



# **PROPOSED BUDGET**

## **FISCAL YEAR**

### **2015-2016**



**THE MISSION OF THE CITY OF SEDONA GOVERNMENT IS TO PROVIDE  
EXEMPLARY MUNICIPAL SERVICES THAT ARE CONSISTENT WITH OUR  
VALUES, HISTORY, CULTURE AND UNIQUE BEAUTY**

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Particularly challenging to the City is the ongoing demand for infrastructure improvements throughout the City. Capital expenditures are primarily funded with one-time available fund balance reserves. Every year, the budget is a balance between basic needs such as drainage management and streets maintenance and want for better transportation options, including pedestrian friendly sidewalks and trails.

Funding for new or expanded programs and services in this proposed budget is 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 2014 and follow up meetings during January and February of this year.

The following highlights some of the Council priority areas and how they translate into FY 2015-16 budgeted expenditures:

### **Community Development**

With ratification of the Sedona Community Plan in March of 2014, and an increase in development within the City as the economy recovers, the Community Development department was the focus of a number of Council priorities and work plan items in the new budget year. Several of those priorities require increased resources for this department.

- Review and update the land development Code (LDC) so that it is current with new development standards, and other best practices. The LDC is over 20 years old and zoning districts and allowable uses remain largely unchanged since the City's incorporation in 1988. In addition to bringing the LDC into the 21<sup>st</sup> century, the updated LDC will help implement the Sedona Community Plan by incorporating the recommendations of the new Plan, and provide one of our most valuable tools to facilitate economic development goals. Further, Arizona law requires zoning to be consistent with the Community Plan. The LDC needs to reflect the current values of the community, be consistent and provide a clear and predictable path for future development. The City Manager's Office is recommending a multi-year supplemental request of \$276,000 in total, with \$100,000 in the first two years and the remaining \$76,000 in FY 2017-18. The project would be completed using an additional proposed staff position and outside consultants.
- In the Sedona Community Plan, Community Focus Areas (CFAs) are locations where the City intends to play a proactive planning role to implement the community's vision. Work on CFAs has begun in the current budget year and will be continued in FY 2015-16 for the Cultural Park, Soldier Pass Road and

the Brewer Road Property area. Additional funds are included in the operating budget for Cultural Park and Soldier Pass Road. The funds for the Brewer Road Master Plan are included in the Community Facilities District (CFD) budgets for FY 2014-15. When the Council, sitting as the Board of those CFDs, reviews the FY 2015-16 Budget for the CFDs, staff will recommend that the remaining funds for the Brewer Road Plan are rolled forward into the FY 2015-16 year.

- One of the City Council's priorities is to provide a higher level of code enforcement activities, with a specific emphasis on enforcement of short-term vacation rentals within city limits. The primary purpose of code enforcement is to address issues that may impact the quality of life within the City. Additional resources have been allocated in the proposed operating budget for enforcement activities and the City Manager's office is recommending a supplemental request of \$26,020 for an additional vehicle for code enforcement. Currently, the second code enforcement vehicle is a 2000 Crown Victoria with over 157,500 miles, which was transferred from the Police Department to Community Development, instead of auctioning the vehicle as planned two years ago. Most of the code enforcement activity is in the field and thus requires reliable transportation. A new vehicle will ensure that code enforcement can remain in the field where they are most effective. The 2000 Crown Victoria will continue to be used by the department as a shared vehicle for other staff, with less demanding field duties.

### **Economic Development and Destination Marketing/Bed Tax Reinvestment**

Economic Development continues to be a priority of the City Council and an essential community goal. In 2014, a new position was created for an Economic Development Manager through restructuring the Community Development Department. Unfortunately, recruitment for this position has not been successful. Salary, cost of living and benefits continue to challenge the City in recruiting and retaining employees, particularly in positions, like this one, that require a more specialized skill set.

In order to advance the Economic Development Program, an outside consultant was hired to develop an economic development implementation plan for the City of Sedona. The goal is still to hire a full-time manager in the next fiscal year to carry out the plan and work on additional development activities.

In fall 2013, City Council approved a .5% increase to the City's bed tax rate, from 3% to 3.5%, in order to raise additional funds for tourism promotion. As a part of that effort, the Council adopted an ordinance dedicating 55% of the bed tax revenue to tourism promotion and marketing. The Sedona Chamber of Commerce and Tourism Bureau kicked off its marketing program in July of 2014. Both sales tax and bed tax revenues through February, 2015 have increased by double digits over the prior year's collections. Sales tax is up 12% for YTD through February over the prior year and bed

tax is up 14%, after adjusting for the .5% increase in rate. Similarly, the local lodging community reports an increase in occupancy rates over the prior year. The City's FY 2015-16 operating budget provides for a continuation of this reinvestment in marketing Sedona as a world class destination.

### **Transportation, Parking and Traffic**

Traffic mitigation continues to be a high priority for the Council. Preservation of Sedona as an accessible small town community is important to its citizens and its visitors. The City has implemented a number of traffic and parking improvements in the last couple of years to help ease traffic issues, especially in the Uptown area. These projects include new lane striping on State Route 89A, installation of new directional or way finding signs, additional staff to provide parking enforcement and traffic management during peak periods, and acquisition of additional parking lots.

The Uptown Pedestrian Capital Improvement Plan (CIP) project and repaving SR 89A will be completed during the FY 2015-16 year. The City also has plans to implement paid parking in the Uptown area in FY 2016-17, to help control traffic and parking congestion. Work on the paid parking plan is scheduled and budgeted to begin In FY 2015-16.

The City has applied for, and hopes to receive, a grant for FY 2015-16 to fund a more comprehensive transportation study. As an alternative, if the grant is not awarded, a \$250,000 project has been added to the Capital Improvement Plan (CIP) in FY 2015-16 so that a more comprehensive transportation plan can be developed. The goal of this study is not only to ease traffic congestion within the city but to ensure the safety of citizens and visitors to the City.

### **Green Initiatives**

Developing a plan to franchise garbage and recycling service within the City limits was established as a priority for the City Council. Part of this priority is to increase recycling within the City in the most effective and efficient manner. This involves evaluating what effort the community is willing to put into recycling and maximizing that effort. Moreover, the Council wants to explore reducing the number of residential trash haulers within the City. Reducing the number of trash haulers will reduce the impact of the large trucks on city streets - the carbon factor, wear and tear on city roads and noise pollution. The City Manager's office is recommending a one-time supplemental request for \$75,000 to develop and implement a franchising plan.

One of the City Manager recommended supplemental requests is to eliminate paper packets for the Planning & Zoning Commission. Instead of paper packets, each Commissioner would be issued a tablet computer, such as an iPad for downloading and viewing the meeting materials. The cost of the tablets is \$5,600 and will eliminate the annual cost of \$1,565 to produce the paper packets. City Council and key City staff have already successfully transitioned to paperless packets for City Council meetings.

During FY 2014-15, the YMCA ceased its programming out of the Teen Center located at Posse Grounds Park. As a result, the City had to take over day-to-day operations of that building and address some much needed maintenance and repair issues of that facility. The facility is currently heated with propane. This is a costly and inefficient source of heat. The City Manager is recommending approval of a supplemental budget request of \$35,000 to upgrade to the HVAC system which would allow electrical heat to be used at a much lower operating cost, instead of propane.

## **City Facilities**

Like many municipalities, during the economic downturn, the City cut back and skimped on regular maintenance programs for its facilities. Simple things like regular cleaning of carpets, regular painting schedules and replacement of worn out flooring have not been included in a regular maintenance program. The City Manager is recommending a one-time \$25,000 supplemental to fund these ongoing requirements and to develop a longer-term regular maintenance plan for all City Facilities. The plan may develop into an additional supplemental request for FY 2016-17.

Another basic maintenance need that is included in the City Manager's recommended budget is sealing and resurfacing the Police Department Patio. Penetration of rain water is finding its way into the Police Department garage area, gym and Evidence Room, compromising the Departments records and evidence. By sealing the full concrete patio slab, further damage to the building and possible loss of evidence and records can be avoided. The cost of this one-time project is estimated at \$22,000.

## **Investment in City Employees**

The City is very fortunate to have a professional and highly competent work force and efforts should continue to be made to retain our employees. 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. Staff turnover and recruitment of new employees continues to be a challenge to the City.

In the current fiscal year, the City has already lost 15 employees. In 2013-14, 24 employees terminated employment (voluntary and non-voluntary) for a turnover rate of 20%. In 2012-13, 17 employees terminated for an employee turnover rate of 15%. The loss of employees creates a number of staffing challenges. First, is the loss of organizational history and knowledge. This level of organizational knowledge can be invaluable to the ongoing workings of a department. When an employee leaves with little notice or planning, much of this history is gone. The loss of productivity during the absence and training of new staff can challenge any department. Not only is there loss of productivity while the position is empty but it can take at least a year or more to fully train staff. Training also reduces the productivity of the trainer. Another challenge created from high turnover is employee morale. It can be very difficult for the staff that

remain to pick up the additional work load and to remain positive in such an environment.

The recovering economy and increase in development and visitation to Sedona continues to add to staff's existing work load. The always increasing demand for new and expanded City programs and services stretches the human resources even further. Staff attrition and vacant positions only add to the on-going challenge to provide the quality service that Sedona's citizens and visitors expect.

Balancing the increased work loads and service demands, we are recommending the addition of four positions in the Proposed FY 2015-16 Budget and an on-going supplemental of \$125,000 to expand the merit salary pool of the City. The additional merit pool will allow the City Manager to adjust the existing salaries of high performing workers based on merit and performance. This will help the City retain its quality employees and reduce the attrition rate.

The four positions included in the 2015-16 budget include:

- Assistant Engineer
- Associate Engineer – Capital Project Manager
- Communication Specialist – Dispatch 1
- Assistant Planner – Focus on Community Focus Areas, Land Development Code update, and implementation of the Community Plan

The assistant engineer position would assume additional water quality and environmental testing and monitoring activities mandated by the Arizona Department of Environmental Quality (ADEQ). This new position would also be responsible for the engineering review of building and development permits. With the increase in development, the engineering permit review process has grown to a level where the current assistant engineer cannot manage that task and his other job duties alone. This has resulted in the higher level associate engineers regularly performing this task in order to turnaround the permits in the timeframe mandated by state law.

Another challenge for the Engineering Services Division of Community Development is completing the capital improvement projects as budgeted and planned. The proposed budget includes \$15 million in CIP projects. However, there is simply not enough staff to complete these projects in the next year or complete the current three-year CIP plan. This creates frustration in staff, Councilors and members of the public who have waited years to see important projects funded, and then see them sit on the shelf for lack of human resources. Thus, the City Manager is recommending the addition of a third Associate Engineer position in the FY 2015-16 Proposed Budget to manage capital projects.

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<sup>1</sup> The additional communication specialist would be included in the proposed budget but hiring the new position would be contingent on a thorough review of the alternative of outsourcing the function to the City of Cottonwood as part of the regional consolidated dispatch provided through their new Public Safety Communications Center.



During the financial downturn, the City reduced its workforce by approximately 20%. One of the positions left vacant was a seventh communication specialist. There are currently six communication specialists to process all of the City's emergency communications. During the downturn a number of officers' positions were also reduced. Since then, not only is the number of officers back to near prerecession levels but the number of calls has increased. It is a stretch for a 24/7 or 168 hour operation with six employees. The City Manager is recommending the inclusion of an additional Communication Specialist in the next year budget but recommends that the position not be filled until a thorough review of the City's options for providing emergency communication services has been completed..

Many of the City Council's priorities both in prior years and in the next year require extensive work for the Community Development staff. The department is tasked with reviewing and updating the Land Development Code, creating and implementing an Economic Development Plan, developing Community Focus Area plans for the Cultural Park, Soldiers Pass and Brewer Road properties, completing a Street Performers Ordinance, developing recommendations for affordable housing, and updating the Accessory Dwelling Unit (ADU) Ordinance. This expansion of workload can be handled by hiring outside consultants, additional in-house staff or a combination of these two options. In order to move these projects forward in a timely and effective manner and provide human resources to effectively manage outside consultants, the City Manager is recommending the addition of an assistant planner.

The following chart summaries the proposed cost of personnel, including the four proposed new positions, in the FY 2015-16 Budget:

	Adopted Budget 2014-2015	Proposed Budget 2015-2016	Difference	%
Salaries & Wages	\$ 6,726,374	\$ 7,197,697	\$ 471,323	7.0%
Retirement	1,012,745	1,143,649	130,904	12.9%
Healthcare	1,308,854	1,406,903	98,049	7.5%
Other Benefits & FICA	676,123	814,594	138,471	20.5%
Budgeted Attrition Savings	(500,000)	(300,000)	200,000	-40.0%
Additional Merit Increase Pool	215,000	125,000	(90,000)	-41.9%
<b>Total Personnel Costs</b>	<b>\$ 9,439,096</b>	<b>\$ 10,387,843</b>	<b>\$ 948,747</b>	<b>10.1%</b>

The chart above reflects an overall increase to salaries, wages, and benefits of 10%. This includes the four new recommended positions, and as discussed in a recent Council work session, also includes wage increases of 4% to be distributed by the City Manager to employees based on performance. Medical benefit premiums are increasing by 7% overall and additional costs are being passed on to both the employer and the employee. The budget also includes funding for a sizable increase to Public Safety Personnel Retirement System (PSPRS) contributions for FY 2015-16. The City's contribution rate, dictated by the State, is going from 23.44% to 25.02 % for an overall cost increase of \$68,763. The Arizona State Retirement System, which covers the non-

public safety personnel, and the majority of our workforce, is decreasing modestly from 11.6% to 11.47%. The \$62,148 increase in the ASRS is the result the proposed four new positions and budgeted cost-of-living and merit increases.

The FY 2015-16 Proposed Budget includes 125 full-time equivalents (FTE) positions and 7 elected Council Members.

### **Contingency**

The balanced budget includes a \$250,000 General Fund Operating Contingency. This is an increase from FY 2014-15 of \$50,000. The increase was recommended by staff. The newly elected City Council (4 of 7 Councilors were elected in November, 2014) is committed to developing and implementing of new programs and initiatives. This increase in contingency funds provides the Council some flexibility in proposing new projects and programs. The overall contingency also provides the City's budget a cushion for unanticipated expenditures. It is important to point out that the Operating Contingency is not being funded with cash reserves but with projected ongoing revenues. Expenditures of the Operating Contingency require approval of City Council.

### **Road Rehabilitation and Streets Maintenance**

For several years the City Council directed the use of General Fund reserves to augment the Highway User Revenue Fund (HURF) proceeds from the State, in order to accelerate the number of roads the City is able to repave each year. For FY 2014-15 City Council committed to supplementing HURF funds \$500,000 each year going forward. This level of funding is sustainable from ongoing revenue and does not require the use of one-time fund balance resources. The \$500,000, adjusted for 1.3% inflation is included as a transfer from the General Fund to the Streets Fund for the Proposed FY 2015-16 Budget.

Because the HURF revenue has not sufficiently funded all of the streets repave, repair and maintenance needs of the City, larger capital projects have been supplemented by inclusion in the Capital Improvement Program (CIP).

### **Capital Improvement Program**

The City started its long-term capital planning process several years ago with a five-year Capital Improvement Plan (CIP). For FY 2012-13, the City expanded the CIP horizon to ten years and that ten-year timeframe was carried forward to FY 2013-14. During last year's budget cycle it was determined that this 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. In FY 2014-15, the Plan timeframe was scaled back to six years instead of ten. The six-year timeframe presents a more realistic and accurate picture of upcoming capital infrastructure needs and resources of the City.

The first three years of the CIP only include projects that have an identified funding source. 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. It also assures the Council and the public that a project started in year one will have the necessary funding in year two and three to be completed.

Staff identified all available resources and tied those resources to projects in the first three years of the Plan. During the FY 2014-15 budget process, the City Council committed all available General Fund reserves or the fund balance exceeding the operating reserve level to the CIP. As a result \$5,941,000 of one-time money was transferred in FY 2014-15 to the Capital Improvement Fund to be used for capital projects. While the City has committed all available cash resources to completing much needed capital infrastructure, these projects continue to fall behind schedule. This is mostly due to lack of staff to carry out or manage the project's design and construction. Thus, the recommendation by the City Manager to add two additional positions to the Engineering Services Division, which is responsible for developing and managing the City's CIP.

Please remember that projects shown in years 2019- 2021 are unfunded. By 2019, assuming all of the projects shown in years 2016-2018 are completed, there are no projected 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 2018, 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. During this budget cycle, staff will present the City Council with an option to debt finance \$10 million, at record low interest rates in order to fund additional capital projects.

The recommended CIP prioritizes drainage improvement projects. 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 future years of the Plan simply due to lack of funding and not need.

## **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 functions 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. On May 27, 2014, the City Council adopted a new wastewater rate structure which tied the rates to the cost of providing service and included a four percent (4%) increase each July 1<sup>st</sup>, from 2014 through 2018.

These adjustments allowed for the reductions to the Wastewater fund sales tax subsidy in FY 2014-15, from 35% to 30%. The Proposed FY 2015-16 Budget keeps the sales tax subsidy at 30%. A reduction of an additional 5% is included in the 5-year plan for the Wastewater Fund in FY 2017-18 and again in FY 2018-19.

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 \$18.3 million in available fund balance. It is these reserves that allow the fund to spend \$8.3 Million in Capital expenses in the proposed budget. The fund balance is anticipated to be spent down to the reserve target of \$6 million by FY 2018-19 when the Fund's annual debt service obligation is also reduced significantly.

An additional \$120,000 in maintenance/emergency contingency was included in the FY 2014-15 adopted budget. This contingency funding is continued in the Proposed FY 2015-16 Budget. As the wastewater system and infrastructure ages, it is 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 2015-16**

The continuing economic recovery has provided stronger than expected results in revenue growth during the current FY 2014-15. Through February, 2015 (eight months into the fiscal year) sales tax revenues have exceeded budget by 14% and bed tax revenues by 18%. These collection rates are 12% above last year's actuals to date for the same period for sales tax and even adjusting for the increase in rate January 1, 2014, bed taxes are up 14% from last year's actuals. While this is good news, we are still conservatively forecasting next year's sales and bed tax revenues at 3.5% above the estimated FY 2014-15 figures. The estimated FY 2014-15 revenue projections take the actual year-to-date collections and only assume the budgeted amounts will be collected for the last four months of the fiscal year. We are anticipating that growth to

continue throughout the course of the five-year forecast at 3%, for these two sources. 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.

State shared revenues are another significant source of funding for operational expenditures, and they are expected to increase again in FY 2015-16. The City has been informed by the State of Arizona that state-shared income tax will decrease slightly by .5% in FY 2015-16 but the state-shared sales tax will increase by 5.7%. Overall, the state-shared revenues will increase 2.1% or \$45,500 in FY 2015-16 from FY 2014-15.

Vehicle license taxes that the City receives from Coconino and Yavapai County are right on target for FY 2014-15 budget. These are the license tax fees that are collected when new vehicles are registered within each of these counties. We are estimating a 7.4% increase for FY 2015-16 due to anticipated continued growth in the economy.

Franchise fees for gas lines, cable and water companies are anticipated increase by 2%. The amount that has been budgeted in FY 2015-16 adds about \$15,000 to the General Fund.

As has been the trend for a number of years, it appears that the City will finish out FY 2014-15 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 the Sedona citizens who make up this year's Citizen's Budget Work Group: Lou Harper, John Martinez, Jessica Williamson, Janice Howe, Holli Ploogh, Anthony Weber, Robert O'Donnell and Frank Damato. This was the second year this particular work group was assembled and embedded in the City's budget development process.

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 Proposed FY 15-16 recommended budget and the priority rankings of the various supplemental budget requests. You will note that there are a few differences in the supplemental recommendations of the City Manager and those of the Budget Work Group.

This year, the group included two members of the City Council. This process provided those two Councilors an opportunity to review the budget in a much greater level of

detail and to interact with the citizen representatives within the group. This was a very successful mix and should provide the Council as a whole a better trust and understanding of the process.

I believe the Citizen's Budget Work Group creates a greater level of transparency in the City's budget process. Each member brought their unique perspectives and added value to the overall process.

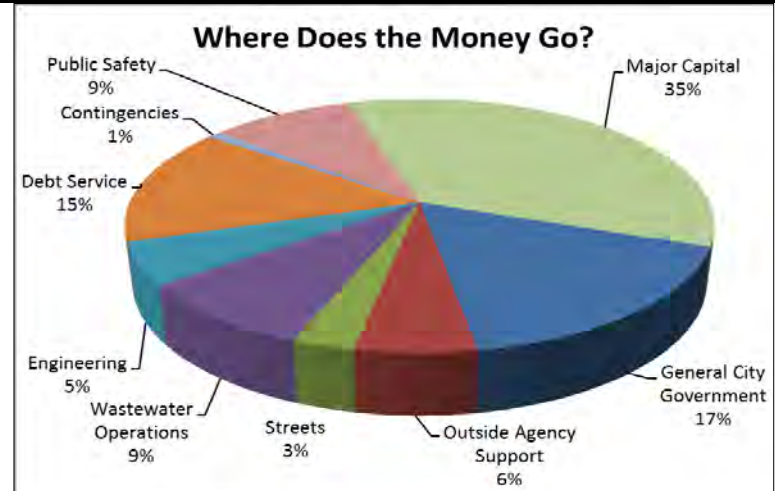
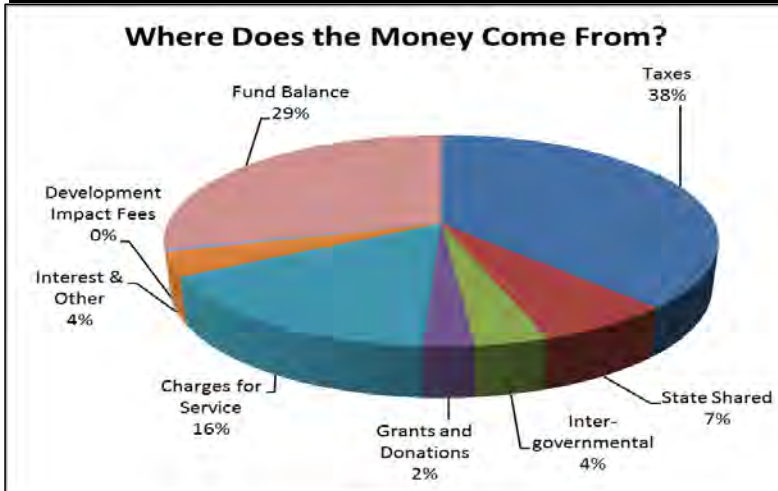
Overall, the City's financial condition remains strong and holds the promise of continuing prosperity. I believe the FY 2015-16 Proposed Budget presents a well-thought out financial plan that balances the needs and wants of the City with its available resources.

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.



## 2015-2016 PROPOSED BUDGET IN BRIEF

2015-2016 Proposed Budget	General Fund	Streets Fund	Grant Fund	Capital Funds	Wastewater Fund	Total
Revenue Budget	\$ 16,539,831	\$ 782,238	\$ 1,112,500	\$ 1,795,592	\$ 10,449,350	\$ 30,679,511
Expenditure	\$ 15,777,543	\$ 1,224,489	\$ 1,112,500	\$ 6,682,621	\$ 17,659,317	\$ 42,456,470
Net Transfers	\$ (220,500)	\$ 506,500	\$ -	\$ (196,000)	\$ (90,000)	\$ -
Difference (Use of One-time Fund Balance)	\$ 541,788	\$ 64,249	\$ -	\$ (5,083,029)	\$ (7,299,967)	\$ (11,776,959)
Estimated Beginning Fund Balance	\$ 12,382,048	\$ -	\$ -	\$ 9,718,584	\$ 15,910,893	\$ 38,011,525
<b>Estimated Ending Fund Balance</b>	<b>\$ 12,923,836</b>	<b>\$ 64,249</b>	<b>\$ -</b>	<b>\$ 4,635,555</b>	<b>\$ 8,610,926</b>	<b>\$ 26,234,566</b>



**Full-Time Equivalents (FTE)**  
**125**

**Total 15-16 Debt Service Requirement**  
**\$6.36 Million**

**Total Outstanding Debt**  
**\$42.2 Million**

**City of Sedona Estimated Population**  
**10,340**

**City of Sedona Annual Sales & Bed Tax Revenue**  
**\$15.5 Million**

**Sales Tax Allocation General vs. Wastewater**  
**70% - 30%**

SUMMARY OF REVENUES AND EXPENDITURES - ALL FUNDS

Proposed 2015-16 Budget	General	Streets	Grants	Capital Improvement	Arts	Development Impact Fees	Wastewater	Total
<b>Revenues</b>								
Sales Tax	9,172,000	-	-	-	-	-	3,931,000	13,103,000
Bed Tax	2,422,000	-	-	-	-	-	-	2,422,000
State Shared Revenues	2,165,731	-	-	-	-	-	-	2,165,731
Franchise Fees	772,000	-	-	-	-	-	-	772,000
Motor Vehicle License Tax	594,500	-	-	-	-	-	-	594,500
Licenses & Permits	338,200	-	-	-	-	-	-	338,200
Charges for Service	104,050	-	-	-	-	-	6,314,000	6,418,050
Fines & Forfeitures	164,200	-	-	-	-	-	-	164,200
Development Impact Fees	-	-	-	-	-	190,800	-	190,800
Highway User Revenue	-	782,238	-	-	-	-	-	782,238
Other Revenue	807,150	-	-	-	125	28,000	204,350	1,039,625
Grants/Donations/IGAs	-	-	1,112,500	1,576,667	-	-	-	2,689,167
Transfers	286,000	506,500	-	-	41,000	-	-	833,500
<b>Total Revenue</b>	<b>16,825,831</b>	<b>1,288,738</b>	<b>1,112,500</b>	<b>1,576,667</b>	<b>41,125</b>	<b>218,800</b>	<b>10,449,350</b>	<b>31,513,011</b>
<b>Expenditures</b>								
Personnel	8,890,676	-	-	-	-	-	1,058,254	9,948,930
Operations	5,850,789	1,224,489	-	-	-	-	2,684,548	9,759,826
Debt Service	763,057	-	-	-	-	-	5,601,465	6,364,522
Transfers	506,500	-	-	237,000	-	-	90,000	833,500
Capital	273,021	-	1,112,500	4,106,251	32,500	2,543,870	8,315,050	16,383,192
<b>Total Expenditures</b>	<b>16,284,043</b>	<b>1,224,489</b>	<b>1,112,500</b>	<b>4,343,251</b>	<b>32,500</b>	<b>2,543,870</b>	<b>17,749,317</b>	<b>43,289,970</b>
<b>Change in Fund Balance</b>	<b>541,788</b>	<b>64,249</b>	<b>-</b>	<b>(2,766,584)</b>	<b>8,625</b>	<b>(2,325,070)</b>	<b>(7,299,967)</b>	<b>(11,776,959)</b>

Adopted 2014-15 Budget	General	Streets	Grants	Capital Improvement	Arts	Development Impact Fees	Wastewater	Total
<b>Revenues</b>								
Sales Tax	8,255,000	-	-	-	-	-	3,573,000	11,828,000
Bed Tax	2,120,000	-	-	-	-	-	-	2,120,000
State Shared Revenues	2,120,232	-	-	-	-	-	-	2,120,232
Franchise Fees	553,660	-	-	-	-	-	-	553,660
Motor Vehicle License Tax	757,000	-	-	-	-	-	-	757,000
Licenses & Permits	296,000	-	-	-	-	-	-	296,000
Charges for Service	84,000	-	-	-	-	-	6,158,916	6,242,916
Fines & Forfeitures	157,000	-	-	-	-	-	-	157,000
Development Impact Fees	-	-	-	-	-	204,000	-	204,000
Highway User Revenue	-	747,140	-	-	-	-	-	747,140
Other Revenue	801,000	18,000	-	30,000	100	10,845	330,000	1,189,945
Grants/Donations/IGAs	-	-	550,000	1,024,387	-	-	-	1,574,387
Transfers	170,162	500,000	-	5,941,364	52,473	-	-	6,663,999
<b>Total Revenue</b>	<b>15,314,054</b>	<b>1,265,140</b>	<b>550,000</b>	<b>6,995,751</b>	<b>52,573</b>	<b>214,845</b>	<b>10,061,916</b>	<b>34,454,279</b>
<b>Expenditures</b>								
Personnel	8,152,659	-	-	-	-	-	1,470,020	9,622,679
Operations	5,725,383	1,275,140	-	-	-	-	2,465,312	9,465,835
Debt Service	871,266	-	-	-	-	-	5,171,583	6,042,849
Transfers	6,441,364	-	-	137,554	-	-	85,081	6,663,999
Capital	80,000	-	579,705	5,692,269	76,000	2,474,092	4,351,725	13,253,791
<b>Total Expenditures</b>	<b>21,270,672</b>	<b>1,275,140</b>	<b>579,705</b>	<b>5,829,823</b>	<b>76,000</b>	<b>2,474,092</b>	<b>13,543,721</b>	<b>45,049,153</b>
<b>Change in Fund Balance</b>	<b>(5,956,618)</b>	<b>(10,000)</b>	<b>(29,705)</b>	<b>1,165,928</b>	<b>(23,427)</b>	<b>(2,259,247)</b>	<b>(3,481,805)</b>	<b>(10,594,874)</b>



PROPOSED 2015-16 BUDGET CONSOLIDATED FINANCIAL SCHEDULE

Fund/Department	Revenues						Uses and Transfers					Total 2015-16 Budget w/ Carryforward Amounts
	Tax Revenue	Licenses /Permits	Grants/IGAs/ Donations	Service Charges	Other Revenue	FY 2015-2016 Collections	One Time-Carryforwards from 2014-15	Unreserved Fund Balance	Interfund Transfers IN OUT		2015-16 Expenditures	
<b>General Fund</b>												
City Council						-					78,543	78,543
City Manager						-					854,638	854,638
Human Resources						-					209,213	209,213
Financial Services	105,000	90,000				195,000					460,954	460,954
Information Technology				1,500		1,500					959,037	959,037
Legal Department						-					504,523	504,523
City Clerk						-					218,770	218,770
Parks & Recreation				64,900		64,900					478,355	478,355
Operating Contingency						-					250,000	250,000
General Services	14,354,231				1,485,900	15,840,131			286,000		3,002,149	3,002,149
Community Development		244,200		15,100		259,300					1,444,385	1,444,385
Engineering/Public Works		4,000				4,000				(506,500)	2,295,922	2,295,922
Police				11,000	23,000	34,000					3,946,488	3,946,488
Municipal Court					141,000	141,000					311,509	311,509
Debt Service											763,057	763,057
<b>General Fund Total</b>	<b>14,459,231</b>	<b>338,200</b>	<b>-</b>	<b>92,500</b>	<b>1,649,900</b>	<b>16,539,831</b>	<b>-</b>	<b>-</b>	<b>286,000</b>	<b>(506,500)</b>	<b>15,777,543</b>	<b>15,777,543</b>
<b>Special Revenue Funds</b>												
Streets Fund	782,238					782,238			506,500		1,224,489	1,224,489
Grant Fund			1,112,500			1,112,500					1,112,500	1,112,500
<b>Special Revenue Funds Total</b>	<b>782,238</b>	<b>-</b>	<b>1,112,500</b>	<b>-</b>	<b>-</b>	<b>1,894,738</b>	<b>-</b>	<b>-</b>	<b>506,500</b>	<b>-</b>	<b>2,336,989</b>	<b>2,336,989</b>
<b>Capital Funds</b>												
Capital Improvement Fund			1,576,667			1,576,667		2,766,584		(237,000)	4,106,251	4,106,251
Arts Fund					125	125			41,000		32,500	32,500
Development Impact Fees Fund		218,800				218,800		2,325,070			2,543,870	2,543,870
<b>Capital Funds Total</b>	<b>-</b>	<b>218,800</b>	<b>1,576,667</b>	<b>-</b>	<b>125</b>	<b>1,795,592</b>	<b>-</b>	<b>5,091,654</b>	<b>41,000</b>	<b>(237,000)</b>	<b>6,682,621</b>	<b>6,682,621</b>
<b>Wastewater Enterprise Fund</b>												
Wastewater - Administration	3,931,000			6,518,350		10,449,350					1,058,254	1,058,254
Wastewater - Debt Service						-					5,601,465	5,601,465
Wastewater - Treatment Plant						-					2,684,548	2,684,548
Wastewater - Capital						-		7,299,967		(90,000)	8,315,050	8,315,050
<b>Wastewater Fund Total</b>	<b>3,931,000</b>	<b>-</b>	<b>-</b>	<b>6,518,350</b>	<b>-</b>	<b>10,449,350</b>	<b>-</b>	<b>7,299,967</b>	<b>-</b>	<b>(90,000)</b>	<b>17,659,317</b>	<b>17,659,317</b>
<b>Total Funds</b>	<b>\$ 19,172,469</b>	<b>\$ 557,000</b>	<b>\$ 2,689,167</b>	<b>\$ 6,610,850</b>	<b>\$ 1,650,025</b>	<b>\$ 30,679,511</b>	<b>\$ -</b>	<b>\$ 12,391,621</b>	<b>\$ 833,500</b>	<b>\$ (833,500)</b>	<b>\$ 42,456,470</b>	<b>\$ 42,456,470</b>

City of Sedona  
 Department Supplemental Requests & Funding Recommendations  
 Proposed 2015-2016 Budget

Department	Fund	Page #	Request			City Manager	Budget	Note
				On-going	One-Time	Recommended Funding Level	Committee Recommended Funding Level	
City Manager	General	8-8	Oak Creek Watershed Council	\$35,000		\$0	\$0	
City Manager	General	8-18	Trash and Recycling Franchising		\$115,000	\$75,000	\$0	One-Time
City Manager	General	8-22	VV Special Needs Transportation	\$30,000		\$25,000	\$25,000	On-going
City Manager	General	8-27	Wireless Master Plan		\$60,000	\$60,000	\$60,000	One-Time
<b>Total City Manager</b>				<b>\$65,000</b>	<b>\$175,000</b>	<b>\$160,000</b>	<b>\$85,000</b>	
Community Development	General	9-15	2015 Ford Escape	\$2,000	\$24,021	\$26,021	\$26,021	\$2,000 On-going
Community Development	General	9-20	Filing System		\$21,320	\$0	\$0	
Community Development	General	9-24	Review & Update of Land Development Code		\$276,000	\$100,000	\$100,000	One-Time x 3
Community Development	General	9-29	Outdoor Lighting		\$25,000	\$0	\$0	
<b>Total Community Development</b>				<b>\$2,000</b>	<b>\$346,341</b>	<b>\$126,021</b>	<b>\$126,021</b>	
Engineering	General	10-20	Automated Locks-Public Restrooms		\$11,000		\$0	
Engineering	General	10-24	City Facilities Maintenance Plan Implementation	\$25,000		\$25,000	\$25,000	One-Time
Engineering	General	10-28	Concrete Work at City Hall		\$20,000	\$0	\$0	
Engineering	General	10-31	Assistant Engineering Position	\$85,000	\$5,000	\$90,000	\$90,000	On-going
Engineering	General	10-35	Full Time City Maintenance Worker 2 Position (Part of ongoing expense in Streets)	\$59,200		\$0	\$0	
Engineering	General	10-40	Jacobsen Turfcat Mower Replacement		\$22,000	\$0	\$0	
Engineering	General	10-43	Jordan Museum Electrical Upgrade		\$25,000	\$0	\$0	
Engineering	General	10-46	Police Department Patio Seal & Resurface		\$22,000	\$22,000	\$22,000	One-Time
Engineering	General	10-49	Teen Center Flooring Replacement		\$20,000	\$0	\$0	
Engineering	General	10-52	Teen Center HVAC Replacement/Upgrade		\$35,000	\$35,000	\$35,000	One-Time
Engineering/Wastewater	General	10-56	Purchase of 2015 Ford Escape (50% of budget in Wastewater)		\$11,835	\$0	\$0	
<b>Total Engineering</b>				<b>\$169,200</b>	<b>\$171,835</b>	<b>\$172,000</b>	<b>\$172,000</b>	
Finance	General	11-14	Increased Sales Tax Audits		\$45,000	\$0	\$0	
Finance	General	11-19	Salary Adjustment Pool (increased \$50k)	\$125,000		\$125,000	\$0	On-going
<b>Total Finance</b>				<b>\$125,000</b>	<b>\$45,000</b>	<b>\$125,000</b>	<b>\$0</b>	
Human Resources	General	12-8	Tuition Reimbursement		\$25,000	\$0	\$0	
<b>Total Human Resources</b>				<b>\$0</b>	<b>\$25,000</b>	<b>\$0</b>	<b>\$0</b>	
IT	General	13-14	Help Desk Technician	\$79,500	\$4,500	\$0	\$0	
IT/HR	General	12-12	Internet Filtering/Monitoring	\$2,000	\$10,000	\$0	\$0	
IT/City Clerk	General	7-12	City Council Video Monitor		\$7,500	\$0	\$0	
IT/Comm Dev	General	9-34	Paperless Packets, Planning & Zoning Commission	(\$1,565)	\$5,600	\$5,600	\$5,600	One-Time
IT/Municipal Court	General	14-6	Electronic Access Control		\$9,500	\$0	\$0	
IT/Police	General	16-28	L-3 Body Cameras	\$2,100	\$23,472	\$0	\$0	
<b>Total IT</b>				<b>\$82,035</b>	<b>\$60,572</b>	<b>\$5,600</b>	<b>\$5,600</b>	
Parks & Rec	General		Ford F-150 Super Cab 4X4 Long Bed		\$26,594	\$0	\$0	
<b>Total Parks &amp; Recreation</b>				<b>\$0</b>	<b>\$26,594</b>	<b>\$0</b>	<b>\$0</b>	

Department	Fund	Page #	Request	On-going	One-Time	Budget		Note
						City Manager Recommended Funding Level	Committee Recommended Funding Level	
Police	General	16-20	Speed Awareness & Enforcement Program		\$9,043	\$9,043	\$9,043	One-Time
Police	General	16-24	Special Equipment					
			Communication Specialist	\$56,630		\$56,630	\$56,630	On-going
			<b>Total Police</b>	<b>\$56,630</b>	<b>\$9,043</b>	<b>\$65,673</b>	<b>\$65,673</b>	
			<b>Subtotal General Fund</b>	<b>\$499,865</b>	<b>\$859,385</b>	<b>\$654,294</b>	<b>\$454,294</b>	
Engineering	Streets	4-16	Work Vehicle Replacement - Streets		\$35,000	\$35,000	\$0	One-Time
Engineering	Streets	4-19	Commercial Wood Chipper	\$650	\$40,000	\$0	\$0	
Engineering	Streets	4-23	Full Time City Maintenance Worker 2 Position (Most of ongoing expense in Engineering)	\$845		\$0	\$0	
Engineering	Streets	4-28	Snow Plow Blade Procurement		\$10,000	\$0	\$0	
			<b>Subtotal Streets Fund</b>	<b>\$1,495</b>	<b>\$85,000</b>	<b>\$35,000</b>	<b>\$0</b>	
Engineering	Capital Impr		Associate Engineering Project Manager	\$90,000	\$5,000	\$95,000	\$95,000	On-Going as needed
			<b>Subtotal Capital Improvement Fund</b>	<b>\$90,000</b>	<b>\$5,000</b>	<b>\$95,000</b>	<b>\$95,000</b>	
Wastewater/Engineering	Wastewater	10-56	Purchase of 2015 Ford Escape (50% of budget in Engineering)		\$11,835	\$0	\$0	
Wastewater	Wastewater	5-34	Full Time Administrative Position	\$17,600		\$0	\$0	
Wastewater	Wastewater	5-37	Collection System Back-up Generator Replacement	\$60,000		\$0	\$0	General Needs
Wastewater	Wastewater	5-41	Computer Management Systems Upgrade	\$4,000	\$45,000		\$0	
Wastewater	Wastewater	5-45	Major Pump Station Communications Modification	\$200	\$15,000		\$0	
Wastewater	Wastewater	5-48	Odor Control Plan SR 89A MP369	\$25,000	\$35,000	\$0	\$0	
Wastewater	Wastewater	5-52	Sedona Wetlands Preserve Maintenance Program	\$70,000	\$0	\$50,000	\$0	On-going
Wastewater	Wastewater	5-52	Replacement Spectrophotometer -Laboratory		\$9,300		\$0	
Wastewater	Wastewater	5-56	Minor Pump Stations Fresh Water Connections	\$6,000	\$36,000		\$0	
Wastewater	Wastewater	5-59	Minor Pump Stations 3-Phase Conversion	(\$40,000)	\$102,500	\$62,500	\$0	One-Time
			<b>Subtotal Wastewater Fund</b>	<b>\$142,800</b>	<b>\$254,635</b>	<b>\$112,500</b>	<b>\$0</b>	
			<b>Total Supplemental Requests</b>	<b>\$734,160</b>	<b>\$1,204,020</b>	<b>\$896,794</b>	<b>\$549,294</b>	



## City of Sedona Capital Improvement Program Fiscal Years – 2016-2021

### **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 six-year timeline moves forward.

The final CIP document will be adopted by City Council in June as part of the July 1, 2015 – June 30, 2016 budget.

