Compensation Insurance		924	-	5,702	13,332	8,766	8,766
10-5510-01-6141	Employee Exams		-	-	-	-	-	-
10-5510-01-6210	Printing/Office Supplies		55					
10-5510-01-6212	Postage		23	40	-	50	50	-
10-5510-01-6212	Postage	Overnight shipping						50
10-5510-01-6213	Telephone		1,963	2,594	1,317	2,640	1,800	-
10-5510-01-6213	Telephone	Cell phones for Chief and Commander						1,800
10-5510-01-6214	Uniform Expenses		-	-	897	1,500	1,500	-
10-5510-01-6214	Uniform Expenses	Volunteer uniforms						1,500
10-5510-01-6215	Gas & Oil		4,572	6,479	2,891	6,669	6,669	-
10-5510-01-6215	Gas & Oil	Fuel costs						6,669
10-5510-01-6225	Service Charges							-
10-5510-01-6231	Grounds Maintenance							-
10-5510-01-6233	Equipment & Other Rental							-
10-5510-01-6241	Automobile Expense		3,047	2,701	1,389	1,800	1,800	-
10-5510-01-6241	Automobile Expense	Maintenance and repair of Admin vehicles						1,800
10-5510-01-6243	Spec Supplies/Safety Equip/Emg		577	1,485	119	2,000	2,000	-
10-5510-01-6243	Spec Supplies/Safety Equip/Emg	Awards program for medals, plaques, ribbons, etc						2,000
10-5510-01-6244	Office Furniture - Non Capital		1,392	3,320		2,000		-
10-5510-01-6244	Office Furniture - Non Capital							-
10-5510-01-6405	Professional Services			1,138				-
10-5510-01-6405	Professional Services	YFAC contract moved from Gen Svcs						
10-5510-01-6405	Professional Services	Service Contracts						2,500
10-5510-01-6405	Professional Services	TIP contract moved from Gen Svcs Service						
10-5510-01-6405	Professional Services	Contracts						2,500
10-5510-01-6405	Professional Services	Moved to PD investigations						(5,000)
10-5510-01-6703	Dues/Subscriptions/License		1,988	7,143	5,230	6,740	6,915	-
10-5510-01-6703	Dues/Subscriptions/License	Policy Manual annual subscription fee						5,000
10-5510-01-6703	Dues/Subscriptions/License	AACOP Dues for Chief and Commander						500
10-5510-01-6703	Dues/Subscriptions/License	Red Rock News (2 year subscription)						-
10-5510-01-6703	Dues/Subscriptions/License	Natil Assoc of Town Watch Dues (from						
10-5510-01-6703	Dues/Subscriptions/License	Volunteer program)						25
10-5510-01-6703	Dues/Subscriptions/License	IACP Membership						140
10-5510-01-6703	Dues/Subscriptions/License	FBINA Membership for Chief						100
10-5510-01-6703	Dues/Subscriptions/License	Login IACP-Net						800
10-5510-01-6703	Dues/Subscriptions/License	Notary Membership						50
10-5510-01-6703	Dues/Subscriptions/License	AZ Emergency Services						50
10-5510-01-6703	Dues/Subscriptions/License	1033 Defense Program						250
10-5510-01-6705	Public Information Program		1,214	2,928	1,494	4,000	4,000	-

**CITY OF SEDONA
2014-2015 BUDGET
GENERAL FUND DEPARTMENTS**

Account Number	Account Description	Detail Description	FY 2012 Actuals	FY 2013 Actuals	2014 YTD Actuals	FY 2014 Budget	2015 Requested Budget	Detail Amount
10-5510-01-6705	Public Information Program	Public Safety Programs, Ads, Brochures, Resource Materials, Advertising						2,000
10-5510-01-6705	Public Information Program	National Night Out						1,400
10-5510-01-6705	Public Information Program	Volunteer Appreciation Barbeque						300
10-5510-01-6705	Public Information Program	Police Dept Citizens' Academy supplies						300
10-5510-01-6730	Maint & Improvement		83	155				-
10-5510-01-6750	Training/Staff Development							-
10-5510-01-6840	Motor Vehicles					35,000		-
10-5510-01-6840	Motor Vehicles							-
10-5510-01-6857	Improvements - City Owned Property							-
Subtotal Police General Administration			\$ 303,708	\$ 309,920	\$ 226,118	\$ 488,328	\$ 359,949	\$ 359,949
Police Department								
Patrol								
10-5510-43-6005	Salary & Wages		679,888	780,451	667,993	1,132,714	1,269,692	1,269,692
10-5510-43-6006	Overtime		129,081	143,356	146,231	105,122	114,173	114,173
10-5510-43-6010	Temp/Part-Time Wages			27,558	13,311			
10-5510-43-6046	Employee Benefits		-	220	2,500	6,000	6,000	6,000
10-5510-43-6045	Uniform Allowance		15,259	14,825	-	20,160	23,040	23,040
10-5510-43-6125	Direct Payroll Costs		12,300	15,133	13,421	17,675	23,956	23,956
10-5510-43-6130	Retirement							-
10-5510-43-6131	PSPRS Retirement		8,490	-	155,630	227,854	330,319	330,319
10-5510-43-6134	STD/LTD Insurance		673	-	4,020	10,495	12,441	12,441
10-5510-43-6135	Health/Dental/Life Insurance		13,428	-	122,155	247,601	273,841	273,841
10-5510-43-6136	Workers Compensation Insurance		3,478	-	33,243	60,180	55,613	55,613
10-5510-43-6141	Employee Exams		1,788	4,881	5,958	4,460	4,460	-
10-5510-43-6141	Employee Exams	AZ POST sworn physicals - fee increase from \$158 to \$300						1,200
10-5510-43-6141	Employee Exams	Polygraph examinations						900
10-5510-43-6141	Employee Exams	Psychological examinations - fee increase to \$340 from \$250						1,360
10-5510-43-6141	Employee Exams	Police officer entry exams (60) plus admin fee						1,000
10-5510-43-6141	Employee Exams							-
10-5510-43-6141	Employee Exams							-
10-5510-43-6141	Employee Exams							-
10-5510-43-6210	Printing/Office Supplies		383					-
10-5510-43-6212	Postage		142	36	25	350	350	-
10-5510-43-6212	Postage	Shipping of Repair Items - radar units, L3, weapons, etc						350
10-5510-43-6213	Telephone		448	623	211	225	1,125	-
10-5510-43-6213	Telephone	Sergeant cell phone						225
10-5510-43-6213	Telephone	Lieutenant cell phone						900
10-5510-43-6214	Uniform Expenses		9,627	17,090	20,441	25,840	17,140	-
10-5510-43-6214	Uniform Expenses	New sworn employees - uniforms, badges, weapons, radio, etc						9,400
10-5510-43-6214	Uniform Expenses	NARTA PT uniforms						300
10-5510-43-6214	Uniform Expenses	Ballistic vest 5-year replacement:Foley, McQuaid, Pott, Stevens						4,000
10-5510-43-6214	Uniform Expenses	Badge repair / modifications						140
10-5510-43-6214	Uniform Expenses	Police Uniform patches						600

CITY OF SEDONA
2014-2015 BUDGET
GENERAL FUND DEPARTMENTS

Account Number	Account Description	Detail Description	FY 2012 Actuals	FY 2013 Actuals	2014 YTD Actuals	FY 2014 Budget	2015	
							Requested Budget	Detail Amount
10-5510-43-6214	Uniform Expenses	SWAT uniforms / ballistic gear						2,700
10-5510-43-6215	Gas & Oil		48,010	48,904	31,918	63,977	63,977	-
10-5510-43-6215	Gas & Oil	Fuel cost for patrol vehicles						63,977
10-5510-43-6233	Equipment & Other Rental							-
10-5510-43-6235	Equipment Repair		2,307	3,822	1,750	5,000	4,725	-
10-5510-43-6235	Equipment Repair	L3 Maintenance and supplies						2,000
10-5510-43-6235	Equipment Repair	Radar gun annual certification						1,000
10-5510-43-6235	Equipment Repair	Radar gun repair costs						1,000
10-5510-43-6235	Equipment Repair	Lidar unit certification - every 2 years						225
10-5510-43-6235	Equipment Repair	Bike maintenance						500
10-5510-43-6241	Automobile Expense		30,568	30,977	13,925	37,000	37,000	-
10-5510-43-6241	Automobile Expense							-
10-5510-43-6241	Automobile Expense	Patrol vehicles including motorcycles						35,000
10-5510-43-6241	Automobile Expense	Transferred from STEP for motorcycles						2,000
10-5510-43-6243	Spec Supplies/Safety Equip/Emg		2,203	1,216	451	1,000	5,300	-
10-5510-43-6243	Spec Supplies/Safety Equip/Emg	Vehicle safety - traffic wands, traffic vests, first aid supplies						1,000
10-5510-43-6243	Spec Supplies/Safety Equip/Emg							-
10-5510-43-6243	Spec Supplies/Safety Equip/Emg	Power Flares for night time traffic control						1,300
10-5510-43-6243	Spec Supplies/Safety Equip/Emg	K9 Enclosure in the garage						3,000
10-5510-43-6244	Office Furniture - Non Capital							-
10-5510-43-6249	Radio & Phone Equip-Non Capita		526	-	364	1,000	500	-
10-5510-43-6249	Radio & Phone Equip-Non Capita	Portable radio supplies and accessories- to supplement new radios over next year						500
10-5510-43-6251	Tactical-Firearms		7,065	13,455	27,058	42,090	25,540	-
10-5510-43-6251	Tactical-Firearms	Ammunition						16,000
10-5510-43-6251	Tactical-Firearms							-
10-5510-43-6251	Tactical-Firearms	AR24 Dropper w/accurate shots AR550						600
10-5510-43-6251	Tactical-Firearms	Armor steel						360
10-5510-43-6251	Tactical-Firearms	Pepper Spray replacements (replace every 2 years)						360
10-5510-43-6251	Tactical-Firearms	SWAT ammunition						500
10-5510-43-6251	Tactical-Firearms	Taser supplies						4,000
10-5510-43-6251	Tactical-Firearms	Targets						400
10-5510-43-6251	Tactical-Firearms	Range supplies						1,000
10-5510-43-6251	Tactical-Firearms	AT25 Rocker reset target AR550 Armor						550
10-5510-43-6251	Tactical-Firearms	Steel						30
10-5510-43-6251	Tactical-Firearms	STR .40 solid Brass Training Rounds						1,100
10-5510-43-6251	Tactical-Firearms	Magpul 30 round magazines (.223)						1,000
10-5510-43-6251	Tactical-Firearms	Simunitions Ammunition / Supplies						1,000
10-5510-43-6505	Rent							-
10-5510-43-6703	Dues/Subscriptions/License		1,099	1,547	1,229	1,770	1,770	-
10-5510-43-6703	Dues/Subscriptions/License	LexisNexis (ARS) Law Books for officers - yearly						1,200
10-5510-43-6703	Dues/Subscriptions/License	NAFTO membership						40
10-5510-43-6703	Dues/Subscriptions/License	International (6) and National (3) ID						280
10-5510-43-6703	Dues/Subscriptions/License	Checking Guides						250
10-5510-43-6703	Dues/Subscriptions/License	Patrol bike membership dues						-
10-5510-43-6709	Miscellaneous		1,819	1,156	717	1,976	1,976	-
10-5510-43-6709	Miscellaneous	Tow charges						1,400
10-5510-43-6709	Miscellaneous	Porta-potty Monthly Cleaning (Range)						576

**CITY OF SEDONA
2014-2015 BUDGET
GENERAL FUND DEPARTMENTS**

Account Number	Account Description	Detail Description	FY 2012 Actuals	FY 2013 Actuals	2014 YTD Actuals	FY 2014 Budget	2015 Requested Budget	Detail Amount
10-5510-43-6730	Maint & Improvement							-
10-5510-43-6750	Training/Staff Development							-
10-5510-43-6840	Motor Vehicles		91,046	141,905	9,611	55,000	95,000	-
10-5510-43-6840	Motor Vehicles	Fully Marked Patrol SUV (replace Vehicle #91)						50,000
10-5510-43-6840	Motor Vehicles	Unmarked Patrol SUV (replace Vehicle #18)						45,000
10-5510-43-6848	Machinery & Equipment		36,977	21,968	-	-	-	-
10-5510-43-6849	Telephone & Radio Equipment							-
10-5510-43-6857	Improvements - City Owned Property							-
Subtotal Police Patrol			\$ 1,096,605	\$ 1,269,123	\$ 1,272,162	\$ 2,067,489	\$ 2,367,938	\$ 2,367,938
Police Department Investigations								
10-5510-44-6005	Salary & Wages		96,748	103,121	85,032	106,418	121,264	121,264
10-5510-44-6006	Overtime		11,309	18,157	18,676	8,518	12,126	12,126
10-5510-44-6010	Temp/Part-Time Wages				-			-
10-5510-44-6046	Employee Benefits							-
10-5510-44-6045	Uniform Allowance		1,920	1,920	-	1,920	1,920	1,920
10-5510-44-6125	Direct Payroll Costs		1,547	1,666	1,551	1,667	2,021	2,021
10-5510-44-6130	Retirement							-
10-5510-44-6131	PSPRS Retirement		1,269	-	20,117	21,486	32,677	32,677
10-5510-44-6134	STD/LTD Insurance		91	-	679	1,094	1,231	1,231
10-5510-44-6135	Health/Dental/Life Insurance		1,784	-	16,073	22,775	24,579	24,579
10-5510-44-6136	Workers Compensation Insurance		468	-	4,329	5,674	5,311	5,311
10-5510-44-6210	Printing/Office Supplies							-
10-5510-44-6210	Printing/Office Supplies	Investigations						-
10-5510-44-6212	Postage		46	32	30	500	500	-
10-5510-44-6212	Postage	Found Property Returns						500
10-5510-44-6213	Telephone		2,173	2,528	1,210	1,788	1,320	-
10-5510-44-6213	Telephone	Detective Cell Phone						1,320
10-5510-44-6213	Telephone							-
10-5510-44-6215	Gas & Oil		5,394	7,163	4,659	8,248	8,248	-
10-5510-44-6215	Gas & Oil	Gasoline @ \$4 per gallon						8,248
10-5510-44-6233	Equipment & Other Rental							-
10-5510-44-6241	Automobile Expense		1,676	2,464	1,549	2,100	2,100	-
10-5510-44-6241	Automobile Expense	Investigations						2,100
10-5510-44-6243	Spec Supplies/Safety Equip/Emg		4,248	1,581	2,715	5,440	4,260	-
10-5510-44-6243	Spec Supplies/Safety Equip/Emg	Drug Test Kits						200
10-5510-44-6243	Spec Supplies/Safety Equip/Emg	Evidence Supplies						1,700
10-5510-44-6243	Spec Supplies/Safety Equip/Emg	Nitrile Gloves						500
10-5510-44-6243	Spec Supplies/Safety Equip/Emg	DNA Kits - restocking supply						40
10-5510-44-6243	Spec Supplies/Safety Equip/Emg	Latent Fingerprint Kits/Supplies						340
10-5510-44-6243	Spec Supplies/Safety Equip/Emg							-
10-5510-44-6243	Spec Supplies/Safety Equip/Emg	Digital cameras for patrol officers						600
10-5510-44-6243	Spec Supplies/Safety Equip/Emg	Digital recorders for patrol officers						480
10-5510-44-6243	Spec Supplies/Safety Equip/Emg	Drying cabinet filters						200
10-5510-44-6243	Spec Supplies/Safety Equip/Emg	Air Filtration filters (property room)						200
10-5510-44-6244	Office Furniture - Non Capital							-
10-5510-44-6703	Dues/Subscriptions/License		1,453	1,543	2,952	4,088	4,028	-