## **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 three 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 2016 – 2021 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 2016 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 2016-2021 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 is included in the current fiscal year budget and all projects identified in FY16 are funded.

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 operating budget. These plans provide replacements for capital equipment such as vehicles and technology related equipment as the



existing infrastructure meets its useful life.

Outside of the CIP the City also funds a street overlay plan that seeks to overlay the public streets within the City approximately every 20 years. The street overlay program is funded from a combination of dedicated Highway User Revenue Funds (HURF) and City General Funds. The HURF funds 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. Only streets repaving projects funded fully by outside sources/grants will be reflected in the CIP.

### **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 FY2016 through FY2021 planning process included: Karen Daines, Assistant City Manager; Tabatha Miller, Director of Finance; Ray Cota, Chief of Police; Charles Mosley, Director of Wastewater; Audree Juhlin, Director of Community Development; Andy Dickey, Assistant 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 Work Group for feedback and input, including available and appropriate funding sources. In addition, the CIP was presented to the Planning and Zoning Commission, and the general public for their review and comment. The Six-Year CIP was also made available for review on the City's website during the public input process. The public was invited to provide input directly to City staff and through the Citizen Engagement portion of the City's website.

The public meetings were as follows:

- February 26, 2015 – 3:30 p.m.- Planning and Zoning Commission
- April 29 & 30, 2015 – 9:00 a.m. – City Council Work Session





Information and public comment obtained through these meetings was submitted to the Sedona City Council before budget adoption.

### **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 – as mentioned previously year one has 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 with 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 (CFD):** Within the City's jurisdictional boundaries there are two separate legal entities set up to collect and spend payments in lieu of sales tax from two specific timeshare development agreements. The funds are restricted by state statute and each executed development agreement. Projects funded through the CFDs will be reflected in the overall infrastructure plan but are part of a separate legally adopted budget for these two sole and separate entities, not the City's budget.

**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 30% 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 was reduced from 35% in FY2014 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 currently 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.

30% of the City’s sales taxes are currently transferred to the Wastewater Fund, a percentage that has been decreasing over the last several years. 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 by funding the project through debt service payments.

## Capital Improvement Plan Categories

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

**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.

**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 2016 - FY 2021  
PROJECT LIST BY MAJOR PROGRAM**

PROJECT NAME	Page #	Category	Project #	FY2016	FY2017	FY2018	2016-2018 SUBTOTAL	FY2019	FY2020	FY2021	TOTAL
<b>ART IN PUBLIC PLACES</b>											
Art in the Roundabouts	2-16	2	1	\$32,500	\$0	\$0	\$32,500	\$0	\$75,000	\$0	\$107,500
Rehabilitation of Schnebly Home Memorial Site Located within Uptown Muni Parking Lot	2-17	3	2	\$0	\$25,000	\$45,000	\$70,000	\$0	\$0	\$0	\$70,000
Subtotal				\$32,500	\$25,000	\$45,000	\$102,500	\$0	\$75,000	\$0	\$177,500
<b>COMMUNITY DEVELOPMENT</b>											
Brewer Road Property - Future Development	2-18	2	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	2-19	3	4	\$0	\$125,000	\$125,000	\$250,000	\$0	\$0	\$0	\$250,000
Subtotal				\$150,000	\$705,000	\$125,000	\$980,000	\$0	\$0	\$0	\$980,000
<b>PARKS AND RECREATION</b>											
Barbara Antonsen Park (Carryover)	2-20	1	5	\$920,940	\$0	\$0	\$920,940	\$0	\$0	\$0	\$920,940
Sugarloaf Trailhead Parking Lot Expansion	2-21	2	6	\$201,800	\$0	\$0	\$201,800	\$0	\$0	\$0	\$201,800
Park Land Acquisition	2-22	2	7	\$1,675,000	\$0	\$0	\$1,675,000	\$0	\$0	\$0	\$1,675,000
Chapel Area Neighborhood Park	2-23	3	8	\$0	\$0	\$0	\$0	\$0	\$90,000	\$909,000	\$999,000
Jordan Historical Park Museum & Office Space	2-24	3	9	\$0	\$0	\$0	\$0	\$75,000	\$454,500	\$0	\$529,500
Park/Trail Easement Acquisition	2-25	2	10	\$50,000	\$0	\$0	\$50,000	\$0	\$0	\$0	\$50,000
Shade Structures and Playgrounds	2-26	3	11	\$35,000	\$0	\$0	\$35,000	\$0	\$487,219	\$0	\$522,219
Concession Stand	2-27	3	12	\$0	\$0	\$0	\$0	\$0	\$65,000	\$188,870	\$253,870
Fitness Trail	2-28	2	13	\$84,000	\$0	\$0	\$84,000	\$0	\$0	\$0	\$84,000
Dog Park Upgrade	2-29	2	14	\$18,120	\$152,510	\$0	\$170,630	\$0	\$0	\$0	\$170,630
Bike Skills Park	2-30	1	15	\$114,931	\$0	\$0	\$114,931	\$0	\$0	\$0	\$114,931
Subtotal				\$3,099,791	\$152,510	\$0	\$3,252,301	\$75,000	\$1,096,719	\$1,097,870	\$5,521,890

**CITY OF SEDONA  
CAPITAL IMPROVEMENT PLAN  
FY 2016 - FY 2021  
PROJECT LIST BY MAJOR PROGRAM**

PROJECT NAME	Page #	Category	Project #	FY2016	FY2017	FY2018	2016-2018 SUBTOTAL	FY2019	FY2020	FY2021	TOTAL
<b>POLICE</b>											
Uptown Parking Meters on Main Street	2-31	2	16	\$100,000	\$200,000	\$0	\$300,000	\$0	\$0	\$0	\$300,000
Shooting Range Improvements	2-32	3	17	\$0	\$40,000	\$757,000	\$797,000	\$0	\$0	\$0	\$797,000
Police Facility Renovations	2-33	2	18	\$151,500	\$151,500	\$0	\$303,000	\$0	\$9,000,000	\$0	\$9,303,000
Radio Communications Enhancement	2-34	1	19	\$40,000	\$0	\$0	\$40,000	\$0	\$0	\$0	\$40,000
Subtotal				\$291,500	\$391,500	\$757,000	\$1,440,000	\$0	\$9,000,000	\$0	\$10,440,000
<b>PUBLIC WORKS</b>											
Andante Sidewalk SR 89A to Sandborn	2-35	3	20	\$0	\$0	\$0	\$0	\$175,000	\$1,181,000	\$0	\$1,356,000
Uptown 89A Repaving	2-36	2	21	\$752,955	\$0	\$0	\$752,955	\$0	\$0	\$0	\$752,955
Uptown Pedestrian Access Improvements	2-37	1	22	\$868,500	\$0	\$0	\$868,500	\$0	\$0	\$0	\$868,500
Sanborn Drive Sidewalk	2-38	3	23	\$0	\$0	\$0	\$0	\$225,000	\$225,000	\$3,280,000	\$3,730,000
Sanborn Drive - Rodeo Road Sidewalk Project	2-39	3	24	\$0	\$0	\$0	\$0	\$262,000	\$0	\$0	\$262,000
Chapel Road Sidewalk	2-40	3	25	\$0	\$0	\$0	\$0	\$130,000	\$1,035,000	\$0	\$1,165,000
Coffee Pot Sidewalk	2-41	3	26	\$0	\$0	\$0	\$0	\$115,000	\$606,000	\$0	\$721,000
Navoti-Calle de Sol Intersection	2-42	1	27	\$156,500	\$0	\$0	\$156,500	\$0	\$0	\$0	\$156,500
SR 89A Landscape Improvement	2-43	1	28	\$0	\$206,750	\$262,600	\$469,350	\$0	\$0	\$0	\$469,350
Jordan Road Sidewalk Extension	2-44	1	29	\$25,250	\$0	\$0	\$25,250	\$0	\$0	\$0	\$25,250
MS4 Storm Water Sampling	2-45	1	30	\$188,975	\$0	\$0	\$188,975	\$0	\$0	\$0	\$188,975
Dry Creek Road Overlay	2-46	2	31	\$121,000	\$0	\$433,189	\$554,189	\$0	\$0	\$0	\$554,189



**CITY OF SEDONA  
CAPITAL IMPROVEMENT PLAN  
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PROJECT LIST BY MAJOR PROGRAM**

PROJECT NAME	Page #	Category	Project #	FY2016	FY2017	FY2018	2016-2018 SUBTOTAL	FY2019	FY2020	FY2021	TOTAL
Sanborn Dr/Thunder Mountain Rd Overlay	2-47	2	32	\$0	\$151,000	\$0	\$151,000	\$587,820	\$0	\$0	\$738,820
Ranger Brewer 89A Intersection	2-48	3	33	\$0	\$0	\$0	\$0	\$300,000	\$1,262,500	\$0	\$1,562,500
Uptown Public Restroom Improvements - Uptown Parking Lot	2-49	3	34	\$0	\$0	\$0	\$0	\$20,000	\$101,000	\$0	\$121,000
Uptown Public Restroom Improvements - Hitching Post	2-50	3	35	\$0	\$0	\$0	\$0	\$20,000	\$101,000	\$0	\$121,000
Transportation Study (If grant is not received)	2-51	2	36	\$250,000	\$0	\$0	\$250,000	\$0	\$1,000	\$0	\$251,000
Cathedral Rock Trail Head Project	2-52	2	37	\$200,000	\$0	\$0	\$200,000	\$20,000	\$101,000	\$0	\$321,000
Subtotal				\$2,563,180	\$357,750	\$695,789	\$3,616,719	\$1,854,820	\$4,613,500	\$3,280,000	\$13,365,039
<b>DRAINAGE</b>											
Coffee Pot Drainage Basin - Casa Bonita Channel	2-53	1	38	\$504,500	\$0	\$0	\$504,500	\$0	\$0	\$0	\$504,500
Coffee Pot Drainage Basin - Coffee Pot Road Crossing	2-54	1	39	\$0	\$419,000	\$0	\$419,000	\$0	\$0	\$0	\$419,000
Coffee Pot Drainage Basin - Grasshopper Area	2-55	1	40	\$0	\$30,000	\$701,700	\$731,700	\$606,000	\$0	\$0	\$1,337,700
Coffee Pot Drainage Basin - Little Elf Area	2-56	1	41	\$0	\$0	\$0	\$0	\$0	\$1,040,000	\$626,200	\$1,666,200
Back O' Beyond Road Low Water Crossing Improvements	2-57	1	42	\$0	\$0	\$0	\$0	\$0	\$350,000	\$1,515,000	\$1,865,000
Dry Creek Drainage Basin- SR89A Crossing	2-58	1	43	\$0	\$0	\$0	\$0	\$0	\$0	\$554,500	\$554,500
View Drive Drainage Improvements	2-59	1	44	\$0	\$0	\$0	\$0	\$0	\$0	\$1,814,500	\$1,814,500
Saddle Rock Area Drainage Improvements	2-60	1	45	\$0	\$0	\$0	\$0	\$0	\$0	\$1,613,000	\$1,613,000
Brewer Road/Tlaquepaque Drainage Improvements	2-61	1	46	\$916,400	\$1,313,000	\$0	\$2,229,400	\$0	\$0	\$0	\$2,229,400
Brewer Road Crossing Improvements	2-62	1	47	\$0	\$150,000	\$707,000	\$857,000	\$0	\$0	\$0	\$857,000
Juniper Hills Area Drainage	2-63	1	48	\$0	\$0	\$100,000	\$100,000	\$606,000	\$0	\$0	\$706,000

**CITY OF SEDONA  
CAPITAL IMPROVEMENT PLAN  
FY 2016 - FY 2021  
PROJECT LIST BY MAJOR PROGRAM**

PROJECT NAME	Page #	Category	Project #	FY2016	FY2017	FY2018	2016-2018 SUBTOTAL	FY2019	FY2020	FY2021	TOTAL
Mystic Hills Lift Station Access Improvement	2-64	2	49	\$0	\$0	\$0	\$0	\$121,000	\$0	\$0	\$121,000
Storm Drainage Easement Acquisition	2-65	2	50	\$50,000	\$0	\$0	\$50,000	\$0	\$0	\$0	\$50,000
Storm Drainage Master Plan Update	2-66	2	51	\$0	\$0	\$350,000	\$350,000	\$0	\$0	\$150,000	\$500,000
Subtotal				\$1,470,900	\$1,912,000	\$1,858,700	\$5,241,600	\$1,333,000	\$1,390,000	\$6,273,200	\$14,237,800
Total Projects Non-Wastewater				\$7,607,871	\$3,543,760	\$3,481,489	\$14,633,120	\$3,262,820	\$16,175,219	\$10,651,070	\$44,722,229
<b>WASTEWATER</b>											
WWTP Effluent Management	2-67	1	52	\$2,971,589	\$3,275,000	\$1,511,500	\$7,758,089	\$0	\$0	\$0	\$7,758,089
WWTP Upgrades	2-68	1	53	\$4,312,034	\$0	\$0	\$4,312,034	\$0	\$0	\$0	\$4,312,034
WW Master Plan	2-69	2	54	\$200,000	\$0	\$0	\$200,000	\$0	\$100,000	\$0	\$300,000
WWTP Bar Screen and Filter System Upgrades	2-70	1	55	\$450,000	\$0	\$50,000	\$500,000	\$1,300,000	\$0	\$0	\$1,800,000
2016 Northview Sewerline Rehab	2-71	2	56	\$0	\$0	\$575,000	\$575,000	\$0	\$0	\$0	\$575,000
Centrifuge #1 Upgrade	2-72	1	57	\$175,000	\$0	\$0	\$175,000	\$0	\$0	\$0	\$175,000
Reservoir 3 Drainage Study	2-73	2	58	\$50,000	\$0	\$0	\$50,000	\$0	\$0	\$0	\$50,000
Subtotal				\$8,158,623	\$3,275,000	\$2,136,500	\$13,570,123	\$1,300,000	\$100,000	\$0	\$14,970,123
<b>TOTAL ALL PROJECTS</b>				<b>\$15,766,494</b>	<b>\$6,818,760</b>	<b>\$5,617,989</b>	<b>\$28,203,243</b>	<b>\$4,562,820</b>	<b>\$16,275,219</b>	<b>\$10,651,070</b>	<b>\$59,692,352</b>

**CITY OF SEDONA CAPITAL IMPROVEMENT PLAN FY2016 TO FY2021**

**Project Title:** Art in the Roundabouts

**Location:** SR 89A Corridor

**Project #:** 1

**Category:** 2

**Project Description**

To continue adding public art for continued beautification of the SR 89A corridor. The Schnebly Roundabout public art piece was selected in FY14. The art piece will be created and installed in the Roundabout, sometime in FY15. A future project is scheduled for 2020, assuming that Percent for Arts funds can be accumulated to cover the cost of a public art project.

**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 SR 179 and SR 89A are highly visible locations in the City.

Category	Funding Source	Carryover/ New	Prior Yr	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	Total
Public Art	Percent for Arts	Carryover	\$15,000	\$0	\$0	\$0	\$0	\$65,000	\$0	\$65,000
Construction	Percent for Arts	Carryover	\$32,500	\$32,500	\$0	\$0	\$0	\$10,000	\$0	\$42,500
Total Budget			\$47,500	\$32,500	\$0	\$0	\$0	\$75,000	\$0	\$107,500

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

**CITY OF SEDONA CAPITAL IMPROVEMENT PLAN FY2016 TO FY2021**

Rehabilitation of Memorial to Former Schnebly  
Home Site Located within the Municipal

**Project Title:** Parking Lot  
**Project #:** 2

**Location:** Uptown Parking Lot  
**Category:** 3

**Project Description**

Redesign and refurbish the remnants of the former Schnebly home foundation. The site of the memorial is located within the Uptown Municipal 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	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	Total
Design	Percent for Arts	New	\$0	\$0	\$25,000	\$0	\$0	\$0	\$0	\$25,000
Construction	Percent for Arts	New	\$0	\$0	\$0	\$45,000	\$0	\$0	\$0	\$45,000
			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Budget			\$0	\$0	\$25,000	\$45,000	\$0	\$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

**CITY OF SEDONA CAPITAL IMPROVEMENT PLAN FY2016 TO FY2021**

**Project Title:** Master Plan and Development for Brewer Road Property  
**Project #:** 3

**Location:** Brewer Road  
**Category:** 2

**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 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	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	Total
Design	CFD Funds	Carryover	\$0	\$130,000	\$0	\$0	\$0	\$0	\$0	\$130,000
Construction	CFD Funds	Carryover	\$0	\$0	\$580,000	\$0	\$0	\$0	\$0	\$580,000
Construction/ Environmental	CFD Funds	Carryover	\$0	\$20,000	\$0	\$0	\$0	\$0	\$0	\$20,000
Arts	CFD Funds	Carryover	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
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

**CITY OF SEDONA CAPITAL IMPROVEMENT PLAN FY2016 TO FY2021**

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

**Location:** WWTP

**Project #:** 4

**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 has formed 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	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	Total
Study	Capital Reserves	New	\$0	\$0	\$125,000	\$125,000	\$0	\$0	\$0	\$250,000
Total Budget			\$0	\$0	\$125,000	\$125,000	\$0	\$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

**CITY OF SEDONA CAPITAL IMPROVEMENT PLAN FY2016 TO FY2021**

**Project Title:** Posse Grounds Pavilion in Barbara Antonsen Park  
**Project #:** 5  
**Location:** Posse Ground Road  
**Category:** 1

**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 to not re-construct the existing design. A new design was selected by City Council and will be complete in FY15. Carryover design budget, to FY16, is for construction administration services and construction is scheduled for FY 16.



**Project Justification**

The community has expressed strong support for an amphitheater facility at this location and has also expressed its desire to move forward with construction of the new design.

Category	Funding Source	Carryover/ New	Prior Yr	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	Total
Design	CFD Funds	Carryover	\$148,000	\$18,000	\$0	\$0	\$0	\$0	\$0	\$166,000
Construction	CFD Funds	Carryover	\$438,711	\$894,000	\$0	\$0	\$0	\$0	\$0	\$1,332,711
Utility Connections	CFD Funds	Carryover	\$154,401	\$0	\$0	\$0	\$0	\$0	\$0	\$154,401
Study	CFD Funds	Carryover	\$42,675	\$0	\$0	\$0	\$0	\$0	\$0	\$42,675
Arts	CFD Funds	Carryover	\$0	\$8,940	\$0	\$0	\$0	\$0	\$0	\$8,940
Total Budget			\$783,787	\$920,940	\$0	\$0	\$0	\$0	\$0	\$1,704,727

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

**CITY OF SEDONA CAPITAL IMPROVEMENT PLAN FY2016 TO FY2021**

**Project Title:** Sugarloaf Trailhead Parking Lot Expansion  
**Project #:** 6  
**Location:** Sugarloaf Trailhead  
**Category:** 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. Demand exists for additional parking as overflow parks along the residential streets causing safety hazards.

Category	Funding Source	Carryover/ New	Prior Yr	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	Total
Construction	Devt Impact Fees	New	\$0	\$180,000	\$0	\$0	\$0	\$0	\$0	\$180,000
Study	Devt Impact Fees	New	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Design	Devt Impact Fees	New	\$0	\$20,000	\$0	\$0	\$0	\$0	\$0	\$20,000
Arts	Devt Impact Fees	New	\$0	\$1,800	\$0	\$0	\$0	\$0	\$0	\$1,800
Total Budget			\$0	\$201,800	\$0	\$0	\$0	\$0	\$0	\$201,800

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



**CITY OF SEDONA CAPITAL IMPROVEMENT PLAN FY2016 TO FY2021**

**Project Title:** Parks Land Acquisition

**Project #:** 7

**Location:** TBD

**Category:** 2

**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, easements or pathways for a creekwalk, 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. If the funds set aside for park property acquisition are not expended in FY 16, the amounts will likely be re-appropriated in future fiscal years.

**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 FY16 or beyond.

Category	Funding Source	Carryover/ New	Prior Yr	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	Total
Land	Dev't Impact Fees	Carryover	\$0	\$1,675,000	\$0	\$0	\$0	\$0	\$0	\$1,675,000
Total Budget			\$0	\$1,675,000	\$0	\$0	\$0	\$0	\$0	\$1,675,000

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

**CITY OF SEDONA CAPITAL IMPROVEMENT PLAN FY2016 TO FY2021**

**Project Title:** Chapel Area Neighborhood Park  
**Project #:** 8  
**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	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	Total
Design	Devt Impact Fees	New	\$0	\$0	\$0	\$0	\$0	\$90,000	\$0	\$90,000
Land**	Devt Impact Fees	New	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Construction	Devt Impact Fees	New	\$0	\$0	\$0	\$0	\$0	\$0	\$900,000	\$900,000
Arts	Devt Impact Fees	New	\$0	\$0	\$0	\$0	\$0	\$0	\$9,000	\$9,000
Total Budget			\$0	\$0	\$0	\$0	\$0	\$90,000	\$909,000	\$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

**CITY OF SEDONA CAPITAL IMPROVEMENT PLAN FY2016 TO FY2021**

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

**Project #:** 9 **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 could fund 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	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	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
Materials & Supplies			\$0	\$0	\$0	\$0	\$0
Contractual Services			\$0	\$0	\$0	\$0	\$0
Totals			\$0	\$0	\$0	\$0	\$0

**CITY OF SEDONA CAPITAL IMPROVEMENT PLAN FY2016 TO FY2021**

**Project Title:** Park/Trail Easement Acquisition

**Location:** Citywide

**Project #:** 10

**Category:** 2

**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. Staff and volunteers are continuing work to determine trail heads within City limits that need to be purchased by the City. In FY15 two purchases were made, for easements to complete the Airport Loop Trail which was previously traversing private property. The loop is now complete.

**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	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	Total
Land	Devt Impact Fees	New	\$7,400	\$50,000	\$0	\$0	\$0	\$0	\$0	\$57,400
Total Budget			\$7,400	\$50,000	\$0	\$0	\$0	\$0	\$0	\$57,400

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

**CITY OF SEDONA CAPITAL IMPROVEMENT PLAN FY2016 TO FY2021**

**Project Title:** Shade Structures and Playgrounds  
**Project #:** 11  
**Location:** Posse Grounds Park Playground Area & Multiuse Field  
**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."  
 City projects are more competitive for outside funding sources if the City has already committed to the project by completing the design phase. Our intention is to fund the design utilizing Development Impact Fees. Construction would not take place unless outside funding sources are procured. 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. These are the last two playgrounds that need to be covered in order to accomplish one of the goals in the Master Plan.



Category	Funding Source	Carryover/ New	Prior Yr	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	Total
Design	Dev Impact Fees	New	\$0	\$35,000	\$0	\$0	\$0	\$0	\$0	\$35,000
Construction	Outside funding	New	\$0	\$0	\$0	\$0	\$0	\$438,937	\$0	\$438,937
Contingency	Outside funding	New	\$0	\$0	\$0	\$0	\$0	\$43,893	\$0	\$43,893
Arts	Outside funding	New	\$0	\$0	\$0	\$0	\$0	\$4,389	\$0	\$4,389
Total Budget			\$0	\$35,000	\$0	\$0	\$0	\$487,219	\$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

**CITY OF SEDONA CAPITAL IMPROVEMENT PLAN FY2016 TO FY2021**

**Project Title:** Concession Stand

**Location:** Posse Grounds Park

**Project #:** 12

**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	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	Total
Design		New	\$0	\$0	\$0	\$0	\$0	\$65,000	\$0	\$65,000
Construction		New	\$0	\$0	\$0	\$0	\$0	\$0	\$187,000	\$187,000
Arts		New	\$0	\$0	\$0	\$0	\$0	\$0	\$1,870	\$1,870
Total Budget			\$0	\$0	\$0	\$0	\$0	\$65,000	\$188,870	\$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

**CITY OF SEDONA CAPITAL IMPROVEMENT PLAN FY2016 TO FY2021**

**Project Title:** Fitness Trail  
**Project #:** 13

**Location:** Posse Grounds Park  
**Category:** 2

**Project Description**

The City is applying for a grant through Arizona State Parks, that if awarded could completely renovate the fitness trail located at Posse Grounds Park. The current fitness trail is outdated, underused and not ADA compliant. The new fitness trail would include removal of the old equipment, installation of new pads, new ADA accessible equipment and signage and potentially shade structures as well.



**Project Justification**

Park amenities should be maintained and/or replaced when necessary per our maintenance standards for the parks. Seeking outside funding to complete these "nice to have projects" and provide new parks amenities to the public, allows the City to leverage a small contribution (in this case for design and a small construction contribution) and possibly acquire up to \$80,000 of outside sources to fund the majority of the project. This project is also supported by West Sedona School.

Category	Funding Source	Carryover/New	Prior Yr	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	Total
Design	General Fund	New	\$6,000	\$0	\$0	\$0	\$0	\$0	\$0	\$6,000
Construction	Dev Impact Fee	New	\$0	\$3,200	\$0	\$0	\$0	\$0	\$0	\$3,200
Construction	Outside Funding	New	\$0	\$80,000	\$0	\$0	\$0	\$0	\$0	\$80,000
Arts	Dev Impact Fee	New	\$0	\$800	\$0	\$0	\$0	\$0	\$0	\$800
Total Budget			\$6,000	\$84,000	\$0	\$0	\$0	\$0	\$0	\$90,000

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

**CITY OF SEDONA CAPITAL IMPROVEMENT PLAN FY2016 TO FY2021**

**Project Title:** Dog Park Upgrade  
**Project #:** 14

**Location:** Posse Grounds Park  
**Category:** 2

**Project Description**

Upgrade existing dog park. Remove decomposed granite and add K9 artificial turf. Include K9/human drinking fountains. Create a master plan design of the park to determine other upgrades that can be included to improve the park based on Best Practices and community feedback.



**Project Justification**

The Parks and Recreation Dept. and the Public Works Dept. continue to get complaints about the dog park. The dirt is hot, filthy and injures the paws of dogs. The current water situation is a horse trough and hose. Adding artificial K9 grass will not only be beautiful but clean and sanitary as well as injury free. This project will also take into consideration other requests that have been made to Public Works.

Category	Funding Source	Carryover/ New	Prior Yr	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	Total
Design	DIF Fees	New	\$0	\$18,120	\$0	\$0	\$0	\$0	\$0	\$18,120
Construction	DIF Fees	New	\$0	\$0	\$151,000	\$0	\$0	\$0	\$0	\$151,000
Arts	General Fund	New	\$0	\$0	\$1,510	\$0	\$0	\$0	\$0	\$1,510
Total Budget			\$0	\$18,120	\$152,510	\$0	\$0	\$0	\$0	\$170,630

Total Operating Impacts								
Personnel Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Materials & Supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Totals	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>



**CITY OF SEDONA CAPITAL IMPROVEMENT PLAN FY2016 TO FY2021**

**Project Title:** Bike Skills Park

**Location:** Posse Grounds Park

**Project #:** 15

**Category:** 1

**Project Description**

This project assumed a cost share between the City and fundraising from the users. The users fundraised \$37,000 for design of the park in FY15 and the City subsequently agreed to construct the park. The contributed funds, paid for a complete master plan design of the bike skills park. It included future phases (not currently budgeted) that could be built if additional funding became available. 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.

**Project Justification**

As \$37,000 was raised by the community to pay for the design of the park, it can be concluded that this amenity is a community need. 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. Since a master plan design has been approved by the community, Planning & Zoning Commission and the City Council, it would be in the best interest for our users if the park was completed in its potential entirety. The budgeted amount for FY16 will cover Phase I of the park. If additional funding is procured from outside sources, we would like the City to approve additional funds as a match to complete Phase II of the park in FY17, thus completing the park entirely. 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.

Category	Funding Source	Carryover/ New	Prior Yr	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	Total
Design	Outside Sources	Carryover	\$33,765	\$3,331	\$0	\$0	\$0	\$0	\$0	\$37,096
Construction	General Fund	Carryover	\$0	\$110,000	\$0	\$0	\$0	\$0	\$0	\$110,000
Construction	General Fund	New	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Construction	Outside Sources	New	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Arts	General Fund	New	\$0	\$1,600	\$0	\$0	\$0	\$0	\$0	\$1,600
Total Budget			\$33,765	\$114,931	\$0	\$0	\$0	\$0	\$0	\$148,696

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

**CITY OF SEDONA CAPITAL IMPROVEMENT PLAN FY2016 TO FY2021**

**Project Title:** Uptown Parking Meters on Main Street

**Location:** Uptown

**Project #:** 16

**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 way finding 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	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	Total
Arts	General Fund	Carryover	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Construction	General Fund	Carryover	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	General Fund	New	\$0	\$100,000	\$200,000	\$0	\$0	\$0	\$0	\$300,000
Study	General Fund	New	\$26,000	\$0	\$0	\$0	\$0	\$0	\$0	\$26,000
Total Budget			\$26,000	\$100,000	\$200,000	\$0	\$0	\$0	\$0	\$326,000

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	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>

**CITY OF SEDONA CAPITAL IMPROVEMENT PLAN FY2016 TO FY2021**

**Project Title:** Shooting Range/Training Facility Improvement: **Location:** N/A

**Project #:** 17

**Category:** 3

**Project Description**

A study has been completed on the renovation and enhancement of the police shooting range. The study encompassed needed critical safety improvements and enhancements that would provide the department with an effective training facility. The critical safety improvements will be completed in FY 2015. The continuance of this project will focus on the construction of training rooms, restrooms, secured storage areas, parking areas and a new access road to the facility.

**Project Justification**

The police department shooting range recently underwent specific renovation to address critical safety issues and make minor improvements to enhance its functionality as a training facility. The department is in need of dedicated space and areas in which their training activities can be conducted in a safe, secured and controlled location. The areas adjacent to the shooting range are large enough to accommodate the space needed for the construction of restrooms, training rooms, secured storage areas, and parking areas. Additionally, a new access road to the facility could be designed and constructed to provide an entrance to the facility that would not require travel through sensitive areas within the Waste Water Treatment Plant or the recreational wetlands. Such improvements to the facility 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.

Category	Funding Source	Carryover/ New	Prior Yr	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	Total
Study	General Fund		\$20,000	\$0	\$0	\$0	\$0	\$0	\$0	\$20,000
Design	Devt Impact Fees	New	\$0	\$0	\$15,000	\$0	\$0	\$0	\$0	\$15,000
Arts	General Fund	New	\$3,750	\$0	\$0	\$7,000	\$0	\$0	\$0	\$3,750
Construction	General Fund	New	\$230,000	\$0	\$0	\$700,000	\$0	\$0	\$0	\$930,000
Construction	Devt Impact Fees		\$95,000	\$0	\$0	\$0	\$0	\$0	\$0	\$95,000
Construction	PD RICO	New	\$30,000	\$0	\$0	\$25,000	\$0	\$0	\$0	\$55,000
Equipment	PANT RICO	New	\$50,000	\$0	\$25,000	\$25,000	\$0	\$0	\$0	\$100,000
Total Budget			\$428,750	\$0	\$40,000	\$757,000	\$0	\$0	\$0	\$1,218,750

Total Operating Impacts						
Personnel Costs	\$0	\$0	\$0	\$0	\$0	\$0
Materials & Supplies	\$0	\$0	\$0	\$5,000	\$5,000	\$5,000
Contractual Services	\$0	\$0	\$0	\$10,000	\$10,000	\$10,000
Totals	\$0	\$0	\$0	\$15,000	\$15,000	\$15,000

**CITY OF SEDONA CAPITAL IMPROVEMENT PLAN FY2016 TO FY2021**

**Project Title:** Police Facility Renovations

**Location:** 100 Roadrunner Drive

**Project #:** 18

**Category:** 2

**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. The building was not designed or built as a public safety facility and therefore does not allow for effective work flow processes, security of confidential/sensitive work areas, locker room privacy, shared public/other city department use, or accommodation of various support functions. A space needs analysis showed that the department should be operating in a facility of 18,000 square feet. The current work space in the building is about 8,100 square feet. The department will continue to make minor modifications and enhancements to the facility to improve its functionality. A long term solution to the department's facility needs to be discussed and developed.

Category	Funding Source	Carryover/ New	Prior Yr	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	Total
Study	RICO	New	\$8,000	\$0	\$0	\$0	\$0	\$0	\$0	\$8,000
Construction	General Fund	New	\$150,000	\$150,000	\$150,000	\$0	\$0	\$9,000,000	\$0	\$9,450,000
Percent for Arts	General Fund	New	\$1,500	\$1,500	\$1,500	\$0	\$0	\$0	\$0	\$4,500
Total Budget			\$159,500	\$151,500	\$151,500	\$0	\$0	\$9,000,000	\$0	\$9,462,500

Total Operating Impacts						
Personnel Costs	\$0	\$0	\$0	\$0	\$0	\$0
Materials & Supplies	\$0	\$0	\$0	\$0	\$0	\$15,000
Contractual Services	\$0	\$0	\$0	\$0	\$0	\$50,000
Totals	\$0	\$0	\$0	\$0	\$0	\$65,000

**CITY OF SEDONA CAPITAL IMPROVEMENT PLAN FY2016 TO FY2021**

**Project Title:** Radio Systems Enhancement

**Location:** 100 Roadrunner Drive

**Project #:** 19

**Category:** 1

**Project Description**

Enhance radio system to improve radio transmitting and receiving of police radio communications. Evaluate benefits and costs of adding functionality to provide radio communications for other city government functions such as Parks/Recreations and emergency management. Identify and recommend various alternatives to ensure that the radio system will meet current and future interoperability requirements.

**Project Justification**

Department personnel have experienced on-going problems with transmitting and receiving radio communications. The police radio communications system partially resides on the Sedona Fire District's radio communications infrastructure and a significant amount of the police radio communications equipment is out dated and in need of replacement or upgrading. An in-depth analysis and assessment of the radio system needs to be conducted to identify the best and most cost effective approach to improvements to the system and the replacement/upgrading of radio equipment. Additionally, alternatives for enhancing the system to ensure its capability to meet current and future interoperability requirements need to be explored and reviewed for future potential costs.

Category	Funding Source	Carryover/ New	Prior Yr	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	Total
Coverage Study	General Fund	Carryover	\$50,000	\$0	\$0	\$0	\$0	\$0	\$0	\$50,000
Equipment	General Fund	Carryover	\$31,000	\$40,000	\$0	\$0	\$0	\$0	\$0	\$71,000
Equipment	General Fund	New	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Budget			\$81,000	\$40,000	\$0	\$0	\$0	\$0	\$0	\$121,000

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

**CITY OF SEDONA CAPITAL IMPROVEMENT PLAN FY2016 TO FY2021**

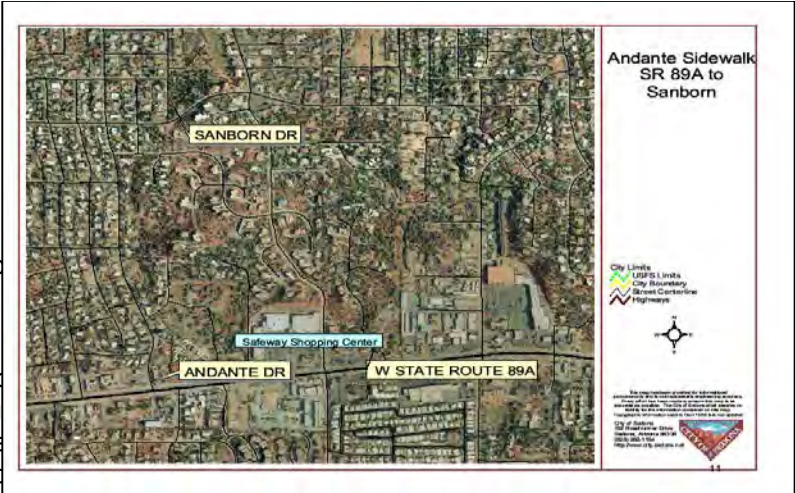
**Project Title:** Andante Sidewalk SR 89A to Sanborn Drive  
**Project #:** 20  
**Location:** Andante Road SR 89A to Sanborn Drive  
**Category:** 3

**Project Description**

Construct sidewalk and related storm drainage along Andante from SR 89A 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 the SR 89A business area. The proposed sidewalk location is along the bus route for the Sedona Oak Creek School District. This project would improve a portion of the route shown on the City Trails and Urban Pathway Plan, improving pedestrian safety, and enhancing 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	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	Total
Construction Mgmt.	General Fund	New	\$0	\$0	\$0	\$0	\$0	\$60,000	\$0	\$60,000
Land	General Fund	New	\$0	\$0	\$0	\$0	\$0	\$10,000	\$0	\$10,000
Design	General Fund	New	\$0	\$0	\$0	\$0	\$175,000	\$0	\$0	\$175,000
Construction	General Fund	New	\$0	\$0	\$0	\$0	\$0	\$1,100,000	\$0	\$1,100,000
Arts	General Fund	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	\$5,000	\$5,000	\$5,000
Contractual Services	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$0	\$0	\$0	\$5,000	\$5,000	\$5,000

**CITY OF SEDONA CAPITAL IMPROVEMENT PLAN FY2016 TO FY2021**

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

**Location:** SR 89A from Forest Road to Art Barn Road

**Project #:** 21

**Category:** 2

**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 will be completed in FY15 and construction is slated to be completed in FY16.

Category	Funding Source	Carryover/ New	Prior Yr	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	Total
Design	General Fund	Carryover	\$75,000	\$0	\$0	\$0	\$0	\$0	\$0	\$75,000
Construction	General Fund	Carryover	\$145,500	\$745,500	\$0	\$0	\$0	\$0	\$0	\$891,000
Art	General Fund	Carryover	\$1,455	\$7,455	\$0	\$0	\$0	\$0	\$0	\$8,910
Total Budget			\$221,955	\$752,955	\$0	\$0	\$0	\$0	\$0	\$974,910

Total Operating Impacts						
Personnel Costs		\$0	\$0	\$0	\$0	\$0
Materials & Supplies		\$0	\$30,000	\$0	\$0	\$0
Contractual Services		\$0	\$0	\$0	\$0	\$0
Totals		\$0	\$30,000	\$0	\$0	\$0

**CITY OF SEDONA CAPITAL IMPROVEMENT PLAN FY2016 TO FY2021**

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

**Project #:** 22 **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 lot to the new Wayside public parking area. This recommendation also came out of the Uptown Parking Study and input from 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 may 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	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	Total
Design	General Fund	Carryover	\$114,000	\$30,000	\$0	\$0	\$0	\$0	\$0	\$144,000
Land Acquisition	General Fund	New	\$0	\$30,000	\$0	\$0	\$0	\$0	\$0	\$30,000
Construction	Devt Impact Fees	New	\$0	\$500,000	\$0	\$0	\$0	\$0	\$0	\$500,000
Construction	General Fund	New	\$0	\$200,000	\$0	\$0	\$0	\$0	\$0	\$200,000
Construction	Outside Sources	New	\$0	\$100,000	\$0	\$0	\$0	\$0	\$0	\$100,000
Art	General Fund	New	\$0	\$8,500	\$0	\$0	\$0	\$0	\$0	\$8,500
Total Budget			\$114,000	\$868,500	\$0	\$0	\$0	\$0	\$0	\$982,500

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	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000
Totals	\$0	\$22,000	\$22,000	\$22,000	\$22,000	\$22,000



**CITY OF SEDONA CAPITAL IMPROVEMENT PLAN FY2016 TO FY2021**

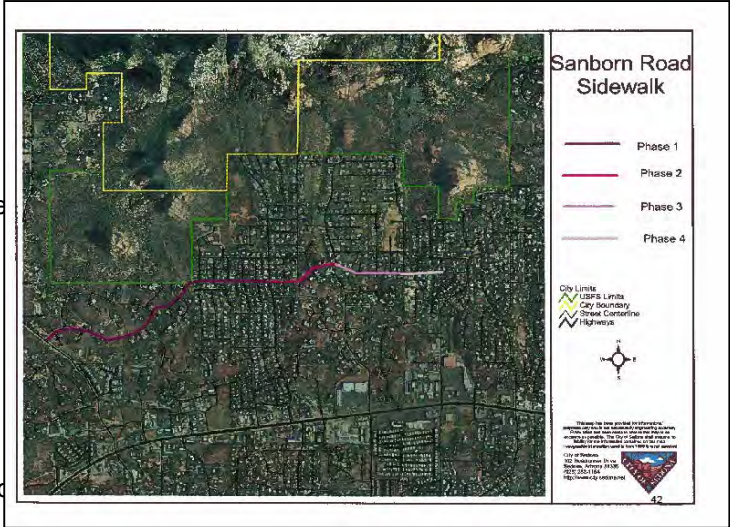
**Project Title:** Sanborn Drive Sidewalk  
**Project #:** 23  
**Location:** See Description  
**Category:** 3

**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 Drive.  
 Phase 2 Andante Drive to Rodeo Road  
 Phase 3 Rodeo Road to Little Elf Drive  
 Phase 4 Little Elf Drive to Coffee Pot Drive  
 Contingency is for utility relocations.

**Project Justification**

This project promotes pedestrian movement along a major roadway in the City. The motor vehicle 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 visitors, 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	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	Total
Contingency	General Fund	New	\$0	\$0	\$0	\$0	\$0	\$0	\$250,000	\$250,000
Design	General Fund	New	\$0	\$0	\$0	\$0	\$225,000	\$225,000	\$0	\$450,000
Construction	General Fund	New	\$0	\$0	\$0	\$0	\$0	\$0	\$3,000,000	\$3,000,000
Arts	General Fund	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
Materials & Supplies	\$0	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$0	\$0	\$0	\$0	\$0	\$0

**CITY OF SEDONA CAPITAL IMPROVEMENT PLAN FY2016 TO FY2021**

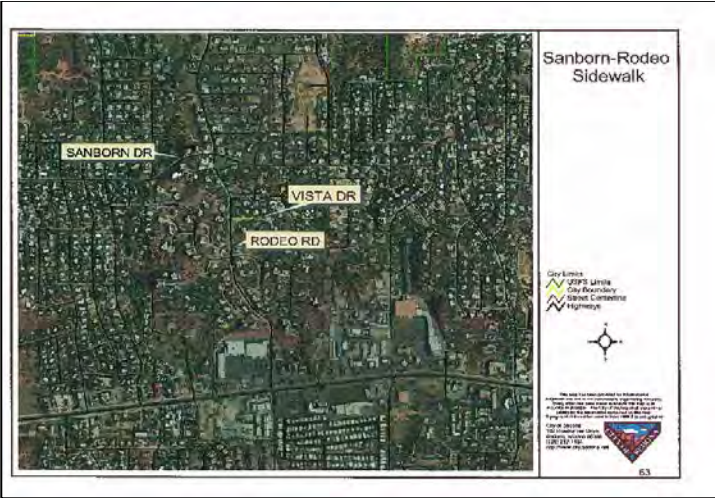
**Project Title:** Sanborn Drive - Rodeo Road Sidewalk Project  
**Project #:** 24  
**Location:** See Description  
**Category:** 3

**Project Description**

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

**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 beneficial. Reducing intercity 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	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	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	\$262,000	\$0	\$0
Contractual Services	\$0	\$0	\$0	\$0	\$0	\$0
<b>Totals</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$262,000</b>	<b>\$0</b>	<b>\$0</b>

**CITY OF SEDONA CAPITAL IMPROVEMENT PLAN FY2016 TO FY2021**

**Project Title:** Chapel Road Sidewalk

**Location:** Chapel Road

**Project #:** 25

**Category:** 3

**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 SR 179 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	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	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	\$7,500	\$7,500
Contractual Services			\$0	\$0	\$0	\$0	\$0	\$0
Totals			\$0	\$0	\$0	\$0	\$7,500	\$7,500

**CITY OF SEDONA CAPITAL IMPROVEMENT PLAN FY2016 TO FY2021**

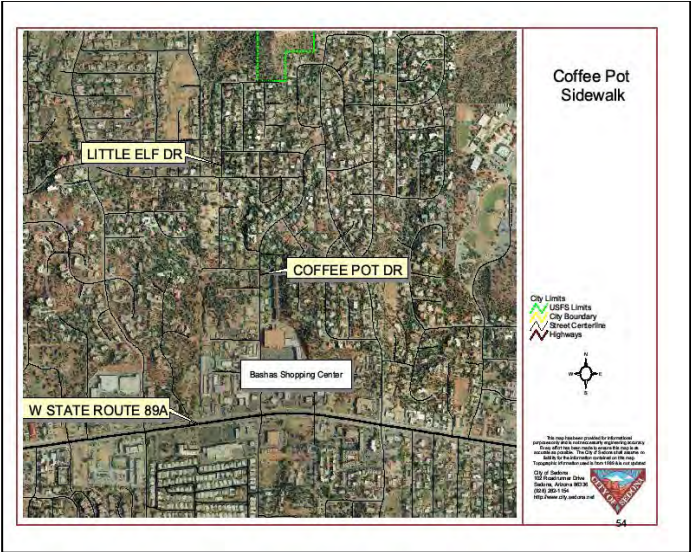
**Project Title:** Coffee Pot Sidewalk  
**Project #:** 26  
**Location:** Little Elf Drive and Sanborn Drive to Coffee Pot Drive  
**Category:** 3

**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 to get public feedback prior to starting design.



Category	Funding Source	Carryover/ New	Prior Yr	FY2016	FY2017	FY2018	FY2019	FY2020	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	\$0
Materials & Supplies	\$0	\$0	\$0	\$0	\$2,500	\$2,500	\$0
Contractual Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$0	\$0	\$0	\$0	\$2,500	\$2,500	\$0

**CITY OF SEDONA CAPITAL IMPROVEMENT PLAN FY2016 TO FY2021**

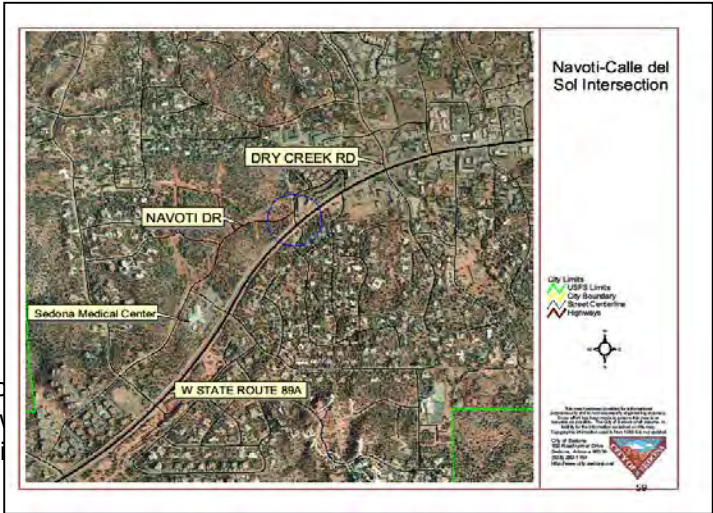
**Project Title:** Navoti-Calle del Sol Intersection  
**Project #:** 27  
**Location:** Navoti-Calle del Sol Intersection  
**Category:** 1

**Project Description**

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

**Project Justification**

When the Cor D' Amor Subdivision (Rimstone) was constructed, Navoti Drive was extended to 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 being developed with new homes, which will make this connection more necessary. FY16 funding is carryover.



Category	Funding Source	Carryover/ New	Prior Yr	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	Total
Design	Devt Impact Fees	Carryover	\$75,000	\$5,000	\$0	\$0	\$0	\$0	\$0	\$80,000
Construction	Devt Impact Fees	Carryover	\$150,000	\$150,000	\$0	\$0	\$0	\$0	\$0	\$150,000
Arts	Devt Impact Fees	Carryover	\$1,500	\$1,500	\$0	\$0	\$0	\$0	\$0	\$1,500
Total Budget			\$226,500	\$156,500	\$0	\$0	\$0	\$0	\$0	\$231,500

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

**CITY OF SEDONA CAPITAL IMPROVEMENT PLAN FY2016 TO FY2021**

**Project Title:** SR 89A Landscape Improvements  
**Project #:** 28

**Location:** SR 89A from Airport Road To Dry Creek Road  
**Category:** 1

**Project Description**

The FY16 construction project involves the installation of a dual-layer weed barrier in the landscaped areas of SR 89A from 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. The FY16 design and FY17 construction project includes providing landscape improvements at the western end of the city limits.

**Project Justification**

For the FY16 project, expected savings from the dual-layer weed barrier installation include 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. The FY16/17 project would improve the aesthetic character of the western entrance to the City.

Category	Funding Source	Carryover/ New	Prior Yr	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	Total
Construction	General Fund	New	\$0	\$0	\$175,000	\$260,000	\$0	\$0	\$0	\$435,000
Arts	General Fund	New	\$0	\$0	\$1,750	\$2,600	\$0	\$0	\$0	\$4,350
Design	Devt Impact Fees	New	\$0	\$0	\$30,000	\$0	\$0	\$0	\$0	\$30,000
Total Budget			\$0	\$0	\$206,750	\$262,600	\$0	\$0	\$0	\$469,350

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	-\$7,000	-\$7,000	-\$7,000	-\$7,000	-\$7,000
Totals	\$0	-\$17,000	-\$17,000	-\$17,000	-\$17,000	-\$17,000

**CITY OF SEDONA CAPITAL IMPROVEMENT PLAN FY2016 TO FY2021**

**Project Title:** Jordan Road Sidewalk Extension  
**Project #:** 29  
**Location:** Jordan Road between Schnebly Road and Mesquite Road intersection (east side)  
**Category:** 1

**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 work will carry into FY16.

**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 Jordan Road to stay on a sidewalk until they reach Mesquite).

Category	Funding Source	Carryover/ New	Prior Yr	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	Total
Construction Mgmt	Devt Impact Fees	New	\$15,000	\$0	\$0	\$0	\$0	\$0	\$0	\$15,000
Design	Devt Impact Fees	New	\$30,000	\$0	\$0	\$0	\$0	\$0	\$0	\$30,000
Construction	Devt Impact Fees	Carryover	\$42,600	\$25,000	\$0	\$0	\$0	\$0	\$0	\$25,000
Arts	Devt Impact Fees	New	\$426	\$250	\$0	\$0	\$0	\$0	\$0	\$250
Total Budget			\$88,026	\$25,250	\$0	\$0	\$0	\$0	\$0	\$70,250

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

**CITY OF SEDONA CAPITAL IMPROVEMENT PLAN FY2016 TO FY2021**

**Project Title:** MS4 Storm Water Sampling  
**Project #:** 30  
**Location:** Along Oak Creek within the City limits  
**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 storm waters 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 waters. 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	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	Total
Design	General Fund	New	\$0	\$40,000	\$0	\$0	\$0	\$0	\$0	\$40,000
Construction	General Fund	New	\$0	\$147,500	\$0	\$0	\$0	\$0	\$0	\$147,500
Arts	General Fund	New	\$0	\$1,475	\$0	\$0	\$0	\$0	\$0	\$1,475
Total Budget			\$0	\$188,975	\$0	\$0	\$0	\$0	\$0	\$188,975

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



**CITY OF SEDONA CAPITAL IMPROVEMENT PLAN FY2016 TO FY2021**

**Project Title:** Dry Creek Road Overlay  
**Project #:** 31  
**Location:** Dry Creek Road  
**Category:** 2

**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 FY18, 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	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	Total
Design	General Fund	New	\$0	\$121,000	\$0	\$0	\$0	\$0	\$0	\$121,000
Design	Grant	New	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Construction	Grant	New	\$0	\$0	\$0	\$371,657	\$0	\$0	\$0	\$371,657
Construction	General Fund	New	\$0	\$0	\$0	\$57,243	\$0	\$0	\$0	\$57,243
Arts	General Fund	New	\$0	\$0	\$0	\$4,289	\$0	\$0	\$0	\$4,289
Total Budget			\$0	\$121,000	\$0	\$433,189	\$0	\$0	\$0	\$554,189

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

**CITY OF SEDONA CAPITAL IMPROVEMENT PLAN FY2016 TO FY2021**

**Project Title:** Sanborn Dr/Thunder Mountain Rd Overlay  
**Project #:** 32  
**Location:** Sanborn Dr/Thunder Mountain Rd  
**Category:** 2

**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 FY19, 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	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	Total
Design	General Fund	New	\$0	\$0	\$151,000	\$0	\$0	\$0	\$0	\$151,000
Construction	Grant	New	\$0	\$0	\$0	\$0	\$371,657	\$0	\$0	\$371,657
Construction	General Fund	New	\$0	\$0	\$0	\$0	\$210,343	\$0	\$0	\$210,343
Arts	General Fund	New	\$0	\$0	\$0	\$0	\$5,820	\$0	\$0	\$5,820
Total Budget			\$0	\$0	\$151,000	\$0	\$587,820	\$0	\$0	\$738,820

Total Operating Impacts						
Personnel Costs	\$0	\$0	\$0	\$0	\$0	\$0
Materials & Supplies	\$0	\$0	\$0	\$0	\$11,000	\$0
Contractual Services	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$0	\$0	\$0	\$0	\$11,000	\$0

**CITY OF SEDONA CAPITAL IMPROVEMENT PLAN FY2016 TO FY2021**

**Project Title:** Ranger Road - Brewer Road - SR 89A Intersection

**Project #:** 33

**Location:** Ranger Road - Brewer Road - SR 89A Intersection

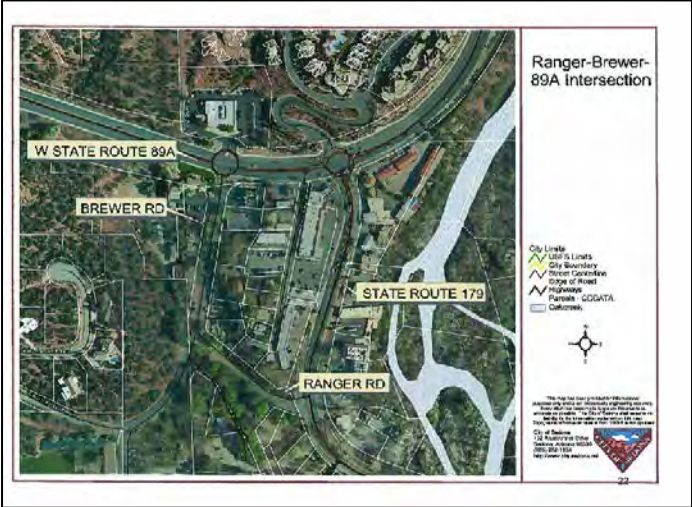
**Category:** 3

**Project Description**

This project consists of a study, design, and construction to improve existing Ranger Road/Brewer Road between SR 179 and SR 89A.

**Project Justification**

The improvement of SR 179 has routed additional traffic onto Ranger and Brewer Roads. Also, traffic volumes are nearing the capacity of the Y-Intersection. The current intersection and roadways are not adequate for present traffic and are in need of upgrading. Future increases in traffic will create safety issues, render the intersection ineffective, and create added congestion at adjacent intersections. The intent of the improvements would be to improve the efficiency of the intersection.



Category	Funding Source	Carryover/ New	Prior Yr	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	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	\$200,000	\$0	\$0	\$200,000
Construction		New	\$0	\$0	\$0	\$0	\$0	\$1,250,000	\$0	\$1,250,000
Arts		New	\$0	\$0	\$0	\$0	\$0	\$12,500	\$0	\$12,500
Total Budget			\$0	\$0	\$0	\$0	\$300,000	\$1,262,500	\$0	\$1,562,500

Total Operating Impacts						
Personnel Costs	\$0	\$0	\$0	\$0	\$0	\$0
Materials & Supplies	\$0	\$0	\$0	\$0	\$0	\$20,000
Contractual Services	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$0	\$0	\$0	\$0	\$0	\$20,000

**CITY OF SEDONA CAPITAL IMPROVEMENT PLAN FY2016 TO FY2021**

**Project Title:** Uptown Public Restroom Improvements - Uptown Parking Lot  
**Project #:** 34  
**Location:** Schnebly Road & Cedar Street (260 Schnebly Rd)  
**Category:** 3

**Project Description**

This project would add a new public restroom facility to the Uptown Parking Lot property. The facility would include modern fixtures and ADA access. An approved budget would allow for the development of plans and specifications for the new improvements.

**Project Justification**

Design is underway in FY15 for improving use of the Uptown Parking Lot. With these improvements, more people will pass through the area and support facilities will be needed.



Category	Funding Source	Carryover/ New	Prior Yr	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	Total
Construction Mgmt	Parking Meter Rev	New	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land	Parking Meter Rev	New	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Design	Parking Meter Rev	New	\$0	\$0	\$0	\$0	\$20,000	\$0	\$0	\$20,000
Construction	Parking Meter Rev	New	\$0	\$0	\$0	\$0	\$0	\$100,000	\$0	\$100,000
Arts	Parking Meter Rev	New	\$0	\$0	\$0	\$0	\$0	\$1,000	\$0	\$1,000
Total Budget			\$0	\$0	\$0	\$0	\$20,000	\$101,000	\$0	\$121,000

Total Operating Impacts						
Personnel Costs	\$0	\$0	\$0	\$0	\$0	\$0
Materials & Supplies	\$0	\$0	\$0	\$0	\$0	\$200
Contractual Services	\$0	\$0	\$0	\$0	\$0	\$2,500
Totals	\$0	\$0	\$0	\$0	\$0	\$2,700

**CITY OF SEDONA CAPITAL IMPROVEMENT PLAN FY2016 TO FY2021**

**Project Title:** Uptown Public Restroom Improvements - Hitching Post  
**Project #:** 35  
**Location:** Adjacent to Jordan Road & Mesquite Ave  
**Category:** 3

**Project Description**

Improvements are needed at the Hitching Post public restrooms. The existing restrooms are in need of ADA updates, renovations in the existing hardware and mechanical upgrades. An approved budget would allow for the development of plans and specification for improvements to the existing restrooms.

**Project Justification**

This building has been in need of improvements and repair for a number of years. The demand on the building has increased over the years. The Hitching Post public restrooms are in the heart of the Uptown district and are a needed amenity for the area. The level of maintenance required over the past couple of years has increased significantly.



Category	Funding Source	Carryover/ New	Prior Yr	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	Total
Construction Mgmt	Parking Meter Rev	New	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land	Parking Meter Rev	New	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Design	Parking Meter Rev	New	\$0	\$0	\$0	\$0	\$20,000	\$0	\$0	\$20,000
Construction	Parking Meter Rev	New	\$0	\$0	\$0	\$0	\$0	\$100,000	\$0	\$100,000
Arts	Parking Meter Rev	New	\$0	\$0	\$0	\$0	\$0	\$1,000	\$0	\$1,000
Total Budget			\$0	\$0	\$0	\$0	\$20,000	\$101,000	\$0	\$121,000

Total Operating Impacts						
Personnel Costs	\$0	\$0	\$0	\$0	\$0	\$0
Materials & Supplies	\$0	\$0	\$0	\$0	\$0	\$200
Contractual Services	\$0	\$0	\$0	\$0	\$0	\$2,500
<b>Totals</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,700</b>

**CITY OF SEDONA CAPITAL IMPROVEMENT PLAN FY2016 TO FY2021**

**Project Title:** Transportation Study  
**Project #:** 36  
**Location:** Citywide  
**Category:** 2

**Project Description**

This project will fund an updated transportation master plan study. The previous study, the Sedona Area Transportation Study was completed in 1991. The study will include an in-depth analysis of the existing conditions and anticipated future circulation patterns. The study will include a public input process, defining the existing transportation system including vehicle, bicycle, pedestrian, and public transit circulation networks, forecasting future capacity demands on the transportation system and the roadway improvements necessary to correct deficiencies, evaluating and recommending methods to improve overall level of service at key locations, addressing safety issues, defining necessary Capital Improvement Program (CIP) projects, planning for corridor and access control for the West Sedona commercial corridor, evaluating “Complete Streets” standards to promote multimodal circulation, including walking and biking; and identifying opportunities for improving transit and shuttle services within the City.

**Project Justification**

Traffic congestion and circulation issues have been a long-standing concern for Sedona, progressively worsening with time and will predictably continue to deteriorate as the City approaches build out if no action is taken to address the current situation and future needs. The objective of the Sedona Transportation Master Plan (STMP) is to provide the Sedona area an update to the performance of the major routes and minor arterials, within the City of Sedona, and provide an implementation planning tool for programming of funds, and guidance for development, for improvement of the transportation system.

Category	Funding Source	Carryover/ New	Prior Yr	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	Total
Study	General Fund	New	\$0	\$250,000	\$0	\$0	\$0	\$0	\$0	\$250,000
Total Budget			\$0	\$250,000	\$0	\$0	\$0	\$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

**CITY OF SEDONA CAPITAL IMPROVEMENT PLAN FY2016 TO FY2021**

**Project Title:** Cathedral Rock Trail Head

**Project #:** 37

**Location:** Back O'Beyond Road

**Category:** 2

**Project Description**

**Project Justification**

Category	Funding Source	Carryover/ New	Prior Yr	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	Total
Study	General Fund	New	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land		New	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Design		New	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Construction		New	\$0	\$200,000	\$0	\$0	\$0	\$0	\$0	\$200,000
Arts		New	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Budget			\$0	\$200,000	\$0	\$0	\$0	\$0	\$0	\$200,000

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

# CITY OF SEDONA CAPITAL IMPROVEMENT PLAN FY2016 TO FY2021

**Project Title:** Coffee Pot Drainage Basin - Casa Bonita Channel

**Location:** Casa Bonita Condominium Subdivision

**Project #:** 38

**Category:** 1

## 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 will be completed in FY 15, and construction would be completed in FY 16. 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. This project is proposed as a Capital Improvement Project due to the required improvements upstream and downstream of this area. 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	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	Total
Design	General Fund	Carryover	\$0	\$40,000	\$0	\$0	\$0	\$0	\$0	\$40,000
Design	General Fund	New	\$360,000	\$10,000	\$0	\$0	\$0	\$0	\$0	\$370,000
Arts	General Fund	New	\$0	\$4,500	\$0	\$0	\$0	\$0	\$0	\$4,500
Construction	Yavapai County Flood Control	New	\$0	\$350,000	\$0	\$0	\$0	\$0	\$0	\$350,000
Construction	General Fund	New	\$0	\$100,000	\$0	\$0	\$0	\$0	\$0	\$100,000
Total Budget			\$360,000	\$504,500	\$0	\$0	\$0	\$0	\$0	\$864,500

Total Operating Impacts						
Personnel Costs	\$0	\$0	\$0	\$0	\$0	\$0
Materials & Supplies	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500
Contractual Services	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500



**CITY OF SEDONA CAPITAL IMPROVEMENT PLAN FY2016 TO FY2021**

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

**Project #:** 39 **Category:** 1

**Project Description**

Design and installation of Storm Drainage Improvements at the Coffee Pot Road Crossing. The design in FY17 is for construction phase services. Construction would also be in FY17. 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	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	Total
Design	General Fund	New	\$0	\$0	\$15,000	\$0	\$0	\$0	\$0	\$15,000
Arts	General Fund	New	\$0	\$0	\$4,000	\$0	\$0	\$0	\$0	\$4,000
Construction	General Fund	New	\$0	\$0	\$100,000	\$0	\$0	\$0	\$0	\$100,000
Construction	Yavapai County Flood Control	New	\$0	\$0	\$300,000	\$0	\$0	\$0	\$0	\$300,000
Total Budget			\$0	\$0	\$419,000	\$0	\$0	\$0	\$0	\$419,000

Total Operating Impacts						
Personnel Costs	\$0	\$0	\$0	\$0	\$0	\$0
Materials & Supplies	\$0	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500
Contractual Services	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$0	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500

**CITY OF SEDONA CAPITAL IMPROVEMENT PLAN FY2016 TO FY2021**

**Project Title:** Coffee Pot Drainage Basin - Grasshopper Area Drainage **Location:** Grasshopper Lane  
**Project #:** 40 **Category:** 1

**Project Description**

Design and installation of Storm Drainage Improvements in the Grasshopper Lane Area. The design in FY18 is for construction phase services. Construction would be in FY18 and 19. In this phase of construction, within the Coffee Pot Drainage Basin, capacity of existing drainage improvements would be increased from 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 are greater than what was included in the 2005 Plan, as this project may 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



Category	Funding Source	Carryover/ New	Prior Yr	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	Total
Design	General Fund	New	\$0	\$0	\$0	\$25,000	\$0	\$0	\$0	\$25,000
Arts	General Fund	New	\$0	\$0	\$0	\$6,700	\$6,000	\$0	\$0	\$12,700
Construction	Yavapai County Flood Control	New	\$0	\$0	\$0	\$300,000	\$300,000	\$0	\$0	\$600,000
Construction	General Fund	New	\$0	\$0	\$0	\$370,000	\$300,000	\$0	\$0	\$670,000
Land	General Fund	New	\$0	\$0	\$30,000	\$0	\$0	\$0	\$0	\$30,000
Total Budget			\$0	\$0	\$30,000	\$701,700	\$606,000	\$0	\$0	\$1,337,700

Total Operating Impacts						
Personnel Costs	\$0	\$0	\$0	\$0	\$0	\$0
Materials & Supplies	\$0	\$0	\$1,500	\$1,500	\$1,500	\$1,500
Contractual Services	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$0	\$0	\$1,500	\$1,500	\$1,500	\$1,500

**CITY OF SEDONA CAPITAL IMPROVEMENT PLAN FY2016 TO FY2021**

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

**Location:** Little Elf Drive

**Project #:** 41

**Category:** 1

**Project Description**

Design and installation of Storm Drainage Improvements in the Little Elf Drive Area. 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, then along Little Elf Drive, to the upper end of the developed portion of this basin, north of Buena Vista Drive.

**Project Justification**

The 2005 Storm Drainage Master Plan identified this work. The scope of improvements included in this project are much greater than what was included in the 2005 Plan, as 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 damage potential 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	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	Total
Design		New	\$0	\$0	\$0	\$0	\$0	\$30,000	\$0	\$30,000
Arts	General Fund	New	\$0	\$0	\$0	\$0	\$0	\$10,000	\$6,200	\$16,200
Construction	Yavapai County Flood Control	New	\$0	\$0	\$0	\$0	\$0	\$300,000	\$300,000	\$600,000
Construction		New	\$0	\$0	\$0	\$0	\$0	\$700,000	\$320,000	\$1,020,000
Total Budget			\$0	\$0	\$0	\$0	\$0	\$1,040,000	\$626,200	\$1,666,200

Total Operating Impacts						
Personnel Costs	\$0	\$0	\$0	\$0	\$0	\$0
Materials & Supplies	\$0	\$0	\$0	\$0	\$1,500	\$1,500
Contractual Services	\$0	\$0	\$0	\$0	\$0	\$0
<b>Totals</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,500</b>	<b>\$1,500</b>

**CITY OF SEDONA CAPITAL IMPROVEMENT PLAN FY2016 TO FY2021**

**Project Title:** Back O' Beyond Road Low Water Crossing Improvements  
**Project #:** 42

**Location:** Back O' Beyond Road  
**Category:** 1

**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 large monsoon storms, this area is routinely isolated for up to several days. This project provides drainage improvements not shown in the stormwater master plan.

Category	Funding Source	Carryover/ New	Prior Yr	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	Total
Design		New	\$0	\$0	\$0	\$0	\$0	\$300,000	\$0	\$300,000
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	\$1,200,000	\$1,200,000
Construction	Yavapai County Flood Control	New	\$0	\$0	\$0	\$0	\$0	\$0	\$300,000	\$300,000
Total Budget			\$0	\$0	\$0	\$0	\$0	\$350,000	\$1,515,000	\$1,865,000

Total Operating Impacts						
Personnel Costs	\$0	\$0	\$0	\$0	\$0	\$0
Materials & Supplies	\$0	\$0	\$0	\$0	\$0	\$1,500
Contractual Services	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$0	\$0	\$0	\$0	\$0	\$1,500

**CITY OF SEDONA CAPITAL IMPROVEMENT PLAN FY2016 TO FY2021**

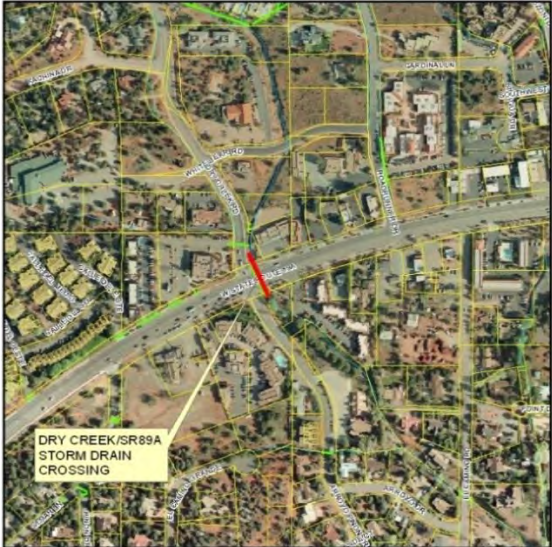
**Project Title:** Dry Creek Drainage Basin - SR 89A Crossing **Location:** Dry Creek Rd / SR 89A  
**Project #:** 43 **Category:** 1

**Project Description**

Design and installation of Storm Drainage Improvements at the Dry Creek Road / SR 89A Crossing. 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	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	Total
Design		New	\$0	\$0	\$0	\$0	\$0	\$0	\$100,000	\$100,000
Arts	General Fund	New	\$0	\$0	\$0	\$0	\$0	\$0	\$4,500	\$4,500
Construction	Yavapai County Flood Control	New	\$0	\$0	\$0	\$0	\$0	\$0	\$300,000	\$300,000
Construction		New	\$0	\$0	\$0	\$0	\$0	\$0	\$150,000	\$150,000
Land		New	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Budget			\$0	\$0	\$0	\$0	\$0	\$0	\$554,500	\$554,500

Total Operating Impacts							
Personnel Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Materials & Supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$1,500
Contractual Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$0	\$0	\$0	\$0	\$0	\$0	\$1,500

**CITY OF SEDONA CAPITAL IMPROVEMENT PLAN FY2016 TO FY2021**

**Project Title:** View Drive Drainage Improvements

**Location:** View Drive Area

**Project #:** 44

**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	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	Total
Design		New	\$0	\$0	\$0	\$0	\$0	\$0	\$350,000	\$350,000
Construction	Yavapai County Flood Control	New	\$0	\$0	\$0	\$0	\$0	\$0	\$300,000	\$300,000
Construction		New	\$0	\$0	\$0	\$0	\$0	\$0	\$1,150,000	\$1,150,000
Arts	General Fund	New	\$0	\$0	\$0	\$0	\$0	\$0	\$14,500	\$14,500
Total Budget			\$0	\$0	\$0	\$0	\$0	\$0	\$1,814,500	\$1,814,500

Total Operating Impacts						
Personnel Costs	\$0	\$0	\$0	\$0	\$0	\$0
Materials & Supplies	\$0	\$0	\$0	\$0	\$0	\$1,500
Contractual Services	\$0	\$0	\$0	\$0	\$0	\$0
<b>Totals</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,500</b>

**CITY OF SEDONA CAPITAL IMPROVEMENT PLAN FY2016 TO FY2021**

**Project Title:** Saddle Rock Drainage Improvements

**Location:** Saddle Rock Area

**Project #:** 45

**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.



SADDLEROCK DRAINAGE IMPROVEMENTS

Culverts  
Drainage



Category	Funding Source	Carryover/ New	Prior Yr	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	Total
Design		New	\$0	\$0	\$0	\$0	\$0	\$0	\$300,000	\$300,000
Construction	Yavapai County Flood Control	New	\$0	\$0	\$0	\$0	\$0	\$0	\$300,000	\$300,000
Construction		New	\$0	\$0	\$0	\$0	\$0	\$0	\$1,000,000	\$1,000,000
Arts	General Fund	New	\$0	\$0	\$0	\$0	\$0	\$0	\$13,000	\$13,000
Total Budget			\$0	\$0	\$0	\$0	\$0	\$0	\$1,613,000	\$1,613,000

Total Operating Impacts						
Personnel Costs	\$0	\$0	\$0	\$0	\$0	\$0
Materials & Supplies	\$0	\$0	\$0	\$0	\$0	\$1,500
Contractual Services	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$0	\$0	\$0	\$0	\$0	\$1,500

**CITY OF SEDONA CAPITAL IMPROVEMENT PLAN FY2016 TO FY2021**

**Project Title:** Brewer/Tlaquepaque Drainage Improvements  
**Project #:** 46  
**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.



**CITY OF SEDONA**  
 BREWER/  
 TLAQUEPAQUE  
 DRAINAGE  
 IMPROVEMENTS

Category	Funding Source	Carryover/ New	Prior Yr	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	Total
Design	Coconino County Flood Control	New	\$184,340	\$250,000	\$0	\$0	\$0	\$0	\$0	\$250,000
Design	Coconino County Flood Control	Carryover	\$0	\$20,000	\$0	\$0	\$0	\$0	\$0	\$20,000
Construction	Coconino County Flood Control	New	\$186,677	\$426,667	\$866,666	\$0	\$0	\$0	\$0	\$1,293,333
Construction	Outside Sources	New	\$116,677	\$213,333	\$216,667	\$0	\$0	\$0	\$0	\$430,000
Construction	Outside Sources	New	\$116,677	\$0	\$216,667	\$0	\$0	\$0	\$0	\$216,667
Arts	General Fund	New	\$4,200	\$6,400	\$13,000	\$0	\$0	\$0	\$0	\$19,400
Total Budget			\$608,571	\$916,400	\$1,313,000	\$0	\$0	\$0	\$0	\$2,229,400

Total Operating Impacts						
Personnel Costs	\$0	\$0	\$0	\$0	\$0	\$0
Materials & Supplies	\$0	\$500	\$1,500	\$1,500	\$1,500	\$1,500
Contractual Services	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$0	\$500	\$1,500	\$1,500	\$1,500	\$1,500



**CITY OF SEDONA CAPITAL IMPROVEMENT PLAN FY2016 TO FY2021**

**Project Title:** Brewer Road Crossing Improvements

**Location:** Brewer Road at Soldier Wash

**Project #:** 47

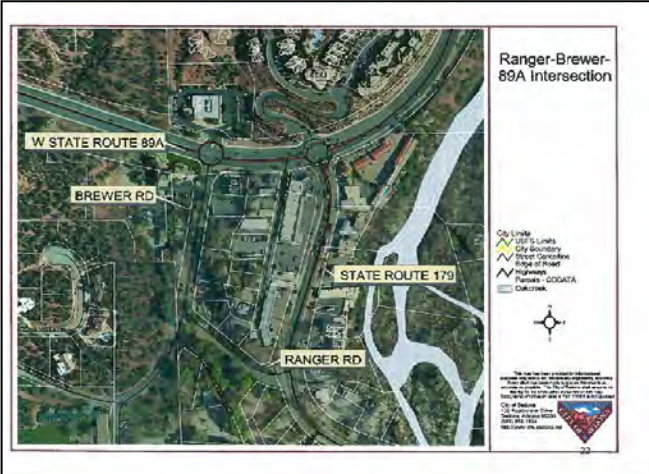
**Category:** 1

**Project Description**

This project includes design and installation of Storm Drainage Improvements at the Soldier Wash crossing of Brewer Road. The capacity of the existing drainage improvements would be increased to pass the 25-year design storm. These improvements will be in the Coconino County Flood Control area.

**Project Justification**

The 2005 Storm Drainage Master Plan identified this project as a needed improvement. Storm drainage improvements will reduce damages from flooding, prevent natural erosion from occurring, and control silt runoff in the Brewer Road crossing area. This is the last project planned in the Soldier Wash Area.



Category	Funding Source	Carryover/ New	Prior Yr	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	Total
Design	Coconino County Flood Control	New	\$0	\$0	\$150,000	\$0	\$0	\$0	\$0	\$150,000
Arts	General Fund	New	\$0	\$0	\$0	\$7,000	\$0	\$0	\$0	\$7,000
Construction	Coconino County Flood Control	New	\$0	\$0	\$0	\$700,000	\$0	\$0	\$0	\$700,000
Construction		New	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Budget			\$0	\$0	\$150,000	\$707,000	\$0	\$0	\$0	\$857,000

Total Operating Impacts						
Personnel Costs	\$0	\$0	\$0	\$0	\$0	\$0
Materials & Supplies	\$0	\$0	\$1,500	\$1,500	\$1,500	\$1,500
Contractual Services	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$0	\$0	\$1,500	\$1,500	\$1,500	\$1,500

**CITY OF SEDONA CAPITAL IMPROVEMENT PLAN FY2016 TO FY2021**

**Project Title:** Juniper Hills Area Drainage Improvements  
**Project #:** 48

**Location:** Juniper Lane  
**Category:** 1

**Project Description**

Design and installation of Storm Drainage Improvements in the Juniper Lane Area. Capacity of existing drainage improvements would be increased from a point along Juniper Lane, just north of Cindy Lane, to an outlet just south of New Castle Lane. These improvements have been identified in the budget to occur after the completion of the majority of the improvements in the Brewer/Tlaquepaque area. These improvements will be in the Coconino County Flood Control area.

**Project Justification**

The 2005 Storm Drainage Master Plan did not identify this work. However, community representatives have communicated their concerns, to City staff, with the lack of storm drainage improvements in this area. In addition, projects in the Yavapai County Flood Control area, identified in the 2005 Storm Drainage Master Plan, do not compete with this project for Coconino County Flood Control funds. Storm drainage improvements will reduce damages from flooding, prevent natural erosion from occurring, and control silt runoff in the Juniper Lane area.