CITY OF SEDONA
 2014-2015 BUDGET
 GENERAL FUND DEPARTMENTS

Account Number	Account Description	Detail Description	FY 2012 Actuals	FY 2013 Actuals	2014 YTD Actuals	FY 2014 Budget	2015 Requested Budget	Detail Amount
10-5510-44-6703	Dues/Subscriptions/License	Experian (Credit checks & monthly fees)						350
10-5510-44-6703	Dues/Subscriptions/License	RMIN						150
10-5510-44-6703	Dues/Subscriptions/License	Accurint						700
10-5510-44-6703	Dues/Subscriptions/License							-
10-5510-44-6703	Dues/Subscriptions/License	Stericycle - biological disposal (rate increase)						440
10-5510-44-6703	Dues/Subscriptions/License	Leads OnLine						2,238
10-5510-44-6703	Dues/Subscriptions/License	IAPE - International Assoc Property / Evidence						50
10-5510-44-6703	Dues/Subscriptions/License	IAFCI - International Assoc of Finance Crime Investigators						100
10-5510-44-6705	Public Information Program			878	-	1,200	1,200	-
10-5510-44-6705	Public Information Program	Sex Offender Notification Flyers/postage						1,200
10-5510-44-6709	Miscellaneous		565	306	7	644	600	-
10-5510-44-6709	Miscellaneous	Subpeona/Preindictment Charges						600
10-5510-44-6720	Community Service Contracts		-	-	5,000	5,000	5,000	-
10-5510-44-6720	Community Service Contracts	TIP contract (moved from General Services)						2,500
10-5510-44-6720	Community Service Contracts	YFAC contract (moved from General Services)						2,500
10-5510-44-6750	Training/Staff Development							-
10-5510-44-6750	Training/Staff Development							-
10-5510-44-6840	Motor Vehicles		-	-	-	40,000	-	-
10-5510-44-6840	Motor Vehicles							-
Subtotal Police Investigations			\$ 130,691	\$ 141,359	\$ 164,579	\$ 238,560	\$ 228,385	\$ 228,385
Police Department Communications								
10-5510-45-6005	Salary & Wages		245,517	282,495	199,295	300,982	301,926	301,926
10-5510-45-6006	Overtime		30,708	35,777	19,674	36,384	30,193	30,193
10-5510-45-6010	Temp/Part-Time Wages							
10-5510-45-6046	Employee Benefits							-
10-5510-45-6045	Uniform Allowance		2,500	3,000	458	3,000	3,960	3,960
10-5510-45-6125	Direct Payroll Costs		20,457	23,188	17,276	25,809	24,059	24,059
10-5510-45-6130	Retirement		2,429	-	26,293	38,122	36,750	36,750
10-5510-45-6131	PSPRS Retirement		-	-	-	-	-	-
10-5510-45-6134	STD/LTD Insurance		173		1,409	2,410	1,087	1,087
10-5510-45-6135	Health/Dental/Life Insurance		5,207	-	46,947	66,622	81,911	81,911
10-5510-45-6136	Workers Compensation Insurance		68	-	518	938	725	725
10-5510-45-6141	Employee Exams		395	515	-	660	660	-
10-5510-45-6141	Employee Exams	2 Civilian Physicals @ 180						360
10-5510-45-6141	Employee Exams	2 Civilian Polygraphs @ 150						300
10-5510-45-6210	Printing/Office Supplies							-
10-5510-45-6210	Printing/Office Supplies	Communications						-
10-5510-45-6213	Telephone		250	217			300	-
10-5510-45-6213	Telephone	Tech Services Supervisor Cell Phone						300
10-5510-45-6214	Uniform Expenses							-
10-5510-45-6214	Uniform Expenses							-
10-5510-45-6235	Equipment Repair		5,745	6,043	15,573	21,000	31,000	-
10-5510-45-6235	Equipment Repair	Generator (Includes Misc Supplies)						1,000

CITY OF SEDONA
2014-2015 BUDGET
GENERAL FUND DEPARTMENTS

Account Number	Account Description	Detail Description	FY 2012 Actuals	FY 2013 Actuals	2014 YTD Actuals	FY 2014 Budget	2015	
							Requested Budget	Detail Amount
10-5510-45-6235	Equipment Repair	Increase in Radio Service Contract per IGA -						9,996
10-5510-45-6235	Equipment Repair	3 yr graduated amt						
		Radio Service Contract						20,004
10-5510-45-6243	Spec Supplies/Safety Equip/Emg							-
10-5510-45-6249	Radio & Phone Equip-Non Capita		651	1,568	749	1,622	910	-
10-5510-45-6249	Radio & Phone Equip-Non Capita	Headsets						200
10-5510-45-6249	Radio & Phone Equip-Non Capita	Wireless / battery interface						500
10-5510-45-6249	Radio & Phone Equip-Non Capita	Rechargable batteries for headsets						210
10-5510-45-6703	Dues/Subscriptions/License		1,005	1,328	1,106	1,952	1,706	-
10-5510-45-6703	Dues/Subscriptions/License							-
10-5510-45-6703	Dues/Subscriptions/License	9-1-1 Magazine						30
10-5510-45-6703	Dues/Subscriptions/License	NENA						564
10-5510-45-6703	Dues/Subscriptions/License	APCO (Supervisor only)						92
10-5510-45-6703	Dues/Subscriptions/License	Language Line						1,020
10-5510-45-6732	Office Maintenance							-
10-5510-45-6750	Training/Staff Development							-
10-5510-45-6750	Training/Staff Development	travel, lodging, meals, other training						-
10-5510-45-6849	Telephone & Radio Equipment		-	13,870	-	4,000	-	-
10-5510-45-6849	Telephone & Radio Equipment							-
10-5510-45-6849	Telephone & Radio Equipment							-
	Subtotal Police Communications		\$ 315,105	\$ 368,001	\$ 329,298	\$ 503,501	\$ 515,187	\$ 515,187

Police Department

Animal Control								
10-5510-46-6005	Salary & Wages		37,056	36,344	24,281	38,804	38,562	38,562
10-5510-46-6006	Overtime		119	307	56	2,798	-	-
10-5510-46-6010	Temp/Part-Time Wages							-
10-5510-46-6046	Employee Benefits							-
10-5510-46-6045	Uniform Allowance		960	960	-	960	960	960
10-5510-46-6125	Direct Payroll Costs		2,972	3,047	2,310	3,183	3,142	3,142
10-5510-46-6130	Retirement		-	-	2,825	4,701	4,764	4,764
10-5510-46-6131	PSPRS Retirement		297					-
10-5510-46-6134	STD/LTD Insurance		24		184	309	139	139
10-5510-46-6135	Health/Dental/Life Insurance		875		8,259	11,833	12,657	12,657
10-5510-46-6136	Workers Compensation Insurance		81		532	1,012	1,689	1,689
10-5510-46-6210	Printing/Office Supplies							-
10-5510-46-6212	Postage		48	39	11	500	500	-
10-5510-46-6212	Postage	Rabies Head Shipping to State Lab						500
10-5510-46-6213	Telephone		477	239	172	288	300	-
10-5510-46-6213	Telephone	ACO Cell Phone						300
10-5510-46-6215	Gas & Oil		2,063	1,013	972	3,000	3,000	-
10-5510-46-6215	Gas & Oil							3,000
10-5510-46-6241	Automobile Expense		617	1,335	85	1,500	1,500	-
10-5510-46-6241	Automobile Expense	Basic maintenance						1,500
10-5510-46-6241	Automobile Expense							-
10-5510-46-6243	Spec Supplies/Safety Equip/Emg		-	475	-	500	500	-
10-5510-46-6243	Spec Supplies/Safety Equip/Emg	ACO supplies: traps, catch poles, snake containers, etc						500
10-5510-46-6703	Dues/Subscriptions/License		-	-	-	60	60	-
10-5510-46-6703	Dues/Subscriptions/License	ARACEAA - Assoc of Rabies Animal Control Enforcement Agents of AZ						25

CITY OF SEDONA
2014-2015 BUDGET
GENERAL FUND DEPARTMENTS

Account Number	Account Description	Detail Description	FY 2012 Actuals	FY 2013 Actuals	2014 YTD Actuals	FY 2014 Budget	2015 Requested Budget	Detail Amount
10-5510-46-6703	Dues/Subscriptions/License	NACA - Natl Animal Control Assoc						35
10-5510-46-6709	Miscellaneous		-	-	-	1,000	1,000	-
10-5510-46-6709	Miscellaneous	Animal charges, vet, etc						1,000
10-5510-46-6724	Humane Society							-
10-5510-46-6750	Training/Staff Development							-
Subtotal Police Animal Control			\$ 45,589	\$ 43,759	\$ 39,687	\$ 70,448	\$ 68,773	\$ 68,773

Police Department

School Resource Officer

10-5510-47-6005	Salary & Wages		15,238				-	-
10-5510-47-6046	Employee Benefits							-
10-5510-47-6045	Uniform Allowance							-
10-5510-47-6125	Direct Payroll Costs		285	213				-
10-5510-47-6131	PSPRS Retirement			2,941			0	-
10-5510-47-6134	STD/LTD Insurance			400				-
10-5510-47-6135	Health/Dental/Life Insurance			7,010				-
10-5510-47-6136	Workers Compensation Insurance			849				-
10-5510-47-6210	Printing/Office Supplies							-
10-5510-47-6210	Printing/Office Supplies							-
10-5510-47-6213	Telephone				101	288	300	-
10-5510-47-6213	Telephone	SRO Cell Phone						300
10-5510-47-6215	Gas & Oil		86	244	1,261	3,000	3,000	-
10-5510-47-6215	Gas & Oil	Gasoline						3,000
10-5510-47-6241	Automobile Expense			111	32	1,000	1,000	-
10-5510-47-6241	Automobile Expense	SR Officer Vehicle - five year old vehicle						1,000
10-5510-47-6243	Spec Supplies/Safety Equip/Emg							-
10-5510-47-6703	Dues/Subscriptions/License					65	65	-
10-5510-47-6703	Dues/Subscriptions/License	AZSRO						25
10-5510-47-6703	Dues/Subscriptions/License	NASRO						40
10-5510-47-6750	Training/Staff Development							-
10-5510-47-6750	Training/Staff Development							-
Subtotal Police School Resource Officer			\$ 15,609	\$ 11,768	\$ 1,394	\$ 4,353	\$ 4,365	\$ 4,365
Subtotal PANT Officer (program no longer used)			\$ 59,166	\$ 27,323	\$ -	\$ -	\$ -	\$ -

Police Department

S.T.E.P.

10-5510-81-6005	Salary & Wages		46,267	48,250	39,150	53,093	54,704	54,704
10-5510-81-6006	Overtime		12,724	11,870	11,835	4,969	5,470	5,470
10-5510-81-6010	Temp/Part-Time Wages		-		7,806	44,994	22,200	22,200
10-5510-81-6046	Employee Benefits			150				-
10-5510-81-6045	Uniform Allowance		960	960	-	960	960	960
10-5510-81-6125	Direct Payroll Costs		910	864	1,379	4,284	2,617	2,617
10-5510-81-6130	Retirement							-
10-5510-81-6131	PSPRS Retirement		675	-	9,761	10,853	14,843	14,843
10-5510-81-6134	STD/LTD Insurance		43	-	321	520	558	558
10-5510-81-6135	Health/Dental/Life Insurance		570	-	5,415	7,412	8,277	8,277
10-5510-81-6136	Workers Compensation Insurance		249	-	2,341	5,088	3,368	3,368
10-5510-81-6215	Gas & Oil		1,142	609				-
10-5510-81-6241	Automobile Expense		2,040	2,300				-
10-5510-81-6243	Spec Supplies/Safety Equip/Emg		10,547	6,404	81	11,400	10,900	-

CITY OF SEDONA
 2014-2015 BUDGET
 GENERAL FUND DEPARTMENTS

Account Number	Account Description	Detail Description	FY 2012 Actuals	FY 2013 Actuals	2014 YTD Actuals	FY 2014 Budget	2015 Requested Budget	Detail Amount
10-5510-81-6243	Spec Supplies/Safety Equip/Emg	DRE / Intoxilyzer supplies						400
10-5510-81-6243	Spec Supplies/Safety Equip/Emg	Phlebotomy supplies						500
10-5510-81-6243	Spec Supplies/Safety Equip/Emg	STEP Misc supplies (traffic investigations)						10,000
10-5510-81-6245	Office Equipment - Non Capital							-
10-5510-81-6703	Dues/Subscriptions/License							-
10-5510-81-6709	Miscellaneous			70	755	1,500	1,500	-
10-5510-81-6709	Miscellaneous	Blood draws at the ER						1,500
10-5510-81-6730	Maint & Improvement							-
10-5510-81-6750	Training/Staff Development							-
10-5510-81-6849	Telephone & Radio Equipment							-
10-5510-87-6045	Uniform Allowance							-
Subtotal Police S.T.E.P.			\$ 76,127	\$ 71,477	\$ 78,844	\$ 145,073	\$ 125,397	\$ 125,397
Subtotal Volunteers (program no longer used)			\$ 2,918	\$ 1,577	\$ -	\$ -	\$ -	\$ -
Subtotal K-9 Program (program no longer used)			\$ 64,481	\$ 68,990	\$ 30,246	\$ -	\$ -	\$ -
Total Police Department			\$ 2,109,999	\$ 2,313,297	\$ 2,142,328	\$ 3,517,752	\$ 3,669,994	\$ 3,669,994