Category	Funding Source	Carryover/ New	Prior Yr	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	Total
Design	Coconino County Flood Control	New	\$0	\$0	\$0	\$100,000	\$0	\$0	\$0	\$100,000
Arts	General Fund	New	\$0	\$0	\$0	\$0	\$6,000	\$0	\$0	\$6,000
Construction	Coconino County Flood Control	New	\$0	\$0	\$0	\$0	\$600,000	\$0	\$0	\$600,000
Construction		New	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Budget			\$0	\$0	\$0	\$100,000	\$606,000	\$0	\$0	\$706,000

Total Operating Impacts						
Personnel Costs	\$0	\$0	\$0	\$0	\$0	\$0
Materials & Supplies	\$0	\$0	\$0	\$1,500	\$1,500	\$1,500
Contractual Services	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$0	\$0	\$0	\$1,500	\$1,500	\$1,500

**CITY OF SEDONA CAPITAL IMPROVEMENT PLAN FY2016 TO FY2021**

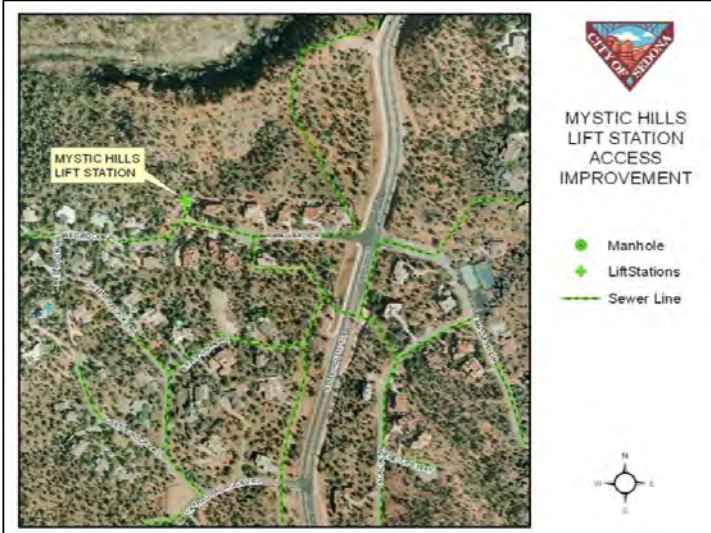
**Project Title:** Mystic Hills Lift Station Access Improvement  
**Project #:** 49  
**Location:** West Mallard Drive  
**Category:** 2

**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	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	Total
Design	Coconino County Flood Control	New	\$0	\$0	\$0	\$0	\$20,000	\$0	\$0	\$20,000
Construction	Coconino County Flood Control	New	\$0	\$0	\$0	\$0	\$100,000	\$0	\$0	\$100,000
Arts	General Fund	New	\$0	\$0	\$0	\$0	\$1,000	\$0	\$0	\$1,000
Total Budget			\$0	\$0	\$0	\$0	\$121,000	\$0	\$0	\$121,000

Total Operating Impacts						
Personnel Costs	\$0	\$0	\$0	\$0	\$0	\$0
Materials & Supplies	\$0	\$0	\$0	\$1,500	\$1,500	\$1,500
Contractual Services	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$0	\$0	\$0	\$1,500	\$1,500	\$1,500

**CITY OF SEDONA CAPITAL IMPROVEMENT PLAN FY2016 TO FY2021**

**Project Title:** Storm Drainage Easement Acquisition

**Location:** City-Wide

**Project #:** 50

**Category:** 2

**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 sub basin). 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. 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 throughout the City. In FY12 these funds were used for survey related to AAA Industrial Area drainage, in FY13 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	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	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
Materials & Supplies			\$0	\$0	\$0	\$0
Contractual Services			\$0	\$0	\$0	\$0
Totals			\$0	\$0	\$0	\$0

**CITY OF SEDONA CAPITAL IMPROVEMENT PLAN FY2016 TO FY2021**

**Project Title:** Storm Drainage Master Plan Update  
**Project #:** 51

**Location:** City-Wide  
**Category:** 2

**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	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	Total
Study	General Fund	New	\$0	\$0	\$0	\$175,000	\$0	\$0	\$75,000	\$250,000
Study	Coconino County Flood Control	New	\$0	\$0	\$0	\$175,000	\$0	\$0	\$75,000	\$250,000
Total Budget			\$0	\$0	\$0	\$350,000	\$0	\$0	\$150,000	\$500,000

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

# CITY OF SEDONA CAPITAL IMPROVEMENT PLAN FY2016 TO FY2021

**Project Title:** Wastewater Effluent Management

**Project #:** 52

**Location:** Wastewater Treatment Plant

**Category:** 1

## Project Description

Projects in FY16 include Equipping Wells 1 & 2. Drilling and Equipping of Injection Wells 3 and 4 will occur in FY17. Well 5 is scheduled for design and construction in FY18. A total of 6 injection wells are included by the Effluent Management Optimization Plan. However, water demand from future land uses in the area, and /or efficiency of wells 1-5 may result in well 6 not being necessary.

## Project Justification

The City of Sedona has historically disposed of wastewater effluent through flood and spray irrigation on 300 acres of land surrounding the WWTP. In 2012, 27 acres of wetlands were constructed to determine the effectiveness of wetlands as part of a management strategy. In 2013, a pilot injection well was constructed and tested to determine if injection was a viable component of an effluent management strategy. In 2013, based on evaluation of wetlands, spray irrigation, and injection, the Effluent Management Optimization Plan was completed. The plan evaluated the optimum combination of effluent management strategies at build-out, or 2.0 MGD. Based on the plan, the optimum combination of effluent disposal methods includes a total of 6 injection wells, 27 acres of existing wetlands, and reduction of spray irrigation to 100 acres. Wells 1 and 2 will allow the City to dispose of 1.63 MGD, wells 3 and 4 will allow the reduction of spray irrigation and free up 200 acres, and wells 5 and 6 will allow disposal of 2.0 MGD. If well 6 is necessary, design and construction would occur between FY2022 and FY2027.



Category	Funding Source	Carryover/ New	Prior Years	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	Total
Construction	WW Revenue	Carryover	\$2,057,686	\$1,340,389	\$0	\$0	\$0	\$0	\$0	\$3,398,075
Construction	WW Revenue	New	\$0	\$1,000,000	\$3,000,000	\$1,256,500	\$0	\$0	\$0	\$5,256,500
Environmental	WW Revenue	Carryover	\$3,355	\$100,000	\$25,000	\$25,000	\$0	\$0	\$0	\$153,355
Design	WW Revenue	Carryover	\$703,871	\$0	\$0	\$0	\$0	\$0	\$0	\$703,871
Design	WW Revenue	New	\$0	\$250,000	\$250,000	\$230,000	\$0	\$0	\$0	\$730,000
Wetlands	WW Revenue		\$1,657,999	\$0	\$0	\$0	\$0	\$0	\$0	\$1,657,999
Contingency	WW Revenue	Carryover	\$0	\$281,200	\$0	\$0	\$0	\$0	\$0	\$281,200
Total Budget			\$4,422,911	\$2,971,589	\$3,275,000	\$1,511,500	\$0	\$0	\$0	\$12,181,000

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

**CITY OF SEDONA CAPITAL IMPROVEMENT PLAN FY2016 TO FY2021**

**Project Title:** WWTP Capacity Enhancements - Upgrades  
**Project #:** 53  
**Location:** Wastewater Treatment Plant  
**Category:** 1

**Project Description**

This project will upgrade treatment plant capacity from a 1.4 MGD capacity to be able to achieve adequate treatment of 1.63 million gallons per day (MGD) with appropriate system redundancy and operational flexibility. Projects planned are an additional secondary clarifier, replacing aeration blowers, and a new aerobic digester. Design for these upgrades were completed in FY2014. These upgrades will allow the plant to operate up to process the expected 1.63 MGD through year 2027.

**Project Justification**

In 2010 Carollo Engineers conducted an evaluation of the plant processes. Based upon influent strengths it was determined that the current reliable capacity of the plant is 1.4 MGD rather than the 2.0 MGD it had been designed for. Currently, sewer areas constitute a 1.5 MGD service commitment when they are built out. Construction of the aerobic digester was originally planned in FY2018, however it was included as a bid alternate in the Upgrades Project and the bids resulted in nearly \$1M of saving by constructing the digester at the same time as the clarifier. Thus the funding for the digester has been moved to FY2016.



Category	Funding Source	Carryover/ New	Prior Yr	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	Total
Construction	WW Revenue	Carryover	\$0	\$825,000	\$0	\$0	\$0	\$0	\$0	\$825,000
Construction	WW Revenue	New	\$826,500	\$3,016,000	\$0	\$0	\$0	\$0	\$0	\$3,842,500
Design	WW Revenue	Carryover	\$544,738	\$186,034	\$0	\$0	\$0	\$0	\$0	\$730,772
Design	WW Revenue	New	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Contingency	WW Revenue	New	\$0	\$285,000	\$0	\$0	\$0	\$0	\$0	\$285,000
Total Budget			\$1,371,238	\$4,312,034	\$0	\$0	\$0	\$0	\$0	\$5,683,272

Total Operating Impacts						
Personnel Costs	\$0	\$0	\$0	\$0	\$0	\$0
Materials & Supplies	\$0	\$0	\$40,000	\$40,000	\$40,000	\$40,000
Increased Electric Utility	\$0	\$60,000	\$120,000	\$120,000	\$120,000	\$120,000
Totals	\$0	\$60,000	\$160,000	\$160,000	\$160,000	\$160,000

**CITY OF SEDONA CAPITAL IMPROVEMENT PLAN FY2016 TO FY2021**

**Project Title:** WW Master Plan

**Project #:** 54

**Location:** Citywide

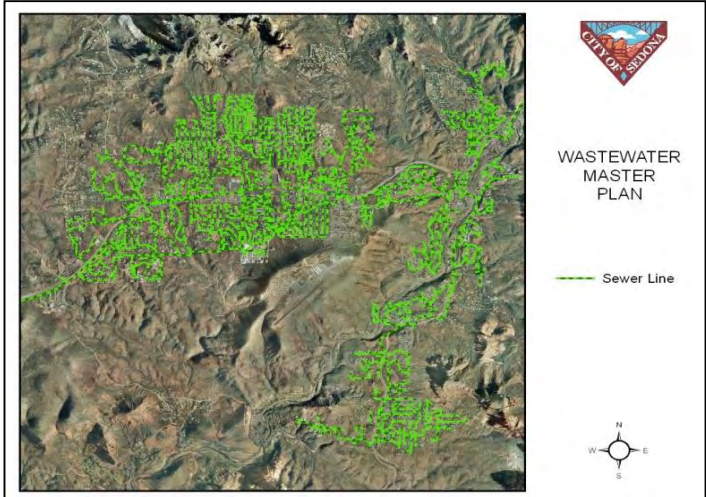
**Category:** 2

**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	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	Total
Master Plan	WW Revenue	New	\$0	\$200,000	\$0	\$0	\$0	\$100,000	\$0	\$300,000
			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Budget			\$0	\$200,000	\$0	\$0	\$0	\$100,000	\$0	\$300,000

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

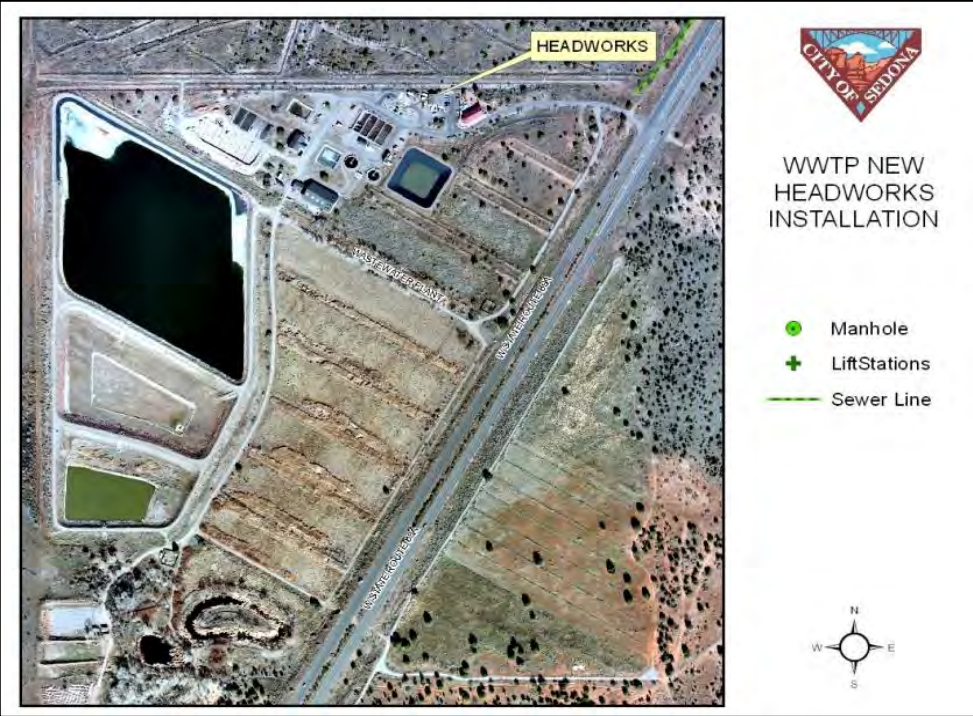


**CITY OF SEDONA CAPITAL IMPROVEMENT PLAN FY2016 TO FY2021**

**Project Title:** WWTP Bar Screen and Filter System Upgrades  
**Project #:** 55  
**Location:** Wastewater Treatment Plant  
**Category:** 1

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

**Project Justification**  
 Wastewater is requesting that the design and construction of the bar screen project be moved to FY2016, which was originally anticipated for FY2018. Replacement parts for the existing headworks are becoming more difficult to find because it is obsolete. This results in long down times a couple of times a year (2 months each time) when the equipment fails. In addition, the headworks structure is deteriorated from hydrogen sulfide gases produced by raw wastewater. The accelerated replacement of bar screens and the headworks structure will reduce costly equipment repairs and further deterioration. This project also includes an upgrade to the existing sand filter system in FY2018 and FY2019. The filters currently operating are the original to the WWTP construction. 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 Yr	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	Total
Design	WW Revenue	New	\$0	\$50,000	\$0	\$50,000	\$0	\$0	\$0	\$100,000
Construction	WW Revenue	New	\$0	\$400,000	\$0	\$0	\$1,300,000	\$0	\$0	\$1,700,000
Contingency	WW Revenue	New	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Budget			\$0	\$450,000	\$0	\$50,000	\$1,300,000	\$0	\$0	\$1,800,000

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

**CITY OF SEDONA CAPITAL IMPROVEMENT PLAN FY2016 TO FY2021**

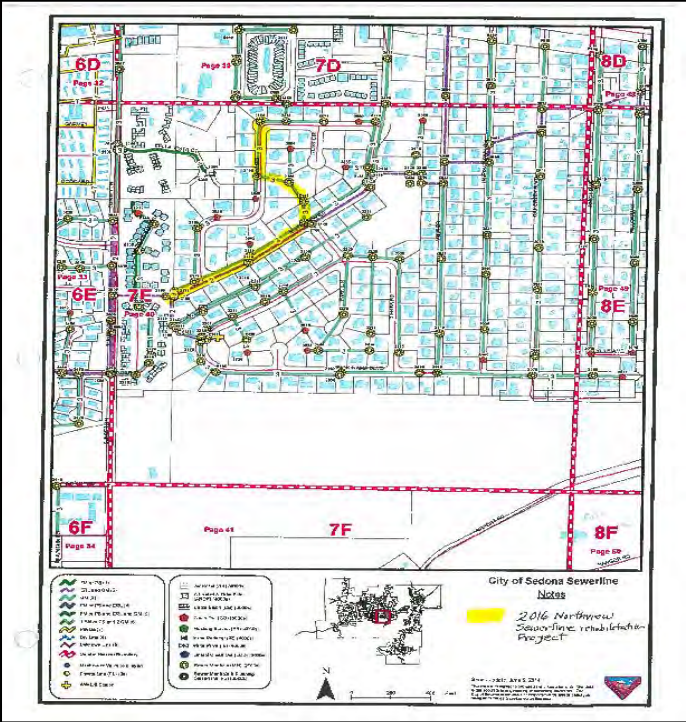
**Project Title:** 2016 Northview Sewer Line Rehab  
**Project #:** 56  
**Location:** Northview Subdivision  
**Category:** 2

**Project Description**

This project consists of replacement of approximately 1,750 feet of sewer line between MH 7E2160 in Ross Road and MH 7E2180 at the west end of Northview Road in the Northview Subdivision.

**Project Justification**

The Wastewater Department Collection System Division spends a significant amount of time maintaining a sewer line located in Ross and Northview Roads in the Northview Subdivision. (5 cleaning trips and 1 -2 incidents per year) The line has dips in the line that slow the flow and allow grease and grit to settle in the line. This results in blockage of the line unless it is cleaned frequently. Rehabilitating this segment of line will allow the crews to spend more time on routine preventative maintenance tasks and help reduce service calls to this area of the City. The impact is anticipated to be equal to almost 1/5 operator/year salary cost at the SG-10 entry level.



Category	Funding Source	Carryover/ New	Prior Years	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	Total
Design		New	\$0	\$0	\$0	\$50,000	\$0	\$0	\$0	\$50,000
Construction		New	\$0	\$0	\$0	\$525,000	\$0	\$0	\$0	\$525,000
			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Budget			\$0	\$0	\$0	\$575,000	\$0	\$0	\$0	\$575,000

Total Operating Impacts						
Materials & Supplies	\$0	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$0	-\$5,500	-\$5,775	-\$6,064	-\$6,367	-\$6,685
Totals	\$0	-\$5,500	-\$5,775	-\$6,064	-\$6,367	-\$6,685

**CITY OF SEDONA CAPITAL IMPROVEMENT PLAN FY2016 TO FY2021**

**Project Title:** Centrifuge #1 Upgrade  
**Project #:** 57  
**Location:** WWTP  
**Category:** 1

**Project Description**

This project consists in upgrading the controls for centrifuge #1. This project replaces an outdated control system and allows interface with the Wastewater Plant's central control system (SCADA).

**Project Justification**

The centrifuge is a facility used to dewater the sludge produced as part of the treatment process. This reduces the cost of disposing of the sludge which is charged based on weight. This facility is critical to operation of the plant during the cooler months of the year, when the drying beds are not effective. The City has two centrifuge units. The control system for the older one, unit#1, is outdated and the parts are becoming difficult to obtain. Also connection to the Plant's central control system is not feasible. Upgrading the system will allow more efficient future operation of Centrifuge #1. As Alfalaval has looked at this project the cost for the work has risen from the initial \$70,850, due to complications of retrofitting the existing cabinet. On 9/29/2014 the estimate for materials and startup was raised to \$109,745. This did not include installation. Wastewater staff is in the process of obtaining updated costs for material, startup, and installation. Due to contracting issues

Category	Funding Source	Carryover/New	Prior Yr	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	Total
Design		New	\$0	\$25,000	\$0	\$0	\$0	\$0	\$0	\$25,000
Construction		New	\$0	\$150,000	\$0	\$0	\$0	\$0	\$0	\$150,000
			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Budget			\$0	\$175,000	\$0	\$0	\$0	\$0	\$0	\$175,000

Total Operating Impacts							Total
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
Totals	\$0	\$0	\$0	\$0	\$0	\$0	\$0

**Project Title:** Reservoir 3 Drainage Study  
**Project #:** 58  
**Location:** WWTP  
**Category:** 2

**Project Description**

Develop a conceptual plan and cost for drainage of Reservoir 3 when Area 4 irrigation is eliminated. This plan will include the possibility of draining Reservoir 3 to the Sedona Wetlands Preserve.

**Project Justification**

When treated effluent can not be immediately sent to the wetlands or spray irrigation it is put into Reservoir 3 for future disposal. The water from Reservoir 3 is currently sprayed onto Area 4 through the Area 4 pump station. As future injection wells are installed, the area of irrigation will be eliminated and thus a way to drain Reservoir 3 is needed. Management of the effluent stored in Reservoir 3 was not in the scope of the Effluent Management Optimization Plan.

This project will look at alternatives for draining Reservoir 3, including rerouting the spray irrigation to areas of the plant other than Area 4. The project will also explore the possibility of draining Reservoir 3 into the existing wetlands, which would require an APP Permit Amendment through ADEQ.

Category	Funding Source	Carryover/New	Prior Yr	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	Total
Design		New	\$0	\$50,000	\$0	\$0	\$0	\$0	\$0	\$50,000
Construction		New	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Budget			\$0	\$50,000	\$0	\$0	\$0	\$0	\$0	\$50,000

Total Operating Impacts							Total
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



## GENERAL FUND – ALL DEPARTMENTS

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### FUND DESCRIPTION

The General Fund is the chief operating fund that accounts for all activity not accounted for in another fund. It is the catch all where most of the City Services are accounted for. 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 & Recreation
- Community Development
- Community Development – Engineering Services
- Police Department
- Municipal Court

Each department budget is set forth in detail in a separate section or tab.

### 2015-2016 EXPENDITURE

The General Fund Budget, the best measure of the cost of providing services to citizens, increased from \$14,829,308 to \$15,777,543 (excluding transfers to other funds) in this proposed budget. This represents a 6% increase from the prior year. Of the General Fund Expenditures, approximately \$8.9 Million or 56% is attributable to salaries and benefits for City employees. Funding for Community Organizations is included in the General Fund Budget. For the current year that is \$2.38 Million or 15% of the General Fund Budget.

### 2015-2016 REVENUES

The City's single largest revenue source is sales taxes. For 2014-2015, the year-to-date revenue is surpassing budget by 14%. The estimated year end revenue projection for 2014-15 is 9%

above budget. The 2015-16 sales tax revenue projection is conservatively budgeted at 3.5% above estimated 2014-15 actual revenue.

State shared revenues including a portion of the state income tax and the state sales tax are projected to decrease by .5% and increase by 5.7%, respectively.

Franchise fees are expected to increase a modest 2% in the FY 2015-16.

### SIGNIFICANT CHANGES

- Community Development was reorganized to include Development Services and Engineering Services (formerly known as Public Works).
- The Wastewater Operations became a separate City Department.
- Destination Marketing program kicked off in July, 2014.
- Sandy Moriarty was elected Mayor in 2014.
- Scott Jablow, Angela LeFevre and John "JT" Thompson were elected to City Council in 2014.
- City Manager, Tim Ernster, retired.
- Hired Justin Clifton as City Manager.
- Relocated Parks & Recreation offices to Posse Grounds Park.



CITY OF SEDONA  
SUMMARY OF REVENUES AND EXPENDITURES - GENERAL FUND

General Fund	FY 14 Budget	FY 14 Actual	FY 15 Budget	FY 15 Estimated	FY 16 Proposed	FY 17 Projected	FY 18 Projected	FY 19 Projected	FY 20 Projected
<b>Revenues</b>									
Sales Tax**	7,384,508	8,355,374	8,255,000	8,862,000	9,172,000	9,447,000	10,426,000	11,454,000	11,798,000
Bed Tax	1,580,933	2,097,290	2,120,000	2,340,000	2,422,000	2,507,000	2,582,000	2,659,000	2,739,000
State Shared Revenues	1,985,862	1,991,208	2,120,232	2,164,000	2,165,731	2,220,000	2,276,000	2,333,000	2,391,000
Franchise Fees	521,935	738,632	757,000	757,000	772,000	787,000	803,000	819,000	835,000
Motor Vehicle License Tax	742,073	508,519	553,660	555,000	594,500	609,000	624,000	640,000	656,000
Licenses & Permits	272,583	433,601	296,000	350,000	338,200	342,000	342,000	345,000	345,000
Charges for Service	125,465	76,474	84,000	101,000	104,050	102,000	105,000	103,000	106,000
Fines & Forfeitures	277,846	153,047	157,000	173,000	164,200	175,000	166,000	177,000	168,000
Other Revenue	680,617	1,394,122	801,000	836,000	807,150	844,000	815,000	852,000	823,000
Transfers	170,711	167,253	170,162	170,000	286,000	296,000	306,000	317,000	328,000
<b>Total Revenue</b>	<b>13,742,533</b>	<b>15,915,520</b>	<b>15,314,054</b>	<b>16,308,000</b>	<b>16,825,831</b>	<b>17,329,000</b>	<b>18,445,000</b>	<b>19,699,000</b>	<b>20,189,000</b>
<b>Expenditures</b>									
City Council	53,840	53,561	71,276	70,576	78,543	81,292	84,137	86,661	89,261
City Manager	698,982	696,483	790,854	787,877	854,638	884,550	911,087	938,419	966,572
Human Resources	181,238	178,106	193,966	178,261	209,213	216,535	223,032	229,722	236,614
Financial Services	473,470	448,475	460,678	446,852	460,954	477,087	491,400	506,142	521,326
Information Technology	738,277	713,457	1,146,051	1,090,946	959,037	992,603	1,022,381	1,053,053	1,084,644
Legal	460,686	458,932	481,027	479,632	504,523	522,181	537,847	553,982	570,602
City Clerk	239,306	226,817	280,498	248,334	218,770	226,427	233,220	240,216	247,423
Parks & Recreation	359,249	331,091	466,510	464,366	478,355	495,097	509,950	525,249	541,006
General Service	2,211,844	2,216,541	2,947,790	3,035,236	3,252,149	3,365,974	3,466,953	3,570,962	3,678,091
Community Development	1,146,286	924,599	1,183,336	1,050,513	1,444,385	1,494,938	1,539,787	1,585,980	1,633,560
Engineering Services	1,845,964	1,842,842	1,918,181	1,824,024	2,295,922	2,376,279	2,447,568	2,520,995	2,596,625
Police	3,517,752	3,226,599	3,756,494	3,678,673	3,946,488	4,084,615	4,207,154	4,333,368	4,463,369
Municipal Court	312,344	271,121	302,881	297,875	311,509	322,412	332,084	342,047	352,308
Debt***	831,266	831,266	829,766	829,766	763,057	797,985	1,457,663	1,513,830	1,092,350
Transfers	1,540,993	1,018,427	6,441,000	6,216,000	506,500	524,228	539,954	556,153	572,838
<b>Total Expenditures</b>	<b>14,611,497</b>	<b>13,438,317</b>	<b>21,270,308</b>	<b>20,698,931</b>	<b>16,284,043</b>	<b>16,862,206</b>	<b>18,004,217</b>	<b>18,556,780</b>	<b>18,646,589</b>
<b>Change in Fund Balance</b>	<b>(868,964)</b>	<b>2,477,203</b>	<b>(5,956,254)</b>	<b>(4,390,931)</b>	<b>541,788</b>	<b>466,794</b>	<b>440,783</b>	<b>1,142,220</b>	<b>1,542,411</b>
Estimated Ending Fund Balance	13,426,812	16,772,979	10,816,725	12,382,048	12,923,836	13,390,630	13,831,414	14,973,634	16,516,045
Operating Reserve*	8,690,116	8,690,116	9,214,654	9,041,466	9,688,772	9,968,989	8,732,131	9,000,314	9,036,876
Estimated Available Fund Balance	4,736,697	8,082,864	1,602,071	3,340,583	3,235,065	3,421,641	5,099,283	5,973,320	7,479,169

\*General Fund Reserve is 50% operating expenditures budget plus \$1.8 Million reserved for 2018 and 2019 Debt Service.

\*\*Sales tax revenue assumes a reduction of 5% of total sales allocated to Wastewater in 2015, 2018 and 2019. Then elimination of the subsidy in 2027.

\*\*\* Transfer to CIP in 2015 budgeted at one-time commitment of \$5,941,364.

\*\*\*\* Debt Service assumes that 2005 & 2007 Series are refunded at estimated rates and repayment schedules.

**Revenue Assumptions (Increase from Estimated 2016):**

Sales and Bed Tax increases 3.5% (2016-2017) and 3.0% (2018 - 2020)  
State Shared Revenues increase 2.5% (2016 - 2020)

**Expenditure Assumptions (Increase from Requested 2016):**

Department Budgets are increased 3.5% (2017-2020)  
Debt Service is based on debt service schedules & proposed 2015 Refundings

CITY OF SEDONA  
 SUMMARY OF REVENUES AND EXPENDITURES - GENERAL FUND COMPARISON

General Fund	FY 15 Budget	FY 15 Estimated	Difference to FY 15 Budget	% Change	FY 16 Proposed	Difference to FY 15 Budget	% Change
<b>Revenues</b>							
Sales Tax	8,255,000	8,862,000	607,000	7.4%	9,172,000	917,000	11.1%
Bed Tax	2,120,000	2,340,000	220,000	10.4%	2,422,000	302,000	14.2%
State Shared Revenues	2,120,232	2,164,000	43,768	2.1%	2,165,731	45,499	2.1%
Franchise Fees	757,000	757,000	-	0.0%	772,000	15,000	2.0%
Motor Vehicle License Tax	553,660	555,000	1,340	0.2%	594,500	40,840	7.4%
Licenses & Permits	296,000	350,000	54,000	18.2%	338,200	42,200	14.3%
Charges for Service	84,000	101,000	17,000	20.2%	104,050	20,050	23.9%
Fines & Forfeitures	157,000	173,000	16,000	10.2%	164,200	7,200	4.6%
Other Revenue	801,000	836,000	35,000	4.4%	807,150	6,150	0.8%
Transfers	170,162	170,000	(162)	-0.1%	286,000	115,838	68.1%
<b>Total Revenue</b>	<b>15,314,054</b>	<b>16,308,000</b>	<b>993,946</b>	<b>6.5%</b>	<b>16,825,831</b>	<b>1,511,777</b>	<b>9.9%</b>
<b>Expenditures</b>							
City Council	71,276	70,576	(700)	-1.0%	78,543	7,267	10.2%
City Manager	790,854	787,877	(2,977)	-0.4%	854,638	63,784	8.1%
Human Resources	193,966	178,261	(15,705)	-8.1%	209,213	15,247	7.9%
Financial Services	460,678	446,852	(13,826)	-3.0%	460,954	276	0.1%
Information Technology	1,146,051	1,090,946	(55,105)	-4.8%	959,037	(187,014)	-16.3%
Legal	481,027	479,632	(1,395)	-0.3%	504,523	23,496	4.9%
City Clerk	280,498	248,334	(32,164)	-11.5%	218,770	(61,728)	-22.0%
Parks & Recreation	466,510	464,366	(2,144)	-0.5%	478,355	11,845	2.5%
General Service	2,947,790	3,035,236	87,446	3.0%	3,252,149	304,359	10.3%
Community Development	1,183,336	1,050,513	(132,823)	-11.2%	1,444,385	261,049	22.1%
Engineering Services	1,918,181	1,824,024	(94,157)	-4.9%	2,295,922	377,741	19.7%
Police	3,756,494	3,678,673	(77,821)	-2.1%	3,946,488	189,994	5.1%
Municipal Court	302,881	297,875	(5,006)	-1.7%	311,509	8,628	2.8%
Debt	829,766	829,766	-	0.0%	763,057	(66,709)	-8.0%
Transfers	6,441,000	6,216,000	(225,000)	-3.5%	506,500	(5,934,500)	-92.1%
<b>Total Expenditures</b>	<b>21,270,308</b>	<b>20,698,931</b>	<b>(571,377)</b>	<b>-2.7%</b>	<b>16,284,043</b>	<b>(4,986,265)</b>	<b>-23.4%</b>



**CITY OF SEDONA  
GENERAL FUND  
PROPOSED 2015-16 DEPARTMENT BUDGETS**

Account Number	Account Description	FY15 Estimated Actuals	FY15 Adopted Budget	FY16 Proposed Budget	Difference FY15	
					Adopted vs. FY16 Proposed	% Difference
10-5210-01-6005	Salary & Wages	\$40,200	\$40,200	\$44,400	\$4,200	10%
10-5210-01-6010	Temp/Part-Time Wages	\$0	\$0	\$0	\$0	N/A
10-5210-01-6024	Meals	\$4,000	\$5,000	\$5,000	\$0	0%
10-5210-01-6125	Direct Payroll Costs	\$3,075	\$3,075	\$3,397	\$322	10%
10-5210-01-6136	Workers Compensation Insurance	\$396	\$396	\$621	\$225	57%
10-5210-01-6244	Office Furniture - Non Capital	\$650	\$0	\$0	\$0	N/A
10-5210-01-6405	Professional Services	\$630	\$630	\$150	-\$480	-76%
10-5210-01-6703	Dues/Subscriptions/License	\$1,125	\$1,125	\$625	-\$500	-44%
10-5210-01-6710	Special Programs	\$8,000	\$5,000	\$10,000	\$5,000	100%
10-5210-01-6750	Training & Development	\$12,500	\$15,850	\$14,350	-\$1,500	-9%
<b>Total City Council</b>		<b>\$70,576</b>	<b>\$71,276</b>	<b>\$78,543</b>	<b>\$7,267</b>	<b>10%</b>
10-5220-01-6005	Salary & Wages	\$485,000	\$488,764	\$351,211	-\$137,553	-28%
10-5220-01-6010	Temp/Part-Time Wages	\$0	\$0	\$73,371	\$73,371	N/A
10-5220-01-6046	Employee Benefits	\$12,700	\$12,700	\$14,080	\$1,380	11%
10-5220-01-6125	Direct Payroll Costs	\$39,499	\$39,499	\$34,691	-\$4,808	-12%
10-5220-01-6130	Retirement	\$69,356	\$69,356	\$74,227	\$4,871	7%
10-5220-01-6134	STD/LTD Insurance	\$1,738	\$1,738	\$1,519	-\$219	-13%
10-5220-01-6135	Health/Dental/Life Insurance	\$81,593	\$81,593	\$72,266	-\$9,327	-11%
10-5220-01-6136	Workers Compensation Insurance	\$6,100	\$5,713	\$6,982	\$1,269	22%
10-5220-01-6213	Telephone	\$400	\$0	\$0	\$0	N/A
10-5220-01-6244	Office Furniture - Non Capital	\$0	\$0	\$0	\$0	N/A
10-5220-01-6405	Professional Services	\$50,000	\$50,000	\$185,000	\$135,000	270%
10-5220-01-6410	Commission Support	\$6,000	\$6,000	\$6,000	\$0	0%
10-5220-01-6703	Dues/Subscriptions/License	\$5,691	\$5,691	\$5,491	-\$200	-4%
10-5220-01-6705	Public Information Program	\$18,800	\$18,800	\$18,800	\$0	0%
10-5220-01-6710	Special Programs	\$3,000	\$3,000	\$3,000	\$0	0%
10-5220-01-6750	Training/Staff Development	\$8,000	\$8,000	\$8,000	\$0	0%
<b>Total City Manager's Office</b>		<b>\$787,877</b>	<b>\$790,854</b>	<b>\$854,638</b>	<b>\$63,784</b>	<b>8%</b>
10-5221-01-6005	Salary & Wages	\$113,642	\$113,642	\$118,810	\$5,168	5%
10-5221-01-6009	Special Pay	\$0	\$0	\$0	\$0	N/A
10-5221-01-6046	Employee Benefits	\$540	\$540	\$540	\$0	0%
10-5221-01-6125	Direct Payroll Costs	\$9,060	\$9,060	\$9,468	\$408	5%
10-5221-01-6130	Retirement	\$13,738	\$13,738	\$14,196	\$458	3%
10-5221-01-6131	PSPRS Retirement	\$0	\$0	\$0	\$0	N/A
10-5221-01-6134	STD/LTD Insurance	\$409	\$409	\$428	\$19	5%
10-5221-01-6135	Health/Dental/Life Insurance	\$18,378	\$18,378	\$19,438	\$1,060	6%
10-5221-01-6136	Workers Compensation Insurance	\$273	\$273	\$448	\$175	64%
10-5221-01-6137	Unemployment Benefits	\$5,000	\$20,000	\$18,000	-\$2,000	-10%

**CITY OF SEDONA  
GENERAL FUND  
PROPOSED 2015-16 DEPARTMENT BUDGETS**

Account Number	Account Description	FY15 Estimated Actuals	FY15 Adopted Budget	FY16 Proposed Budget	Difference FY15	
					Adopted vs. FY16 Proposed	% Difference
10-5221-01-6141	Employee Exams	\$4,646	\$4,646	\$6,896	\$2,250	48%
10-5221-01-6210	Printing/Office Supplies	\$0	\$0	\$0	\$0	N/A
10-5221-01-6212	Postage	\$0	\$0	\$0	\$0	N/A
10-5221-01-6243	Safety Programs	\$500	\$500	\$500	\$0	0%
10-5221-01-6405	Professional Services	\$0	\$0	\$0	\$0	N/A
10-5221-01-6447	Recruitment/Relocation	\$1,000	\$1,000	\$8,000	\$7,000	700%
10-5221-01-6450	Legal Fees/Settlements/Deductibles	\$500	\$500	\$500	\$0	0%
10-5221-01-6511	Advertising	\$750	\$1,000	\$1,500	\$500	50%
10-5221-01-6703	Dues/Subscriptions/License	\$650	\$605	\$814	\$209	35%
10-5221-01-6710	Special Programs	\$7,675	\$7,675	\$7,675	\$0	0%
10-5221-01-6750	Training/Staff Development	\$1,500	\$2,000	\$2,000	\$0	0%
<b>Total Human Resources</b>		<b>\$178,261</b>	<b>\$193,966</b>	<b>\$209,213</b>	<b>\$15,247</b>	<b>8%</b>
10-5222-01-6005	Salary & Wages	\$227,000	\$231,971	\$237,047	\$5,076	2%
10-5222-01-6006	Overtime	\$250	\$0	\$0	\$0	N/A
10-5222-01-6010	TempPart-Time Wages	\$0	\$0	\$0	\$0	N/A
10-5222-01-6046	Employee Benefits	\$4,500	\$2,940	\$2,940	\$0	0%
10-5222-01-6125	Direct Payroll Costs	\$18,000	\$18,522	\$18,903	\$381	2%
10-5222-01-6130	Retirement	\$27,000	\$28,086	\$28,342	\$256	1%
10-5222-01-6134	STD/LTD Insurance	\$735	\$835	\$853	\$18	2%
10-5222-01-6135	Health/Dental/Life Insurance	\$46,867	\$46,867	\$52,850	\$5,983	13%
10-5222-01-6136	Workers Compensation Insurance	\$800	\$557	\$894	\$337	61%
10-5222-01-6210	Printing/Office Supplies	\$0	\$0	\$500	\$500	N/A
10-5222-01-6212	Postage	\$0	\$0	\$2,550	\$2,550	N/A
10-5222-01-6213	Telephone	\$0	\$0	\$0	\$0	N/A
10-5222-01-6225	Service Charges	\$0	\$0	\$0	\$0	N/A
10-5222-01-6244	Office Furniture - Non Capital	\$0	\$0	\$5,000	\$5,000	N/A
10-5222-01-6405	Professional Services	\$90,000	\$97,700	\$69,700	-\$28,000	-29%
10-5222-01-6455	Audit	\$18,500	\$20,000	\$25,000	\$5,000	25%
10-5222-01-6511	Advertising	\$4,300	\$4,300	\$5,000	\$700	16%
10-5222-01-6703	Dues/Subscriptions/License	\$2,900	\$2,900	\$3,125	\$225	8%
10-5222-01-6750	Training/Staff Development	\$6,000	\$6,000	\$8,250	\$2,250	38%
<b>Total Finance Department</b>		<b>\$446,852</b>	<b>\$460,678</b>	<b>\$460,954</b>	<b>\$276</b>	<b>0%</b>
10-5224-01-6005	Salary & Wages	\$281,156	\$281,156	\$281,923	\$767	0%
10-5224-01-6046	Employee Benefits	\$3,360	\$3,360	\$2,022	-\$1,338	-40%
10-5224-01-6125	Direct Payroll Costs	\$22,637	\$22,637	\$22,610	-\$27	0%
10-5224-01-6130	Retirement	\$34,325	\$34,325	\$33,900	-\$425	-1%
10-5224-01-6134	STD/LTD Insurance	\$1,012	\$1,012	\$1,015	\$3	0%
10-5224-01-6135	Health/Dental/Life Insurance	\$46,096	\$46,096	\$46,668	\$572	1%

**CITY OF SEDONA  
GENERAL FUND  
PROPOSED 2015-16 DEPARTMENT BUDGETS**

Account Number	Account Description	FY15 Estimated Actuals	FY15 Adopted Budget	FY16 Proposed Budget	Difference FY15	
					Adopted vs. FY16 Proposed	% Difference
10-5224-01-6136	Workers Compensation Insurance	\$4,920	\$4,920	\$2,684	-\$2,236	-45%
10-5224-01-6210	Printing/Office Supplies	\$0	\$0	\$0	\$0	N/A
10-5224-01-6213	Telephone	\$51,000	\$49,375	\$54,715	\$5,340	11%
10-5224-01-6245	Office Equipment - Non Capital	\$6,090	\$0	\$500	\$500	N/A
10-5224-01-6246	Computer Hardware - Non Capita	\$0	\$0	\$0	\$0	N/A
10-5224-01-6405	Professional Services	\$0	\$6,090	\$6,700	\$610	10%
10-5224-01-6431	System Maintenance	\$15,000	\$20,000	\$20,000	\$0	0%
10-5224-01-6436	Software Update	\$245,000	\$250,350	\$277,240	\$26,890	11%
10-5224-01-6703	Dues/Subscriptions/License	\$1,850	\$1,850	\$1,850	\$0	0%
10-5224-01-6750	Training/Staff Development	\$6,500	\$6,500	\$8,990	\$2,490	38%
10-5224-01-6845	Office Equipment	\$0	\$0	\$0	\$0	N/A
10-5224-01-6846	Computer Hardware	\$217,000	\$261,880	\$130,420	-\$131,460	-50%
10-5224-01-6847	Computer Software	\$155,000	\$156,500	\$67,800	-\$88,700	-57%
10-5224-01-6849	Telephone & Radio Equipment	\$0	\$0	\$0	\$0	N/A
	<b>Total Information Technology</b>	<b>\$1,090,946</b>	<b>\$1,146,051</b>	<b>\$959,037</b>	<b>-\$187,014</b>	<b>-16%</b>
10-5230-01-6005	Salary & Wages	\$320,340	\$320,340	\$338,615	\$18,275	6%
10-5230-01-6006	Overtime	\$150	\$0	\$0	\$0	N/A
10-5230-01-6010	Temp/Part-Time Wages	\$0	\$0	\$0	\$0	N/A
10-5230-01-6046	Employee Benefits	\$1,140	\$1,140	\$1,140	\$0	0%
10-5230-01-6125	Direct Payroll Costs	\$25,507	\$25,507	\$27,033	\$1,526	6%
10-5230-01-6130	Retirement	\$38,671	\$38,671	\$40,532	\$1,861	5%
10-5230-01-6134	STD/LTD Insurance	\$1,153	\$1,153	\$1,219	\$66	6%
10-5230-01-6135	Health/Dental/Life Insurance	\$55,726	\$55,726	\$58,528	\$2,802	5%
10-5230-01-6136	Workers Compensation Insurance	\$705	\$705	\$1,171	\$466	66%
10-5230-01-6210	Printing/Office Supplies	\$0	\$0	\$0	\$0	N/A
10-5230-01-6244	Office Furniture - Non Capital	\$1,540	\$1,500	\$0	-\$1,500	-100%
10-5230-01-6405	Professional Services	\$0	\$0	\$0	\$0	N/A
10-5230-01-6413	On-Line Research	\$3,000	\$3,000	\$3,000	\$0	0%
10-5230-01-6414	Prosecutorial Services	\$1,200	\$1,200	\$1,200	\$0	0%
10-5230-01-6418	Law Library	\$500	\$500	\$500	\$0	0%
10-5230-01-6450	Legal Fees/Settlements/Deductibles	\$25,000	\$25,000	\$25,000	\$0	0%
10-5230-01-6703	Dues/Subscriptions/License	\$2,500	\$2,500	\$2,500	\$0	0%
10-5230-01-6741	Witness Fees	\$1,000	\$1,500	\$1,500	\$0	0%
10-5230-01-6750	Training/Staff Development	\$1,500	\$2,585	\$2,585	\$0	0%
	<b>Total City Attorney's Office</b>	<b>\$479,632</b>	<b>\$481,027</b>	<b>\$504,523</b>	<b>\$23,496</b>	<b>5%</b>
10-5240-01-6005	Salary & Wages	\$135,567	\$135,567	\$108,934	-\$26,633	-20%
10-5240-01-6010	Temp/Part-Time Wages	\$0	\$0	\$24,311	\$24,311	N/A
10-5240-01-6046	Employee Benefits	\$180	\$180	\$180	\$0	0%

**CITY OF SEDONA  
GENERAL FUND  
PROPOSED 2015-16 DEPARTMENT BUDGETS**

Account Number	Account Description	FY15 Estimated Actuals	FY15 Adopted Budget	FY16 Proposed Budget	Difference FY15	
					Adopted vs. FY16 Proposed	% Difference
10-5240-01-6125	Direct Payroll Costs	\$10,755	\$10,755	\$10,611	-\$144	-1%
10-5240-01-6130	Retirement	\$16,308	\$16,308	\$15,909	-\$399	-2%
10-5240-01-6134	STD/LTD Insurance	\$488	\$488	\$480	-\$8	-2%
10-5240-01-6135	Health/Dental/Life Insurance	\$24,995	\$24,995	\$31,573	\$6,578	26%
10-5240-01-6136	Workers Compensation Insurance	\$400	\$325	\$503	\$178	55%
10-5240-01-6405	Professional Services	\$4,500	\$3,000	\$5,000	\$2,000	67%
10-5240-01-6452	Recording Fees	\$300	\$500	\$500	\$0	0%
10-5240-01-6511	Advertising	\$15,000	\$15,000	\$15,000	\$0	0%
10-5240-01-6703	Dues/Subscriptions/License	\$380	\$380	\$469	\$89	23%
10-5240-01-6704	Elections	\$34,961	\$68,000	\$0	-\$68,000	-100%
10-5240-01-6705	Public Information Program	\$2,000	\$2,000	\$2,000	\$0	0%
10-5240-01-6750	Training/Staff Development	\$2,500	\$3,000	\$3,300	\$300	10%
<b>Total City Clerk's Office</b>		<b>\$248,334</b>	<b>\$280,498</b>	<b>\$218,770</b>	<b>-\$61,728</b>	<b>-22%</b>
10-5242-02-6005	Salary & Wages	\$78,000	\$80,095	\$54,963	-\$25,132	-31%
10-5242-02-6006	Overtime	\$500	\$500	\$1,000	\$500	100%
10-5242-02-6010	Temp/Part-Time Wages	\$200	\$0	\$0	\$0	N/A
10-5242-02-6045	Uniform Allowance	\$0	\$0	\$0	\$0	N/A
10-5242-02-6046	Employee Benefits	\$1,300	\$0	\$1,860	\$1,860	N/A
10-5242-02-6125	Direct Payroll Costs	\$5,745	\$5,745	\$4,450	-\$1,295	-23%
10-5242-02-6130	Retirement	\$8,711	\$8,711	\$6,671	-\$2,040	-23%
10-5242-02-6134	STD/LTD Insurance	\$263	\$263	\$198	-\$65	-25%
10-5242-02-6135	Health/Dental/Life Insurance	\$16,500	\$15,295	\$14,095	-\$1,200	-8%
10-5242-02-6136	Workers Compensation Insurance	\$1,500	\$1,329	\$2,678	\$1,349	102%
10-5242-02-6214	Uniform Expenses	\$3,000	\$3,000	\$3,000	\$0	0%
10-5242-02-6410	Commission Support	\$0	\$0	\$0	\$0	N/A
10-5242-02-6511	Advertising	\$600	\$600	\$600	\$0	0%
10-5242-02-6703	Dues/Subscriptions/License	\$450	\$885	\$885	\$0	0%
10-5242-02-6750	Training/Staff Development	\$2,000	\$3,300	\$3,300	\$0	0%
<b>Subtotal Parks &amp; Rec Admin</b>		<b>\$118,769</b>	<b>\$119,723</b>	<b>\$93,700</b>	<b>-\$26,023</b>	<b>-22%</b>
10-5242-23-6005	Salary & Wages	\$32,768	\$32,768	\$34,257	\$1,489	5%
10-5242-23-6006	Overtime	\$0	\$1,000	\$1,000	\$0	0%
10-5242-23-6010	Temp/Part-Time Wages	\$6,100	\$6,100	\$6,850	\$750	12%
10-5242-23-6046	Employee Benefits	\$1,600	\$0	\$750	\$750	N/A
10-5242-23-6125	Direct Payroll Costs	\$3,074	\$3,074	\$3,383	\$309	10%
10-5242-23-6130	Retirement	\$3,953	\$3,953	\$4,172	\$219	6%
10-5242-23-6134	STD/LTD Insurance	\$118	\$118	\$123	\$5	4%
10-5242-23-6135	Health/Dental/Life Insurance	\$5,575	\$5,575	\$5,870	\$295	5%
10-5242-23-6136	Workers Compensation Insurance	\$1,400	\$1,237	\$2,091	\$854	69%

**CITY OF SEDONA  
GENERAL FUND  
PROPOSED 2015-16 DEPARTMENT BUDGETS**

Account Number	Account Description	FY15 Estimated Actuals	FY15 Adopted Budget	FY16 Proposed Budget	Difference FY15	
					Adopted vs. FY16 Proposed	% Difference
10-5242-23-6210	Printing/Office Supplies	\$0	\$0	\$0	\$0	N/A
10-5242-23-6213	Telephone	\$1,100	\$1,100	\$1,100	\$0	0%
10-5242-23-6231	Grounds Maintenance	\$3,500	\$4,500	\$500	-\$4,000	-89%
10-5242-23-6243	Spec Supplies/Safety Equip/Emg	\$200	\$200	\$200	\$0	0%
10-5242-23-6405	Professional Services	\$10,000	\$12,500	\$12,500	\$0	0%
10-5242-23-6505	Rent	\$2,000	\$2,000	\$2,000	\$0	0%
10-5242-23-6511	Advertising	\$10,113	\$9,113	\$9,113	\$0	0%
10-5242-23-6530	Utilities	\$0	\$0	\$0	\$0	N/A
10-5242-23-6703	Dues/Subscriptions/License	\$200	\$200	\$200	\$0	0%
10-5242-23-6710	Special Programs	\$5,000	\$3,000	\$8,600	\$5,600	187%
10-5242-23-6711	Special Events	\$86,300	\$89,300	\$89,300	\$0	0%
10-5242-23-6750	Training/Staff Development	\$0	\$0	\$0	\$0	N/A
10-5242-23-6857	Improvements-City Owned Proper	\$8,300	\$8,300	\$0	-\$8,300	-100%
	<b>Subtotal Recreation Programs</b>	<b>\$181,301</b>	<b>\$184,038</b>	<b>\$182,009</b>	<b>-\$2,029</b>	<b>-1%</b>
10-5242-25-6005	Salary & Wages	\$32,768	\$32,768	\$55,370	\$22,602	69%
10-5242-25-6006	Overtime	\$1,000	\$0	\$0	\$0	N/A
10-5242-25-6010	Temp/Part-Time Wages	\$70,186	\$70,186	\$63,030	-\$7,156	-10%
10-5242-25-6045	Uniform Allowance	\$0	\$0	\$0	\$0	N/A
10-5242-25-6046	Employee Benefits	\$0	\$0	\$1,350	\$1,350	N/A
10-5242-25-6125	Direct Payroll Costs	\$7,976	\$7,976	\$9,290	\$1,314	16%
10-5242-25-6130	Retirement	\$5,000	\$3,953	\$6,700	\$2,747	69%
10-5242-25-6134	STD/LTD Insurance	\$118	\$118	\$199	\$81	69%
10-5242-25-6135	Health/Dental/Life Insurance	\$5,575	\$5,575	\$11,774	\$6,199	111%
10-5242-25-6136	Workers Compensation Insurance	\$3,523	\$3,523	\$6,233	\$2,710	77%
10-5242-25-6214	Uniform Expenses	\$1,800	\$1,800	\$1,800	\$0	0%
10-5242-25-6224	Chemicals	\$10,000	\$10,000	\$15,000	\$5,000	50%
10-5242-25-6230	Building Maintenance	\$400	\$400	\$400	\$0	0%
10-5242-25-6235	Equipment Repair	\$1,000	\$1,000	\$1,000	\$0	0%
10-5242-25-6243	Spec Supplies/Safety Equip/Emg	\$500	\$500	\$500	\$0	0%
10-5242-25-6248	Machinery & Equipment-Non Capi	\$5,000	\$5,000	\$10,000	\$5,000	100%
10-5242-25-6405	Professional Services	\$0	\$500	\$500	\$0	0%
10-5242-25-6530	Utilities	\$17,500	\$17,500	\$17,500	\$0	0%
10-5242-25-6703	Dues/Subscriptions/License	\$450	\$450	\$500	\$50	11%
10-5242-25-6710	Special Programs	\$1,500	\$1,500	\$1,500	\$0	0%
	<b>Subtotal Swimming Pool</b>	<b>\$164,296</b>	<b>\$162,749</b>	<b>\$202,646</b>	<b>\$39,897</b>	<b>25%</b>
	<b>Total Parks &amp; Recreation</b>	<b>\$464,366</b>	<b>\$466,510</b>	<b>\$478,355</b>	<b>\$11,845</b>	<b>3%</b>
10-5245-01-6009	Special Pay	-\$240,000	-\$240,000	-\$100,000	\$140,000	-58%
10-5245-01-6136	Workers Compensation Insurance	\$8,500	\$8,500	\$10,000	\$1,500	18%

**CITY OF SEDONA  
GENERAL FUND  
PROPOSED 2015-16 DEPARTMENT BUDGETS**

Account Number	Account Description	FY15 Estimated Actuals	FY15 Adopted Budget	FY16 Proposed Budget	Difference FY15	
					Adopted vs. FY16 Proposed	% Difference
10-5245-01-6210	Printing/Office Supplies	\$44,000	\$49,000	\$45,375	-\$3,625	-7%
10-5245-01-6212	Postage	\$18,000	\$11,000	\$16,400	\$5,400	49%
10-5245-01-6213	Telephone	\$28,000	\$28,000	\$32,500	\$4,500	16%
10-5245-01-6215	Gas & Oil	\$16,000	\$14,000	\$16,000	\$2,000	14%
10-5245-01-6225	Service Charges	\$170,000	\$145,000	\$113,400	-\$31,600	-22%
10-5245-01-6241	Automobile Expense	\$4,000	\$14,000	\$6,000	-\$8,000	-57%
10-5245-01-6243	Spec Supplies/Safety Equip/Emg	\$0	\$0	\$2,500	\$2,500	N/A
10-5245-01-6244	Office Furniture - Non Capital	\$3,100	\$3,100	\$3,100	\$0	0%
10-5245-01-6405	Professional Services	\$140,000	\$140,000	\$115,000	-\$25,000	-18%
10-5245-01-6407	Professional/Contracted Servic	\$30,000	\$63,437	\$33,802	-\$29,635	-47%
10-5245-01-6432	Study/Traffic/Master Plans	\$0	\$0	\$0	\$0	N/A
10-5245-01-6450	Legal Fees/Settlements/Deductibles	\$22,000	\$25,000	\$25,000	\$0	0%
10-5245-01-6505	Rent	\$4,500	\$6,000	\$6,000	\$0	0%
10-5245-01-6530	Utilities	\$0	\$0	\$0	\$0	N/A
10-5245-01-6533	Property & Casualty Insurance	\$172,500	\$172,500	\$192,500	\$20,000	12%
10-5245-01-6703	Dues/Subscriptions/License	\$12,000	\$11,219	\$11,650	\$431	4%
10-5245-01-6714	Yavapai County Emerg Mgmt	\$5,500	\$5,500	\$5,500	\$0	0%
10-5245-01-6715	Sedona Public Library	\$382,000	\$382,000	\$386,966	\$4,966	1%
10-5245-01-6716	Boys & Girls Club	\$0	\$40,000	\$0	-\$40,000	-100%
10-5245-01-6719	Sedona Community Center	\$160,000	\$160,000	\$162,080	\$2,080	1%
10-5245-01-6720	Community Service Contracts	\$159,000	\$169,000	\$196,200	\$27,200	16%
10-5245-01-6721	Sedona Main Street Program	\$75,000	\$75,000	\$75,975	\$975	1%
10-5245-01-6722	Sedona Chamber Of Commerce	\$323,500	\$275,000	\$278,575	\$3,575	1%
10-5245-01-6723	Sedona Recycles	\$52,500	\$52,500	\$53,183	\$683	1%
10-5245-01-6724	Humane Society	\$47,500	\$47,500	\$47,818	\$318	1%
10-5245-01-6729	Destination Marketing	\$925,000	\$0	\$121,000	\$121,000	N/A
10-5245-01-6730	Maint & Improvement	\$5,000	\$0	\$0	\$0	N/A
10-5245-01-6731	Chamber Destination Marketing	\$0	\$973,500	\$1,053,525	\$80,025	8%
10-5245-01-6732	Office Maintenance	\$0	\$6,100	\$6,100	\$0	0%
10-5245-01-6750	Training/Staff Development	\$0	\$0	\$10,000	\$10,000	N/A
10-5245-01-6761	Spendable Contingencies	\$200,000	\$200,000	\$250,000	\$50,000	25%
10-5245-01-6762	Emergency Management	\$24,182	\$23,434	\$0	-\$23,434	-100%
10-5245-01-6790	Depreciation Expense	\$0	\$0	\$0	\$0	N/A
10-5245-01-6800	Bad Debt Expense - Tax Audits	\$0	\$0	\$0	\$0	N/A
10-5245-01-6840	Motor Vehicles	\$0	\$0	\$0	\$0	N/A
10-5245-01-6857	Improvements - City Owned Property	\$25,000	\$25,000	\$10,000	-\$15,000	-60%
10-5245-01-6900	City Hall Debt Payments	\$0	\$0	\$345,000	\$345,000	N/A
10-5245-01-6902	Series 2014 Debt (Principal)	\$345,000	\$345,000	\$0	-\$345,000	-100%

**CITY OF SEDONA  
GENERAL FUND  
PROPOSED 2015-16 DEPARTMENT BUDGETS**

Account Number	Account Description	FY15 Estimated Actuals	FY15 Adopted Budget	FY16 Proposed Budget	Difference FY15	
					Adopted vs. FY16 Proposed	% Difference
10-5245-01-6910	City Hall Debt Payments (Interest)	\$0	\$0	\$10,200	\$10,200	N/A
10-5245-01-6911	Series 2007 - Ww & Capital (Interest)	\$404,856	\$404,856	\$404,857	\$1	0%
10-5245-01-6912	Series 2014 Ref (Interest)	\$16,500	\$79,910	\$0	-\$79,910	-100%
10-5245-01-6920	Lease Payments	\$40,000	\$40,000	\$40,000	\$0	0%
10-5245-01-6951	Cop Administration Fees	\$1,500	\$1,500	\$3,000	\$1,500	100%
10-5245-01-6952	Debt Issuance Cost	\$0	\$0	\$0	\$0	N/A
10-5245-01-6992	Transfer To Streets Fund	\$500,000	\$500,000	\$506,500	\$6,500	1%
10-5245-01-6995	Transfer To Grants Fund	\$0	\$0	\$0	\$0	N/A
10-5245-01-6996	Transfer To Capital	\$5,941,364	\$5,941,364	\$0	-\$5,941,364	-100%
<b>Subtotal General Services</b>		<b>\$10,066,002</b>	<b>\$10,197,920</b>	<b>\$4,495,706</b>	<b>-\$5,702,214</b>	<b>-56%</b>
10-5245-41-6710	Special Programs	\$12,000	\$3,000	\$8,000	\$5,000	167%
10-5245-41-6728	Arts Education Funds	\$3,000	\$18,000	\$18,000	\$0	0%
<b>Subtotal Arts Programs</b>		<b>\$15,000</b>	<b>\$21,000</b>	<b>\$26,000</b>	<b>\$5,000</b>	<b>24%</b>
<b>Total General Services</b>		<b>\$10,081,002</b>	<b>\$10,218,920</b>	<b>\$4,521,706</b>	<b>-\$5,697,214</b>	<b>-56%</b>
10-5310-31-6005	Salary & Wages	\$509,081	\$509,081	\$587,170	\$78,089	15%
10-5310-31-6006	Overtime	\$0	\$0	\$0	\$0	N/A
10-5310-31-6010	Temp/Part-Time Wages	\$0	\$0	\$21,216	\$21,216	N/A
10-5310-31-6046	Employee Benefits	\$5,000	\$3,560	\$5,400	\$1,840	52%
10-5310-31-6125	Direct Payroll Costs	\$40,057	\$40,057	\$48,188	\$8,131	20%
10-5310-31-6130	Retirement	\$60,739	\$60,739	\$72,250	\$11,511	19%
10-5310-31-6134	STD/LTD Insurance	\$18,333	\$1,833	\$2,190	\$357	19%
10-5310-31-6135	Health/Dental/Life Insurance	\$68,470	\$68,470	\$88,905	\$20,435	30%
10-5310-31-6136	Workers Compensation Insurance	\$7,819	\$7,819	\$8,701	\$882	11%
10-5310-31-6210	Printing/Office Supplies	\$0	\$0	\$3,000	\$3,000	N/A
10-5310-31-6213	Telephone	\$2,300	\$2,300	\$2,400	\$100	4%
10-5310-31-6215	Gas & Oil	\$0	\$0	\$0	\$0	N/A
10-5310-31-6241	Automobile Expense	\$0	\$0	\$1,400	\$1,400	N/A
10-5310-31-6243	Spec Supplies/Safety Equip/Emg	\$3,000	\$3,500	\$3,875	\$375	11%
10-5310-31-6244	Office Furniture - Non Capital	\$1,000	\$0	\$1,000	\$1,000	N/A
10-5310-31-6405	Professional Services	\$1,500	\$0	\$0	\$0	N/A
10-5310-31-6410	Commission Support	\$2,000	\$4,600	\$4,600	\$0	0%
10-5310-31-6447	Recruitment Relocation	\$0	\$0	\$0	\$0	N/A
10-5310-31-6505	Rent	\$1,500	\$5,500	\$4,500	-\$1,000	-18%
10-5310-31-6511	Advertising	\$4,500	\$8,400	\$7,100	-\$1,300	-15%
10-5310-31-6632	Historic Preservation	\$0	\$45,000	\$0	-\$45,000	-100%
10-5310-31-6703	Dues/Subscriptions/License	\$2,375	\$2,375	\$2,425	\$50	2%
10-5310-31-6720	Community Service Contracts	\$5,000	\$25,000	\$0	-\$25,000	-100%
10-5310-31-6750	Training/Staff Development	\$12,000	\$12,000	\$19,620	\$7,620	64%

**CITY OF SEDONA  
GENERAL FUND  
PROPOSED 2015-16 DEPARTMENT BUDGETS**

Account Number	Account Description	FY15 Estimated Actuals	FY15 Adopted Budget	FY16 Proposed Budget	Difference FY15	
					Adopted vs. FY16 Proposed	% Difference
10-5310-31-6840	Motor Vehicles	\$0	\$0	\$26,021	\$26,021	N/A
10-5310-31-6846	Computer Hardware	\$0	\$0	\$0	\$0	N/A
10-5310-31-6857	Improvements - City Owned Prop	\$0	\$0	\$0	\$0	N/A
	<b>Subtotal Comm. Dev. Admin.</b>	<b>\$744,674</b>	<b>\$800,234</b>	<b>\$909,961</b>	<b>\$109,727</b>	<b>14%</b>
10-5310-32-6005	Salary & Wages	\$106,428	\$106,428	\$111,040	\$4,612	4%
10-5310-32-6010	Temp/Part-Time Wages	\$0	\$0	\$5,400	\$5,400	N/A
10-5310-32-6125	Direct Payroll Costs	\$8,467	\$8,467	\$9,062	\$595	7%
10-5310-32-6130	Retirement	\$12,840	\$12,840	\$13,587	\$747	6%
10-5310-32-6134	STD/LTD Insurance	\$383	\$383	\$419	\$36	9%
10-5310-32-6135	Health/Dental/Life Insurance	\$15,626	\$15,626	\$16,597	\$971	6%
10-5310-32-6136	Workers Compensation Insurance	\$1,863	\$1,863	\$3,203	\$1,340	72%
10-5310-32-6210	Printing/Office Supplies	\$300	\$300	\$300	\$0	0%
10-5310-32-6214	Uniform Expenses	\$700	\$1,000	\$1,000	\$0	0%
10-5310-32-6215	Gas & Oil	\$0	\$0	\$0	\$0	N/A
10-5310-32-6243	Spec Supplies/Safety Equip/Emg	\$500	\$800	\$1,345	\$545	68%
10-5310-32-6703	Dues/Subscriptions/License	\$200	\$200	\$325	\$125	63%
	<b>Subtotal Building Safety</b>	<b>\$147,307</b>	<b>\$147,907</b>	<b>\$162,278</b>	<b>\$14,371</b>	<b>10%</b>
10-5310-33-6005	Salary & Wages	\$96,921	\$96,921	\$92,114	-\$4,807	-5%
10-5310-33-6006	Overtime	\$0	\$0	\$3,500	\$3,500	N/A
10-5310-33-6046	Employee Benefits	\$0	\$0	\$0	\$0	N/A
10-5310-33-6125	Direct Payroll Costs	\$7,575	\$7,575	\$7,473	-\$102	-1%
10-5310-33-6130	Retirement	\$11,486	\$11,486	\$11,204	-\$282	-2%
10-5310-33-6134	STD/LTD Insurance	\$350	\$350	\$332	-\$18	-5%
10-5310-33-6135	Health/Dental/Life Insurance	\$15,000	\$28,217	\$13,422	-\$14,795	-52%
10-5310-33-6136	Workers Compensation Insurance	\$2,200	\$1,696	\$2,534	\$838	49%
10-5310-33-6210	Printing/Office Supplies	\$0	\$0	\$200	\$200	N/A
10-5310-33-6213	Telephone	\$0	\$0	\$0	\$0	N/A
10-5310-33-6214	Uniform Expenses	\$1,000	\$1,000	\$1,000	\$0	0%
10-5310-33-6235	Equipment Repair	\$600	\$600	\$600	\$0	0%
10-5310-33-6243	Spec Supplies/Safety Equip/Emg	\$400	\$400	\$500	\$100	25%
10-5310-33-6405	Professional Services	\$5,000	\$6,000	\$10,000	\$4,000	67%
10-5310-33-6703	Dues/Subscriptions/License	\$200	\$200	\$70	-\$130	-65%
	<b>Subtotal Code Enforcement</b>	<b>\$140,732</b>	<b>\$154,445</b>	<b>\$142,949</b>	<b>-\$11,496</b>	<b>-7%</b>
10-5310-67-6005	Salary & Wages	\$0	\$0	\$46,817	\$46,817	N/A
10-5310-67-6006	Overtime	\$0	\$0	\$0	\$0	N/A
10-5310-67-6046	Employee Benefits	\$0	\$0	\$0	\$0	N/A
10-5310-67-6125	Direct Payroll Costs	\$0	\$0	\$3,725	\$3,725	N/A
10-5310-67-6130	Retirement	\$0	\$0	\$5,585	\$5,585	N/A



**CITY OF SEDONA  
GENERAL FUND  
PROPOSED 2015-16 DEPARTMENT BUDGETS**

Account Number	Account Description	FY15 Estimated Actuals	FY15 Adopted Budget	FY16 Proposed Budget	Difference FY15	
					Adopted vs. FY16 Proposed	% Difference
10-5310-67-6134	STD/LTD Insurance	\$0	\$0	\$169	\$169	N/A
10-5310-67-6135	Health/Dental/Life Insurance	\$0	\$0	\$16,924	\$16,924	N/A
10-5310-67-6136	Workers Compensation Insurance	\$0	\$0	\$177	\$177	N/A
10-5310-67-6210	Printing/Office Supplies	\$500	\$4,000	\$4,000	\$0	0%
10-5310-67-6212	Postage	\$3,000	\$15,000	\$15,000	\$0	0%
10-5310-67-6243	Spec Supplies/Safety Equip/Emg	\$0	\$0	\$0	\$0	N/A
10-5310-67-6247	Computer Software - Non Capt	\$0	\$0	\$0	\$0	N/A
10-5310-67-6405	Professional Services	\$10,000	\$57,000	\$132,000	\$75,000	132%
10-5310-67-6410	Commission Support	\$100	\$50	\$100	\$50	100%
10-5310-67-6505	Rent	\$1,000	\$1,500	\$1,500	\$0	0%
10-5310-67-6511	Advertising	\$3,200	\$3,200	\$3,200	\$0	0%
<b>Subtotal Community Plan</b>		<b>\$17,800</b>	<b>\$80,750</b>	<b>\$229,197</b>	<b>\$148,447</b>	<b>184%</b>
<b>Total Community Development</b>		<b>\$1,050,513</b>	<b>\$1,183,336</b>	<b>\$1,444,385</b>	<b>\$261,049</b>	<b>22%</b>
10-5320-01-6005	Salary & Wages	\$280,000	\$283,918	\$315,497	\$31,579	11%
10-5320-01-6006	Overtime	\$500	\$0	\$0	\$0	N/A
10-5320-01-6010	Temp/Part-Time Wages	\$0	\$0	\$0	\$0	N/A
10-5320-01-6046	Employee Benefits	\$5,000	\$0	\$2,160	\$2,160	N/A
10-5320-01-6125	Direct Payroll Costs	\$22,536	\$22,536	\$25,042	\$2,506	11%
10-5320-01-6130	Retirement	\$34,172	\$34,172	\$37,547	\$3,375	10%
10-5320-01-6134	STD/LTD Insurance	\$1,022	\$1,022	\$1,136	\$114	11%
10-5320-01-6135	Health/Dental/Life Insurance	\$62,373	\$62,373	\$73,776	\$11,403	18%
10-5320-01-6136	Workers Compensation Insurance	\$5,229	\$5,229	\$7,832	\$2,603	50%
10-5320-01-6210	Printing/Office Supplies	\$1,500	\$5,100	\$5,100	\$0	0%
10-5320-01-6213	Telephone	\$2,040	\$2,040	\$1,776	-\$264	-13%
10-5320-01-6214	Uniform Expenses	\$4,270	\$4,270	\$4,445	\$175	4%
10-5320-01-6243	Spec Supplies/Safety Equip/Emg	\$100	\$100	\$100	\$0	0%
10-5320-01-6244	Office Furniture - Non Capital	\$1,000	\$0	\$0	\$0	N/A
10-5320-01-6405	Professional Services	\$10,000	\$53,000	\$15,000	-\$38,000	-72%
10-5320-01-6703	Dues/Subscriptions/License	\$6,301	\$6,301	\$1,443	-\$4,858	-77%
10-5320-01-6750	Training/Staff Development	\$12,500	\$12,500	\$11,930	-\$570	-5%
<b>Subtotal General Administration</b>		<b>\$448,543</b>	<b>\$492,561</b>	<b>\$502,784</b>	<b>\$10,223</b>	<b>2%</b>
10-5320-26-6005	Salary & Wages	\$271,916	\$271,916	\$311,832	\$39,916	15%
10-5320-26-6006	Overtime	\$0	\$0	\$0	\$0	N/A
10-5320-26-6010	Temp/Part-Time Wages	\$0	\$0	\$0	\$0	N/A
10-5320-26-6045	Uniform Allowance	\$0	\$0	\$300	\$300	N/A
10-5320-26-6046	Employee Benefits	\$0	\$0	\$0	\$0	N/A
10-5320-26-6125	Direct Payroll Costs	\$21,507	\$21,507	\$24,587	\$3,080	14%
10-5320-26-6130	Retirement	\$32,612	\$32,612	\$36,864	\$4,252	13%

**CITY OF SEDONA  
GENERAL FUND  
PROPOSED 2015-16 DEPARTMENT BUDGETS**

Account Number	Account Description	FY15 Estimated Actuals	FY15 Adopted Budget	FY16 Proposed Budget	Difference FY15	
					Adopted vs. FY16 Proposed	% Difference
10-5320-26-6134	STD/LTD Insurance	\$979	\$979	\$1,123	\$144	15%
10-5320-26-6135	Health/Dental/Life Insurance	\$85,452	\$85,452	\$97,536	\$12,084	14%
10-5320-26-6136	Workers Compensation Insurance	\$10,000	\$4,759	\$11,270	\$6,511	137%
10-5320-26-6213	Telephone	\$1,680	\$1,680	\$1,776	\$96	6%
10-5320-26-6214	Uniform Expenses	\$2,100	\$2,100	\$2,100	\$0	0%
10-5320-26-6224	Chemicals	\$15,000	\$10,000	\$10,000	\$0	0%
10-5320-26-6231	Grounds Maintenance	\$50,000	\$66,000	\$37,500	-\$28,500	-43%
10-5320-26-6235	Equipment Repair	\$6,000	\$6,000	\$6,000	\$0	0%
10-5320-26-6241	Auto Exp - Parks Maint	\$0	\$0	\$0	\$0	N/A
10-5320-26-6243	Spec Supplies/Safety Equip/Emg	\$1,440	\$1,440	\$1,440	\$0	0%
10-5320-26-6248	Machinery & Equip - Non Capit	\$0	\$0	\$2,000	\$2,000	N/A
10-5320-26-6405	Professional Services	\$5,000	\$11,500	\$14,075	\$2,575	22%
10-5320-26-6530	Utilities	\$120,000	\$104,850	\$137,550	\$32,700	31%
10-5320-26-6540	Solid Waste / Recycling	\$500	\$1,300	\$1,300	\$0	0%
10-5320-26-6703	Dues/Subscriptions/License	\$150	\$150	\$225	\$75	50%
10-5320-26-6730	Maint & Improvement	\$3,000	\$3,000	\$3,000	\$0	0%
10-5320-26-6857	Improvements - City Owned Property	\$10,000	\$30,000	\$0	-\$30,000	-100%
	<b>Subtotal Parks Maintenance</b>	<b>\$637,336</b>	<b>\$655,245</b>	<b>\$700,478</b>	<b>\$45,233</b>	<b>7%</b>
10-5320-68-6005	Salary & Wages	\$55,000	\$58,979	\$62,620	\$3,641	6%
10-5320-68-6006	Overtime	\$100	\$0	\$0	\$0	N/A
10-5320-68-6046	Employee Benefits	\$500	\$0	\$720	\$720	N/A
10-5320-68-6125	Direct Payroll Costs	\$4,400	\$4,692	\$4,981	\$289	6%
10-5320-68-6130	Retirement	\$6,800	\$7,115	\$7,468	\$353	5%
10-5320-68-6134	STD/LTD Insurance	\$212	\$212	\$225	\$13	6%
10-5320-68-6135	Health/Dental/Life Insurance	\$11,395	\$11,395	\$10,903	-\$492	-4%
10-5320-68-6136	Workers Compensation Insurance	\$1,067	\$1,067	\$1,723	\$656	61%
10-5320-68-6221	Janitorial Supplies	\$2,500	\$3,000	\$3,000	\$0	0%
10-5320-68-6405	Professional Services	\$21,456	\$21,456	\$21,400	-\$56	0%
10-5320-68-6511	Advertising	\$2,500	\$8,900	\$8,100	-\$800	-9%
10-5320-68-6736	Permit Fees	\$5,000	\$5,000	\$5,000	\$0	0%
	<b>Subtotal Stormwater</b>	<b>\$110,930</b>	<b>\$121,816</b>	<b>\$126,140</b>	<b>\$4,324</b>	<b>4%</b>
10-5320-79-6005	Salary & Wages	\$80,000	\$85,519	\$66,996	-\$18,523	-22%
10-5320-79-6006	Overtime	\$300	\$297	\$8,928	\$8,631	2906%
10-5320-79-6010	Temp/Part-Time Wages	\$0	\$0	\$0	\$0	N/A
10-5320-79-6125	Direct Payroll Costs	\$6,300	\$6,749	\$5,240	-\$1,509	-22%
10-5320-79-6130	Retirement	\$9,000	\$10,234	\$7,857	-\$2,377	-23%
10-5320-79-6134	STD/LTD Insurance	\$308	\$308	\$241	-\$67	-22%
10-5320-79-6135	Health/Dental/Life Insurance	\$21,000	\$24,992	\$22,150	-\$2,842	-11%

**CITY OF SEDONA  
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PROPOSED 2015-16 DEPARTMENT BUDGETS**

Account Number	Account Description	FY15 Estimated Actuals	FY15 Adopted Budget	FY16 Proposed Budget	Difference FY15	
					Adopted vs. FY16 Proposed	% Difference
10-5320-79-6136	Workers Compensation Insurance	\$2,600	\$1,535	\$2,033	\$498	32%
10-5320-79-6213	Telephone	\$420	\$420	\$444	\$24	6%
10-5320-79-6214	Uniforms & Safety Equipment	\$175	\$175	\$0	-\$175	-100%
10-5320-79-6221	Janitorial Supplies	\$9,500	\$9,500	\$12,500	\$3,000	32%
10-5320-79-6231	Grounds Maintenance	\$0	\$0	\$0	\$0	N/A
10-5320-79-6243	Spec Supplies/Safety Equip/Emg	\$0	\$0	\$0	\$0	N/A
10-5320-79-6405	Professional Services	\$99,800	\$99,800	\$119,600	\$19,800	20%
10-5320-79-6530	Utilities	\$122,400	\$122,400	\$147,280	\$24,880	20%
10-5320-79-6703	Dues/Subscriptions/License	\$250	\$250	\$250	\$0	0%
10-5320-79-6730	Maint & Improvement	\$80,000	\$91,218	\$95,000	\$3,782	4%
10-5320-79-6857	Improvements - City Owned Property	\$25,000	\$25,000	\$192,000	\$167,000	668%
	<b>Subtotal Property Management</b>	<b>\$457,053</b>	<b>\$478,397</b>	<b>\$680,519</b>	<b>\$202,122</b>	<b>42%</b>
10-5320-89-6005	Salary & Wages	\$121,677	\$121,677	\$197,961	\$76,284	63%
10-5320-89-6125	Direct Payroll Costs	\$9,652	\$9,652	\$15,611	\$5,959	62%
10-5320-89-6130	Retirement	\$14,635	\$14,635	\$23,406	\$8,771	60%
10-5320-89-6134	STD/LTD Insurance	\$438	\$438	\$713	\$275	63%
10-5320-89-6135	Health/Dental/Life Insurance	\$19,574	\$19,574	\$42,864	\$23,290	119%
10-5320-89-6136	Workers Compensation Insurance	\$4,186	\$4,186	\$5,446	\$1,260	30%
10-5320-89-6847	Computer Software	\$0	\$0	\$0	\$0	N/A
	<b>Subtotal Capital Projects</b>	<b>\$170,162</b>	<b>\$170,162</b>	<b>\$286,001</b>	<b>\$115,839</b>	<b>68%</b>
	<b>Total Engineering Services</b>	<b>\$1,824,024</b>	<b>\$1,918,181</b>	<b>\$2,295,922</b>	<b>\$377,741</b>	<b>20%</b>
10-5510-01-6005	Salary & Wages	\$231,406	\$231,406	\$246,624	\$15,218	7%
10-5510-01-6006	Overtime	\$10	\$0	\$23,617	\$23,617	N/A
10-5510-01-6010	TempPart-Time Wages	\$0	\$0	\$0	\$0	N/A
10-5510-01-6045	Uniform Allowance	\$1,920	\$1,920	\$1,920	\$0	0%
10-5510-01-6125	Direct Payroll Costs	\$7,500	\$12,601	\$8,258	-\$4,343	-34%
10-5510-01-6130	Retirement	\$40,000	\$25,944	\$31,223	\$5,279	20%
10-5510-01-6131	PSPRS Retirement	\$22,399	\$22,399	\$53,621	\$31,222	139%
10-5510-01-6134	STD/LTD Insurance	\$1,378	\$1,378	\$2,194	\$816	59%
10-5510-01-6135	Health/Dental/Life Insurance	\$30,802	\$30,802	\$32,835	\$2,033	7%
10-5510-01-6136	Workers Compensation Insurance	\$8,766	\$8,766	\$14,311	\$5,545	63%
10-5510-01-6141	Employee Exams	\$100	\$0	\$0	\$0	N/A
10-5510-01-6210	Printing/Office Supplies	\$0	\$0	\$0	\$0	N/A
10-5510-01-6212	Postage	\$50	\$50	\$50	\$0	0%
10-5510-01-6213	Telephone	\$1,800	\$1,800	\$2,240	\$440	24%
10-5510-01-6214	Uniform Expenses	\$1,500	\$1,500	\$1,500	\$0	0%
10-5510-01-6215	Gas & Oil	\$5,500	\$6,669	\$6,669	\$0	0%
10-5510-01-6241	Automobile Expense	\$1,800	\$1,800	\$1,800	\$0	0%