CITY OF SEDONA
2014-2015 PROPOSED BUDGET DETAIL
GENERAL FUND DEPARTMENTS

Account Number	Description	2014 Estimated Actuals	2014 Adopted Budget	2015 Proposed Budget
10-5510-01-6005	Salary & Wages	\$277,636.00	\$301,778.00	\$231,406.00
10-5510-01-6006	Overtime	\$111.00	\$121.00	\$0.00
10-5510-01-6045	Uniform Allowance	\$2,650.00	\$2,880.00	\$1,920.00
10-5510-01-6125	Direct Payroll Costs	\$11,718.00	\$12,737.00	\$12,601.00
10-5510-01-6130	Retirement	\$23,750.00	\$25,815.00	\$25,944.00
10-5510-01-6131	PSPRS Retirement	\$28,652.00	\$31,143.00	\$22,399.00
10-5510-01-6134	STD/LTD Insurance	\$2,364.00	\$2,570.00	\$1,378.00
10-5510-01-6135	Health/Dental/Life Insurance	\$32,709.00	\$35,553.00	\$30,802.00
10-5510-01-6136	Workers Compensation Insurance	\$12,265.00	\$13,332.00	\$8,766.00
10-5510-01-6141	Employee Exams	\$0.00	\$0.00	\$0.00
10-5510-01-6210	Printing/Office Supplies	\$0.00	\$0.00	\$0.00
10-5510-01-6212	Postage	\$50.00	\$50.00	\$50.00
10-5510-01-6213	Telephone	\$2,640.00	\$2,640.00	\$1,800.00
10-5510-01-6214	Uniform Expenses	\$1,500.00	\$1,500.00	\$1,500.00
10-5510-01-6215	Gas & Oil	\$5,500.00	\$6,669.00	\$6,669.00
10-5510-01-6241	Automobile Expense	\$1,800.00	\$1,800.00	\$1,800.00
10-5510-01-6243	Spec Supplies/Safety Equip/Emg	\$1,000.00	\$2,000.00	\$2,000.00
10-5510-01-6244	Office Furniture - Non Capital	\$2,000.00	\$2,000.00	\$0.00
10-5510-01-6405	Professional Services	\$0.00	\$0.00	\$0.00
10-5510-01-6703	Dues/Subscriptions/License	\$6,740.00	\$6,740.00	\$6,915.00
10-5510-01-6705	Public Information Program	\$4,000.00	\$4,000.00	\$4,000.00
10-5510-01-6730	Maint & Improvement	\$0.00	\$0.00	\$0.00
10-5510-01-6750	Training/Staff Development	\$0.00	\$0.00	\$0.00
10-5510-01-6840	Motor Vehicles	\$0.00	\$35,000.00	\$0.00
	Subtotal Police Administration	<u>\$417,085.00</u>	<u>\$488,328.00</u>	<u>\$359,950.00</u>
10-5510-43-6005	Salary & Wages	\$1,076,078.00	\$1,132,714.00	\$1,269,692.00
10-5510-43-6006	Overtime	\$99,866.00	\$105,122.00	\$114,173.00
10-5510-43-6010	Temp/Part-Time Wages	\$0.00	\$0.00	\$0.00
10-5510-43-6045	Uniform Allowance	\$19,152.00	\$20,160.00	\$23,040.00
10-5510-43-6046	Employee Benefits	\$5,700.00	\$6,000.00	\$6,000.00
10-5510-43-6125	Direct Payroll Costs	\$16,791.00	\$17,675.00	\$23,956.00
10-5510-43-6131	PSPRS Retirement	\$216,461.00	\$227,854.00	\$330,319.00
10-5510-43-6134	STD/LTD Insurance	\$9,970.00	\$10,495.00	\$12,441.00
10-5510-43-6135	Health/Dental/Life Insurance	\$235,221.00	\$247,601.00	\$273,841.00
10-5510-43-6136	Workers Compensation Insurance	\$57,171.00	\$60,180.00	\$55,613.00
10-5510-43-6141	Employee Exams	\$6,500.00	\$4,460.00	\$4,460.00
10-5510-43-6210	Printing/Office Supplies	\$0.00	\$0.00	\$0.00
10-5510-43-6212	Postage	\$200.00	\$350.00	\$350.00
10-5510-43-6213	Telephone	\$350.00	\$225.00	\$1,125.00
10-5510-43-6214	Uniform Expenses	\$25,840.00	\$25,840.00	\$17,140.00
10-5510-43-6215	Gas & Oil	\$55,000.00	\$63,977.00	\$63,977.00
10-5510-43-6235	Equipment Repair	\$3,500.00	\$5,000.00	\$4,725.00
10-5510-43-6241	Automobile Expense	\$28,000.00	\$37,000.00	\$37,000.00
10-5510-43-6243	Spec Supplies/Safety Equip/Emg	\$1,000.00	\$1,000.00	\$5,300.00
10-5510-43-6249	Radio & Phone Equip-Non Capita	\$1,000.00	\$1,000.00	\$500.00
10-5510-43-6251	Tactical-Firearms	\$42,090.00	\$42,090.00	\$25,540.00
10-5510-43-6703	Dues/Subscriptions/License	\$1,770.00	\$1,770.00	\$1,770.00
10-5510-43-6709	Miscellaneous	\$1,976.00	\$1,976.00	\$1,976.00
10-5510-43-6840	Motor Vehicles	\$25,000.00	\$55,000.00	\$95,000.00
10-5510-43-6849	Telephone & Radio Equipment	\$0.00	\$0.00	\$0.00
	Subtotal Patrol	<u>\$1,928,636.00</u>	<u>\$2,067,489.00</u>	<u>\$2,367,938.00</u>
10-5510-44-6005	Salary & Wages	\$106,418.00	\$106,418.00	\$121,264.00
10-5510-44-6006	Overtime	\$28,000.00	\$8,518.00	\$12,126.00
10-5510-44-6045	Uniform Allowance	\$1,920.00	\$1,920.00	\$1,920.00
10-5510-44-6125	Direct Payroll Costs	\$1,667.00	\$1,667.00	\$2,021.00
10-5510-44-6131	PSPRS Retirement	\$26,000.00	\$21,486.00	\$32,677.00

**CITY OF SEDONA
2014-2015 PROPOSED BUDGET DETAIL
GENERAL FUND DEPARTMENTS**

Account Number	Description	2014 Estimated Actuals	2014 Adopted Budget	2015 Proposed Budget
10-5510-44-6134	STD/LTD Insurance	\$1,094.00	\$1,094.00	\$1,231.00
10-5510-44-6135	Health/Dental/Life Insurance	\$22,775.00	\$22,775.00	\$24,579.00
10-5510-44-6136	Workers Compensation Insurance	\$7,000.00	\$5,674.00	\$5,311.00
10-5510-44-6210	Printing/Office Supplies	\$0.00	\$0.00	\$0.00
10-5510-44-6212	Postage	\$200.00	\$500.00	\$500.00
10-5510-44-6213	Telephone	\$1,788.00	\$1,788.00	\$1,320.00
10-5510-44-6215	Gas & Oil	\$8,248.00	\$8,248.00	\$8,248.00
10-5510-44-6241	Automobile Expense	\$2,100.00	\$2,100.00	\$2,100.00
10-5510-44-6243	Spec Supplies/Safety Equip/Emg	\$5,440.00	\$5,440.00	\$4,260.00
10-5510-44-6703	Dues/Subscriptions/License	\$4,088.00	\$4,088.00	\$4,028.00
10-5510-44-6705	Public Information Program	\$500.00	\$1,200.00	\$1,200.00
10-5510-44-6709	Miscellaneous	\$300.00	\$644.00	\$600.00
10-5510-44-6720	Community Service Contracts	\$5,000.00	\$5,000.00	\$5,000.00
10-5510-44-6840	Motor Vehicles	\$0.00	\$40,000.00	\$0.00
	Subtotal Investigations	<u>\$222,538.00</u>	<u>\$238,560.00</u>	<u>\$228,385.00</u>
10-5510-45-6005	Salary & Wages	\$300,982.00	\$300,982.00	\$301,926.00
10-5510-45-6006	Overtime	\$36,384.00	\$36,384.00	\$30,193.00
10-5510-45-6045	Uniform Allowance	\$3,000.00	\$3,000.00	\$3,960.00
10-5510-45-6125	Direct Payroll Costs	\$25,809.00	\$25,809.00	\$24,059.00
10-5510-45-6130	Retirement	\$38,122.00	\$38,122.00	\$36,750.00
10-5510-45-6134	STD/LTD Insurance	\$2,410.00	\$2,410.00	\$1,087.00
10-5510-45-6135	Health/Dental/Life Insurance	\$66,622.00	\$66,622.00	\$81,911.00
10-5510-45-6136	Workers Compensation Insurance	\$938.00	\$938.00	\$725.00
10-5510-45-6141	Employee Exams	\$660.00	\$660.00	\$660.00
10-5510-45-6214	Uniform Expenses	\$0.00	\$0.00	\$0.00
10-5510-45-6235	Equipment Repair	\$21,000.00	\$21,000.00	\$31,000.00
10-5510-45-6249	Radio & Phone Equip-Non Capita	\$1,622.00	\$1,622.00	\$1,210.00
10-5510-45-6703	Dues/Subscriptions/License	\$1,952.00	\$1,952.00	\$1,706.00
10-5510-45-6849	Telephone & Radio Equipment	\$4,000.00	\$4,000.00	\$0.00
	Subtotal Communications	<u>\$503,501.00</u>	<u>\$503,501.00</u>	<u>\$515,187.00</u>
10-5510-46-6005	Salary & Wages	\$38,804.00	\$38,804.00	\$38,562.00
10-5510-46-6006	Overtime	\$2,798.00	\$2,798.00	\$0.00
10-5510-46-6045	Uniform Allowance	\$960.00	\$960.00	\$960.00
10-5510-46-6125	Direct Payroll Costs	\$3,183.00	\$3,183.00	\$3,142.00
10-5510-46-6130	Retirement	\$4,701.00	\$4,701.00	\$4,764.00
10-5510-46-6134	STD/LTD Insurance	\$309.00	\$309.00	\$139.00
10-5510-46-6135	Health/Dental/Life Insurance	\$11,833.00	\$11,833.00	\$12,657.00
10-5510-46-6136	Workers Compensation Insurance	\$1,012.00	\$1,012.00	\$1,689.00
10-5510-46-6212	Postage	\$100.00	\$500.00	\$500.00
10-5510-46-6213	Telephone	\$288.00	\$288.00	\$300.00
10-5510-46-6215	Gas & Oil	\$1,500.00	\$3,000.00	\$3,000.00
10-5510-46-6241	Automobile Expense	\$500.00	\$1,500.00	\$1,500.00
10-5510-46-6243	Spec Supplies/Safety Equip/Emg	\$100.00	\$500.00	\$500.00
10-5510-46-6703	Dues/Subscriptions/License	\$60.00	\$60.00	\$60.00
10-5510-46-6709	Miscellaneous	\$100.00	\$1,000.00	\$1,000.00
	Subtotal Animal Control	<u>\$66,248.00</u>	<u>\$70,448.00</u>	<u>\$68,773.00</u>
10-5510-47-6005	Salary & Wages	\$0.00	\$0.00	\$0.00
10-5510-47-6125	Direct Payroll Costs	\$0.00	\$0.00	\$0.00
10-5510-47-6131	PSPRS Retirement	\$0.00	\$0.00	\$0.00
10-5510-47-6134	STD/LTD Insurance	\$0.00	\$0.00	\$0.00
10-5510-47-6135	Health/Dental/Life Insurance	\$0.00	\$0.00	\$0.00
10-5510-47-6136	Workers Compensation Insurance	\$0.00	\$0.00	\$0.00
10-5510-47-6213	Telephone	\$288.00	\$288.00	\$300.00
10-5510-47-6215	Gas & Oil	\$3,000.00	\$3,000.00	\$3,000.00
10-5510-47-6241	Automobile Expense	\$1,000.00	\$1,000.00	\$1,000.00
10-5510-47-6703	Dues/Subscriptions/License	\$0.00	\$65.00	\$65.00