**CITY OF SEDONA  
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PROPOSED 2015-16 DEPARTMENT BUDGETS**

Account Number	Account Description	FY15 Estimated Actuals	FY15 Adopted Budget	FY16 Proposed Budget	Difference FY15	
					Adopted vs. FY16 Proposed	% Difference
10-5510-01-6243	Spec Supplies/Safety Equip/Emg	\$1,500	\$2,000	\$3,000	\$1,000	50%
10-5510-01-6244	Office Furniture - Non Capital	\$0	\$0	\$1,500	\$1,500	N/A
10-5510-01-6405	Professional Services	\$0	\$0	\$0	\$0	N/A
10-5510-01-6703	Dues/Subscriptions/License	\$6,915	\$6,915	\$8,190	\$1,275	18%
10-5510-01-6705	Public Information Program	\$4,000	\$4,000	\$5,000	\$1,000	25%
10-5510-01-6709	Miscellaneous	\$0	\$0	\$0	\$0	N/A
10-5510-01-6730	Maint & Improvement	\$0	\$0	\$0	\$0	N/A
10-5510-01-6750	Training/Staff Development	\$34,500	\$34,500	\$38,875	\$4,375	13%
10-5510-01-6840	Motor Vehicles	\$0	\$0	\$0	\$0	N/A
<b>Subtotal Police Administration</b>		<b>\$401,846</b>	<b>\$394,450</b>	<b>\$483,427</b>	<b>\$88,977</b>	<b>23%</b>
10-5510-43-6005	Salary & Wages	\$1,150,000	\$1,314,691	\$1,267,570	-\$47,121	-4%
10-5510-43-6006	Overtime	\$200,000	\$114,173	\$118,304	\$4,131	4%
10-5510-43-6010	Temp/Part-Time Wages	\$7,500	\$0	\$75,989	\$75,989	N/A
10-5510-43-6045	Uniform Allowance	\$20,000	\$23,040	\$22,080	-\$960	-4%
10-5510-43-6046	Employee Benefits	\$6,000	\$6,000	\$6,000	\$0	0%
10-5510-43-6125	Direct Payroll Costs	\$23,956	\$23,956	\$27,033	\$3,077	13%
10-5510-43-6130	Retirement	\$0	\$0	\$8,957	\$8,957	N/A
10-5510-43-6131	PSPRS Retirement	\$330,319	\$330,319	\$363,368	\$33,049	10%
10-5510-43-6134	STD/LTD Insurance	\$12,441	\$12,441	\$13,115	\$674	5%
10-5510-43-6135	Health/Dental/Life Insurance	\$272,000	\$273,841	\$278,943	\$5,102	2%
10-5510-43-6136	Workers Compensation Insurance	\$90,000	\$55,613	\$92,509	\$36,896	66%
10-5510-43-6141	Employee Exams	\$2,000	\$4,460	\$4,560	\$100	2%
10-5510-43-6210	Printing/Office Supplies	\$0	\$0	\$0	\$0	N/A
10-5510-43-6212	Postage	\$350	\$350	\$350	\$0	0%
10-5510-43-6213	Telephone	\$1,125	\$1,125	\$2,565	\$1,440	128%
10-5510-43-6214	Uniform Expenses	\$12,000	\$17,140	\$28,500	\$11,360	66%
10-5510-43-6215	Gas & Oil	\$63,977	\$63,977	\$63,977	\$0	0%
10-5510-43-6235	Equipment Repair	\$3,500	\$4,725	\$6,300	\$1,575	33%
10-5510-43-6241	Automobile Expense	\$37,000	\$37,000	\$37,000	\$0	0%
10-5510-43-6243	Spec Supplies/Safety Equip/Emg	\$4,500	\$5,300	\$2,200	-\$3,100	-58%
10-5510-43-6249	Radio & Phone Equip-Non Capita	\$600	\$500	\$4,700	\$4,200	840%
10-5510-43-6251	Firearms & Training Equipment	\$20,000	\$25,540	\$26,900	\$1,360	5%
10-5510-43-6703	Dues/Subscriptions/License	\$1,770	\$1,770	\$4,440	\$2,670	151%
10-5510-43-6709	Miscellaneous	\$1,976	\$1,976	\$2,026	\$50	3%
10-5510-43-6840	Motor Vehicles	\$95,000	\$95,000	\$0	-\$95,000	-100%
10-5510-43-6849	Telephone & Radio Equipment	\$0	\$0	\$0	\$0	N/A
<b>Subtotal Patrol</b>		<b>\$2,356,014</b>	<b>\$2,412,937</b>	<b>\$2,457,386</b>	<b>\$44,449</b>	<b>2%</b>
10-5510-44-6005	Salary & Wages	\$121,264	\$121,264	\$124,987	\$3,723	3%

**CITY OF SEDONA  
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PROPOSED 2015-16 DEPARTMENT BUDGETS**

Account Number	Account Description	FY15 Estimated Actuals	FY15 Adopted Budget	FY16 Proposed Budget	Difference FY15	
					Adopted vs. FY16 Proposed	% Difference
10-5510-44-6006	Overtime	\$12,126	\$12,126	\$12,472	\$346	3%
10-5510-44-6045	Uniform Allowance	\$1,920	\$1,920	\$1,920	\$0	0%
10-5510-44-6125	Direct Payroll Costs	\$2,021	\$2,021	\$2,066	\$45	2%
10-5510-44-6131	PSPRS Retirement	\$32,677	\$32,677	\$35,655	\$2,978	9%
10-5510-44-6134	STD/LTD Insurance	\$1,231	\$1,231	\$1,262	\$31	3%
10-5510-44-6135	Health/Dental/Life Insurance	\$24,579	\$24,579	\$26,282	\$1,703	7%
10-5510-44-6136	Workers Compensation Insurance	\$8,500	\$5,311	\$8,606	\$3,295	62%
10-5510-44-6210	Printing/Office Supplies	\$0	\$0	\$0	\$0	N/A
10-5510-44-6212	Postage	\$500	\$500	\$500	\$0	0%
10-5510-44-6213	Telephone	\$1,320	\$1,320	\$1,760	\$440	33%
10-5510-44-6215	Gas & Oil	\$7,500	\$8,248	\$8,248	\$0	0%
10-5510-44-6241	Automobile Expense	\$1,500	\$2,100	\$2,100	\$0	0%
10-5510-44-6243	Spec Supplies/Safety Equip/Emg	\$3,000	\$4,260	\$4,160	-\$100	-2%
10-5510-44-6703	Dues/Subscriptions/License	\$4,028	\$4,028	\$4,038	\$10	0%
10-5510-44-6705	Public Information Program	\$1,200	\$1,200	\$1,200	\$0	0%
10-5510-44-6709	Miscellaneous	\$600	\$600	\$600	\$0	0%
10-5510-44-6720	Community Service Contracts	\$5,000	\$5,000	\$16,000	\$11,000	220%
10-5510-44-6840	Motor Vehicles	\$0	\$0	\$45,000	\$45,000	N/A
	<b>Subtotal Investigations</b>	<b>\$228,966</b>	<b>\$228,385</b>	<b>\$296,856</b>	<b>\$68,471</b>	<b>30%</b>
10-5510-45-6005	Salary & Wages	\$308,926	\$308,926	\$339,835	\$30,909	10%
10-5510-45-6006	Overtime	\$30,193	\$30,193	\$12,667	-\$17,526	-58%
10-5510-45-6010	Temp/Part-Time Wages	\$500	\$0	\$0	\$0	N/A
10-5510-45-6045	Uniform Allowance	\$3,000	\$3,960	\$3,960	\$0	0%
10-5510-45-6046	Employee Benefits	\$0	\$0	\$2,410	\$2,410	N/A
10-5510-45-6125	Direct Payroll Costs	\$24,059	\$24,059	\$28,190	\$4,131	17%
10-5510-45-6130	Retirement	\$36,750	\$36,750	\$42,707	\$5,957	16%
10-5510-45-6134	STD/LTD Insurance	\$1,087	\$1,087	\$1,223	\$136	13%
10-5510-45-6135	Health/Dental/Life Insurance	\$81,911	\$81,911	\$88,843	\$6,932	8%
10-5510-45-6136	Workers Compensation Insurance	\$1,200	\$725	\$1,282	\$557	77%
10-5510-45-6141	Employee Exams	\$200	\$660	\$710	\$50	8%
10-5510-45-6213	Telephone	\$300	\$300	\$300	\$0	0%
10-5510-45-6214	Uniform Expenses	\$22,000	\$0	\$0	\$0	N/A
10-5510-45-6235	Equipment Repair	\$0	\$31,000	\$36,944	\$5,944	19%
10-5510-45-6249	Radio & Phone Equip-Non Capita	\$1,210	\$1,210	\$1,110	-\$100	-8%
10-5510-45-6703	Dues/Subscriptions/License	\$1,706	\$1,706	\$1,706	\$0	0%
10-5510-45-6849	Telephone & Radio Equipment	\$0	\$0	\$0	\$0	N/A
	<b>Subtotal Communications</b>	<b>\$513,042</b>	<b>\$522,487</b>	<b>\$561,887</b>	<b>\$39,400</b>	<b>8%</b>
10-5510-46-6005	Salary & Wages	\$20,000	\$38,562	\$0	-\$38,562	-100%

**CITY OF SEDONA  
GENERAL FUND  
PROPOSED 2015-16 DEPARTMENT BUDGETS**

Account Number	Account Description	FY15 Estimated Actuals	FY15 Adopted Budget	FY16 Proposed Budget	Difference FY15	
					Adopted vs. FY16 Proposed	% Difference
10-5510-46-6006	Overtime	\$3,000	\$0	\$0	\$0	N/A
10-5510-46-6010	Temp Part-Time Wages	\$0	\$0	\$23,374	\$23,374	N/A
10-5510-46-6045	Uniform Allowance	\$0	\$960	\$960	\$0	0%
10-5510-46-6125	Direct Payroll Costs	\$3,142	\$3,142	\$1,917	-\$1,225	-39%
10-5510-46-6130	Retirement	\$2,500	\$4,764	\$2,874	-\$1,890	-40%
10-5510-46-6134	STD/LTD Insurance	\$139	\$139	\$84	-\$55	-40%
10-5510-46-6135	Health/Dental/Life Insurance	\$1,000	\$12,657	\$0	-\$12,657	-100%
10-5510-46-6136	Workers Compensation Insurance	\$800	\$1,689	\$827	-\$862	-51%
10-5510-46-6212	Postage	\$200	\$500	\$500	\$0	0%
10-5510-46-6213	Telephone	\$300	\$300	\$360	\$60	20%
10-5510-46-6215	Gas & Oil	\$500	\$3,000	\$3,000	\$0	0%
10-5510-46-6241	Automobile Expense	\$500	\$1,500	\$1,500	\$0	0%
10-5510-46-6243	Spec Supplies/Safety Equip/Emg	\$500	\$500	\$500	\$0	0%
10-5510-46-6703	Dues/Subscriptions/License	\$60	\$60	\$60	\$0	0%
10-5510-46-6709	Miscellaneous	\$500	\$1,000	\$1,000	\$0	0%
<b>Subtotal Animal Control</b>		<b>\$33,141</b>	<b>\$68,773</b>	<b>\$36,956</b>	<b>-\$31,817</b>	<b>-46%</b>
10-5510-47-6005	Salary & Wages	\$0	\$0	\$0	\$0	N/A
10-5510-47-6125	Direct Payroll Costs	\$0	\$0	\$0	\$0	N/A
10-5510-47-6131	PSPRS Retirement	\$0	\$0	\$0	\$0	N/A
10-5510-47-6134	STD/LTD Insurance	\$0	\$0	\$0	\$0	N/A
10-5510-47-6135	Health/Dental/Life Insurance	\$0	\$0	\$0	\$0	N/A
10-5510-47-6136	Workers Compensation Insurance	\$0	\$0	\$0	\$0	N/A
10-5510-47-6213	Telephone	\$300	\$300	\$300	\$0	0%
10-5510-47-6215	Gas & Oil	\$3,000	\$3,000	\$3,000	\$0	0%
10-5510-47-6241	Automobile Expense	\$1,000	\$1,000	\$1,000	\$0	0%
10-5510-47-6703	Dues/Subscriptions/License	\$65	\$65	\$65	\$0	0%
<b>Subtotal School Resource Officer</b>		<b>\$4,365</b>	<b>\$4,365</b>	<b>\$4,365</b>	<b>\$0</b>	<b>0%</b>
10-5510-81-6005	Salary & Wages	\$54,704	\$54,704	\$56,618	\$1,914	3%
10-5510-81-6006	Overtime	\$13,000	\$5,470	\$5,662	\$192	4%
10-5510-81-6010	Temp/Part-Time Wages	\$30,000	\$22,200	\$0	-\$22,200	-100%
10-5510-81-6045	Uniform Allowance	\$960	\$960	\$960	\$0	0%
10-5510-81-6046	Employee Benefits	\$0	\$0	\$0	\$0	N/A
10-5510-81-6125	Direct Payroll Costs	\$3,500	\$2,617	\$948	-\$1,669	-64%
10-5510-81-6130	Retirement	\$0	\$0	\$0	\$0	N/A
10-5510-81-6131	PSPRS Retirement	\$16,000	\$14,843	\$16,357	\$1,514	10%
10-5510-81-6134	STD/LTD Insurance	\$558	\$558	\$577	\$19	3%
10-5510-81-6135	Health/Dental/Life Insurance	\$8,277	\$8,277	\$8,191	-\$86	-1%
10-5510-81-6136	Workers Compensation Insurance	\$6,800	\$3,368	\$3,898	\$530	16%

**CITY OF SEDONA  
GENERAL FUND  
PROPOSED 2015-16 DEPARTMENT BUDGETS**

Account Number	Account Description	FY15 Estimated Actuals	FY15 Adopted Budget	FY16 Proposed Budget	Difference FY15	
					Adopted vs. FY16 Proposed	% Difference
10-5510-81-6215	Gas & Oil	\$0	\$0	\$0	\$0	N/A
10-5510-81-6241	Automobile Expense	\$0	\$0	\$0	\$0	N/A
10-5510-81-6243	Spec Supplies/Safety Equip/Emg	\$6,000	\$10,900	\$10,900	\$0	0%
10-5510-81-6703	Dues/Subscriptions/License	\$0	\$0	\$0	\$0	N/A
10-5510-81-6709	Miscellaneous	\$1,500	\$1,500	\$1,500	\$0	0%
	<b>Subtotal STEP</b>	<b>\$141,299</b>	<b>\$125,397</b>	<b>\$105,611</b>	<b>-\$19,786</b>	<b>-16%</b>
	<b>Total Police Department</b>	<b>\$3,678,673</b>	<b>\$3,756,794</b>	<b>\$3,946,488</b>	<b>\$189,694</b>	<b>5%</b>
10-5520-01-6005	Salary & Wages	\$170,000	\$172,580	\$115,419	-\$57,161	-33%
10-5520-01-6006	Overtime	\$0	\$0	\$0	\$0	N/A
10-5520-01-6010	Temp/Part-Time Wages	\$10,000	\$10,000	\$66,468	\$56,468	565%
10-5520-01-6046	Employee Benefits	\$700	\$0	\$1,200	\$1,200	N/A
10-5520-01-6125	Direct Payroll Costs	\$14,354	\$14,354	\$14,361	\$7	0%
10-5520-01-6130	Retirement	\$18,500	\$19,381	\$19,654	\$273	1%
10-5520-01-6134	STD/LTD Insurance	\$621	\$621	\$633	\$12	2%
10-5520-01-6135	Health/Dental/Life Insurance	\$40,000	\$41,893	\$47,495	\$5,602	13%
10-5520-01-6136	Workers Compensation Insurance	\$550	\$402	\$629	\$227	56%
10-5520-01-6210	Printing/Office Supplies	\$0	\$0	\$0	\$0	N/A
10-5520-01-6215	Gas & Oil	\$0	\$0	\$0	\$0	N/A
10-5520-01-6225	Service Charges	\$0	\$0	\$0	\$0	N/A
10-5520-01-6405	Professional Services	\$3,000	\$3,000	\$4,000	\$1,000	33%
10-5520-01-6436	Software Update	\$7,250	\$7,250	\$7,250	\$0	0%
10-5520-01-6450	Legal Fees/Settlements/Deductibles	\$29,000	\$29,000	\$30,000	\$1,000	3%
10-5520-01-6703	Dues/Subscriptions/License	\$1,600	\$1,600	\$1,600	\$0	0%
10-5520-01-6712	Jury Remunerations	\$300	\$300	\$300	\$0	0%
10-5520-01-6750	Training/Staff Development	\$2,000	\$2,500	\$2,500	\$0	0%
	<b>Total Municipal Court</b>	<b>\$297,875</b>	<b>\$302,881</b>	<b>\$311,509</b>	<b>\$8,628</b>	<b>3%</b>
	<b>Total General Fund</b>	<b>\$20,698,931</b>	<b>\$21,270,972</b>	<b>\$16,284,043</b>	<b>-\$4,986,929</b>	<b>-23%</b>

## SPECIAL REVENUE FUND – STREETS MAINTENANCE DIVISION AND GRANTS

### DEPARTMENT DESCRIPTION

The Streets Maintenance Division maintains City roadways, sidewalks, street signage, pedestrian and road 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 separated 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 separated 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.

### 2015-2016 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.

### 2014-2015 ACCOMPLISHMENTS

- ✓ Milled and overlaid Mystic Hills Subdivision, Chapel Road, Airport Road and Jordan Road.
- ✓ Sponsored a Community Clean-Up Event, for fire abatement and pre-monsoon drainage cleanup, which successfully collected over 250 cubic yards of slash and trimmings.

### SIGNIFICANT CHANGES

- The FY 2016 budget continues with a more moderate rate of road rehabilitation than was completed in FY 2013, FY 2014 and FY 2015.

### WORKLOAD INDICATORS

Workload Indicators	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Estimate	FY 15-16 Projected
Miles of road paved	4.75	5.0	2.24	0.80	1.0
Right of Way Permits issued	123	190	191	185	190
Miles of streets	110	110	110	110	110

### PERFORMANCE MEASURES

Performance Measures	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Estimate	FY 15-16 Projected
Pave a minimum of 3 miles of road per year	yes	yes	no	no	no
Days of lost time injuries	78	0	0	0	0
Miles of drainage ditches cleaned (centerline miles)	4.78	0.70	2.16	2.0	2.50



CITY OF SEDONA  
SUMMARY OF REVENUES AND EXPENDITURES - STREETS FUND

<b>Streets/HURF Fund</b>	<b>FY 14 Budget</b>	<b>FY 14 Actual</b>	<b>FY 15 Budget</b>	<b>FY 15 Projected</b>	<b>FY 16 Proposed</b>	<b>FY 17 Projected</b>	<b>FY 18 Projected</b>	<b>FY 19 Projected</b>	<b>FY 20 Projected</b>
<b>Revenues</b>									
Highway User Revenue	707,584	780,913	747,140	775,000	782,238	798,000	814,000	830,000	847,000
Other Revenue	17,500	-	18,000	-	-	-	-	-	-
Transfers	1,540,993	1,018,427	500,000	275,000	506,500	517,000	527,000	538,000	549,000
<b>Total Revenue</b>	<b>2,266,077</b>	<b>1,799,340</b>	<b>1,265,140</b>	<b>1,050,000</b>	<b>1,288,738</b>	<b>1,315,000</b>	<b>1,341,000</b>	<b>1,368,000</b>	<b>1,396,000</b>
<b>Expenditures</b>									
Operations	2,266,077	1,799,340	1,275,140	1,050,000	1,224,489	1,315,000	1,341,000	1,368,000	1,396,000
Transfers	-	-	-	-	-	-	-	-	-
Capital	-	-	-	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>2,266,077</b>	<b>1,799,340</b>	<b>1,275,140</b>	<b>1,050,000</b>	<b>1,224,489</b>	<b>1,315,000</b>	<b>1,341,000</b>	<b>1,368,000</b>	<b>1,396,000</b>
<b>Change in Fund Balance</b>	<b>-</b>	<b>-</b>	<b>(10,000)</b>	<b>-</b>	<b>64,249</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Estimated Ending Fund Balance	-	-	(10,000)	-	64,249	64,249	64,249	64,249	64,249

**Revenue Assumptions:**

HURF 2% (2017 - 2020)  
Transfers 2% (2017-2020)

Account Number	Account Description	FY15 Estimated Actuals	FY15 Adopted Budget	FY16 Proposed Budget	Difference FY15	
					Adopted vs. FY16 Proposed	% Difference
11-5320-01-6213	Telephone	\$2,940	\$2,940	\$3,108	\$168	6%
11-5320-01-6214	Uniform Expenses	\$2,100	\$2,100	\$2,520	\$420	20%
11-5320-01-6215	Gas & Oil	\$12,980	\$12,980	\$17,307	\$4,327	33%
11-5320-01-6233	Equipment & Other Rental	\$1,670	\$1,670	\$10,070	\$8,400	503%
11-5320-01-6235	Equipment Repair	\$3,350	\$3,350	\$5,000	\$1,650	49%
11-5320-01-6241	Automobile Expense	\$16,000	\$18,000	\$18,000	\$0	0%
11-5320-01-6243	Spec Supplies/Safety Equip/Emg	\$1,440	\$1,440	\$1,440	\$0	0%
11-5320-01-6248	Machinery & Equipment-Non Capi	\$2,500	\$5,000	\$5,000	\$0	0%
11-5320-01-6249	Radio & Phone Equip-Non Capita	\$0	\$0	\$0	\$0	N/A
11-5320-01-6272	Materials	\$10,000	\$10,000	\$10,000	\$0	0%
11-5320-01-6407	Professional/Contracted Servic	\$12,416	\$12,416	\$15,000	\$2,584	21%
11-5320-01-6511	Advertising	\$0	\$0	\$0	\$0	N/A
11-5320-01-6530	Utilities	\$4,500	\$8,925	\$0	-\$8,925	-100%
11-5320-01-6540	Solid Waste / Recycling	\$5,300	\$5,300	\$5,300	\$0	0%
11-5320-01-6703	Dues/Subscriptions/License	\$375	\$375	\$375	\$0	0%
11-5320-01-6765	Administrative & Storage Yard	\$0	\$0	\$0	\$0	N/A
11-5320-01-6840	Motor Vehicles	\$82,200	\$82,200	\$0	-\$82,200	-100%
11-5320-01-6848	Machinery & Equipment	\$0	\$0	\$0	\$0	N/A
<b>Subtotal General Administration Streets</b>		<b>\$157,771</b>	<b>\$166,696</b>	<b>\$93,120</b>	<b>-\$73,576</b>	<b>-44%</b>
11-5320-52-6766	Right-Of-Way Maintenance	\$20,000	\$20,000	\$20,000	\$0	0%
11-5320-52-6768	Drainage Rehabilitation	\$255,000	\$0	\$0	\$0	N/A
11-5320-52-6770	Road Rehabilitation	\$371,774	\$0	\$146,774	\$146,774	N/A
11-5320-52-6771	Drainage Maintenance	\$0	\$255,000	\$255,000	\$0	0%
11-5320-52-6773	Pavement Preservation	\$0	\$371,774	\$225,000	-\$146,774	-39%
<b>Subtotal Road &amp; Drainage Rehabilitation</b>		<b>\$646,774</b>	<b>\$646,774</b>	<b>\$646,774</b>	<b>\$0</b>	<b>0%</b>
11-5320-54-6405	Professional Services	\$20,800	\$20,800	\$0	-\$20,800	-100%
11-5320-54-6530	Utilities	\$45,000	\$50,050	\$50,050	\$0	0%
11-5320-54-6737	Landscaping/Materials/Supplies	\$8,000	\$10,000	\$10,000	\$0	0%
11-5320-54-6766	Right-Of-Way Maintenance	\$218,732	\$218,732	\$166,532	-\$52,200	-24%
11-5320-54-6814	Sidewalks/Modifications	\$0	\$0	\$52,000	\$52,000	N/A
11-5320-54-6840	Motor Vehicles	\$0	\$0	\$35,000	\$35,000	N/A
<b>Subtotal Right-Of-Way Maintenance</b>		<b>\$292,532</b>	<b>\$299,582</b>	<b>\$313,582</b>	<b>\$14,000</b>	<b>5%</b>
11-5320-73-6005	Salary & Wages	\$0	\$0	\$0	\$0	N/A
11-5320-73-6006	Overtime	\$0	\$0	\$0	\$0	N/A
11-5320-73-6125	Direct Payroll Costs	\$0	\$0	\$0	\$0	N/A
11-5320-73-6130	Retirement	\$0	\$0	\$0	\$0	N/A

Account Number	Account Description	FY15 Estimated Actuals	FY15 Adopted Budget	FY16 Proposed Budget	Difference FY15	
					Adopted vs. FY16 Proposed	% Difference
11-5320-73-6134	STD/LTD Insurance	\$0	\$0	\$0	\$0	N/A
11-5320-73-6135	Health/Dental/Life Insurance	\$0	\$0	\$0	\$0	N/A
11-5320-73-6136	Workers Compensation Insurance	\$0	\$0	\$0	\$0	N/A
11-5320-73-6220	Special Supplies	\$2,000	\$2,000	\$2,000	\$0	0%
11-5320-73-6530	Utilities	\$31,175	\$35,175	\$44,100	\$8,925	25%
11-5320-73-6766	Right-Of-Way Maintenance	\$8,784	\$8,784	\$8,784	\$0	0%
11-5320-73-6767	Traffic Control	\$70,000	\$81,129	\$81,129	\$0	0%
11-5320-73-6769	Storm Emergencies	\$20,000	\$35,000	\$35,000	\$0	0%
<b>Subtotal Traffic Signals</b>		<b>\$131,959</b>	<b>\$162,088</b>	<b>\$171,013</b>	<b>\$8,925</b>	<b>6%</b>
<b>Total Streets Fund</b>		<b>\$1,229,036</b>	<b>\$1,275,140</b>	<b>\$1,224,489</b>	<b>-\$50,651</b>	<b>-4%</b>

**CITY OF SEDONA  
PROPOSED 2015-2016 BUDGET  
DEPARTMENT LINE ITEM DETAIL**

Account Number	Account Description	FY 2014 Actual	FY 2014 Budget	FY 2015 YTD thru 01/31/15	2015 Adopted Budget	2016 Detail Description	2016 Requested Budget	2016 Detail Amount
<b>Administration</b>								
11-5320-01-6141	Employee Exams	-	60		-	HR expenses for all employee exams - confirmed by VE.	-	-
11-5320-01-6213	Telephone	2,724	2,200	1,400	2,940		3,108	
						Cell phone coverage - 7 phones		2,940
						INCREASE: cell phone service increased from \$35/mo to \$37/mo for 7 phones		168
11-5320-01-6214	Uniform Expenses	1,059	1,925	1,173	2,100		2,520	
						Uniform allowance: work shirts, work hats, work jackets, work pants, EA, WB, RR - 3 @ \$350 per person - every year		1,050
						Work Crew steel toe boots - 3 @ \$175 per person - every year		525
						Work Crew Winter Jackets - 3 @ \$75 per person - every year		225
						For Maintenance Management: VE, PG, JH - Work Shirts - 6 shirts @ \$40 each - 3 @ 240 per person - every year		300
						INCREASE: Net increase to cover all management uniforms		420
						For Maintenance Management: VE, PG, JH - winter jackets to be replaced in FY 16/17		-
						For Maintenance Management: VE, PG, JH - steel toe boots to be replaced in FY 16/17		-
11-5320-01-6215	Gas & Oil	15,133	12,980	7,620	12,980		17,307	
						Fuel for 4 Street Vehicles (\$4327 per vehicle) - 2013 Ford F250 4X4 - 2012 Dodge 3500 4X4 Dump Truck - 2003 Dodge Ram 4X4 1/2 Ton Pickup - 2008 Ford F-150 Ext-Cab		12,980
						INCREASE: Reallocated one vehicle to this department		4,327
11-5320-01-6233	Equipment & Other Rental	1,120	1,670	52	1,670		10,070	

**CITY OF SEDONA  
PROPOSED 2015-2016 BUDGET  
DEPARTMENT LINE ITEM DETAIL**

Account Number	Account Description	FY 2014 Actual	FY 2014 Budget	FY 2015 YTD thru 01/31/15	2015 Adopted Budget	2016 Detail Description	2016 Requested Budget	2016 Detail Amount
						Rental of task related equipment (jack hammer, dollies, saws, welding torch)		1,670
						INCREASE: Rental of Red Wood Chipper for Christmas Trees \$2400 / Yard Clean-up \$3600 / Dead Tree Removal \$2400. This expense will be eliminated if Decision Paper for Wood Chipper is approved.		8,400
11-5320-01-6235	Equipment Repair	3,298	3,350	1,906	3,350		5,000	
						Maintenance of tractor, scissor lift, emerg response trailer and landscaping trailer. Annual inspection for scissor lift.		3,350
						INCREASE: due to equipment age		1,650
11-5320-01-6241	Automobile Expense	9,520	16,000	4,658	18,000		18,000	
						Maintenance of Vactor Truck; Share cost with Waste Water Division		10,000
						Maintenance on 4 vehicles - \$4500/vehicle - 2013 Ford F250 4x4, 2012 Dodge 3500 4x4 Dump Truck, 2008 Ford F-150 Ext-Cab, 2003 Dodge Ram 4x4 1/2 ton pick-up		8,000
11-5320-01-6243	Spec Supplies/Safety Equip/Emg	1,341	1,080	936	1,440		1,440	
						Personal Protection Equipment requirements: gloves, dust masks, respirators, safety glasses, safety vests for 3 employees x approx \$32/mo (EA, WB, RR, VE, JH, PG)		1,440
11-5320-01-6248	Machinery & Equipment-Non Capi	6,244	5,000	-	5,000		5,000	
						Replacement of small equipment, sprayers, blowers, weedeaters.		5,000
11-5320-01-6272	Materials	-	-	-	10,000		10,000	

**CITY OF SEDONA  
PROPOSED 2015-2016 BUDGET  
DEPARTMENT LINE ITEM DETAIL**

Account Number	Account Description	FY 2014 Actual	FY 2014 Budget	FY 2015 YTD thru 01/31/15	2015 Adopted Budget	2016 Detail Description	2016 Requested Budget	2016 Detail Amount
						Materials (sand for sandbags, sandbags, crack seal material, universal pothole material, cinders and salt)		10,000
11-5320-01-6407	Professional/Contracted Servic	20,940	27,416	28	12,416	Surveying & Engineering Design Service	15,000	12,416
						INCREASE: unforeseeem issues related tp drainage, ADA compliance and Blue Stakes or ADA compliance issues and Blue Stakes		2,584
11-5320-01-6530	Utilities	2,634	8,925	1,295	8,925	TRANSFER OUT: Ped lights for Uptown and SR 179 to 11-5320-73-6530 (\$8925)	-	-
11-5320-01-6540	Solid Waste / Recycling	2,215	5,300	2,111	5,300	Waste dumpster for events such as Firewise and Community Clean-Ups	5,300	5,300
11-5320-01-6703	Dues/Subscriptions/License	531	375	249	375	IMSA membership renewals for JH and DP - continuing certification, ATTSA membership for AM	375	375
11-5320-01-6765	Administrative & Storage Yard	3,600	7,200	-	-		-	-
11-5320-01-6840	Motor Vehicles	60,537	60,600	-	82,200	DECISION PAPER: Replacement of 2003 Dodge Ram 1500 - 1/2 Ton Crew Cab Truck @ \$35,000	-	-

**CITY OF SEDONA  
PROPOSED 2015-2016 BUDGET  
DEPARTMENT LINE ITEM DETAIL**

Account Number	Account Description	FY 2014 Actual	FY 2014 Budget	FY 2015 YTD thru 01/31/15	2015 Adopted Budget	2016 Detail Description	2016 Requested Budget	2016 Detail Amount
11-5320-01-6848	Machinery & Equipment					DECISION PAPER: Purchase of Wood Chipper \$40,000 - For use in Christmas Tree Recycling \$2400 / Yard Clean up \$3600 / Dead Tree Removal \$2400	-	-
						DECISION PAPER: Purchase of Snow Plow Blade \$10,000 - For use with current vehicles to increase ability of immediate response during snow emergencies	-	-
	<b>Subtotal Streets Administration</b>	<b>\$ 130,896</b>	<b>\$ 154,081</b>	<b>\$ 21,428</b>	<b>\$ 166,696</b>		<b>\$ 93,120</b>	<b>\$ 93,120</b>
	<b>Subtotal In-House Engineering Services (no longer used)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ -</b>	<b>\$ -</b>
	<b>Subtotal Traffic (no longer used)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ -</b>	<b>\$ -</b>
<b>Streets Rehabilitation</b>								
11-5320-52-6705	Public Info Prgm - Streets			-	-		-	-
11-5320-52-6766	Right-Of-Way Maintenance	15,670	20,000	4,667	20,000		20,000	
						Right of Way Maintenance: Pothole filling, re-establishing road shoulders, UNSCHEDULED - Service Contracts for larger projects that cannot be handled in-house		20,000
11-5320-52-6768	Drainage Rehabilitation	-		-	-		-	
11-5320-52-6770	Road Rehabilitation	883,912	1,011,519	-	-		146,774	
						FY 14/15 - All Scheduled under CIP - Completed Airport Road (project was moved up due to safety issues). Began Jordan Road Uptown Paving		-
						TRANSFER FROM: Pavement Preservation 11-5320-52-6773 - FY 15/16 - Complete Jordan Road Uptown Paving, Sugarloaf Drive, Mormon Hill Rd, and Sedona Vista Drive.		146,774

**CITY OF SEDONA  
PROPOSED 2015-2016 BUDGET  
DEPARTMENT LINE ITEM DETAIL**

Account Number	Account Description	FY 2014 Actual	FY 2014 Budget	FY 2015 YTD thru 01/31/15	2015 Adopted Budget	2016 Detail Description	2016 Requested Budget	2016 Detail Amount
11-5320-52-6771	Drainage Maintenance	250,546	315,000	51,018	255,000		255,000	
						Pre-Monsoon Maintenance Program Target areas: Coffee Pot Road, Coffee Pot Subdivision, Northview Subdivision, Brewer Road, Andante, and Thunder Mountain		255,000
						Pre-Monsoon Maintenance Program was a FY 12/13 Decision Package and is a four year program.		-
						FY 12/13 Costs were \$50,000		-
						FY 13/14 Costs were \$47,436 (staffing: \$5671, repair cost: \$41,630, debris pickup: \$135, mailings: \$0)		-
						FY 14/15 Costs were \$50,000.00		-
						FY 15/16 Costs estimated at \$50,000.00		-
11-5320-52-6773	Pavement Preservation	129,741	308,000	-	371,774		225,000	
						Pavement preservation is required by contract - work is performed in spring/early summer when temps appropriate. I		-
						TRANSFER TO: Road Rehabilitation 11-5320-52-6770 (\$146,774)		-
						FY 15/16 Projects: Mystic Hills Subdivision and Chapel Road (East of 179) and Airport Road		225,000
						FY 14/15 Projects - completed Harmony Hills area and Soldiers Pass Road		-
11-5320-52-6815	Roundabouts/Intersections/Traffic & Street Lights							-



**CITY OF SEDONA  
PROPOSED 2015-2016 BUDGET  
DEPARTMENT LINE ITEM DETAIL**

Account Number	Account Description	FY 2014 Actual	FY 2014 Budget	FY 2015 YTD thru 01/31/15	2015 Adopted Budget	2016 Detail Description	2016 Requested Budget	2016 Detail Amount
<b>Subtotal Streets Rehabilitation</b>		<b>\$ 1,279,869</b>	<b>\$ 1,654,519</b>	<b>\$ 55,685</b>	<b>\$ 646,774</b>		<b>\$ 646,774</b>	<b>\$ 646,774</b>
<b>Subtotal Emergency Management (no longer used)</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ -</b>	
<b>ROW Maintenance</b>								
11-5320-54-6243	Spec Supplies/Safety Equip/Emg				-		-	
11-5320-54-6405	Professional Services	5,801	5,800	7,095	20,800		-	
						TRANSFER TO: ROW Maintenance 11-5320-54-6766 (\$20,800)		-
11-5320-54-6530	Utilities	42,565	50,050	19,944	50,050		50,050	
						Landscaping irrigation water - Service from AZ Water and Oak Creek Water		50,050
11-5320-54-6737	Landscaping/Materials/Supplies	10,185	10,000	757	10,000		10,000	
						Landscaping Supplies - Such as: Landscape rock, Geo fabric, valves, pipe, tubing, fittings, solar components		10,000
11-5320-54-6766	Right-Of-Way Maintenance	180,926	189,939	56,191	218,732		166,532	
						Concrete work, sinkhole repairs, tree and brush removal & dumpster haul off, wall repair, ROW mowing		65,000
						DECREASE: Power Wash Uptown sidewalks every month - Power Washer purchased in FY 14/15 (\$21,000)		-
						TRANSFER TO: 11-5320-54-6814 Sidewalks/ADA Modifications (\$22,000)		-

CITY OF SEDONA  
 PROPOSED 2015-2016 BUDGET  
 DEPARTMENT LINE ITEM DETAIL

Account Number	Account Description	FY 2014 Actual	FY 2014 Budget	FY 2015 YTD thru 01/31/15	2015 Adopted Budget	2016 Detail Description	2016 Requested Budget	2016 Detail Amount
						Graffiti removal on SR179 walls		2,500
						Sweeping contract. Street Sweeping Services SR89A, SR179 and bike lanes once per month, side streets 4 times per year		29,232
						ROW wall repair and maintenance. SR 89A, Sedona Summit - between Bristlecone Pines & Cultural Park Place.		9,000
						2 Bus Stop shelters - These are required because City purchased shelters using federal funds therefore shelters must be installed or funds refunded		40,000
						TRANSFER TO 11-5320-54-6814 Sidewalks/ADA Modifications (\$30,000)		-
						TRANSFER FROM 11-5320-54-6405 - Backflow preventor testing		800
						TRANSFER FROM 11-5320-54-6405 - Contract weed control, pre-emergent, and post emergent herbicide service needed for ADOT ROW 89A & 179 landscape areas for weed control. If Decision Paper for new hire is approved, this expense will become \$5000.		20,000
11-5320-54-6814	Sidewalks/Ada Modifications			-			52,000	
						TRANSFER FROM 11-5320-54-6766 Right of Way Maintenance - ADOT permit for bus stops requires that landing areas be ADA compliant. Some concrete work will be required for this and sidewalk rework		30,000

**CITY OF SEDONA  
PROPOSED 2015-2016 BUDGET  
DEPARTMENT LINE ITEM DETAIL**

Account Number	Account Description	FY 2014 Actual	FY 2014 Budget	FY 2015 YTD thru 01/31/15	2015 Adopted Budget	2016 Detail Description	2016 Requested Budget	2016 Detail Amount
						TRANSFER FROM 11-5320-54-6766 Right of Way Maintenance - Sidewalk maintenance on SR89A, SR179 and side streets (heaved and cracked - sidewalks present a trip hazard)		22,000
11-5320-54-6840	Motor Vehicles	31,719	35,000	-	-		35,000	
						DECISION PAPER: Replacement of 2003 Dodge 1500 Crew Cab		35,000
	<b>Subtotal Streets ROW Maintenance</b>	<b>\$ 271,196</b>	<b>\$ 290,789</b>	<b>\$ 83,987</b>	<b>\$ 299,582</b>		<b>\$ 313,582</b>	<b>\$ 313,582</b>
	<b>Subtotal Landscaping (no longer used)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ -</b>	<b>\$ -</b>
	<b>Traffic</b>							
11-5320-73-6220	Special Supplies	2,000	2,000	-	2,000		2,000	
						Traffic Supplies - For Example - 2 Traffic Counters		2,000
11-5320-73-6530	Utilities	35,267	35,175	17,941	35,175		44,100	
						SR179 Roundabout light		8,400
						Back O'Beyond Roundabout Lights		1,575
						TRANSFER FROM: Utilities 11-5320- 01-6530 Pedestrian Lights		8,925
						Street Lights on SR179		9,450
						Traffic Signal Utilities: Total of 10		14,700
						Uptown Crosswalk		1,050
11-5320-73-6762	Disaster/Emergency Account		-	-	-		-	
							-	
11-5320-73-6766	Right-Of-Way Maintenance	14,492	13,384	-	8,784		8,784	
						Traffic Signal Maintenance contract \$970/mo x 2 - Annual Service Contract		1,940
						Traffic Signal Maintenance emergency call out (2 calls/8hrs@\$115.25/hr)		6,844
11-5320-73-6767	Traffic Control	53,240	81,129	5,463	81,129		81,129	

**CITY OF SEDONA  
PROPOSED 2015-2016 BUDGET  
DEPARTMENT LINE ITEM DETAIL**

Account Number	Account Description	FY 2014 Actual	FY 2014 Budget	FY 2015 YTD thru 01/31/15	2015 Adopted Budget	2016 Detail Description	2016 Requested Budget	2016 Detail Amount
						Striping Contract; Bid item based on IGA with ADOT		51,129
						Signs, posts, hardware, paint, thermoplastic, vertical panels, Type 2 Barricades, traffic cones, water barriers and intersection signing for 89A (6 intersections/2 signs each)		30,000
11-5320-73-6769	Storm Emergencies	12,381	35,000	920	35,000		35,000	
						Storm Emergencies - Such as ice removal		35,000
	<b>Subtotal Traffic</b>	<b>\$ 117,380</b>	<b>\$ 166,688</b>	<b>\$ 24,324</b>	<b>\$ 162,088</b>		<b>\$ 171,013</b>	<b>\$ 171,013</b>
	<b>TOTAL STREETS FUND</b>	<b>\$ 1,799,341</b>	<b>\$ 2,266,077</b>	<b>\$ 185,424</b>	<b>\$ 1,275,140</b>		<b>\$ 1,224,489</b>	<b>\$ 1,224,489</b>