**CITY OF SEDONA
2014-2015 PROPOSED BUDGET DETAIL
GENERAL FUND DEPARTMENTS**

Account Number	Description	2014 Estimated Actuals	2014 Adopted Budget	2015 Proposed Budget
	Subtotal School Resource Officer	\$4,288.00	\$4,353.00	\$4,365.00
10-5510-81-6005	Salary & Wages	\$53,093.00	\$53,093.00	\$54,704.00
10-5510-81-6006	Overtime	\$15,000.00	\$4,969.00	\$5,470.00
10-5510-81-6010	Temp/Part-Time Wages	\$0.00	\$44,994.00	\$22,200.00
10-5510-81-6045	Uniform Allowance	\$960.00	\$960.00	\$960.00
10-5510-81-6046	Employee Benefits	\$0.00	\$0.00	\$0.00
10-5510-81-6125	Direct Payroll Costs	\$4,284.00	\$4,284.00	\$2,617.00
10-5510-81-6131	PSPRS Retirement	\$12,000.00	\$10,853.00	\$14,843.00
10-5510-81-6134	STD/LTD Insurance	\$520.00	\$520.00	\$558.00
10-5510-81-6135	Health/Dental/Life Insurance	\$7,412.00	\$7,412.00	\$8,277.00
10-5510-81-6136	Workers Compensation Insurance	\$5,088.00	\$5,088.00	\$3,368.00
10-5510-81-6215	Gas & Oil	\$0.00	\$0.00	\$0.00
10-5510-81-6241	Automobile Expense	\$0.00	\$0.00	\$0.00
10-5510-81-6243	Spec Supplies/Safety Equip/Emg	\$5,000.00	\$11,400.00	\$10,900.00
10-5510-81-6703	Dues/Subscriptions/License	\$0.00	\$0.00	\$0.00
10-5510-81-6709	Miscellaneous	\$1,500.00	\$1,500.00	\$1,500.00
	Subtotal STEP	\$104,857.00	\$145,073.00	\$125,397.00
10-5510-84-6214	Uniform Expenses	\$0.00	\$0.00	\$0.00
10-5510-84-6703	Dues/Subscriptions/License	\$0.00	\$0.00	\$0.00
10-5510-84-6705	Public Information Program	\$0.00	\$0.00	\$0.00
		\$0.00	\$0.00	\$0.00
10-5510-87-6005	Salary & Wages	\$20,000.00	\$0.00	\$0.00
10-5510-87-6006	Overtime	\$10,000.00	\$0.00	\$0.00
10-5510-87-6044	Allowances	\$0.00	\$0.00	\$0.00
10-5510-87-6045	Uniform Allowance	\$0.00	\$0.00	\$0.00
10-5510-87-6046	Employee Benefits	\$1,500.00	\$0.00	\$0.00
10-5510-87-6125	Direct Payroll Costs	\$500.00	\$0.00	\$0.00
10-5510-87-6131	PSPRS Retirement	\$6,000.00	\$0.00	\$0.00
10-5510-87-6134	STD/LTD Insurance	\$200.00	\$0.00	\$0.00
10-5510-87-6135	Health/Dental/Life Insurance	\$3,000.00	\$0.00	\$0.00
10-5510-87-6136	Workers Compensation Insurance	\$1,600.00	\$0.00	\$0.00
	Subtotal K-9 Program	\$42,800.00	\$0.00	\$0.00
	Total Police	\$3,289,953.00	\$3,517,752.00	\$3,669,995.00

PUBLIC WORKS

DEPARTMENT DESCRIPTION

The Public Works Department has four divisions: Administration, Engineering, City Maintenance, and Wastewater. The Department is responsible for maintenance of city buildings, City parking lots, parks, public streets, and storm drainages. The City maintains and operates City wastewater facilities. The Department develops bicycle routes and programs within the City. The Department reviews development of improvement plans for City facilities and oversees the construction of these facilities. The department also reviews engineering plans for private development projects (commercial and residential) as they affect these facilities and provides input to Community Development regarding drainage, roadways, traffic, and wastewater.

MISSION STATEMENT

The mission of the Public Works Department is to provide for the design, construction, maintenance and operation of the roads, storm drainage facilities, city buildings, parks, parking lots, and wastewater facilities within and related to the City of Sedona. Additionally, to assist other City Departments with its expertise in these areas, in a manner which takes into account the direction of the City Manager, the City Council, the desires of the citizens of Sedona, and professional standards applicable to these activities.

2014-2015 OBJECTIVES

- Complete construction of AAA Storm Drainage Project.
- Complete treatment capacity improvements at wastewater treatment plant for capacity to 2027.
- Successfully complete pre-monsoon program for FY 14/15.
- Enhance bicycle route signage.
- Begin report outlining Wastewater Effluent Management Optimization Plan.
- Complete Uptown 89A Roadway Improvements Paving Project

Did you know?

You can help reduce bacterial contamination (e-coli) of Oak Creek by picking up or burying dog feces. Whether walking your pet along City streets or trails, or in the forest, please do not leave your pet's feces lying on the ground.

- Complete Coffee Pot Drainage Basin Design
- Complete Solider Wash- Tlaquepaque Drainage Phas II design and construction.

2013-2014 ACCOMPLISHMENTS

- ✓ Completed Harmony-Windsong Phase 4 construction.
- ✓ Completed City Hall construction.
- ✓ Completed Soldier Wash construction.
- ✓ Completed Stanley Steamer design and construction.
- ✓ Completed Forest Area Detention Study.
- ✓ Completed Sunshine Lane construction.
- ✓ Completed BOB – Minor LS construction.
- ✓ Completed Injection Test Well construction.
- ✓ Completed Wetlands Parking Area construction.
- ✓ Completed Transit Shelters design and construction.
- ✓ Completed Wastewater Rate Study.
- ✓ Completed Wastewater Effluent Management Optimization Study.
- ✓ Completed design of Wastewater Plant Upgrades Project.
- ✓ Completed Airport Road Re-Paving design and construction.
- ✓ Completed Uptown Paving design
- ✓ Assisted Parks and Recreation Department in completing the design and construction of the Sunset Park Splash Pad Project.
- ✓ Assisted Parks and Recreation Department in completing the design and construction of the Posse Ground Pool Slide Project.
- ✓ Assisted Police Department in completing the design of the PD-Shooting Range upgrades.
- ✓ Assisted in completing the design and construction of the Adult Community Center remodel.
- ✓ Completed the move of the Public Works Yard to 2070 Contractors Road.

SIGNIFICANT CHANGES

None noted

WORKLOAD INDICATORS

Workload Indicators	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Estimate	FY 14-15 Projected
Engineering Related Residential Permits	247	256	264	273
Engineering Related Commercial Permits	164	154	164	175
Engineering Related Blue Stake (Sewer) Permits	1313	1396	1405	1415

CITY OF SEDONA
2014-2015 BUDGET
PUBLIC WORKS - GENERAL FUND

Account Number	Account Description	Detail Description	FY 2012 Actual	FY 2013 Actual	2014 YTD Actual	FY 2014 Budget	2015 Requested Budget	Detail Amount
Public Works - Administration								
10-5320-01-6005	Salary & Wages		56,061	76,125	211,470	298,362	283,918	283,918
10-5320-01-6006	Overtime		2	2	505	-	-	-
10-5320-01-6010	Temp Part-Time Wages				2,919			-
10-5320-01-6046	Employee Benefits	Allowances	3,900	3,900	2,600	3,900	-	-
10-5320-01-6125	Direct Payroll Costs	% of Wages	5,315	5,574	17,189	22,825	22,536	22,536
10-5320-01-6130	Retirement	% of Wages (re-allocated to each dept)	583	-	26,466	33,715	34,172	34,172
10-5320-01-6134	STDLTD Insurance	% of Wages (re-allocated to each dept)	34	-	1,316	1,901	1,022	1,022
10-5320-01-6135	HealthDentLife Insurance	% of Wages (re-allocated to each dept)	976	-	39,251	59,058	62,373	62,373
10-5320-01-6136	Workers Compensation Insurance	% of Wages (re-allocated to each dept)	91	-	3,052	6,475	5,229	5,229
10-5320-01-6210	Printing/Office Supplies	Decrease of 3700 - majority of large format plan sheets have been scanned	-	-	3,626	5,220	5,100	300
10-5320-01-6210	Printing/Office Supplies	Decrease of 420 - MAG, ADOT, HCM, Trip Gen, IPC have been updated. Need to update ASHTO Increase 4000 - prepare City bike route information brochures (general distribution) and maps (for bus shelters)						800
10-5320-01-6210	Printing/Office Supplies							4,000
10-5320-01-6213	Telephone		1,516	1,565	968	1,620	2,040	-
10-5320-01-6213	Telephone	Increase of 420 in service due to upgrade of 2 phones to Smart phones (5 units at \$35/mo); Increase from Verizon due to tax and surcharges						1,620
10-5320-01-6213	Telephone	Automatic Adjustment						420
10-5320-01-6214	Uniform Expenses		-	-	580	3,745	4,270	-
10-5320-01-6214	Uniform Expenses	Denim jeans (SV, TZ, CH, Facility Person @ \$100/person)						2,800
10-5320-01-6214	Uniform Expenses	Polo shirts (SV, TZ, CH @ \$40/person)						945
10-5320-01-6214	Uniform Expenses	Transferred from Safety Supplies 10-5320-01-6243 - Steel toe boots (per work allocation) tax included						525
10-5320-01-6241	Automobile Expense	Future Vehicle Replacement - Next Projected for FY 15 - Ford Escape				-		-
10-5320-01-6243	Spec Supplies/Safety Equip/Emg		137	-	525	625	100	-
10-5320-01-6243	Spec Supplies/Safety Equip/Emg	\$525.00 Moved to Uniform Expenses 10-5320-01-6045 - Steel Toe Boots (per work allocation) tax included						-
10-5320-01-6243	Spec Supplies/Safety Equip/Emg	Safety Supplies - gloves, etc						100
10-5320-01-6244	Office Furniture - Non Capital		-	-	-	6,980	-	-
10-5320-01-6244	Office Furniture - Non Capital	Decrease - conversion to electronic records for filing system.						-
10-5320-01-6244	Office Furniture - Non Capital	Automatic Adjustment						-
10-5320-01-6249	Radio & Phone Equip-Non Capital							-
10-5320-01-6405	Professional Services	Increase - Decision Paper - Aerial Survey increase Misc surveying, engineering & appraisals due to fewer projects and more intra-year unanticipated requests	25	1,200	-	2,500	15,000	-
10-5320-01-6405	Professional Services							15,000
10-5320-01-6703	Dues/Subscriptions/License		2,051	2,812	2,603	6,301	6,301	-
10-5320-01-6703	Dues/Subscriptions/License	Asst City Eng (AD) - AzFMA, AFMA						170
10-5320-01-6703	Dues/Subscriptions/License	N Az Municipal Water Assoc						1,620
10-5320-01-6703	Dues/Subscriptions/License	Asst Eng (DP) - AzFMA, AFMA						170
10-5320-01-6703	Dues/Subscriptions/License	Asst City Eng (AD) \$200 - PE (next FY 16)						-
10-5320-01-6703	Dues/Subscriptions/License	Associate Egrs PE license Exam						3,402
10-5320-01-6703	Dues/Subscriptions/License	AFMA Corporate						100
10-5320-01-6703	Dues/Subscriptions/License	APWA Corporate						839

CITY OF SEDONA
2014-2015 BUDGET
PUBLIC WORKS - GENERAL FUND

Account Number	Account Description	Detail Description	FY 2012 Actual	FY 2013 Actual	2014 YTD Actual	FY 2014 Budget	2015 Requested Budget	Detail Amount
10-5320-01-6750	Training/Staff Development		-	10	-	-	-	-
10-5320-01-6750	Training/Staff Development	on Gen Serv sheet \$350 1-City Maint. staff CPO class FV						-
10-5320-01-6750	Training/Staff Development	on Gen Serv sheet \$500 IFMA Conf, Continuing Education Units for Facilities Supervisor						-
10-5320-01-6750	Training/Staff Development	on Gen Serv sheet \$500. 2-City Maint staff OPM license EA, FV. \$75 App fee, \$22 Background ck, \$110 Exam fee, \$43 study materials per person						-
Subtotal Public Works Administration			70,691	91,188	313,070	453,227	442,061	442,061
Subtotal Wastewater (Program no longer used)			10,212	11,660	-	-	-	-
Public Works Parks Maintenance								
10-5320-26-6005	Salary & Wages		102,877	98,518	182,309	287,650	271,916	271,916
10-5320-26-6006	Overtime		1,767	1,071	3,243	-	-	-
10-5320-26-6010	Temp Part-Time Wages		-	-	-	-	-	-
10-5320-26-6046	Employee Benefits	Allowances						-
10-5320-26-6125	Direct Payroll Costs	% of Wages	7,955	7,128	13,982	19,280	21,507	21,507
10-5320-26-6130	Retirement	% of Wages (re-allocated to each dept)	854	-	21,433	28,479	32,612	32,612
10-5320-26-6134	STD/LTD Insurance	% of Wages (re-allocated to each dept)	67	-	1,092	2,005	979	979
10-5320-26-6135	Health/Dent/Life Insurance	% of Wages (re-allocated to each dept)	2,315	-	50,291	62,358	85,452	85,452
10-5320-26-6136	Workers Compensation Insurance	% of Wages (re-allocated to each dept)	172		3,878	6,918	4,759	4,759
10-5320-26-6213	Telephone		1,021	1,264	779	1,296	1,680	-
10-5320-26-6213		Service for cell phones (4 units at \$27/mo);						1,296
10-5320-26-6213		cell phone costs increased (4 units at \$8/mo)						384
10-5320-26-6214	Uniform Expenses		314	766	104	1,400	2,100	-
10-5320-26-6214		Seasonal uniforms, shirts, hats, jackets. jeans City Maint. PH, RobM, FV, RonM						1,400
10-5320-26-6214		moved steel toed boots from 6243 (4@ \$175 PH, RobM, FV, RonM tax included)						700
10-5320-26-6224	Chemicals					10,000	10,000	-
10-5320-26-6224		Fertilizer and pesticides for grounds and parks	4,078	15,433	1,751			10,000
10-5320-26-6231	Grounds Maintenance		31,437	34,882	53,006	66,000	66,000	-
10-5320-26-6231		Materials and parts for maintenance of grounds, playgrounds, parks play areas						35,000
10-5320-26-6231		2nd yr of FY 13/14 Decision Package - Power wash ramadas, playground equipment, park areas once per month						31,000
10-5320-26-6235	Equipment Repair		10,017	5,606	2,546	6,000	6,000	-
10-5320-26-6235		Preventative Maintenance Program						6,000
10-5320-26-6243	Spec Supplies/Safety Equip/Emg		2,846	1,843	2,181	2,140	1,440	-
10-5320-26-6243		PPE requirement \$30/mo x 4 employees PH, RM, FV, RonM						1,440
10-5320-26-6243		moved to 6214 .Steel-toed boots 4@ \$175 PH, RobM, FV, RonM (tax included)						-
10-5320-26-6405	Professional Services		210	1,500	5,946	11,500	11,500	-
10-5320-26-6405		Backflow Device Inspections						1,500
10-5320-26-6405		Contract mosquito/algae/pest control at WW Wetlands						10,000
10-5320-26-6530	Utilities		87,724	76,839	72,447	102,350	104,850	-
10-5320-26-6530		Increase - Electricity: Based on FY13-14 actual use						5,600
10-5320-26-6530		Water						65,000