City of Sedona  
Department Supplemental Requests  
2015-2016 Budget

Department	Fund	Page #	Request	On-going	One-Time	City Manager Recommended funding level	Budget Committee Recommended funding level	Note
City Manager	General		Oak Creek Watershed Council	\$35,000		\$0	\$0	
City Manager	General		Trash and Recycling Franchising		\$115,000	\$75,000	\$0	One-Time
City Manager	General		VV Special Needs Transportation	\$30,000		\$25,000	\$25,000	On-going
City Manager	General		Wireless Master Plan		\$60,000	\$60,000	\$60,000	One-Time
<b>Total City Manager</b>				<b>\$65,000</b>	<b>\$175,000</b>	<b>\$160,000</b>	<b>\$85,000</b>	
Community Development	General		2015 Ford Escape	\$2,000	\$24,021	\$26,021	\$26,021	\$2,000 On-going
Community Development	General		Filing System		\$21,320	\$0	\$0	
Community Development	General		Review & Update of Land Development Code		\$276,000	\$100,000	\$100,000	One-Time x 3
Community Development	General		Outdoor Lighting		\$25,000	\$0	\$0	
<b>Total Community Development</b>				<b>\$2,000</b>	<b>\$346,341</b>	<b>\$126,021</b>	<b>\$126,021</b>	
Engineering	General		Automated Locks-Public Restrooms		\$11,000		\$0	
Engineering	General		City Facilities Maintenance Plan Implementation	\$25,000		\$25,000	\$25,000	One-Time
Engineering	General		Concrete Work at City Hall		\$20,000	\$0	\$0	
Engineering	General		Assistant Engineering Position	\$85,000	\$5,000	\$90,000	\$90,000	On-going
Engineering	General		Full Time City Maintenance Worker 2 Position (Part of ongoing expense in Streets)	\$59,200		\$0	\$0	
Engineering	General		Jacobsen Turfcat Mower Replacement		\$22,000	\$0	\$0	
Engineering	General		Jordan Museum Electrical Upgrade		\$25,000	\$0	\$0	
Engineering	General		Police Department Patio Seal & Resurface		\$22,000	\$22,000	\$22,000	One-Time
Engineering	General		Teen Center Flooring Replacement		\$20,000	\$0	\$0	
Engineering	General		Teen Center HVAC Replacement/Upgrade		\$35,000	\$35,000	\$35,000	One-Time
Engineering/Wastewater	General		Purchase of 2015 Ford Escape (50% of budget in Wastewater)		\$11,835	\$0	\$0	
<b>Total Engineering</b>				<b>\$169,200</b>	<b>\$171,835</b>	<b>\$172,000</b>	<b>\$172,000</b>	
Finance	General		Increased Sales Tax Audits		\$45,000	\$0	\$0	
Finance	General		Salary Adjustment Pool (increased \$50k)	\$125,000		\$125,000	\$0	On-going
<b>Total Finance</b>				<b>\$125,000</b>	<b>\$45,000</b>	<b>\$125,000</b>	<b>\$0</b>	
Human Resources	General		Tuition Reimbursement		\$25,000	\$0	\$0	
<b>Total Human Resources</b>				<b>\$0</b>	<b>\$25,000</b>	<b>\$0</b>	<b>\$0</b>	
IT	General		Help Desk Technician	\$79,500	\$4,500	\$0	\$0	
IT/HR	General		Internet Filtering/Monitoring	\$2,000	\$10,000	\$0	\$0	
IT/City Clerk	General		City Council Video Monitor		\$7,500	\$0	\$0	
IT/Comm Dev	General		Paperless Packets, Planning & Zoning Commission	(\$1,565)	\$5,600	\$5,600	\$5,600	One-Time
IT/Municipal Court	General		Electronic Access Control		\$9,500	\$0	\$0	
IT/Police	General		L-3 Body Cameras	\$2,100	\$23,472			
<b>Total IT</b>				<b>\$82,035</b>	<b>\$60,572</b>	<b>\$5,600</b>	<b>\$5,600</b>	
Parks & Rec	General		Ford F-150 Super Cab 4X4 Long Bed		\$26,594	\$0	\$0	
<b>Total Parks &amp; Recreation</b>				<b>\$0</b>	<b>\$26,594</b>	<b>\$0</b>	<b>\$0</b>	

Department	Fund	Page #	Request	On-going	One-Time	City Manager Recommended funding level	Budget Committee Recommended funding level	Note
Police	General		Speed Awareness & Enforcement Program Special Equipment		\$9,043	\$9,043	\$9,043	One-Time
Police	General		Communication Specialist	\$56,630		\$56,630	\$56,630	On-going
<b>Total Police</b>				\$56,630	\$9,043	\$65,673	\$65,673	
<b>Subtotal General Fund</b>				<b>\$499,865</b>	<b>\$859,385</b>	<b>\$654,294</b>	<b>\$454,294</b>	
Engineering	Streets		Work Vehicle Replacement - Streets		\$35,000	\$35,000	\$0	One-Time
Engineering	Streets		Commercial Wood Chipper	\$650	\$40,000	\$0	\$0	
Engineering	Streets		Full Time City Maintenance Worker 2 Position (Most of ongoing expense in Engineering)	\$845		\$0	\$0	
Engineering	Streets		Snow Plow Blade Procurement		\$10,000	\$0	\$0	
<b>Subtotal Streets Fund</b>				<b>\$1,495</b>	<b>\$85,000</b>	<b>\$35,000</b>	<b>\$0</b>	
Engineering	Capital Impr		Associate Engineering Project Manager	\$90,000	\$5,000	\$95,000	\$95,000	On-Going as needed
<b>Subtotal Capital Improvement Fund</b>				<b>\$90,000</b>	<b>\$5,000</b>	<b>\$95,000</b>	<b>\$95,000</b>	
Wastewater/Engineering	Wastewater		Purchase of 2015 Ford Escape (50% of budget in Engineering)		\$11,835	\$0	\$0	
Wastewater	Wastewater		Full Time Administrative Position	\$17,600		\$0	\$0	
Wastewater	Wastewater		Collection System Back-up Generator Replacement	\$60,000		\$0	\$0	General Needs
Wastewater	Wastewater		Computer Management Systems Upgrade	\$4,000	\$45,000		\$0	
Wastewater	Wastewater		Major Pump Station Communications Modification	\$200	\$15,000		\$0	
Wastewater	Wastewater		Odor Control Plan SR 89A MP369	\$25,000	\$35,000	\$0	\$0	
Wastewater	Wastewater		Sedona Wetlands Preserve Maintenance Program	\$70,000	\$0	\$70,000	\$0	On-going
Wastewater	Wastewater		Replacement Spectrophotometer -Laboratory		\$9,300		\$0	
Wastewater	Wastewater		Minor Pump Stations Fresh Water Connections	\$6,000	\$36,000		\$0	
Wastewater	Wastewater		Minor Pump Stations 3-Phase Conversion	(\$40,000)	\$102,500	\$62,500	\$0	One-Time
<b>Subtotal Wastewater Fund</b>				<b>\$142,800</b>	<b>\$254,635</b>	<b>\$132,500</b>	<b>\$0</b>	
<b>Total Supplemental Requests</b>				<b>\$734,160</b>	<b>\$1,204,020</b>	<b>\$916,794</b>	<b>\$549,294</b>	



**City of Sedona  
Decision Package  
Fiscal Year 2015-2016**

**Recommended at  
\$35,000**

**Not Recommended  
by Budget Group**

<b>Project Title:</b>	Work Vehicle Replacement - Streets
<b>Originating Department and Division:</b>	Engineering Services/ City Maintenance
<b>Funding Request Type (Ongoing vs. One-Time)</b>	One-Time
<b>Source of Funds (General Funds, Grants or other outside Funding, New Revenue Source(s), Wastewater, etc.)</b>	
<b>I Problem/Issue</b>	
a)	<b>Does this affect our citizens/customers quality of life?</b>
	Yes
	<b>If yes, then how:</b>
	New vehicles provide efficient and reliable service, and enhance public image.
b)	<b>Is this a traditional government function?</b>
	Yes, it is common for cities to replace vehicles based on life-cycle guidelines.
	<b>If it is not a traditional function, why should the City of Sedona deal with it?</b>
c)	<b>History/background of project issue:</b>
	The proposed vehicle will replace a 2003 Dodge 1500 Crew-Cab (Vin # 9834) in the City Maintenance Division fleet. This vehicle was repurposed from the Code Enforcement Division. The vehicle is twelve-years old and has over 101,000 miles. 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).
d)	<b>Does the project/issue relate to the strategic/community plans?</b>
	<b>Strategic Plan:</b>
	<b>Community Plan:</b>

	<b>If not in either plan, how does this fit into the City of Sedona's priorities?</b>
	This purchase follows the City's Vehicle Acquisition procedures.
<b>e)</b>	<b>Are there environmental implications?</b>
	No
	<b>If yes, explain:</b>
<b>f)</b>	<b>Cost (include economic/financial analysis) and recommendation as to funding sources (include partnerships):</b>
	Cost of \$35,000 for a ¾ ton utility truck with emergency response light bar.
<b>II Risk Analysis</b>	
<b>a)</b>	<b>What happens if this is not done?</b>
	The maintenance costs will increase and the reliability of the older truck will decrease.
	<b>What would happen if this is done?</b>
	Reduced operating costs and improved efficiency.
<b>b)</b>	<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.</b>
	N/A
<b>c)</b>	<b>Show examples of best practices from other cities, if applicable:</b>
	It is typical to have a life cycle vehicle replacement schedule of less than ten years.
<b>III Resources Required</b>	
<b>a)</b>	<b>What departments will be involved in the planning and operation of this project/issue?</b>
	Engineering/Maintenance
	<b>Do these departments concur with this priority?</b>
	Yes
<b>b)</b>	<b>What are the in-house staff requirements?</b>
	N/A
<b>c)</b>	<b>Are outside consultants needed? Please explain:</b>
	N/A
<b>d)</b>	<b>Are special equipment resources required? Please explain:</b>
	N/A
<b>e)</b>	<b>Are there on-going operation and maintenance costs involved? Please explain:</b>
	Typical vehicle maintenance, such as oil changes, new tires, new batteries, etc.



	Any other repairs will be covered under warranty.
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**IV Implementation**

a)	What is the time frame for completion of plan and implementation for project/issue?
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	Fiscal Year 2015/2016
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b)	How will you market/communicate the project/issue to the public?
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	The City procurement process will be followed utilizing State Contract pricing.
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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**

Line Item Description (One-Time)	Account*	FY 2015-2016 Request
Motor Vehicles	11-5320-01-6840	\$35,000.00
		\$0
		\$0
		\$0

**One-time Expenditures Total: \$35,000.00**

Line Item Description (On-going)	Account *	FY 2015-2016 Request
Gas & Oil	11-5320-01-6215	\$2000.00
Automobile Expense	11-5320-01-6241	\$0
		\$0
		\$0

**On-going Expenditures Total: \$37,000.00**

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



**City of Sedona  
Decision Package  
Fiscal Year 2015-2016**

**Not Recommended**

<b>Project Title:</b>	Commercial Wood Chipper
<b>Originating Department and Division:</b>	Engineering Services/ City Maintenance
<b>Funding Request Type (Ongoing vs. One-Time)</b>	One-Time
<b>Source of Funds(General Funds, Grants or other outside Funding, New Revenue Source(s), Wastewater, etc.)</b>	

<b>I Problem/Issue</b>	
<b>a)</b>	<b>Does this affect our citizens/customers quality of life?</b>
	Yes
	<b>If yes, then how:</b>
	New and reliable equipment helps provide prompt and efficient services to the community.
<b>b)</b>	<b>Is this a traditional government function?</b>
	Yes
	<b>If it is not a traditional function, why should the City of Sedona deal with it?</b>
	Environmental responsibility is a major focus of the community. Composting and recycling wood trimmings has been discussed at length within Engineering Services and many Green Team meetings.
<b>c)</b>	<b>History/background of project issue:</b>
	With the addition of a community clean-up event for disposing of yard waste and flammable vegetation in 2014, right-of-way maintenance (ongoing trimming back of brush on the right-of-way shoulders) and the Holiday Tree Recycling program, the purchase of a wood chipper would reduce costs needed for disposal of tree and brush trimmings. By chipping and recycling trimmings, the amount of brush that needs to be hauled to a land fill for disposal would be reduced. In addition, during past community clean-up events, the public has approached City staff inquiring about why the City was not recycling the trimmings into wood chips. The public also expressed interest in taking and repurposing the wood chips, if it ever became an option.
<b>d)</b>	<b>Does the project/issue relate to the strategic/community plans?</b>
	<b>Strategic Plan:</b>

	<b>Community Plan:</b>
	Commitment to Environmental Protection & Environmental Stewardship
	If not in either plan, how does this fit into the City of Sedona's priorities?
e)	<b>Are there environmental implications?</b>
	Yes
	<b>If yes, explain:</b>
	A positive environmental impact by reducing the volume of trash collection and provide the opportunity to compost and recycle organic materials.
f)	<b>Cost (include economic/financial analysis) and recommendation as to funding sources (include partnerships):</b>
	Wood Chipper A breakdown of past costs for events and maintenance in 2014: Community Clean up event: seven 40 yd. dumpsters: ≈\$3150.00 Throughout the year, we average about ten 40 yd. dumpsters for right-of-way clean-up & trimming: ≈\$4500.00 Holiday Tree Recycle Event: ≈\$2200.00 Total costs in FY14/15: ≈\$9,850.00
<b>II Risk Analysis</b>	
a)	<b>What happens if this is not done?</b>
	Operating costs would remain higher for outsourcing with outside contractors to perform tree trimming and chipping. Trash collection fees would remain higher for disposal. The City would not be able to recycle organic materials (wood chips).
	<b>What would happen if this is done?</b>
	Operating costs would be reduced by performing tree trimming and chipping in-house, eliminating the use of outside contractors; efficiency would be improved in the way staff will be able to address reduction of trash haul-off costs; and it would provide the opportunity for the City or the public to reuse/recycle the organic material (wood chips) for compost. Mulch would be used to suppress weed growth in landscaped areas.
b)	<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.</b>
c)	<b>Show examples of best practices from other cities, if applicable:</b>
	It is a common piece of equipment for other municipalities who are proactive in the recycling of organic materials (wood chips).
<b>III Resources Required</b>	

	<b>a) What departments will be involved in the planning and operation of this project/issue?</b>		
	Engineering / Maintenance		
	<b>Do these departments concur with this priority?</b>		
	Yes		
	<b>b) What are the in-house staff requirements?</b>		
	Maintenance staff would require training on the proper operation and maintenance of the equipment, which would be provided by vendor as part of the purchase.		
	<b>c) Are outside consultants needed? Please explain:</b>		
	The vendor would provide staff training as part of the purchase.		
	<b>d) Are special equipment resources required? Please explain:</b>		
	No		
	<b>e) Are there on-going operation and maintenance costs involved? Please explain:</b>		
	Yes, in-house maintenance and inspections of equipment.		
<b>IV Implementation</b>			
	<b>a) What is the time frame for completion of plan and implementation for project/issue?</b>		
	Purchase would occur within the first quarter of FY 15/16. Right-of-way trimming maintenance and pruning may be done in the Winter/Fall and early Spring, but may need to be addressed at other times in the year by City maintenance. Slash clean-up events can be done prior to fire season. Monsoon clean-up events can be done prior to monsoon season.		
	<b>b) How will you market/communicate the project/issue to the public?</b>		
	Clean-up events can be advertised on the City's website, as well as the availability of wood chips for composting or mulching.		
	<b>c) What performance measures will you use to evaluate the project/issue?</b>		
	Staff will track the cost reduction in trash haul-off expenses and implement a wood chip recycle program for City residents. Maintenance staff will also track the effectiveness of using wood chips for suppressing weed growth in City landscaped areas.		
<b>IV</b>	<b>Proposed Expenditures</b>		
	<b>Line Item Description (One-Time)</b>	<b>Account*</b>	<b>FY 2015-2016 Request</b>

Machinery and Equipment Capitalized	11-5320-01-6848	\$40,000
		\$0
		\$0
		\$0
<b><u>One-time Expenditures Total: \$40,000.00</u></b>		
<b>Line Item Description (On-going)</b>	<b>Account *</b>	<b>FY 2015-2016 Request</b>
Gas & Oil	11-5320-01-6215	\$500.00
Equipment Repair/Maintenance	11-5320-01-6235	\$150.00
		\$0
		\$0
<b><u>On-going Expenditures Total: \$650.00</u></b>		

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



**City of Sedona  
Decision Package  
Fiscal Year 2015-2016**

**Not Recommended**

<b>Project Title:</b>	Full Time City Maintenance Worker 2 Position
<b>Originating Department and Division:</b>	Engineering Services/Maintenance
<b>Funding Request Type (Ongoing vs. One-Time)</b>	Ongoing
<b>Source of Funds(General Funds, Grants or other outside Funding, New Revenue Source(s), Wastewater, etc.)</b>	

**I Problem/Issue**

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

Yes

**If yes, then how:**

This proposed position is necessary in order to adequately provide the maintenance and care of our current and future areas of responsibility. This position will allow staff to continue to provide an acceptable level of service within City Maintenance areas of responsibility, such as the Wetlands Preserve, City parks, City right-of-ways, the Pre-Monsoon Program, equipment maintenance, highway landscaping, and continue to assist with Parks and Recreation events.

It is necessary to have an adequate level of staff to avoid deterioration of City-maintained assets, address the needs of the public, and maintain an appropriate level of customer service.

**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 Maintenance Division requires additional resources to effectively maintain the assets of the City, meet the needs of the public, and provide internal and external customers with an acceptable level of service.

The City Maintenance Division was formed in April 2010 following the merger of Parks Maintenance, Streets Maintenance and ultimately, Facility Maintenance. Since that time, there have been numerous additions to the overall scope of

responsibility of the City Maintenance Division. One example is the reconstruction of the SR 179 corridor, which resulted in increased maintenance levels associated with miles of additional pedestrian lights, banner poles, sidewalks, and landscaping. In addition, maintenance of the Sedona Wetlands Preserve, and Pre-Monsoon Maintenance Program was added in FY 12-13. In 2013, the Uptown maintenance level of service was increased. These additions, as well as focused efforts to continually improve all areas of responsibility, challenge staff to maintain acceptable levels of service throughout the City.

Additional maintenance work loads include:

- SR 179 Corridor
- Teen Center
- 2070 Contractors Road
- 250 Brewer Road (Old Ranger Station), maintenance of grounds
- Splash Pad (Sunset Park)
- Pool Slide (Posse Grounds Park)
- Community Clean-Up Event(s) for pre-monsoon and fire abatement
- Wetlands Preserve (increased maintenance efforts)

Future maintenance work loads will include:

- Barbara's Park
- Bike Skills Park
- New Parks and Recreation Events: Holiday Central, Tinsel Town, Summer Camp and Yappy Hour

The Parks and Recreation Department has requested a staff person be dedicated to assist with Parks and Recreation events. The Parks and Recreation Department has three staff members. They have continued to increase their annual programming and the number of large events they provide to the public every year. With an increase in events, there is an increase in the amount of help needed from Maintenance Services. This additional staff person would become the go-to person for the Parks and Recreation Department. This additional staff person will allow Maintenance Services to assist the Parks and Recreation Department with the level of service required for these events.

Facility Maintenance is also requesting additional staff help from this proposed position with daily routine maintenance of City facilities. Currently, only one staff person is assigned to Facility Maintenance, and the Facility Manager cannot continue to keep up with the workload. An additional person would allow Maintenance Services to provide an adequate level of service and help to implement the Facility Maintenance Plan Decision Paper.

This new position would provide assistance to the Parks and Recreation Department, the Facility Manager, and City Maintenance.

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

	Parks and Recreation Master Plan Strategic Plan: Pg. 117, 3.9 Strategic Action Plan, Strategy 1.5 Maintain, improve and expand the parks and recreation system of facilities and services responsibly as a reflection of community priorities and values.
	<b>Community Plan:</b>
	N/A
	<b>If not in either plan, how does this fit into the City of Sedona's priorities?</b>
	<b>e) Are there environmental implications?</b>
	No
	<b>If yes, explain:</b>
	<b>f) Cost (include economic/financial analysis) and recommendation as to funding sources (include partnerships):</b>
	This is a new City Maintenance Worker 2 position, who's primary role would be to focus on improvements and general care of all areas of City maintenance responsibilities. This position would be compensated 80% from Public Works and 20% from Parks and Recreation. Other areas of responsibility include items such as Highway and City right-of-way mowing and weed control, right-of-way landscape and irrigation maintenance, equipment maintenance, asphalt/pot-hole repair, parks maintenance, pedestrian light maintenance, banner placement, Pre-Monsoon Programs, wetlands maintenance, public swimming pool maintenance, culvert and drainage issues, street signage, sidewalk repair and maintenance, and continued improvement and quality control of daily operations. This proposed position increases the annual budget on a continual basis. Adding this position will help to avoid the service area becoming further under-staffed, and will help maintain City assets to the proper level of service. This position will help make it possible to implement the Facility Maintenance Plan Decision Package. This Plan allows staff to provide adequate proactive maintenance to expand the life of City assets, making a relatively small increase in the maintenance cost and avoid large capital costs from occurring too early in the life of an asset.
<b>II Risk Analysis</b>	
	<b>a) What happens if this is not done?</b>
	Current staff is limited in their ability to provide adequate services to all areas of responsibility. Assets are beginning to fall into disrepair as indicated in the Decision Paper, "City Facilities Maintenance Plan Implementation". City right-of-way landscape and hardscape could deteriorate to the point of



	needing costly renovations or replacement; staff will continue to be over-extended and it will not be feasible to provide assistance for the increasing number of Parks and Recreation events. In addition, contract labor expenses will need to be added to future budgets in order to accomplish the required work load.
	<b>What would happen if this is done?</b>
	Staff will be able to provide better support to Parks and Recreation by making a maintenance person available for City events, and maintaining adequate coverage for scheduled and routine maintenance. We would be able to provide additional support to our Facility Manager for every-day maintenance responsibilities and maintain coverage in the other areas of maintenance.  Additionally, the level of maintenance services provided throughout the City will improve as a result.
	<b>Provide contingency analysis if applicable (provide key assumptions and dependencies).</b>
b)	<b>Assumptions - Something the City of Sedona has no control over.</b>
	<b>Dependencies - Something the City of Sedona may have control over. Major factor in what the City of Sedona is trying to accomplish.</b>
	<b>c) Show examples of best practices from other cities, if applicable:</b>
	It is normal, in other cities, for the Parks and Recreation Department to have an adequate level of maintenance staff.
<b>III Resources Required</b>	
	<b>a) What departments will be involved in the planning and operation of this project/issue?</b>
	Engineering / Maintenance / Parks and Recreation
	<b>Do these departments concur with this priority?</b>
	Yes
	<b>b) What are the in-house staff requirements?</b>
	An additional City Maintenance Worker 2 Staff position
	<b>c) Are outside consultants needed? Please explain:</b>
	No
	<b>d) Are special equipment resources required? Please explain:</b>
	PPE (Personal Protective Equipment) and cell phone
	<b>e) Are there on-going operation and maintenance costs involved? Please explain:</b>
	Payroll, safety equipment, cell phone and uniforms
<b>IV Implementation</b>	

a)	<b>What is the time frame for completion of plan and implementation for project/issue?</b>
	This position would be hired in FY15/16
b)	<b>How will you market/communicate the project/issue to the public?</b>
	The position would be advertised on the City's website and/or local newspaper.
c)	<b>What performance measures will you use to evaluate the project/issue?</b>
	The overall general appearance of our current facilities, parks, right-of-ways and State Routes 89A and SR 179 landscaped areas.  Reduction in contract services and costs to maintain the City's current assets.  Ability for maintenance staff to provide a higher level of service to internal and external customers, visitors and residents.

**IV Proposed Expenditures**

<b>Line Item Description (One-Time)</b>	<b>Account*</b>	<b>FY 2015-2016 Request</b>
Salary & Wages (Including benefits) – 80% Public Works	10-5320-01-6005	\$47,360.00
Salary & Wages (Including benefits) – 20% Parks and Recreation	10-5242-02-6005	\$11,840.00
		\$0
		\$0
<b>One-time Expenditures Total: \$59,200.00</b>		
<b>Line Item Description (On-going)</b>	<b>Account *</b>	<b>FY 2015-2016 Request</b>
Employee Exams	11-5320-01-6141	\$20.00
Telephone	11-5320-01-6213	\$300.00
Uniform Expenses	11-5320-01-6214	\$350.00
Special Supplies/Safety Equipment/Emg	11-5320-01-6243	\$175.00
<b>On-going Expenditures Total: \$845.00</b>		

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



<b>Project Title:</b>	Snow Plow Blade Procurement
<b>Originating Department and Division:</b>	Engineering Services/ City Maintenance
<b>Funding Request Type (Ongoing vs. One-Time)</b>	One-Time
<b>Source of Funds(General Funds, Grants or other outside Funding, New Revenue Source(s), Wastewater, etc.)</b>	

**I Problem/Issue**

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

Yes

**If yes, then how:**

New and reliable equipment helps provide prompt and efficient services to the Community. An extra snow blade would assist in prompt snow removal. The snow blade would be fitted onto one of our existing maintenance vehicles.

**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 of Sedona is responsible for clearing of state routes, City streets and public areas during winter snow accumulation. The City currently has two snow plow attachments. This would be a 7.5 ft. blade to be fitted onto one of our existing maintenance vehicles. The snow plow blade attachment is removable, so the vehicle can be used year round for normal maintenance functions.

**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?**

No

**If yes, explain:**

f)	<b>Cost (include economic/financial analysis) and recommendation as to funding sources (include partnerships):</b>
	The cost would cover the purchase of the snow blade attachment and installation. Approximately \$10,000.00.
<b>II Risk Analysis</b>	
a)	<b>What happens if this is not done?</b>
	Possible delays during snow removal, if accumulation of snow is excessive. Possible delays in emergency services to residents, if roads are not passable. Vehicle backups on state corridors and City collector roads during winter storm conditions.
	<b>What would happen if this is done?</b>
	Improved City response in the event of a large snow storm event. Improved emergency service response to residents. Improved access to state routes and City collector roads.
	<b>Provide contingency analysis if applicable (provide key assumptions and dependencies).</b>
b)	<b>Assumptions - Something the City of Sedona has no control over.</b> <b>Dependencies - Something the City of Sedona may have control over. Major factor in what the City of Sedona is trying to accomplish.</b>
c)	<b>Show examples of best practices from other cities, if applicable:</b>
	It is a common piece of equipment for other municipalities, who are subject to winter storms.
<b>III Resources Required</b>	
a)	<b>What departments will be involved in the planning and operation of this project/issue?</b>
	Engineering/City Maintenance
	<b>Do these departments concur with this priority?</b>
	Yes
b)	<b>What are the in-house staff requirements?</b>
	Maintenance staff training on the proper operation and maintenance of the equipment.
c)	<b>Are outside consultants needed? Please explain:</b>
	No
d)	<b>Are special equipment resources required? Please explain:</b>
	No
e)	<b>Are there on-going operation and maintenance costs involved? Please explain:</b>

	In-house maintenance and inspections of equipment.																																					
<b>IV Implementation</b>																																						
a)	<b>What is the time frame for completion of plan and implementation for project/issue?</b>																																					
	A purchase would be done within the first quarter of FY 15/16.																																					
b)	<b>How will you market/communicate the project/issue to the public?</b>																																					
	N/A – The equipment would be used as needed.																																					
c)	<b>What performance measures will you use to evaluate the project/issue?</b>																																					
	Improved response time in addressing snow removal from roadways and resident feedback.																																					
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<table border="1"> <thead> <tr> <th>Line Item Description (One-Time)</th> <th>Account*</th> <th>FY 2015-2016 Request</th> </tr> </thead> <tbody> <tr> <td>Machinery and Equipment Capitalized</td> <td>11-5320-01-6848</td> <td>\$10,000.00</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 colspan="3" style="text-align: right;"><b><u>One-time Expenditures Total: \$10,000.00</u></b></td> </tr> <tr> <th>Line Item Description (On-going)</th> <th>Account *</th> <th>FY 2015-2016 Request</th> </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>\$0</td> </tr> <tr> <td colspan="3" style="text-align: right;"><b><u>On-going Expenditures Total: \$0</u></b></td> </tr> </tbody> </table>			Line Item Description (One-Time)	Account*	FY 2015-2016 Request	Machinery and Equipment Capitalized	11-5320-01-6848	\$10,000.00			\$0			\$0			\$0	<b><u>One-time Expenditures Total: \$10,000.00</u></b>			Line Item Description (On-going)	Account *	FY 2015-2016 Request			\$0			\$0			\$0			\$0	<b><u>On-going Expenditures Total: \$0</u></b>		
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\*Full account string including fund, department/division number, and account number.

## DEPARTMENT DESCRIPTION

The Wastewater 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 Department provides service to about 65 percent of the City's urbanized area.

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 Department is to protect public health and safety by providing professional and efficient maintenance and operation of the wastewater system in a manner that takes into account the requirements of the Arizona Department of Environmental Quality, the direction of the City Manager, the City Council, and the desires of the citizens of Sedona, as well as the professional standards governing wastewater system operations..

## 2015-2016 OBJECTIVES

- Continue sewer line cleaning and videoing.
- Perform repairs as a result of deficiencies found during sewer line videoing.
- Continue to provide input to Community Development Engineer Division on Plant Upgrade and Injection Well projects.
- Provide information on the Wastewater Department page regarding how citizens can help the wastewater system operation
- Improve community outreach using tours and City website

### Did you know?

Flushable is not the same as dispersible. Flushable means the wipe will go down the toilet. But if it is a nonwoven fabric it may not disintegrate in wastewater. Dispersible is about the ability to quickly disintegrate in water. Many paper towels, baby, cosmetic, and cleaning wipes, unlike toilet paper, are not dispersible. These non-dispersibles contribute to clogging pumps in the wastewater system. It requires several hours to remove this debris so proper pump operation can be restored.

Learn More at : <http://news.wef.org/stop-dont-flush-that/>

## 2014-2015 ACCOMPLISHMENTS

- ✓ The Dells Land Use Group worked to develop conceptual land use ideas for approximately 200 acres of plant land that would not need to be irrigated when injection wells are installed.
- ✓ Auctioned various equipment, debris and unneeded vehicles receiving \$7,980.00
- ✓ Worked with Community Development Engineering Division to review develop plans for improvements to plant
- ✓ Installed fencing along perimeter of Sedona Wetlands Preserve
- ✓ Conducted tests to determine levels of various contaminants of emerging concern (CEC) in City's treated wastewater.
- ✓ Completed Arc Flash Analysis and system facilities labeling for both Collection System and Plant.
- ✓ Completed video inspection of about 140,000 feet of sewer line.
- ✓ Received an amended Aquifer Protection Permit (APP) for plant upgrades and an renewal of temporary well permit
- ✓ Received Award of Merit from Arizona Forward for Sedona Wetlands Preserve

## SIGNIFICANT CHANGES

- Wastewater Operations became a separate Department as part of a City reorganization.

## WORKLOAD INDICATORS

Workload Indicators	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Estimated	FY 15 – 16 Anticipated
Treat Raw Sewage to Meet or Exceed Permit Requirements given average daily flow (MGD)	1.128	1.141	1.150	1.25
Disposal of Treated Effluent annually (gallons) in Irrigation areas and Wetlands as to not use the Emergency Reservoir	384,613,961	380,000,000	380,000,000	360,000,000
Overall Cleaning and Inspection of entire Sewer Collection System (878,683ft.) once every 5 years.	50,000	100,000	140,000	160,000

## PERFORMANCE MEASURES

Performance Measures	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Estimate	FY 15 – 16 Anticipated
To have 3 or less Sanitary Sewer Overflows	2	3	3	3
To have less than Sewer 1 Line Blockage Claims	1	1	2	2
To have less than 2 ADEQ permit violations	2	2	4	2
To maintain Plant Power Usage (kWh) maintain 2,290,000 kWh (plant is being upgraded)	2,114,880	2,224,400	2,280,000	2,290,000
To have minimal safety accidents	1	3	1	1
To have no accidents resulting in lost time or injury	0	0	0	0

CITY OF SEDONA  
SUMMARY OF REVENUES AND EXPENDITURES - WASTEWATER FUND

<b>Wastewater Fund</b>	<b>FY 14 Budget</b>	<b>FY 14 Actual</b>	<b>FY 15 Budget</b>	<b>FY 15 Projected</b>	<b>FY 16 Proposed</b>	<b>FY 17 Projected</b>	<b>FY 18 Projected</b>	<b>FY 19 Projected</b>	<b>FY 20 Projected</b>
<b>Revenues</b>									
Sales Tax**	4,010,818	4,478,074	3,573,000	3,798,000	3,931,000	4,069,000	3,492,000	2,878,000	2,964,000
Charges for Service	6,037,821	5,891,691	6,158,916	6,261,000	6,314,000	6,567,000	6,830,000	7,103,000	7,387,000
Other Revenue	172,941	142,944	330,000	246,000	204,350	208,000	212,000	216,000	220,000
<b>Total Revenue</b>	<b>10,221,580</b>	<b>10,512,709</b>	<b>10,061,916</b>	<b>10,305,000</b>	<b>10,449,350</b>	<b>10,844,000</b>	<b>10,534,000</b>	<b>10,197,000</b>	<b>10,571,000</b>
<b>Expenses</b>									
Administration	895,729	855,965	1,092,175	1,104,159	1,058,254	1,095,293	1,133,628	1,173,305	1,214,371
Operations	2,551,816	2,293,472	2,717,016	2,559,588	2,684,548	2,778,507	2,875,755	2,976,406	3,080,581
Debt Service	6,105,326	5,623,998	5,171,583	5,227,341	5,601,465	4,850,715	4,655,775	4,661,775	4,687,775
Transfers	85,356	83,627	85,081	85,081	90,000	93,150	96,410	99,785	103,277
Capital	2,665,989	984,742	4,477,866	3,436,413	8,315,050	2,897,500	625,000	1,300,000	100,000
<b>Total Expenses</b>	<b>12,304,216</b>	<b>9,841,804</b>	<b>13,543,721</b>	<b>12,412,582</b>	<b>17,749,317</b>	<b>11,715,165</b>	<b>9,386,568</b>	<b>10,211,271</b>	<b>9,186,003</b>
<b>Change in Fund Balance</b>	<b>(2,082,636)</b>	<b>670,905</b>	<b>(3,481,805)</b>	<b>(2,107,582)</b>	<b>(7,299,967)</b>	<b>(871,165)</b>	<b>1,147,432</b>	<b>(14,271)</b>	<b>1,384,997</b>
Estimated Ending Fund Balance	15,264,934	18,018,475	14,536,670	15,910,893	8,610,926	7,739,761	8,887,193	8,872,922	10,257,918
Operating Reserve*	5,991,404	5,991,404	6,223,182	6,223,182	6,937,791	5,690,205	5,204,021	5,359,725	5,147,598
Estimated Available Fund Balance	9,273,530	12,027,071	8,313,488	9,687,711	1,673,135	2,049,556	3,683,172	3,513,197	5,110,320

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

\*\*Sales tax revenue assumes a reduction of 5% of total sales allocated to Wastewater in 2015, 2018 and 2019.