CITY OF SEDONA
2014-2015 BUDGET
PUBLIC WORKS - GENERAL FUND

Account Number	Account Description	Detail Description	FY 2012 Actual	FY 2013 Actual	2014 YTD Actual	FY 2014 Budget	2015 Requested Budget	Detail Amount
10-5320-26-6530		Gas/Propane						8,400
		Increase - Sewer: FY 13-14 actual difference from budget						5,000
10-5320-26-6530		Sewer						14,850
10-5320-26-6530		Decrease - Water: Based on 13-14 actual use						(20,000)
		Decrease - Gas/Propane: Based on FY13-14 actual use						(3,400)
10-5320-26-6530		Electricity						29,400
10-5320-26-6540	Solid Waste / Recycling		5,503	2,861	752	1,300	1,300	-
		Solid Waste/Recycle shop supplies, tires, batteries.						1,300
10-5320-26-6540	Dues/Subscriptions/License		150	50	30	150	150	-
10-5320-26-6703		OPM license annual renewal. PH, RobM						150
10-5320-26-6730	Maint & Improvement		4,288	2,970	3,062	3,000	3,000	-
		City Maint shop tools and supplies, paint, hardware, excludes grounds maint						3,000
10-5320-26-6730	Improvements - City Owned Property		4,224	30,000	30,000	35,000	30,000	30,000
10-5320-26-6857								
		Subtotal Public Works Maintenance	267,819	280,731	448,832	646,826	655,245	655,245
		Subtotal Public Works Development Review (Program no longer used)	69,745	67,793	-	-	-	-
		Subtotal In-House Engineering Services(Program no longer used)	26,342	26,136	-	-	-	-
		Subtotal Public Works (Program no longer used)	71,068	88,117	-	-	-	-
		Subtotal Streets (Program no longer used)	10,200	9,979	-	-	-	-
Public Works Storm Drainage								
10-5320-68-6005	Salary & Wages		24,682	24,991	30,222	42,787	58,979	58,979
10-5320-68-6006	Overtime		13	88	77	-	-	-
10-5320-68-6010	Temp Part-Time Wages		-	-	-	-	-	-
10-5320-68-6046	Employee Benefits	Allowances						
10-5320-68-6125	Direct Payroll Costs	% of Wages	1,719	1,747	2,284	3,273	4,692	4,692
10-5320-68-6130	Retirement	% of Wages (re-allocated to each dept)	194	-	3,338	4,835	7,115	7,115
10-5320-68-6134	STDLTD Insurance	% of Wages (re-allocated to each dept)	11	-	148	236	212	212
10-5320-68-6135	HealthDentLife Insurance	% of Wages (re-allocated to each dept)	357	-	3,642	7,436	11,395	11,395
10-5320-68-6136	Workers Compensation Insurance	% of Wages (re-allocated to each dept)	37	-	513	912	1,067	1,067
10-5320-68-6221	Janitorial Supplies		2,262	1,572	-	3,000	3,000	-
10-5320-68-6221	Janitorial Supplies	Bags for trash and recycle receptacles Uptown						2,500
10-5320-68-6221	Janitorial Supplies	Trash bags for pet waste stations						500
10-5320-68-6405	Professional Services		1,038	4,439	2,219	5,400	21,456	-
10-5320-68-6405	Professional Services	Street Sweeping for City Parking Lots (required under stormwater program w/ADEQ)						5,400
		Increase - new sweeping contract--overall reduction in sweeping costs of \$30,448 with new contract. See 11-5320-54-6766						16,056
10-5320-68-6405	Professional Services		2,657	2,024	-	8,100	8,900	-
10-5320-68-6511	Advertising							-
10-5320-68-6511	Advertising	Stormwater (radio, news, printing of brochures, prep, sort and mail approx 10,000 brochures)						5,600
10-5320-68-6511	Advertising	Brochures have been updated for e-coli and pre-monsoon info						2,500
10-5320-68-6511	Advertising	Increase - Storm drain curb markers (stenciling)						800
10-5320-68-6736	Permit Fees		5,000	5,000	5,000	10,000	5,000	-
10-5320-68-6736	Permit Fees	based on current fee schedules						5,000

CITY OF SEDONA
 2014-2015 BUDGET
 PUBLIC WORKS - GENERAL FUND

Account Number	Account Description	Detail Description	FY 2012 Actual	FY 2013 Actual	2014 YTD Actual	FY 2014 Budget	2015 Requested Budget	Detail Amount
10-5320-68-6736	Permit Fees	Decrease to conform to Table 3 AAC 18-14-104						-
10-5320-68-6750	Training/Staff Development	ADEQ Fee schedule for MS4 permits- reduced from FY 13/14 after conv. with ADEQ						-
		Subtotal Public Works Storm Drainage	37,970	39,861	47,443	85,979	121,816	121,816
Public Works Facilities								
10-5320-79-6005	Salary & Wages		86,110	88,008	58,994	83,444	85,519	85,519
10-5320-79-6006	Overtime		590	391	402	-	-	-
10-5320-79-6010	Temp Part-Time Wages		-	-	-	297	297	297
10-5320-79-6046	Employee Benefits	Allowances	-	-	-	-	-	-
10-5320-79-6125	Direct Payroll Costs	% of Wages	6,286	6,467	4,627	6,406	6,749	6,749
10-5320-79-6130	Retirement	% of Wages (re-allocated to each dept)	699	-	6,480	9,463	10,234	10,234
10-5320-79-6134	STDLTD Insurance	% of Wages (re-allocated to each dept)	54	-	387	636	308	308
10-5320-79-6135	HealthDentLife Insurance	% of Wages (re-allocated to each dept)	1,901	-	15,573	22,149	24,992	24,992
10-5320-79-6136	Workers Compensation Insurance	% of Wages (re-allocated to each dept)	134	-	801	1,976	1,535	1,535
10-5320-79-6213	Telephone		278	350	211	324	420	-
10-5320-79-6213	Telephone	Service for Cell phone (one at \$27/mo)						324
10-5320-79-6213	Telephone	cell phone service increase \$8/mo						96
10-5320-79-6214	Uniforms & Safety Equipment		-	-	-	-	175	-
10-5320-79-6214	Uniforms & Safety Equipment	safety boots moved from 6243						175
10-5320-79-6221	Janitorial Supplies		7,856	9,061	4,607	9,500	9,500	-
10-5320-79-6221	Janitorial Supplies	Custodial supplies for all facilities						9,000
10-5320-79-6221	Janitorial Supplies	Janitorial Supplies for the Wetlands	256	191	466	500	-	500
10-5320-79-6231	Grounds Maintenance		20,000	10,000				
10-5320-79-6405	Professional Services		95,412	85,784	54,005	99,777	99,800	-
10-5320-79-6405	Professional Services	Janitorial Contract						62,400
10-5320-79-6405	Professional Services	Door Mat Service						5,000
10-5320-79-6405	Professional Services	Exterminator; 10 times per year at City Hall						3,850
10-5320-79-6405	Professional Services							-
10-5320-79-6405	Professional Services	PD Garage Gate Maintenance						600
10-5320-79-6405	Professional Services	Fire Safety Inspections; Annual Extinguishers,						
10-5320-79-6405	Professional Services	Sprinklers, Alarm Stations Checks						4,000
10-5320-79-6405	Professional Services	Garage Power Wash						350
10-5320-79-6405	Professional Services	Window Cleaning; Quarterly outside, Annual inside						3,000
10-5320-79-6405	Professional Services	Floor Cleaning; Monthly deep cleaning of facilities floors						5,200
10-5320-79-6405	Professional Services	Wetlands Restroom Service. Twice per year						600
10-5320-79-6405	Professional Services	pumping service for permanent restroom is \$600						
10-5320-79-6405	Professional Services	HVAC Preventative Maintenance						3,350
10-5320-79-6405	Professional Services	Backflow Device Inspections						700
10-5320-79-6405	Professional Services	Water Cooler and Filter Rental/Service						6,050
10-5320-79-6405	Professional Services	Jordan House Chimney Cleaning; Recurring						
10-5320-79-6405	Professional Services	annual expense for at least the last 5 years.						200
10-5320-79-6405	Professional Services	Roof Inspection and Maintenance Program						4,500
10-5320-79-6530	Utilities		56,555	93,216	71,267	111,381	122,400	-
10-5320-79-6530	Utilities	Facilities APS						67,000
10-5320-79-6530	Utilities	Facilities AZ Water						26,000
10-5320-79-6530	Utilities	Facilities Unisource Gas						10,000
10-5320-79-6530	Utilities	Facilities COS Sewer Fees						2,600
10-5320-79-6530	Utilities							-
10-5320-79-6530	Utilities							-
10-5320-79-6530	Utilities							-
10-5320-79-6530	Utilities							-

CITY OF SEDONA
 2014-2015 BUDGET
 PUBLIC WORKS - GENERAL FUND

Account Number	Account Description	Detail Description	FY 2012 Actual	FY 2013 Actual	2014 YTD Actual	FY 2014 Budget	2015 Requested Budget	Detail Amount
10-5320-79-6530	Utilities	Facilities Waste Management dumpster						6,800
10-5320-79-6530	Utilities							-
		Increase: AZ Water - Add for water usage for splash park at Sunset Park (\$2000 per month for July, August, September, May and June)						10,000
10-5320-79-6530	Utilities							-
10-5320-79-6703	Dues/Subscriptions/License		194	179	-	250	250	-
10-5320-79-6703	Dues/Subscriptions/License	Facilities Supervisor IFMA Dues, paid in May						250
10-5320-79-6730	Maint & Improvement		50,137	62,813	55,927	133,118	91,218	-
10-5320-79-6730	Maint & Improvement	Maintenance and Repair of all Facilities						45,000
10-5320-79-6730	Maint & Improvement							-
10-5320-79-6730	Maint & Improvement	HVAC Equipment; Upgrade 3 units						15,000
10-5320-79-6730	Maint & Improvement							-
10-5320-79-6730	Maint & Improvement							-
10-5320-79-6730	Maint & Improvement							-
10-5320-79-6730	Maint & Improvement	FY 13/14 Decision Pkg rehab City Hall roof 5 year plan						16,218
10-5320-79-6730	Maint & Improvement							-
10-5320-79-6730	Maint & Improvement	Increase: Replace floor in the Recreation Room decreases - completed Lighting Upgrade, Jordan						15,000
10-5320-79-6730	Maint & Improvement	Roof and Electrical \$56,000						-
10-5320-79-6750	Training/Staff Development							-
10-5320-79-6857	Improvements - City Owned Property		-	9,142	-	10,000	25,000	-
10-5320-79-6857	Improvements - City Owned Property							-
10-5320-79-6857	Improvements - City Owned Property							-
10-5320-79-6857	Improvements - City Owned Property							-
10-5320-79-6857	Improvements - City Owned Property	Hydrant Maintenance						25,000
Subtotal Public Works Storm Drainage			326,462	365,602	273,747	489,221	478,397	478,397
Public Works Capital Projects								
10-5320-79-6005	Salary & Wages			46,840	83,714	121,166	121,677	121,677
10-5320-79-6006	Overtime							-
10-5320-79-6010	Temp Part-Time Wages							-
10-5320-79-6046	Employee Benefits	Allowances						-
10-5320-79-6125	Direct Payroll Costs	% of Wages		3,153	6,484	9,269	9,652	9,652
10-5320-79-6130	Retirement	% of Wages (re-allocated to each dept)			9,708	13,692	14,635	14,635
10-5320-79-6134	STDLTD Insurance	% of Wages (re-allocated to each dept)			470	761	438	438
10-5320-79-6135	HealthDentLife Insurance	% of Wages (re-allocated to each dept)			-	12,595	19,574	19,574
10-5320-79-6136	Workers Compensation Insurance	% of Wages (re-allocated to each dept)			-	1,415	4,186	4,186
10-5320-79-6847	Computer Software			1,392				
Subtotal Public Works Capital Projects			-	51,385	114,386	170,711	170,162	170,162
TOTAL PUBLIC WORKS - GENERAL FUND			890,509	1,032,452	1,197,478	1,845,964	1,867,681	1,867,681

**CITY OF SEDONA
2014-2015 PROPOSED BUDGET DETAIL
GENERAL FUND DEPARTMENTS**

Account Number	Description	2014 Estimated Actuals	2014 Adopted Budget	2015 Proposed Budget
10-5320-01-6005	Salary & Wages	\$298,362.00	\$298,362.00	\$283,918.00
10-5320-01-6006	Overtime	\$0.00	\$0.00	\$0.00
10-5320-01-6010	Temp/Part-Time Wages	\$0.00	\$0.00	\$0.00
10-5320-01-6046	Employee Benefits	\$3,900.00	\$3,900.00	\$0.00
10-5320-01-6125	Direct Payroll Costs	\$22,825.00	\$22,825.00	\$22,536.00
10-5320-01-6130	Retirement	\$33,715.00	\$33,715.00	\$34,172.00
10-5320-01-6134	STD/LTD Insurance	\$1,901.00	\$1,901.00	\$1,022.00
10-5320-01-6135	Health/Dental/Life Insurance	\$59,058.00	\$59,058.00	\$62,373.00
10-5320-01-6136	Workers Compensation Insurance	\$6,475.00	\$6,475.00	\$5,229.00
10-5320-01-6210	Printing/Office Supplies	\$5,220.00	\$5,220.00	\$5,100.00
10-5320-01-6213	Telephone	\$1,620.00	\$1,620.00	\$2,040.00
10-5320-01-6214	Uniform Expenses	\$3,745.00	\$3,745.00	\$4,270.00
10-5320-01-6243	Spec Supplies/Safety Equip/Emg	\$625.00	\$625.00	\$100.00
10-5320-01-6244	Office Furniture - Non Capital	\$4,000.00	\$6,980.00	\$0.00
10-5320-01-6405	Professional Services	\$2,500.00	\$2,500.00	\$15,000.00
10-5320-01-6703	Dues/Subscriptions/License	\$6,301.00	\$6,301.00	\$6,301.00
10-5320-01-6750	Training/Staff Development	\$0.00	\$0.00	\$0.00
	Subtotal General Administration	\$450,247.00	\$453,227.00	\$442,061.00
10-5320-26-6005	Salary & Wages	\$287,650.00	\$287,650.00	\$271,916.00
10-5320-26-6006	Overtime	\$0.00	\$0.00	\$0.00
10-5320-26-6010	Temp/Part-Time Wages	\$0.00	\$0.00	\$0.00
10-5320-26-6045	Uniform Allowance	\$0.00	\$0.00	\$0.00
10-5320-26-6125	Direct Payroll Costs	\$19,280.00	\$19,280.00	\$21,507.00
10-5320-26-6130	Retirement	\$28,479.00	\$28,479.00	\$32,612.00
10-5320-26-6134	STD/LTD Insurance	\$2,005.00	\$2,005.00	\$979.00
10-5320-26-6135	Health/Dental/Life Insurance	\$62,358.00	\$62,358.00	\$85,452.00
10-5320-26-6136	Workers Compensation Insurance	\$6,918.00	\$6,918.00	\$4,759.00
10-5320-26-6213	Telephone	\$1,296.00	\$1,296.00	\$1,680.00
10-5320-26-6214	Uniform Expenses	\$1,400.00	\$1,400.00	\$2,100.00
10-5320-26-6224	Chemicals	\$10,000.00	\$10,000.00	\$10,000.00
10-5320-26-6231	Grounds Maintenance	\$66,000.00	\$66,000.00	\$66,000.00
10-5320-26-6235	Equipment Repair	\$6,000.00	\$6,000.00	\$6,000.00
10-5320-26-6241	Auto Exp - Parks Maint	\$0.00	\$0.00	\$0.00
10-5320-26-6243	Spec Supplies/Safety Equip/Emg	\$2,140.00	\$2,140.00	\$1,440.00
10-5320-26-6405	Professional Services	\$11,500.00	\$11,500.00	\$11,500.00
10-5320-26-6530	Utilities	\$102,350.00	\$102,350.00	\$104,850.00
10-5320-26-6540	Solid Waste / Recycling	\$1,300.00	\$1,300.00	\$1,300.00
10-5320-26-6703	Dues/Subscriptions/License	\$150.00	\$150.00	\$150.00
10-5320-26-6730	Maint & Improvement	\$3,000.00	\$3,000.00	\$3,000.00
10-5320-26-6857	Improvements - City Owned Property	\$35,000.00	\$35,000.00	\$30,000.00
	Subtotal Parks Maintenance	\$646,826.00	\$646,826.00	\$655,245.00
10-5320-68-6005	Salary & Wages	\$42,787.00	\$42,787.00	\$58,979.00
10-5320-68-6006	Overtime	\$0.00	\$0.00	\$0.00
10-5320-68-6125	Direct Payroll Costs	\$3,273.00	\$3,273.00	\$4,692.00
10-5320-68-6130	Retirement	\$4,835.00	\$4,835.00	\$7,115.00
10-5320-68-6134	STD/LTD Insurance	\$236.00	\$236.00	\$212.00
10-5320-68-6135	Health/Dental/Life Insurance	\$7,436.00	\$7,436.00	\$11,395.00
10-5320-68-6136	Workers Compensation Insurance	\$912.00	\$912.00	\$1,067.00
10-5320-68-6221	Janitorial Supplies	\$3,000.00	\$3,000.00	\$3,000.00
10-5320-68-6405	Professional Services	\$5,400.00	\$5,400.00	\$21,456.00
10-5320-68-6511	Advertising	\$8,100.00	\$8,100.00	\$8,900.00
10-5320-68-6736	Permit Fees	\$10,000.00	\$10,000.00	\$5,000.00
	Subtotal Stormwater	\$85,979.00	\$85,979.00	\$121,816.00
10-5320-79-6005	Salary & Wages	\$83,444.00	\$83,444.00	\$85,519.00
10-5320-79-6006	Overtime	\$297.00	\$297.00	\$297.00
10-5320-79-6010	Temp/Part-Time Wages	\$0.00	\$0.00	\$0.00

**CITY OF SEDONA
2014-2015 PROPOSED BUDGET DETAIL
GENERAL FUND DEPARTMENTS**

Account Number	Description	2014 Estimated Actuals	2014 Adopted Budget	2015 Proposed Budget
10-5320-79-6125	Direct Payroll Costs	\$6,406.00	\$6,406.00	\$6,749.00
10-5320-79-6130	Retirement	\$9,463.00	\$9,463.00	\$10,234.00
10-5320-79-6134	STD/LTD Insurance	\$636.00	\$636.00	\$308.00
10-5320-79-6135	Health/Dental/Life Insurance	\$22,149.00	\$22,149.00	\$24,992.00
10-5320-79-6136	Workers Compensation Insurance	\$1,976.00	\$1,976.00	\$1,535.00
10-5320-79-6213	Telephone	\$324.00	\$324.00	\$420.00
10-5320-79-6214	Uniforms & Safety Equipment	\$0.00	\$0.00	\$175.00
10-5320-79-6221	Janitorial Supplies	\$9,500.00	\$9,500.00	\$9,500.00
10-5320-79-6231	Grounds Maintenance	\$0.00	\$0.00	\$0.00
10-5320-79-6243	Spec Supplies/Safety Equip/Emg	\$500.00	\$500.00	\$0.00
10-5320-79-6405	Professional Services	\$99,777.00	\$99,777.00	\$99,800.00
10-5320-79-6530	Utilities	\$111,381.00	\$111,381.00	\$122,400.00
10-5320-79-6703	Dues/Subscriptions/License	\$250.00	\$250.00	\$250.00
10-5320-79-6730	Maint & Improvement	\$133,118.00	\$133,118.00	\$91,218.00
10-5320-79-6857	Improvements - City Owned Property	\$10,000.00	\$10,000.00	\$25,000.00
	Subtotal Property Management	<u>\$489,221.00</u>	<u>\$489,221.00</u>	<u>\$478,397.00</u>
10-5320-89-6005	Salary & Wages	\$121,166.00	\$121,166.00	\$121,677.00
10-5320-89-6125	Direct Payroll Costs	\$9,269.00	\$9,269.00	\$9,652.00
10-5320-89-6130	Retirement	\$13,692.00	\$13,692.00	\$14,635.00
10-5320-89-6134	STD/LTD Insurance	\$761.00	\$761.00	\$438.00
10-5320-89-6135	Health/Dental/Life Insurance	\$22,039.00	\$22,039.00	\$19,574.00
10-5320-89-6136	Workers Compensation Insurance	\$3,784.00	\$3,784.00	\$4,186.00
10-5320-89-6847	Computer Software	\$0.00	\$0.00	\$0.00
	Subtotal Capital Projects	<u>\$170,711.00</u>	<u>\$170,711.00</u>	<u>\$170,162.00</u>
	Total Public Works	<u>\$1,842,984.00</u>	<u>\$1,845,964.00</u>	<u>\$1,867,681.00</u>

CITY OF SEDONA
LEGAL DEPARTMENT

MEMORANDUM

to: Mayor Adams, Members of the City Council
from: Michael Goimarac
re: Explanation of the Annual Budgeting Process for Community Facility Districts
date: April 21, 2014

This memo is intended to give information to the City Council concerning the statutory procedures for budgeting and spending funds derived from Community Facility Districts.

A Community Facility District (CFD) is a special taxing district formed to pay for major infrastructure improvements intended to benefit a certain geographical area.

The City has two CFDs. The Fairfield CFD was created in 1998 and the Sedona Summit II CFD was created in 1999¹. Unlike a typical CFD, these two districts were formed as part of rezonings that allowed for construction of timeshare developments. A major concern on the part of the City in approving these developments was that timeshares do not pay bed taxes, and yet timeshare owners come to Sedona and use city-wide facilities thereby creating a burden on the City's infrastructure including streets, parks, sewers, etc. To mitigate these impacts, CFDs were formed as a vehicle for collecting annual "special assessments" from timeshare owners. These special assessments could then be used to fund city capital projects that are described in "general plans" for each CFD.

When these CFDs were created, the City Council was designated as the Board for each CFD. The City Clerk was designated as the Clerk for the Board, and in a similar fashion, the City Manager, Finance Director, City Attorney and City Engineer were all designated to perform an analogous role for the districts.

When each CFD was formed, the voters within the improvement district (namely the timeshare developers Sunterra and Fairfield) also adopted a "general plan" for future infrastructure improvements. Attached are copies of the general plans for both the Summit and Fairfield CFDs. As you can see, these general plans contemplate use of CFD funds for a wide variety of general infrastructure improvements including parks and streets.

Along with creation of the CFDs the City also entered into development agreements with these two timeshare developers to further explain the rights and obligations of the parties in connection with collection of these special assessments.

A few years after these CFD's were created, there were modifications made to the layout and design of the Sunterra timeshares. This required modification of the development agreement. In lieu of the previous CFD tax, some portions of the development were then instead charged a "Homeowners assessment tax." As noted in the Sunterra Second Amended Development Agreement:

"In lieu of a CFD Tax, a portion of Phase 4 and all of Phase 5 shall be subject to a Homeowners 'Assessment Tax. The purpose of the tax is to recognize that the City cannot collect taxes on interval ownership units similar to those taxes it collects on hotel/motel users, and provides a means for Developer, as a good corporate citizen, and future Unit owners , to contribute to City's operation and maintenance expenditures that benefit the community at large.

Similarly, the Fairfield Development agreement was also modified in 1999. Because Fairfield went to a "points" system for selling timeshares, the tax assessment methodology was modified as follows:

An annual special tax per 1,000 points of \$0.1573 (which could increase annually by the amount of the CPI increase (consumer price index for all urban consumers, all cities-all items, 1982-1984) up to a maximum annual increase of 3% per annum,), assessed as set forth below ("Annual Special Tax") (upon completion of development, it is currently projected that there will be a total of 785,466,000 Points).

This hodgepodge of assessments and taxes has created a somewhat confusing and cumbersome system. On the one hand, because CFDs are separate political subdivisions that have the power to assess taxes, they need to conform to statutory guidelines regarding setting budgets, having annual meetings, etc. On the other hand, because some of the funds changed in character after amendment of the development agreements between the City and the developers, an assumption was made that treatment these funds could be outside the formalities required for CFDs.

Because of this confusion, staff consulted with its outside bond counsel, Michael Cafiso in order to understand how to properly account for these funds and how to properly obtain the necessary approval for future expenditures. As a result of these discussions and after referring to statutory requirements, in order to insure full disclosure to the public concerning these funds, City staff is recommending that the City follow a more formal procedure for utilizing CFD funds for Capital projects in the future. In summary, this process will involve the following steps:

1. City staff will look to the "General Plans" of the CFD's in determining the kinds of projects that qualify for use of CFD funds, and will create a feasibility report setting forth

those projects to be funded in whole or in part with CFD funds. (See attached sample form report)

2. The Council acting as the governing board for each of the CFD's will review the feasibility report and then pass a resolution approving the a "notice of hearing" on the feasibility report.

3. The "notice of hearing" will be published in the Red Rock News at least ten days before a public hearing

4. A public hearing will be held on the feasibility report. After the public hearing the Council, acting as the governing board may reject, amend or approve the report. If the report is approved, the Council/Board shall adopt a resolution of intent which explains the infrastructure improvements and the funds that will be used to build those improvements

5. Annual budgeting of CFD funds will happen on a parallel track along with the City's own budgeting process. However, each of the CFDs will have to adopt their own individual budgets annually. State law requires that before July 15th of each year, the "district treasurer" shall prepare a proposed budget for the ensuing fiscal year to be submitted to the district board for approval. A similar Notice of Public hearing on the proposed budget has to be prepared and that notice has to be published in the newspaper. At the hearing the Board will adopt a resolution approving the CFD budget. This process has to be completed before October 1st of each year. (See attached hereto a sample resolution adopting an annual CFD budget.)

By following the above procedures, the City is providing more transparency in how CFD funds are spent and is more fully complying with statutory procedures.

ⁱ Sunterra was later acquired by Diamond Resorts. Fairfield was acquired by Wyndham Resorts. All of the obligations under the original development agreements and amendments thereto were transferred to these new entities.

GENERAL PLAN
FOR
THE PROPOSED
FAIRFIELD COMMUNITY FACILITIES DISTRICT

TO: CLERK, CITY OF SEDONA, ARIZONA

For the purposes of Section 48-702(B), Arizona Revised Statutes, as amended, the following is the general plan for the proposed, captioned district:

GENERAL AREA TO BE IMPROVED WITHIN THE PROPOSED CAPTIONED DISTRICT
(THE "DISTRICT"):

All that area described in Exhibit "A" attached hereto and shown on map attached hereto as Exhibit "B" and made a part hereof for all purposes.

GENERAL DESCRIPTION OF THE PUBLIC INFRASTRUCTURE IMPROVEMENTS FOR
WHICH THE DISTRICT IS PROPOSED TO BE FORMED:

All that "public infrastructure" (as such term is defined in Section 48-701, Arizona Revised Statutes, as amended) described in Exhibit "C" attached hereto and made a part hereof for all purposes.

DATED: _____ 2000

ATTACHMENTS:

EXHIBIT "A" Legal Description Of Property To Be Included In The District

EXHIBIT "B" Map Of Property To Be Included In The District

EXHIBIT "C" Description Of Public Infrastructure Improvements



EXHIBIT A

**LEGAL DESCRIPTION OF PROPERTY
TO BE INCLUDED IN THE DISTRICT**

14 229 00
15 230 00

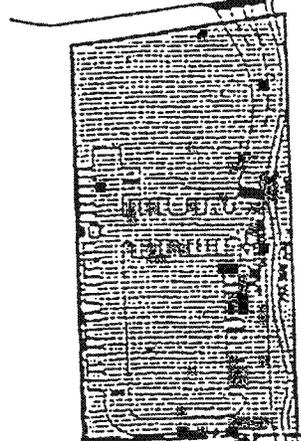
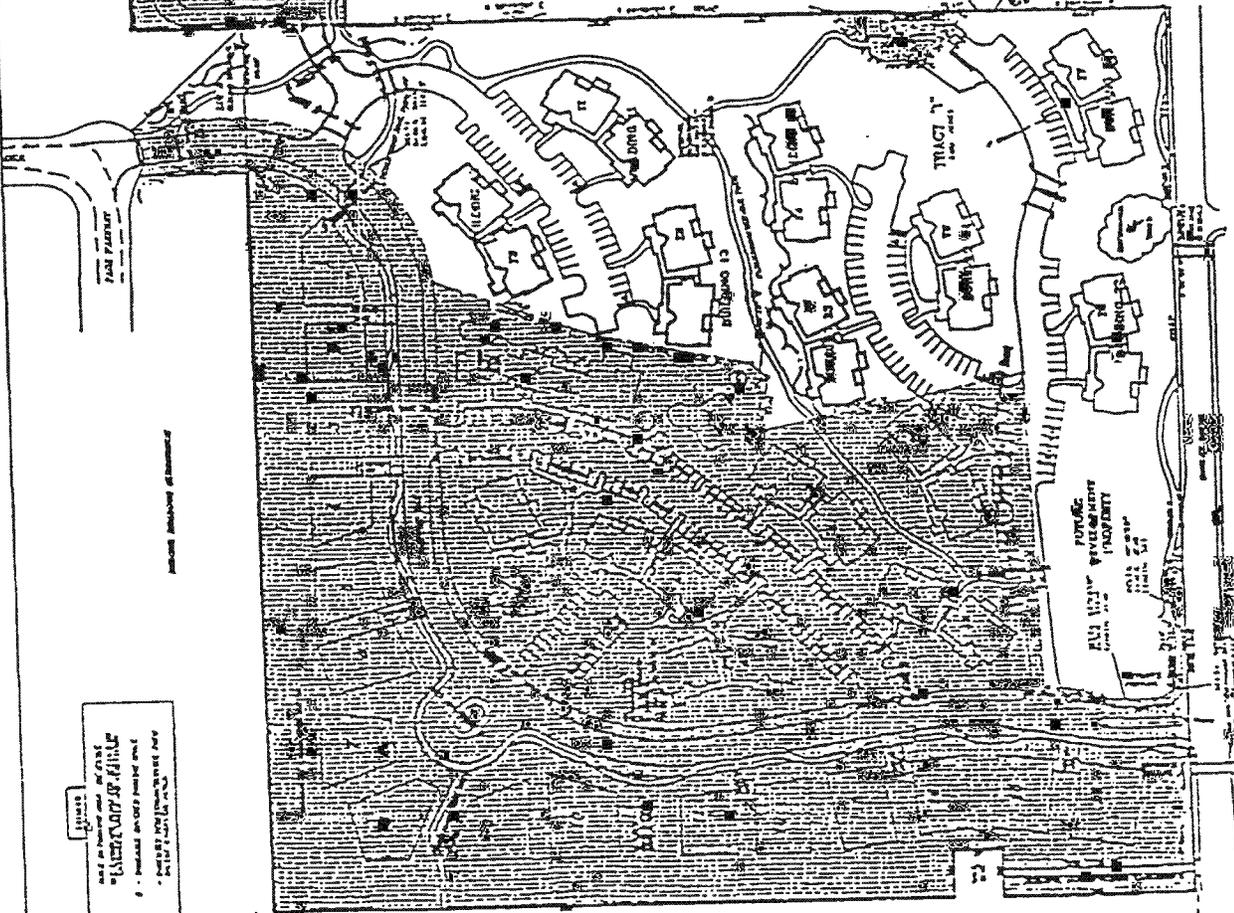
EXHIBIT B

**MAP OF PROPERTY
TO BE INCLUDED IN THE DISTRICT**

■

■

LEGEND
 - - - - - UNIMPROVED PROPERTY
 - - - - - IMPROVED PROPERTY
 - - - - - PROPERTY WITH UNPAID TAXES
 - - - - - PROPERTY WITH PAID TAXES



AMENDED FINAL PLAT
 (AMENDMENTS TO TRACT "1")
 FAIRFIELD SEDONA
 AT RED ROCK CONDOMINIUM

A PORTION OF SECTIONS 11 & 14,
 T.17N., R.6E., G. & S.R.M.,
 CITY OF SEDONA
 YAVAPAI COUNTY, ARIZONA.
 ASSESSORS PCL #408-28-016
 21.0 ACRES ±

SCALE 1" = 100'
 LEGEND
 - - - - - UNIMPROVED PROPERTY
 - - - - - IMPROVED PROPERTY
 - - - - - PROPERTY WITH UNPAID TAXES
 - - - - - PROPERTY WITH PAID TAXES

DEVELOPER
FAIRFIELD COMMUNITIES, INC.

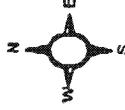
 SEC. 11 & 14, T.17N., R.6E.
 YAVAPAI COUNTY, ARIZONA

EXHIBIT B
 MAP OF PROPERTY
 TO BE INCLUDED IN THE DISTRICT

Fairfield

Sedona Community
Facilities District

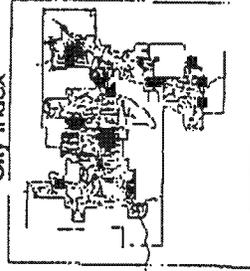
-  District Boundary
-  Parcels



1 inch = 150 feet



City Index



This plan has been prepared for information only and is for reference only. It is not intended to be used as a legal document. Every effort has been made to ensure the accuracy of the information shown on this plan. The City of Sedona and its employees assume no liability for errors or omissions on this plan.



City of Sedona
100 Parkside Drive
Sedona, Arizona 86306
Phone: 928.233.7200
Fax: 928.233.7201
www.cityofsedona.gov

TRACT I
408-28-364

WHIPPET WY

WHIPPET WY



EXHIBIT C

DESCRIPTION OF PUBLIC INFRASTRUCTURE IMPROVEMENTS

- A.
1. Operation and maintenance of new parks, bike paths, trails, parkways or open space, and new museums or other cultural facilities.
 2. New recreation programs.
 3. Improved transportation systems and/or infrastructure serving the Fairfield Community Facility District.
 4. Purchase, construction, expansion or rehabilitation of local parks, recreation, parkway, open space and child care facilities.
- B.
1. Sanitary sewage systems, including collection, transport, storage, treatment, dispersal, effluent use and discharge.
 2. Drainage and flood control systems, including collection, transport, diversion storage, detention, retention dispersal, use and discharge.
 3. Water systems for domestic, industrial, irrigation, municipal or fire protection purposes including production, collection, storage, treatment transport, delivery, connection and dispersal, but not including facilities for agricultural irrigation purposes unless for the repair or replacement of existing facilities when required by other improvements permitted by this article.
 4. Highways, streets, roadways and parking facilities including all areas for vehicular use for travel, ingress, egress and parking.
 5. Areas for pedestrian, equestrian, bicycle or other non-motor vehicle use for travel, ingress, egress and parking.
 6. Pedestrian malls, parks, recreational facilities other than stadiums, and

open space areas for the use of members of the public for entertainment, assembly and recreation.

7. Landscaping including earthworks, structures, lakes and other water features, plants, trees and related water delivery systems.
8. Public buildings, public safety facilities and fire protection facilities.
9. Lighting systems.
10. Traffic control systems and devices including signals, controls, markings and signage.
11. School sites and facilities with the consent of the governing board of the school district for which the site or facility is to be acquired, constructed or renovated.
12. Equipment and other personalty related to any of the foregoing.

GENERAL PLAN
FOR
THE PROPOSED
SUMMIT II COMMUNITY FACILITIES DISTRICT

TO: CLERK, CITY OF SEDONA, ARIZONA

For the purposes of Section 48-702(B), Arizona Revised Statutes, as amended, the following is the general plan for the proposed, captioned district:

GENERAL AREA TO BE IMPROVED WITHIN THE PROPOSED CAPTIONED DISTRICT (THE "DISTRICT"):

All that area described in Exhibit "A" attached hereto and shown on map attached hereto as Exhibit B and made a part hereof for all purposes.

GENERAL DESCRIPTION OF THE PUBLIC INFRASTRUCTURE IMPROVEMENTS FOR WHICH THE DISTRICT IS PROPOSED TO BE FORMED:

All that "public infrastructure" (as such term is defined in Section 48-701, Arizona Revised Statutes, as amended) described in Exhibit "C" attached hereto and made a part hereof for all purposes.

DATED: May __, 1999

ATTACHMENTS:

EXHIBIT "A" -- Legal Description Of Property To Be Included In The District

EXHIBIT "B" -- Map Of Property To Be Included In The District

EXHIBIT "C" -- Description Of Public Infrastructure Improvements

PHX:600168.1

PHX:600168.1

MAY 25 1999

10.7

EXHIBIT A

LEGAL DESCRIPTION OF PROPERTY
TO BE INCLUDED IN THE DISTRICT

A parcel of ground lying in the Southwest Quarter of Section 15, Township 17 North, Range 5 East of the Gila and Salt River Base and Meridian, Yavapai County, Arizona, described as follows:

Beginning at the West Quarter Corner of Section 15 as marked by a found stone corner, properly marked from which a found 1956 B.L.M. brass cap monument lies North $89^{\circ}46'12''$ East (Basis Of Bearings), 5150.77 Feet;

Thence North $89^{\circ}46'12''$ East, 990.63 Feet (record 990.40 Feet) to a found brass cap in concrete at the Southwest Corner of the Southeast Quarter of the Southeast Quarter of the Southwest Quarter of the Northwest Quarter of Section 15, said point lying on a non-tangent curve concave to the Northeast;

Thence along said non-tangent curve through a central angle of $50^{\circ}20'12''$, along an arc length of 254.77 Feet to a found spindle and washer tag stamped "SEC RLS 13015" (set on a previous survey), said point being a non-tangent point of curvature;

Thence along said non-tangent curve concave to the Northwest through a central angle of $03^{\circ}03'31''$, along an arc length of 273.94 Feet to a set $5/8$ inch rebar with plastic cap stamped "SEC RLS 13015";

Thence South $43^{\circ}27'32''$ East, 16.00 Feet (record South $43^{\circ}27'59''$ East, 16.00 Feet) to a set $5/8$ inch rebar with plastic cap stamped "SEC RLS 13015" said point being on a non-tangent point of curvature;

Thence along said non-tangent curve to the Northwest through a central angle of $06^{\circ}23'23''$, along an arc length of 574.08 Feet to a point of reverse curvature, said point being a set $5/8$ inch rebar with plastic cap stamped "SEC RLS 13015"

Thence along said reverse curve concave to the Southeast through a central angle of $16^{\circ}28'13''$, along an arc length of 66.11 Feet to a set $5/8$ inch rebar with plastic cap stamped "SEC RLS 13015";

Thence South $36^{\circ}30'03''$ East, 571.41 Feet (record South $36^{\circ}21'11''$ East, 570.81 Feet) to a point in the center-line of U.S. Highway 89A as described in Book 843 of

Official Records, Pages 551-553, said point also being on a non-tangent point of curvature;

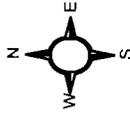
Thence along said non-tangent curve concave to the Northwest through a central angle of $00^{\circ}50'11''$ along an arc length of 83.63 Feet;

Thence South $89^{\circ}21'13''$ West, 547.20 Feet (record South $89^{\circ}23'25''$ West, 545.77 Feet) to a found brass cap in concrete on the West line of Section 15;

Thence North $06^{\circ}53'21''$ West, 1363.23 Feet (record North $06^{\circ}52'47''$ West, 1363.26 Feet) to the TRUE POINT OF BEGINNING.

Summit II

Sedona Community
Facilities District

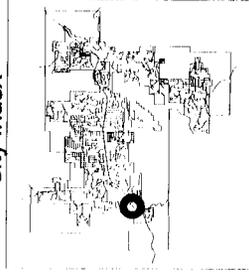


1 inch = 200 feet

50 0 50 100 150 200 250 Feet



City Index



This map has been provided for informational purposes only, and is not necessary engineering accuracy. Every effort has been made to ensure this map is as accurate as possible. The City of Sedona shall assume no liability for the information contained on this map.

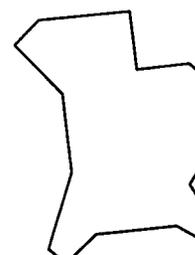


City of Sedona
IS Division
102 Roadrunner Drive
Sedona, Arizona 86336
(520) 204-7206
<http://www.city.sedona.net>
aseffert@city.sedona.net
arcview@city.sedona.net 5/10/1999

Bristlecone Pines Road

Navot! Drive

W HWY 89A



MAY 25 1999

10.10

EXHIBIT C

DESCRIPTION OF PUBLIC INFRASTRUCTURE IMPROVEMENTS

- A. 1. Operation and maintenance of new parks, bike paths, trails, parkways or open space, and new museums or other cultural facilities.
- 2. New recreation programs.
- 3. Improved transportation systems and/or infrastructure serving the Summit II Project.
- 4. Purchase, construction, expansion, or rehabilitation of local parks, recreation, parkway, open space and child care facilities.
- B. 1. Sanitary sewage systems, including collection, transport, storage, treatment, dispersal, effluent use and discharge.
- 2. Drainage and flood control systems, including collection, transport, diversion storage, detention, retention dispersal, use and discharge.
- 3. Water systems for domestic, industrial, irrigation, municipal or fire protection purposes including production, collection, storage, treatment transport, delivery, connection and dispersal, but not including facilities for agricultural irrigation purposes unless for the repair or replacement of existing facilities when required by other improvements permitted by this article.
- 4. Highways, streets, roadways and parking facilities including all areas for vehicular use for travel, ingress, egress and parking.
- 5. Areas for pedestrian, equestrian, bicycle or other non-motor vehicle use for travel, ingress, egress and parking.
- 6. Pedestrian malls, parks, recreational facilities other than stadiums, and open space areas for the use of members of the public for entertainment, assembly and recreation.
- 7. Landscaping including earthworks, structures, lakes and other water features, plants, trees and related water delivery systems.

8. Public buildings, public safety facilities and fire protection facilities.
9. Lighting systems.
10. Traffic control systems and devices including signals, controls, markings and signage.
11. School sites and facilities with the consent of the governing board of the school district for which the site or facility is to be acquired, constructed or renovated.
12. Equipment and other personalty related to any of the foregoing.

Sedona Summit II

Community Facilities District
Feasibility Report

This Feasibility Report ("Report") has been prepared by engineers and other qualified persons for presentation to the District Board (the "Board") of the Sedona Summit II Community Facilities District (the "District") with respect to certain public infrastructure to be financed with proceeds of the special homeowners assessment tax revenues (The "Assessment Revenues") pursuant to the Community Facilities Act of 1989, Title 48, Chapter 4, Article 6 of the Arizona Revised Statutes, as amended (the "Act").

PURPOSE OF FEASIBILITY REPORT

Pursuant to A.R.S. §48-715, this Report includes (i) a description of the Projects which are to be constructed; (ii) a map showing, in general, the location of the Projects; (iii) an estimate of the cost to operate and maintain the Projects; (iv) an estimated schedule for completion of the Projects; (v) a map or description of the area to be benefited by the Projects; and (vi) a plan for financing the Projects.

DESCRIPTION OF THE PROJECTS

The projects to be constructed by the District are composed of : (I) Construction of a park and park Improvements to real property acquired by the City of Sedona located at 250 Brewer Road, and (2) *list of projects....* See Section Three for detail about the location of these projects.

(I) Brewer Road Park Construction

This project will consist of*(Include in description specific improvements such as addition of pavement, demolition of buildings, addition of amenities such as lawns, playground equipment, etc.) Include a cost estimate table such as the following.)*

Description	Unit of Measure	Quantity	Estimated Cost

MAP OF LOCATION OF THE PROJECTS

ESTIMATE COST OF THE PROJECTS

Shown below is a summary of the estimated construction costs of the Projects. These amounts are estimated and are subject to the results of public bidding, and if such amounts are approved by the Board, cannot be exceeded. Upon completion of the Projects, the District will dedicate the Projects to the City of Sedona. Accordingly, it is not anticipated that there will be any operating or maintenance expenses borne by the District unless they are proposed and budgeted for in future years. Instead, the City will assume all future operating and maintenance expenses.

Project	Estimated Cost

TIMETABLE FOR COMPLETION OF THE PROJECTS

Project	Estimated Completion Date

MAP OF AREA TO BE BENEFITTED

PLAN OF FINANCE

1. Construction Contracts for the Projects will be bid and awarded pursuant to the public bid process of Title 34 of the Arizona Revised Statutes and applicable City requirement and administered in conformance to applicable law and such requirements.
2. The District shall use \$ of collected Assessment Revenues to finance the Project(s).
The estimated uses of the Assessment Revenues are as follows:

RESOLUTION No. 2014-1

Sedona Summit II Community Facilities District

A RESOLUTION OF THE DISTRICT BOARD OF THE SEDONA SUMMIT II COMMUNITY FACILITIES DISTRICT AUTHORIZING AND RATIFYING THE GIVING OF NOTICE OF HEARING WITH RESPECT TO APPROVING A FEASIBILITY REPORT WHICH INCLUDES IDENTIFYING THE PUBLIC INFRASTRUCTURE OF THE PROJECTS, THE AREAS TO BE BENEFITTED, THE EXPECTED METHOD OF FINANCING AND THE SYSTEM OF PROVIDING REVENUES TO OPERATE AND MAINTAIN THE PROJECTS, ALL AS PROVIDED IN SUCH REPORT; APPROVING SUCH FEASIBILITY REPORT AND RESOLVING THE INTENT THEREFOR.

BE IT RESOLVED BY THE DISTRICT BOARD OF THE SEDONA SUMMIT II COMMUNITY FACILITIES DISTRICT AS FOLLOWS:

1. Findings. Pursuant to Title 48, Chapter 4, Article 6, Arizona Revised Statutes (hereinafter referred to as the "Act") the District Board caused to be prepared a study of the feasibility and benefits of the projects relating to certain public infrastructure provided for in the General Plan of the District heretofore approved by the Municipality and the District and to be financed with special homeowners assessments that have been collected. The feasibility study having included a description of certain public infrastructure to be constructed and all other information useful to understand the projects, a map showing in general, the location of the projects, an estimate of the cost to construct, acquire, operate and maintain the projects, an estimated schedule for completion of the projects, a map or description of the area to be benefitted by the projects and a plan for financing the projects (hereinafter referred to as the "Report"). A public hearing on the Report was held on the date of, but prior to, the adoption of this Resolution (hereinafter referred to as the "Report Hearing"), after provision for publication and mailing to the governing board of the Municipality of notice thereof as provided by law.
2. Authorization and Ratification of Notice of Hearing on Report. Notice of the public hearing on the Report provided by the District Manager and attached hereto and marked as the Exhibit (hereinafter referred to as the "Notice") is hereby authorized and ratified in all respects as well as the mailing of the Report and the Notice to the governing body of the Municipality. The providing of the Notice as provided by law and as caused by the District Manager is hereby authorized and ratified.
3. A. Preparation of Report. The preparation of the Report is hereby ratified and confirmed. (Upon completion of a draft of the Report, the Report, marked in conspicuous fashion "DRAFT," was submitted to the District Board for their review and comment.)
B. Approval of Report. After review of the Report and based on the Report Hearing and the mailing of the Report to the governing body of the Municipality, the Report is hereby approved in the form submitted to the District Board.
C. Resolving Intent. The District Board hereby declares (1) its intent as required by Section 48-715, Arizona Revised Statutes and, for purposes of Section 48-721(A), Arizona Revised Statutes, to take such reasonable actions as may be necessary to cause the results contemplated by and set forth in the Report, including particularly the acquisition of public infrastructure projects for the benefit of the areas described in the Report and the consummation of the expected method of financing and an appropriate system of providing revenues to maintain such projects, all as provided in the Report, and (2) that said projects shall result in proportionate, beneficial use to the residents of the surrounding area which will include the land and those residents and visitors within the geographical limits of the Assessment Area.
4. Severability; Amendment; Ratification. (1) If any section, paragraph, clause or provision of this Resolution shall for any reason be held to be invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this Resolution. (2) All prior acts of the District Board, of the District Manager and of the District Treasurer with respect to all

matters concerning application and accounting of funds and this Resolution are hereby ratified and confirmed.

5. Effective Date. This Resolution shall be effective immediately.

PASSED by the District Board of the Sedona Summit II Community Facilities District this ___ day of _____, 2014.

Rob Adams, Chairperson, District Board, Sedona Summit II
Community Facilities District

ATTEST:

District Clerk, Sedona Summit II Community
Facilities District

APPROVED AS TO FORM:

District Counsel, Sedona Summit II Community
Facilities District

EXHIBIT

FORM OF NOTICE OF HEARING ON REPORT

NOTICE FOR HEARING REQUIRED BY A.R.S. §48-715 ON REPORT OF THE FEASIBILITY AND BENEFITS OF CERTAIN PROJECTS TO BE FINANCED WITH THE PROCEEDS FROM COLLECTION OF SPECIAL HOMEOWNERS ASSESSMENTS AND THE ADOPTION OF THE RESOLUTION OF INTENTION WITH RESPECT TO CERTAIN PUBLIC INFRASTRUCTURE PURPOSES DESCRIBED IN SUCH STUDY

Pursuant to Section 48-715, Arizona Revised Statutes, as amended, notice is hereby given that a public hearing on the report of the feasibility and benefits of projects to be financed through the collection of special homeowners assessment taxes shall be held by the District Board on _____, at approximately _____ p.m. or immediately preceding the meeting of the Mayor and Council of the City of Sedona, Arizona, on the same date in the Council Chambers located at 102 Roadrunner Drive, Sedona, Arizona. Such feasibility report and further information relating thereto are on file with the City Clerk of the City of Sedona, Arizona/District Clerk of the Sedona Summit II Community Facilities District. **THE MATTERS IN THE STUDY OF FEASIBILITY AND BENEFITS RELATING TO THE "WORK" AND THE "ESTIMATE" AND THE "PLANS AND SPECIFICATIONS" RELATING THERETO ARE ALSO THE SUBJECT OF THE RESOLUTION OF INTENTION RELATING TO THE WORK TO BE ADOPTED SIMULTANEOUSLY WITH THE RESOLUTION APPROVING SUCH STUDY OF FEASIBILITY AND BENEFITS AFTER SUCH HEARING, SUCH RESOLUTION DECLARING THAT SUCH DISTRICT SHALL PAY FOR VARIOUS CONSTRUCTION AND IMPROVEMENTS FROM SPECIAL HOMEOWNERS ASSESSMENTS THAT HAVE BEEN COLLECTED. THERE SHALL NOT BE A SEPARATE PUBLIC HEARING WITH RESPECT TO SUCH RESOLUTION OF INTENTION.**

Dated this ____ day of _____, 2014

Tim Ernster, District Manager
Sedona Summit II Community Facilities District

RESOLUTION NO. ____

FAIRFIELD COMMUNITY FACILITIES DISTRICT

A RESOLUTION OF THE DISTRICT BOARD OF THE FAIRFIELD COMMUNITY FACILITIES DISTRICT, A COMMUNITY FACILITIES DISTRICT OF ARIZONA, APPROVING A TENTATIVE BUDGET FOR FISCAL YEAR 2014-2015 PURSUANT TO SECTION 48-716, ARIZONA REVISED STATUTES, AS AMENDED; SETTING A PUBLIC HEARING DATE ON SAID TENTATIVE BUDGET; AND THE AMOUNT OF ALL EXPENDITURES FOR PUBLIC INFRASTRUCTURE AND ENHANCED MUNICIPAL SERVICES ALL OF WHICH SHALL BE PROVIDED FOR FROM THE COLLECTION OF AN ANNUAL SPECIAL TAX ; PROVIDING FOR NOTICE OF FILING THE STATEMENTS AND ESTIMATES AND NOTICE OF A PUBLIC HEARING ON THE PROPOSED BUDGET ; AND PROVIDING THAT THIS RESOLUTION SHALL BE EFFECTIVE AFTER ITS PASSAGE AND APPROVAL ACCORDING TO LAW

WHEREAS, on May 24, 2000, the Mayor and Council of the City of Sedona, Arizona (the "City"), adopted Resolution No. 2000-20 forming the Fairfield Community Facilities District ("FCFD"), a community facilities district in accordance with Section 48-701 et seq., Arizona Revised Statutes, as amended, as described in Exhibit "A" attached hereto and expressly made a part hereof; and

WHEREAS, FCFD is a special purpose district for purposes of Article IX, Section 19, Constitution of Arizona, a tax-levying public improvement district for the purposes of Article XIII, Section 7, Constitution of Arizona, and a municipal corporation for all purposes of Title 35, Chapter 3, Articles 3, 3.1., 3.2, 4 and 5, Arizona Revised Statutes, as amended, and [except as otherwise provided in Section 48-708(B), Arizona Revised Statutes, as amended] is considered to be a municipal corporation and political subdivision of the State of Arizona, separate and apart from the City; and

WHEREAS, a primary purpose for creating FCFD was to finance public improvements through assessment of a "Annual Special Tax," which tax was implemented through a development agreement between Sunterra Corporation, the primary property owner within the District and the City of Sedona; and

WHEREAS, in accordance with Sections 48-716, Arizona Revised Statutes, as amended, the District Treasurer of FCFD has submitted to the District Board of FCFD a proposed budget for Fiscal Year 2014-2015 which includes the costs of capital improvements to be financed by the Annual Special Tax, and the amount of all other expenditures for public infrastructure and enhanced municipal services proposed to be paid from the tax and

WHEREAS, the District Board of FCFD desires now to approve said tentative budget for Fiscal Year 2014-2015, and to set a date (and publish a notice thereof) for a public hearing to receive comment on the tentative budget and

WHEREAS, after said public hearing (and on or before October 1), the District Board of FCFD expects to adopt a final budget by resolution; and

NOW, THEREFORE, BE IT RESOLVED BY THE DISTRICT BOARD OF THE FAIRFIELD COMMUNITY FACILITIES DISTRICT, AS FOLLOWS:

1. That certain proposed budget prepared by the District Treasurer of FCFD for Fiscal Year 2014-2015, attached hereto and expressly made a part hereof as Exhibit "B," is hereby tentatively approved.

2. That, the costs of capital improvements to be financed by the Annual Special Tax, and the amount of all other expenditures for public infrastructure and enhanced municipal services proposed to be paid from the tax levy are set forth in Exhibit "B" attached hereto. FCFD

3. That a public hearing date of _____, 2014, beginning at or after _____ .m. at _____ in the _____ at _____, Sedona, Arizona, is hereby set to consider said tentative budget (FCFD, and said notice (attached hereto and expressly made a part hereof as Exhibit "D") shall be published once in the Sedona Red Rock News no later than ten (10) days prior to said hearing date.

4. That if any provision in this Resolution is held invalid by a court of competent jurisdiction, the remaining provisions shall not be affected but shall continue in full force and effect.

5. That this Resolution shall be effective after its passage and approval according to law.

RESOLVED by the District Board of the Fairfield Community Facilities District
this _____ day of _____, 2014.

.....
Rob Adams, Chairman, District Board,
Sedona Summit II Community Facilities District

ATTEST:

.....
Susan Irvine, District Clerk
Sedona Summit II Community Facilities
District

EXHIBIT "A"

FCFD Map and Legal Description

EXHIBIT "B"

FY 2014-2015 FCFD Budget

EXHIBIT "C"

Form of FCFD Published Notice

FAIRFIELD COMMUNITY FACILITIES DISTRICT
NOTICE OF PUBLIC HEARING

NOTICE OF, THE AMOUNT OF ALL EXPENDITURES FOR PUBLIC INFRASTRUCTURE AND ENHANCED MUNICIPAL SERVICES PROPOSED TO BE PAID FROM THE ANNUAL SPECIAL TAXES HERETOFORE COLLECTED ; AND NOTICE OF A PUBLIC HEARING ON THE PROPOSED FISCAL YEAR 2014-2015 BUDGET OF THE DISTRICT, Notice is hereby given that statements have been filed in the Office of the District Clerk of the Fairfield Community Facilities District setting forth the amount of all proposed expenditures for public infrastructure and enhanced municipal services proposed to be paid from the Special Homeowners Assessments heretofore collected, Notice is further given of a public hearing on the proposed Fiscal Year 2014-2015 budget of the District, all pursuant to Arizona Revised Statutes § 48-716. Such hearing will be held by the District Board on _____, 2014, at or after _____ .m. in the _____ of the _____, _____, Sedona, Arizona. Copies of the budget are available from the Office of the District Manager, _____, Sedona, Arizona _____, telephone number: (____) ____-____.

Dated this _____ day of _____, 2014.

/s/ Tim Ernster
.....
District Manager, Fairfield
Community Facilities District

Published: _____, 2014