**Revenue Assumptions (Increase from 2015 Estimated):**

Sales Tax increases 3.5% (2016-2017) and 3.0% (2018 - 2020)  
Charges for Service increase 4% (2016-2020)  
Other Revenue 2% (2016-2020)

**Expenditure Assumptions:**

Expenses increased 3.5% (2017-2020)  
Debt Service based on current debt schedules  
Capital based on projected CIP



**CITY OF SEDONA  
PROPOSED 2015-16 DEPARTMENT BUDGETS**

Account Number	Account Description	FY15 Estimated Actuals	FY15 Adopted Budget	FY16 Proposed Budget	Difference FY15	
					Adopted vs. FY16 Proposed	% Difference
59-5250-01-6005	Salary & Wages	\$214,117	\$214,117	\$188,540	-\$25,577	-12%
59-5250-01-6006	Overtime	\$2,000	\$0	\$0	\$0	N/A
59-5250-01-6009	Special Pay	-\$45,000	-\$45,000	-\$75,000	-\$30,000	67%
59-5250-01-6010	Temp/Part-Time Wages	\$0	\$0	\$33,280	\$33,280	N/A
59-5250-01-6046	Employee Benefits	\$4,000	\$1,560	\$2,160	\$600	38%
59-5250-01-6125	Direct Payroll Costs	\$17,081	\$17,081	\$17,716	\$635	4%
59-5250-01-6130	Retirement	\$25,901	\$25,901	\$26,563	\$662	3%
59-5250-01-6134	STD/LTD Insurance	\$771	\$771	\$799	\$28	4%
59-5250-01-6135	Health/Dental/Life Insurance	\$49,517	\$49,517	\$46,128	-\$3,389	-7%
59-5250-01-6136	Workers Compensation Insurance	\$4,366	\$7,366	\$8,762	\$1,396	19%
59-5250-01-6141	Employee Exams	\$0	\$0	\$0	\$0	N/A
59-5250-01-6210	Printing/Office Supplies	\$1,500	\$1,000	\$1,000	\$0	0%
59-5250-01-6213	Telephone	\$4,500	\$12,234	\$5,400	-\$6,834	-56%
59-5250-01-6215	Gas & Oil	\$2,900	\$2,900	\$0	-\$2,900	-100%
59-5250-01-6220	Special Supplies	\$1,300	\$1,300	\$0	-\$1,300	-100%
59-5250-01-6241	Automobile Expense	\$2,200	\$2,200	\$0	-\$2,200	-100%
59-5250-01-6243	Spec Supplies/Safety Equip/Emg	\$1,025	\$1,025	\$0	-\$1,025	-100%
59-5250-01-6244	Office Furniture - Non Capital	\$150	\$150	\$0	-\$150	-100%
59-5250-01-6405	Professional Services	\$10,000	\$12,520	\$10,520	-\$2,000	-16%
59-5250-01-6431	System Maintenance	\$0	\$0	\$0	\$0	N/A
59-5250-01-6450	Legal Fees/Settlements/Deductibles	\$75,000	\$5,000	\$100,000	\$95,000	1900%
59-5250-01-6452	Recording Fees	\$500	\$150	\$0	-\$150	-100%
59-5250-01-6505	Rent	\$0	\$6,000	\$0	-\$6,000	-100%
59-5250-01-6703	Dues/Subscriptions/License	\$210	\$210	\$1,857	\$1,647	784%
59-5250-01-6732	Office Maintenance	\$0	\$0	\$0	\$0	N/A
59-5250-01-6736	Permit Fees	\$6,750	\$6,750	\$0	-\$6,750	-100%
59-5250-01-6750	Training/Staff Development	\$9,325	\$9,325	\$5,387	-\$3,938	-42%
59-5250-01-6761	Spendable Contingency Mainten.	\$45,000	\$120,000	\$0	-\$120,000	-100%
59-5250-01-6845	Office Equipment	\$0	\$0	\$0	\$0	N/A
59-5250-01-6846	Computer Hardware	\$2,500	\$1,135	\$0	-\$1,135	-100%
59-5250-01-6925	Lease Purchase Payments	\$2,220	\$2,220	\$3,756	\$1,536	69%
	<b>Subtotal General Administration</b>	<b>\$437,833</b>	<b>\$455,432</b>	<b>\$376,868</b>	<b>-\$78,564</b>	<b>-17%</b>
59-5250-02-6005	Salary & Wages	\$134,159	\$134,159	\$132,289	-\$1,870	-1%
59-5250-02-6006	Overtime	\$0	\$0	\$0	\$0	N/A
59-5250-02-6010	Temp/Part-Time Wages	\$100	\$0	\$8,704	\$8,704	N/A
59-5250-02-6046	Employee Benefits	\$3,160	\$3,160	\$3,190	\$30	1%

**CITY OF SEDONA  
PROPOSED 2015-16 DEPARTMENT BUDGETS**

Account Number	Account Description	FY15 Estimated	FY15 Adopted	FY16 Proposed	Difference FY15	
		Actuals	Budget	Budget	Adopted vs. FY16 Proposed	% Difference
59-5250-02-6125	Direct Payroll Costs	\$10,780	\$10,780	\$11,442	\$662	6%
59-5250-02-6130	Retirement	\$17,364	\$17,364	\$17,156	-\$208	-1%
59-5250-02-6134	STD/LTD Insurance	\$483	\$483	\$508	\$25	5%
59-5250-02-6135	Health/Dental/Life Insurance	\$16,161	\$16,161	\$18,291	\$2,130	13%
59-5250-02-6136	Workers Compensation Insurance	\$2,200	\$400	\$721	\$321	80%
59-5250-02-6225	Service Charges	\$0	\$0	\$0	\$0	N/A
59-5250-02-6407	Professional/Contracted Servic	\$0	\$0	\$0	\$0	N/A
59-5250-02-6530	Utilities	\$0	\$0	\$0	\$0	N/A
59-5250-02-6533	Property & Casualty Insurance	\$60,175	\$57,500	\$62,500	\$5,000	9%
<b>Subtotal City Administration</b>		<b>\$244,582</b>	<b>\$240,007</b>	<b>\$254,801</b>	<b>\$14,794</b>	<b>6%</b>
59-5250-04-6005	Salary & Wages	\$158,594	\$158,594	\$167,806	\$9,212	6%
59-5250-04-6006	Overtime	\$500	\$0	\$0	\$0	N/A
59-5250-04-6010	Temp/Part-Time Wages	\$0	\$0	\$0	\$0	N/A
59-5250-04-6046	Employee Benefits	\$0	\$1,260	\$1,260	\$0	0%
59-5250-04-6125	Direct Payroll Costs	\$12,636	\$12,636	\$13,368	\$732	6%
59-5250-04-6130	Retirement	\$19,161	\$19,161	\$20,044	\$883	5%
59-5250-04-6134	STD/LTD Insurance	\$200	\$571	\$604	\$33	6%
59-5250-04-6135	Health/Dental/Life Insurance	\$40,603	\$40,603	\$40,265	-\$338	-1%
59-5250-04-6136	Workers Compensation Insurance	\$550	\$381	\$592	\$211	55%
59-5250-04-6210	Printing/Office Supplies	\$0	\$0	\$0	\$0	N/A
59-5250-04-6212	Postage	\$42,000	\$42,000	\$44,000	\$2,000	5%
59-5250-04-6225	Service Charges	\$75,000	\$75,000	\$33,000	-\$42,000	-56%
59-5250-04-6244	Office Furniture - Non Capital	\$0	\$0	\$0	\$0	N/A
59-5250-04-6407	Professional/Contracted Servic	\$45,000	\$14,500	\$41,500	\$27,000	186%
59-5250-04-6436	Software Update	\$15,000	\$11,250	\$11,600	\$350	3%
59-5250-04-6452	Recording Fees	\$0	\$0	\$500	\$500	N/A
59-5250-04-6455	Audit	\$12,500	\$18,000	\$16,000	-\$2,000	-11%
59-5250-04-6703	Dues/Subscriptions/License	\$0	\$0	\$0	\$0	N/A
59-5250-04-6732	Office Maintenance	\$0	\$0	\$0	\$0	N/A
59-5250-04-6735	Water Conservation	\$0	\$0	\$5,000	\$5,000	N/A
59-5250-04-6846	Computer Hardware	\$0	\$5,000	\$0	-\$5,000	-100%
<b>Subtotal Utility Billing</b>		<b>\$421,744</b>	<b>\$398,956</b>	<b>\$395,539</b>	<b>-\$3,417</b>	<b>-1%</b>
59-5250-15-6903	Series 2004-2 (Ref)	\$0	\$0	\$3,555,000	\$3,555,000	N/A
59-5250-15-6904	Series 2005 (Ref 1998)	\$0	\$0	\$0	\$0	N/A
59-5250-15-6905	Series 2007 - Ww & Capital	\$985,000	\$985,000	\$1,020,000	\$35,000	4%
59-5250-15-6906	Series 2012 - Ref 1998	\$0	\$0	\$0	\$0	N/A

**CITY OF SEDONA  
PROPOSED 2015-16 DEPARTMENT BUDGETS**

Account Number	Account Description	FY15 Estimated Actuals	FY15 Adopted Budget	FY16 Proposed Budget	Difference FY15	
					Adopted vs. FY16 Proposed	% Difference
59-5250-15-6907	Series 2014 Ref (Principal)	\$3,155,000	\$2,790,000	\$0	-\$2,790,000	-100%
59-5250-15-6912	Series 1998 Mpc Reve Bonds (Interes	\$500,838	\$0	\$0	\$0	N/A
59-5250-15-6913	Series 2004 - 2 Refinance (Interest)	\$0	\$0	\$31,352	\$31,352	N/A
59-5250-15-6914	Series 2005 (Ref 1998) (Interest)	\$0	\$500,838	\$500,838	\$0	0%
59-5250-15-6915	Series 2007 - Ww & Capital (Interest)	\$143,900	\$143,900	\$104,500	-\$39,400	-27%
59-5250-15-6916	Series 2012 - Ref 1998 (Interest)	\$377,775	\$377,775	\$377,775	\$0	0%
59-5250-15-6917	Series 2014 - Ref (Interest)	\$57,828	\$359,850	\$0	-\$359,850	-100%
59-5250-15-6951	Cop Administration Fees	\$5,000	\$10,000	\$10,000	\$0	0%
59-5250-15-6952	Debt Issuance Cost	\$0	\$0	\$0	\$0	N/A
59-5250-15-6955	Arbitrage	\$2,000	\$2,000	\$2,000	\$0	0%
	<b>Subtotal Debt Service</b>	<b>\$5,227,341</b>	<b>\$5,169,363</b>	<b>\$5,601,465</b>	<b>\$432,102</b>	<b>8%</b>
59-5250-38-6005	Salary & Wages	\$0	\$0	\$0	\$0	N/A
59-5250-38-6006	Overtime	\$0	\$0	\$2,368	\$2,368	N/A
59-5250-38-6046	Employee Benefits	\$0	\$0	\$0	\$0	N/A
59-5250-38-6125	Direct Payroll Costs	\$0	\$0	\$0	\$0	N/A
59-5250-38-6130	Retirement	\$0	\$0	\$0	\$0	N/A
59-5250-38-6134	STDLTD Insurance	\$0	\$0	\$0	\$0	N/A
59-5250-38-6135	HealthDentalLife Insurance	\$0	\$0	\$0	\$0	N/A
59-5250-38-6136	Workers Compensation Insurance	\$0	\$0	\$0	\$0	N/A
59-5250-38-6213	Telephone	\$0	\$0	\$3,108	\$3,108	N/A
59-5250-38-6215	Gas & Oil	\$0	\$0	\$2,875	\$2,875	N/A
59-5250-38-6220	Special Supplies	\$0	\$0	\$0	\$0	N/A
59-5250-38-6241	Automobile Expense	\$0	\$0	\$1,000	\$1,000	N/A
59-5250-38-6243	Spec Supplies Safety Equip Emg	\$0	\$0	\$5,030	\$5,030	N/A
59-5250-38-6405	Professional Services	\$0	\$0	\$2,000	\$2,000	N/A
59-5250-38-6450	Legal FeesSettlementDeductible	\$0	\$0	\$5,000	\$5,000	N/A
59-5250-38-6452	Recording Fees	\$0	\$0	\$300	\$300	N/A
59-5250-38-6505	Rent	\$0	\$0	\$6,000	\$6,000	N/A
59-5250-38-6736	Permit Fees	\$0	\$0	\$0	\$0	N/A
59-5250-38-6846	Computer Hardware	\$0	\$0	\$3,365	\$3,365	N/A
	<b>Subtotal Engineering Services</b>	<b>\$0</b>	<b>\$0</b>	<b>\$31,046</b>	<b>\$31,046</b>	<b>N/A</b>
	<b>Total WW Administration</b>	<b>\$6,331,500</b>	<b>\$6,263,758</b>	<b>\$6,659,719</b>	<b>\$395,961</b>	<b>6%</b>
		\$0	\$0	\$0	\$0	N/A
59-5252-89-6005	Salary & Wages	\$86,891	\$86,891	\$92,207	\$5,316	6%
59-5252-89-6006	Overtime	\$0	\$0	\$142	\$142	N/A
59-5252-89-6046	Employee Benefits	\$1,170	\$1,170	\$1,890	\$720	62%

**CITY OF SEDONA  
PROPOSED 2015-16 DEPARTMENT BUDGETS**

Account Number	Account Description	FY15 Estimated Actuals	FY15 Adopted Budget	FY16 Proposed Budget	Difference FY15	
					Adopted vs. FY16 Proposed	% Difference
59-5252-89-6125	Direct Payroll Costs	\$6,995	\$6,995	\$7,478	\$483	7%
59-5252-89-6130	Retirement	\$10,606	\$10,606	\$11,213	\$607	6%
59-5252-89-6134	STD/LTD Insurance	\$200	\$313	\$332	\$19	6%
59-5252-89-6135	Health/Dental/Life Insurance	\$0	\$17,966	\$19,203	\$1,237	7%
59-5252-89-6136	Workers Compensation Insurance	\$17,966	\$2,200	\$3,962	\$1,762	80%
59-5252-89-6450	Legal Fees/Settlements/Deductibles	\$3,000	\$0	\$0	\$0	N/A
59-5252-89-6405	Professional Services			\$20,000	\$20,000	N/A
59-5252-89-6847	Computer Software	\$0	\$0	\$0	\$0	N/A
59-5252-89-6890	Land Acquisition	\$0	\$0	\$0	\$0	N/A
59-5252-89-6891	Plant Upgrade	\$1,000,000	\$2,042,140	\$5,187,034	\$3,144,894	154%
59-5252-89-6892	Long Term Effluent	\$2,309,585	\$2,309,585	\$2,971,589	\$662,004	29%
59-5252-89-6893	Pump Lift Station Improvements	\$0	\$0	\$0	\$0	N/A
59-5252-89-6896	Collection System	\$0	\$0	\$0	\$0	N/A
59-5252-89-6993	Transfer To Other Funds	\$85,081	\$85,081	\$90,000	\$4,919	6%
	<b>Total WW Capital Expenses</b>	<b>\$3,521,494</b>	<b>\$4,562,947</b>	<b>\$8,405,050</b>	<b>\$3,842,103</b>	<b>84%</b>
59-5253-55-6005	Salary & Wages	\$155,000	\$152,974	\$174,933	\$21,959	14%
59-5253-55-6006	Overtime	\$8,000	\$22,438	\$1,525	-\$20,913	-93%
59-5253-55-6045	Uniform Allowance	\$500	\$0	\$300	\$300	N/A
59-5253-55-6125	Direct Payroll Costs	\$13,054	\$13,054	\$13,794	\$740	6%
59-5253-55-6130	Retirement	\$19,794	\$19,794	\$20,681	\$887	4%
59-5253-55-6134	STD/LTD Insurance	\$250	\$551	\$580	\$29	5%
59-5253-55-6135	Health/Dental/Life Insurance	\$40,857	\$40,857	\$47,836	\$6,979	17%
59-5253-55-6136	Workers Compensation Insurance	\$9,262	\$9,262	\$9,460	\$198	2%
59-5253-55-6141	Employee Exams	\$500	\$1,212	\$1,456	\$244	20%
59-5253-55-6212	Postage	\$200	\$100	\$100	\$0	0%
59-5253-55-6213	Telephone	\$8,435	\$8,435	\$8,531	\$96	1%
59-5253-55-6214	Uniform Expenses	\$6,100	\$6,100	\$6,600	\$500	8%
59-5253-55-6215	Gas & Oil	\$5,500	\$7,000	\$6,000	-\$1,000	-14%
59-5253-55-6216	Plant Diesel, Oil & Lubricants	\$1,000	\$2,000	\$2,000	\$0	0%
59-5253-55-6221	Janitorial Supplies	\$500	\$500	\$500	\$0	0%
59-5253-55-6223	Wastewater Supplies	\$21,900	\$21,900	\$21,900	\$0	0%
59-5253-55-6233	Equipment & Other Rental	\$1,000	\$5,500	\$5,500	\$0	0%
59-5253-55-6235	Equipment Repair	\$157,500	\$172,500	\$184,500	\$12,000	7%
59-5253-55-6241	Automobile Expense	\$5,000	\$8,000	\$8,000	\$0	0%
59-5253-55-6243	Spec Supplies/Safety Equip/Emg	\$2,500	\$4,500	\$6,000	\$1,500	33%
59-5253-55-6244	Office Furniture - Non Capital	\$0	\$0	\$2,000	\$2,000	N/A

**CITY OF SEDONA  
PROPOSED 2015-16 DEPARTMENT BUDGETS**

Account Number	Account Description	FY15 Estimated	FY15 Adopted	FY16 Proposed	Difference FY15	
		Actuals	Budget	Budget	Adopted vs. FY16 Proposed	% Difference
59-5253-55-6246	Computer Hardware - Non Capita	\$2,000	\$3,000	\$3,000	\$0	0%
59-5253-55-6248	Machinery & Equipment-Non Capi	\$9,000	\$9,000	\$3,000	-\$6,000	-67%
59-5253-55-6249	Radio & Phone Equip-Non Capita	\$0	\$200	\$200	\$0	0%
59-5253-55-6256	Wwt Plant Maintenance/Repairs	\$285,600	\$285,600	\$357,900	\$72,300	25%
59-5253-55-6405	Professional Services	\$29,590	\$29,590	\$29,530	-\$60	0%
59-5253-55-6408	Technical Support	\$40,000	\$40,000	\$40,000	\$0	0%
59-5253-55-6436	Software Update	\$5,025	\$5,025	\$5,375	\$350	7%
59-5253-55-6511	Advertising	\$0	\$0	\$0	\$0	N/A
59-5253-55-6530	Utilities	\$250,000	\$219,909	\$259,849	\$39,940	18%
59-5253-55-6540	Solid Waste / Recycling	\$100,000	\$118,650	\$113,650	-\$5,000	-4%
59-5253-55-6703	Dues/Subscriptions/License	\$180	\$180	\$180	\$0	0%
59-5253-55-6730	Maint & Improvement	\$0	\$0	\$0	\$0	N/A
59-5253-55-6732	Office Maintenance	\$0	\$0	\$0	\$0	N/A
59-5253-55-6750	Training/Staff Development	\$0	\$0	\$8,553	\$8,553	N/A
59-5253-55-6790	Depreciation	\$0	\$0	\$0	\$0	N/A
59-5253-55-6840	Motor Vehicle	\$8,000	\$8,000	\$0	-\$8,000	-100%
59-5253-55-6846	Computer Hardware	\$15,450	\$15,450	\$19,000	\$3,550	23%
59-5253-55-6848	Machinery & Equipment	\$42,000	\$42,000	\$0	-\$42,000	-100%
<b>Subtotal WW Plant Operations</b>		<b>\$1,243,697</b>	<b>\$1,273,281</b>	<b>\$1,362,433</b>	<b>\$89,152</b>	<b>7%</b>
59-5253-56-6005	Salary & Wages	\$180,000	\$171,818	\$190,311	\$18,493	11%
59-5253-56-6006	Overtime	\$15,000	\$18,372	\$440	-\$17,932	-98%
59-5253-56-6045	Uniform Allowance	\$500	\$0	\$0	\$0	N/A
59-5253-56-6125	Direct Payroll Costs	\$15,000	\$14,264	\$14,953	\$689	5%
59-5253-56-6130	Retirement	\$23,000	\$21,629	\$22,420	\$791	4%
59-5253-56-6134	STD/LTD Insurance	\$400	\$619	\$628	\$9	1%
59-5253-56-6135	Health/Dental/Life Insurance	\$42,170	\$42,170	\$44,533	\$2,363	6%
59-5253-56-6136	Workers Compensation Insurance	\$10,500	\$8,911	\$10,291	\$1,380	15%
59-5253-56-6141	Employee Exams	\$500	\$1,302	\$1,651	\$349	27%
59-5253-56-6210	Printing/Office Supplies	\$500	\$1,000	\$1,000	\$0	0%
59-5253-56-6212	Postage	\$100	\$100	\$100	\$0	0%
59-5253-56-6213	Telephone	\$14,500	\$13,199	\$13,295	\$96	1%
59-5253-56-6214	Uniform Expenses	\$5,425	\$5,425	\$5,425	\$0	0%
59-5253-56-6215	Gas & Oil	\$13,000	\$18,000	\$18,000	\$0	0%
59-5253-56-6216	Plant Diesel, Oil & Lubricants	\$500	\$1,000	\$1,000	\$0	0%
59-5253-56-6223	Wasterwater Supplies	\$12,000	\$12,000	\$13,500	\$1,500	13%
59-5253-56-6233	Equipment & Other Rental	\$1,000	\$4,500	\$4,500	\$0	0%

**CITY OF SEDONA  
PROPOSED 2015-16 DEPARTMENT BUDGETS**

Account Number	Account Description	FY15 Estimated	FY15 Adopted	FY16 Proposed	Difference FY15	
		Actuals	Budget	Budget	Adopted vs. FY16 Proposed	% Difference
59-5253-56-6235	Equipment Repair	\$92,000	\$102,000	\$116,000	\$14,000	14%
59-5253-56-6241	Automobile Expense	\$15,000	\$14,500	\$14,500	\$0	0%
59-5253-56-6243	Spec Supplies/Safety Equip/Emg	\$1,500	\$2,500	\$2,000	-\$500	-20%
59-5253-56-6244	Office Furniture - Non Capital	\$0	\$500	\$500	\$0	0%
59-5253-56-6246	Computer Hardware - Non Capita	\$0	\$0	\$3,000	\$3,000	N/A
59-5253-56-6248	Machinery & Equipment-Non Capi	\$1,500	\$2,300	\$2,300	\$0	0%
59-5253-56-6249	Radio & Phone Equip-Non Capita	\$150	\$150	\$150	\$0	0%
59-5253-56-6255	Sewer System Maintenance	\$315,000	\$416,000	\$369,500	-\$46,500	-11%
59-5253-56-6405	Professional Services	\$111,000	\$117,445	\$28,677	-\$88,768	-76%
59-5253-56-6408	Technical Support	\$2,500	\$2,500	\$3,500	\$1,000	40%
59-5253-56-6511	Advertising	\$200	\$200	\$200	\$0	0%
59-5253-56-6530	Utilities	\$192,150	\$192,150	\$192,150	\$0	0%
59-5253-56-6540	Solid Waste / Recycling	\$400	\$400	\$400	\$0	0%
59-5253-56-6703	Dues/Subscriptions/License	\$180	\$180	\$1,800	\$1,620	900%
59-5253-56-6730	Maint & Improvement	\$0	\$0	\$0	\$0	N/A
59-5253-56-6750	Training/Staff Development	\$0	\$0	\$9,332	\$9,332	N/A
59-5253-56-6755	Septic Maintenance	\$20,000	\$29,260	\$24,000	-\$5,260	-18%
59-5253-56-6840	Motor Vehicles	\$35,000	\$35,000	\$0	-\$35,000	-100%
59-5253-56-6848	Machinery & Equipment	\$22,500	\$22,500	\$0	-\$22,500	-100%
	<b>Subtotal WW Collection Systems</b>	<b>\$1,143,175</b>	<b>\$1,271,894</b>	<b>\$1,110,056</b>	<b>-\$161,838</b>	<b>-13%</b>
59-5253-66-6005	Salary & Wages	\$84,020	\$84,020	\$89,221	\$5,201	6%
59-5253-66-6006	Overtime	\$800	\$1,399	\$142	-\$1,257	-90%
59-5253-66-6045	Uniform Allowance	\$250	\$1,170	\$0	-\$1,170	-100%
59-5253-66-6046	Employee Benefits	\$0	\$0	\$1,170	\$1,170	N/A
59-5253-66-6125	Direct Payroll Costs	\$6,774	\$6,774	\$7,162	\$388	6%
59-5253-66-6130	Retirement	\$10,272	\$10,272	\$10,739	\$467	5%
59-5253-66-6134	STD/LTD Insurance	\$150	\$302	\$321	\$19	6%
59-5253-66-6135	Health/Dental/Life Insurance	\$11,310	\$11,310	\$11,919	\$609	5%
59-5253-66-6136	Workers Compensation Insurance	\$4,600	\$2,304	\$4,825	\$2,521	109%
59-5253-66-6141	Employee Exams	\$75	\$75	\$75	\$0	0%
59-5253-66-6212	Postage	\$200	\$0	\$300	\$300	N/A
59-5253-66-6213	Telephone	\$420	\$420	\$444	\$24	6%
59-5253-66-6214	Uniform Expenses	\$350	\$575	\$575	\$0	0%
59-5253-66-6223	Wasterwater Supplies	\$20,000	\$20,000	\$24,000	\$4,000	20%
59-5253-66-6243	Spec Supplies/Safety Equip/Emg	\$500	\$500	\$800	\$300	60%
59-5253-66-6248	Machinery & Equip(non-capital)	\$0	\$0	\$2,170	\$2,170	N/A

**CITY OF SEDONA  
PROPOSED 2015-16 DEPARTMENT BUDGETS**

Account Number	Account Description	FY15 Estimated Actuals	FY15 Adopted Budget	FY16 Proposed Budget	Difference FY15	
					Adopted vs. FY16 Proposed	% Difference
59-5253-66-6249	Radio & Phone Equip-Non Capita	\$50	\$50	\$50	\$0	0%
59-5253-66-6256	Wwt Plant Maintenance/Repairs	\$2,500	\$4,800	\$5,800	\$1,000	21%
59-5253-66-6405	Professional Services	\$17,900	\$17,900	\$36,900	\$19,000	106%
59-5253-66-6703	Dues/Subscriptions/License	\$45	\$45	\$50	\$5	11%
59-5253-66-6730	Maint & Improvement	\$0	\$0	\$6,800	\$6,800	N/A
59-5253-66-6736	Permit Fees	\$4,500	\$2,425	\$2,278	-\$147	-6%
59-5253-66-6750	Training/Staff Development	\$0	\$0	\$818	\$818	N/A
59-5253-66-6840	Motor Vehicles	\$8,000	\$8,000	\$0	-\$8,000	-100%
59-5253-66-6848	Machinery & Equipment	\$0	\$0	\$5,500	\$5,500	N/A
	<b>Subtotal WW Lab</b>	<b>\$172,716</b>	<b>\$172,341</b>	<b>\$212,059</b>	<b>\$39,718</b>	<b>23%</b>
	<b>Total WW Treatment Plant</b>	<b>\$2,559,588</b>	<b>\$2,717,516</b>	<b>\$2,684,548</b>	<b>-\$32,968</b>	<b>-1%</b>
	<b>Total WW Fund</b>	<b>\$12,412,582</b>	<b>\$13,544,221</b>	<b>\$17,749,317</b>	<b>\$4,205,096</b>	<b>31%</b>

**CITY OF SEDONA  
2015-2016 PROPOSED BUDGET  
WASTEWATER FUND**

Account Number	Account Description	FY 2014 Actuals	FY 2014 Budget	2015 Actuals YTD thru 1/31/2015	2015 Adopted Budget	Detail Description	2016 Requested Budget	2016 Detail Amount
<b>Plant Administration</b>								
59-5250-01-6009	Special Pay		(41,570)	-	(45,000)		(75,000)	(75,000)
59-5250-01-6005	Salary & Wages	211,496	201,657	120,837	214,117		188,540	188,540
59-5250-01-6006	Overtime	2,200		1,905	-		-	-
59-5250-01-6010	Temp Part-Time Wages	-	-	1,740	-		33,280	33,280
59-5250-01-6046	Employee Benefits			2,113	1,560	Allowances	2,160	2,160
59-5250-01-6125	Direct Payroll Costs	15,885	15,427	9,768	17,081	% of Wages	17,716	17,716
59-5250-01-6130	Retirement	23,698	22,788	15,240	25,901	% of Wages	26,563	26,563
59-5250-01-6134	STDLTD Insurance	1,559	1,313	151	771	% of Wages	799	799
59-5250-01-6135	HealthDentLife Insurance	40,720	34,594	26,983	49,517	Premiums per plan elections	46,128	46,128
59-5250-01-6136	Workers Compensation Insurance	5,031	6,106	4,015	7,366	% of Wages	8,762	8,762
59-5250-01-6141	Employee Exams		-		-		-	-
						Decrease due to administration not being fit-tested.		-
59-5250-01-6210	Printing/Office Supplies	654	1,000	853	1,000	WW Drinking Water	1,000	1,000
59-5250-01-6213	Telephone	2,447	3,354	1,811	12,234	Network and Cell phones		5,400
59-5250-01-6215	Gas & Oil	3,212	2,200	1,256	2,900	WW Admin fuel	-	400
						Automatic Adjustment		(400)
59-5250-01-6220	Special Supplies	799	1,050	633	1,300		-	
59-5250-01-6241	Automobile Expense	1,176	2,000	836	2,200		-	
59-5250-01-6243	Spec Supplies/Safety Equip/Emg	693	1,025	429	1,025		-	
59-5250-01-6244	Office Furniture - Non Capital	-	-	104	150		-	
59-5250-01-6405	Professional Services	8,108	12,520	3,450	12,520	WW Maintenance/Janitorial		3,800
						WW Rodent/Pest Control		1,000
						WW Window Cleaning		720
						WW Building Maintenance		5,000
59-5250-01-6431	System Maintenance	600	600			Automatic Adjustment		600
						Decrease: Move to 6436 per JS		(600)
59-5250-01-6436	Software Update	-	-		-		-	
59-5250-01-6450	Legal Fees/Settlements/Deductibles	6,086	5,000	37,481	5,000		100,000	
						Legal Fees for SunEdison Issue		100,000
59-5250-01-6452	Recording Fees	10	150	290	150		-	
59-5250-01-6505	Rent	-	6,000	-	6,000		-	



**CITY OF SEDONA  
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Account Number	Account Description	FY 2014 Actuals	FY 2014 Budget	2015 Actuals YTD thru 1/31/2015	2015 Adopted Budget	Detail Description	2016 Requested Budget	2016 Detail Amount
59-5250-01-6703	Dues/Subscriptions/License	8	210	75	210		1,857	
						Northern Az Municipal Water Users Association City representative moved to WW		1,647
						WW Professional Memberships		210
59-5250-01-6736	Permit Fees	21,505	6,750	6,010	6,750		-	
59-5250-01-6750	Training/Staff Development			4,173	9,325		5,387	
						LOTO Training (WSS 4 hr \$950)		95
						Fall Protection Training (WSS 4 hr \$950) (Workplace Safety Specialist Inc.)		95
						Confined Space Entry Training (WSS 8 hr \$197)		197
						Increase 2016 Administrative Training/Seminars EH, CM		5,000
59-5250-01-6761	Spendable Contingency for System Maintenance & Repairs			-	120,000		-	
59-5250-01-6845	Office Equipment	-	-		-		-	
59-5250-01-6846	Computer Hardware	2,869	315	1,564	1,135		-	
59-5250-01-6925	Lease Purchase Payments	2,038	3,000	1,317	2,220	Xerox Lease	3,756	3,756
<b>Subtotal Wastewater Plant Administration</b>		<b>\$ 350,794</b>	<b>\$ 285,489</b>	<b>\$ 243,033</b>	<b>\$ 455,432</b>		<b>376,868</b>	<b>376,868</b>
<b>General Administration</b>								
59-5250-02-6005	Salary & Wages	131,439	127,604	77,882	134,159		132,289	132,289
59-5250-02-6006	Overtime	2	-		-		-	-
59-5250-02-6010	Temp Part-Time Wages			68	-		8,704	8,704
59-5250-02-6046	Employee Benefits	-	2,928	-	3,160	Allowances	3,190	3,190
59-5250-02-6125	Direct Payroll Costs	8,772	9,762	5,031	10,780	% of Wages	11,442	11,442
59-5250-02-6130	Retirement	18,762	18,786	12,256	17,364	% of Wages	17,156	17,156
59-5250-02-6134	STDLTD Insurance	793	638	63	483	% of Wages	508	508
59-5250-02-6135	HealthDentLife Insurance	15,617	17,276	9,358	16,161	Premiums per plan elections	18,291	18,291
59-5250-02-6136	Workers Compensation Insurance	2,096	1,886	1,107	400	% of Wages	721	721
59-5250-02-6225	Service Charges	-	64,000	-	-		-	
59-5250-02-6407	Professional/Contracted Servic	17,544	1,727	-	-		-	-
59-5250-02-6530	Utilities	-	-				-	
59-5250-02-6533	Property & Casualty Insurance	-	62,500	22,258	57,500	Allocation from General Fund for all property and liability insurance	62,500	62,500
<b>Subtotal Wastewater General Administration</b>		<b>\$ 195,025</b>	<b>\$ 307,107</b>	<b>\$ 128,022</b>	<b>\$ 240,007</b>		<b>254,801</b>	<b>254,801</b>

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Account Number	Account Description	FY 2014 Actuals	FY 2014 Budget	2015 Actuals YTD thru 1/31/2015	2015 Adopted Budget	Detail Description	2016 Requested Budget	2016 Detail Amount
<b>WW Billing Administration</b>								
59-5250-04-6005	Salary & Wages	145,341	154,384	89,843	158,594		167,806	167,806
59-5250-04-6006	Overtime	2,413		257	-		-	-
59-5250-04-6010	Temp Part-Time Wages	-			-		-	-
59-5250-04-6046	Employee Benefits	60	180	-	1,260	Allowances	1,260	1,260
59-5250-04-6125	Direct Payroll Costs	10,641	14,607	6,990	12,636	% of Wages	13,368	13,368
59-5250-04-6130	Retirement	15,062	16,535	10,943	19,161	% of Wages	20,044	20,044
59-5250-04-6134	STDLTD Insurance	814	1,045	108	571	% of Wages	604	604
59-5250-04-6135	HealthDentLife Insurance	30,842	26,475	23,033	40,603	Premiums per plan elections	40,265	40,265
59-5250-04-6136	Workers Compensation Insurance	454	407	272	381	% of Wages	592	592
59-5250-04-6210	Printing/Office Supplies	-					-	-
59-5250-04-6212	Postage	30,000	40,000	10,000	42,000		44,000	
						Wastewater monthly bills and late notices		44,000
59-5250-04-6225	Service Charges	90,107	18,000	37,878	75,000		33,000	
						AZDOR TPT Charges & Transition costs		15,000
						Bank service fees, credit card fees		18,000
59-5250-04-6244	Office Furniture - Non Capital	-	500		-		-	
59-5250-04-6407	Professional/Contracted Servic	34,691	14,000	23,718	14,500		41,500	
						30% of sales tax audits		27,000
						Wastewater monthly and late notices - AIS		14,500
59-5250-04-6436	Software Update	8,864	8,864	13,909	11,250		11,600	
						Cisco Network (WW portion)		1,600
						Springbrook (WW portion)		10,000
59-5250-04-6452	Recording Fees	290	500	-	-	Collections Liens and Releases for WW	500	500
59-5250-04-6455	Audit	13,183	20,000	11,535	18,000	Financial Audit Services	16,000	16,000
59-5250-04-6455	Audit							
59-5250-04-6703	Dues/Subscriptions/License	313	300	-	-		-	-
59-5250-04-6732	Office Maintenance	2,594	3,425	-	-		-	-
59-5250-04-6735	Water Conservation	1,050	-	1,996	-	Low-Flow Toilet Rebate Program	5,000	5,000
59-5250-04-6845	Office Equipment				5,000		-	-
	<b>Subtotal Wastewater Billing Administration</b>	<b>\$ 386,719</b>	<b>\$ 319,222</b>	<b>\$ 230,481</b>	<b>\$ 398,956</b>		<b>\$ 395,539</b>	<b>\$ 395,539</b>
<b>Debt Service</b>								
59-5250-15-6902	Series 1998 Mpc Reve Bonds						-	-
59-5250-15-6903	Series 2004-2 (Ref)	3,130,000	3,130,000			per debt schedule	-	-
59-5250-15-6904	Series 2005 (Ref 1998)						-	-
59-5250-15-6905	Series 2007 - Ww & Capital	945,000	945,000	574,583	985,000	per debt schedule	1,020,000	1,020,000
59-5250-15-6906	Series 2012 - Ref 1998						-	-

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Account Number	Account Description	FY 2014 Actuals	FY 2014 Budget	2015 Actuals YTD thru 1/31/2015	2015 Adopted Budget	Detail Description	2016 Requested Budget	2016 Detail Amount
59-5250-15-6907	Series 2014 Ref (Principal)			1,840,417	2,790,000		3,555,000	
						per debt schedule		3,555,000
59-5250-15-6912	Series 1998 Mpc Reve Bonds (Interest)	425,574	425,574	-	-		-	-
59-5250-15-6913	Series 2004 - 2 Refinance (Interest)	522,790	516,350			2014 per debt schedule	31,352	31,352
59-5250-15-6914	Series 2005 (Ref 1998) (Interest)	-	500,838	292,155	500,838	per debt schedule	500,838	500,838
59-5250-15-6915	Series 2007 - Ww & Capital (Interest)	155,611	181,700	83,942	143,900	per debt schedule	104,500	104,500
59-5250-15-6916	Series 2012 - Ref 1998 (Interest)	291,692	377,775	220,369	377,775	per debt schedule	377,775	377,775
59-5250-15-6917	Series 2014 - Ref (Interest)			33,733	359,850			
59-5250-15-6951	Cop Administration Fees	8,935	10,000	1,905	10,000	trustee fees	10,000	10,000
59-5250-15-6952	Debt Issuance Cost	67,823	-					
59-5250-15-6955	Arbitrage	-	2,000	-	2,000	per schedule	2,000	2,000
<b>Subtotal Wastewater Debt Administration</b>		<b>\$ 5,547,425</b>	<b>\$ 6,089,237</b>	<b>\$ 3,047,103</b>	<b>\$ 5,169,363</b>		<b>\$ 5,601,465</b>	<b>\$ 5,601,465</b>
<b>Wastewater Engineering</b>								
59-5250-38-6006	Overtime						2,368	2,368
59-5250-38-6213	Telephone						3,108	
						INCREASE: from \$35 to \$37 per unit based on average overall monthly expense and reallocation of personnel to 7 units		1,680
						Cell Phones: 4 cell phones at \$35/month		1,428
59-5250-38-6215	Gas & Oil						2,875	
						Fuel for 3 Inspector's vehicles		2,500
						INCREASE: 15% - Inspector Hernandez will be providing inspection services for Uptown/SR 89A Project AND Inspector Zellner will be providing inspection services for WWTP Upgrades Project		375
59-5250-38-6241	Automobile Expense						1,000	
						DECREASE: Purchased 2 Tanou covers for trucks in FY 14/15 (\$1200)		-
						3 Inspector vehicles: wash, maintenance, repairs		1,000
59-5250-38-6243	Spec Supplies Safety Equip Emg						5,030	

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Account Number	Account Description	FY 2014 Actuals	FY 2014 Budget	2015 Actuals YTD thru 1/31/2015	2015 Adopted Budget	Detail Description	2016 Requested Budget	2016 Detail Amount
						INCREASE: Blue Stake paint due to insufficient budgeting over last several fiscal years usage		1,000
						INCREASE: Purchase of Blue Stake flag shooter		330
						INCREASE: Purchase of Blue Stake wands = 3 x \$300 plus tax		1,100
						INCREASE: Purchase of Blue Stake flags, nails and whiskers		500
						Replacement of tools used for blue stake and other construction related activities. This includes hand probes for issues related to voids or manholes, wrenches to open up clean-out lids and channels		1,300
						Personal protective Equipment including reflective jackets, vests, gloves, first aid kits for vehicles, safety glasses - \$266/year per Inspector		800
						DECREASE: Purchased Level instrument in FY 14/15 (\$250)		-
59-5250-38-6405	Professional Servies						2,000	
						Annual Blue Stake assessments, verification testing-outside labs, miscellaneous surveying and engineering		2,000
59-5250-38-6450	Legal Fees Settlement Deductible						5,000	
						Claims against City		5,000
59-5250-38-6452	Recording Fees						300	
						To record WW easements		150
						INCREASE: Based on actual required expense		150
59-5250-38-6505	Rent						6,000	
						Engineering Inspectors portion of office space		6,000
59-5250-38-6846	Computer Hardware						3,365	
						Estimate as IT will apply appropriate percentage of total costs for Tough Pad FZ-G1 Keyboard for Inspectors Zellner and Hernandez - 2/\$350 plus tax		800

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Account Number	Account Description	FY 2014 Actuals	FY 2014 Budget	2015 Actuals YTD thru 1/31/2015	2015 Adopted Budget	Detail Description	2016 Requested Budget	2016 Detail Amount
						Estimate as IT will apply appropriate percentage of total costs for Tablet and Jump Seat keyboard for Chief Engineering Inspector Valenzuela to be used for field inspections, camera/video, word processing and storage of as-builts for field reference		2,565
						INCREASE: 2 desk tops for 2070 Contractors Road		-
						Refresh for laptops - refresh with two desk tops instead		-
<b>Subtotal Wastewater Engineering</b>							<b>\$ 31,046</b>	<b>\$ 31,046</b>
<b>Subtotal Wastewater Administration</b>		<b>\$ 6,479,963</b>	<b>\$ 7,001,055</b>	<b>\$ 3,648,640</b>	<b>\$ 6,263,758</b>		<b>\$ 6,659,719</b>	<b>\$ 6,659,719</b>
<b>WW Capital Projects</b>								
59-5252-89-6005	Salary & Wages	73,646	77,651	53,006	86,891		92,207	92,207
59-5252-89-6006	Overtime	149	117	116	-		142	142
59-5252-89-6046	Employee Benefits			30	1,170	Allowances	1,890	1,890
59-5252-89-6125	Direct Payroll Costs	5,587	5,949	4,051	6,995	% of Wages	7,478	7,478
59-5252-89-6130	Retirement	8,264	8,789	6,399	10,606	% of Wages	11,213	11,213
59-5252-89-6134	STD LTD Insurance	610	492	64	313	% of Wages	332	332
59-5252-89-6135	HealthDentLife Insurance	13,935	16,603	10,285	17,966	Premiums per plan elections	19,203	19,203
59-5252-89-6136	Workers Compensation Insurance	-	2,585	1,667	2,200	% of Wages	3,962	3,962
59-5252-89-6405	Professional Services		-		-		20,000	
						Increase - Major Collection System Rehab or Extension		20,000
59-5252-89-6450	Legal Fees/Settlements/Deductibles	2,036	-					
59-5252-89-6846	Computer Hardware		-					
59-5252-89-6890	Land Acquisition							
						completion of Nyberg property exchange - AAA industrial map revision preparation		10,000
						remove per CM		(10,000)
59-5252-89-6891	Plant Upgrade	-	809,781	19,997	2,042,140		5,187,034	5,187,034
59-5252-89-6892	Long Term Effluent	11,051	1,673,853	128,760	2,309,585		2,971,589	2,971,589
59-5252-89-6893	Pump Lift Station Improvements	-	97,000	-	-		-	-
59-5252-89-6896	Collection System	-	-	-	-		-	-
59-5252-89-6993	Transfer to Other Funds	83,627	85,355		85,081		90,000	90,000
<b>Subtotal Wastewater Capital Administration</b>							<b>\$ 198,905</b>	<b>\$ 2,778,175</b>
		<b>\$ 198,905</b>	<b>\$ 2,778,175</b>	<b>\$ 224,374</b>	<b>\$ 4,562,947</b>		<b>\$ 8,405,050</b>	<b>\$ 8,405,050</b>
<b>Subtotal Wastewater Capital</b>		<b>\$ 198,905</b>	<b>\$ 2,778,175</b>	<b>\$ 224,374</b>	<b>\$ 4,562,947</b>		<b>\$ 8,405,050</b>	<b>\$ 8,405,050</b>

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WASTEWATER FUND**

Account Number	Account Description	FY 2014 Actuals	FY 2014 Budget	2015 Actuals YTD thru 1/31/2015	2015 Adopted Budget	Detail Description	2016 Requested Budget	2016 Detail Amount
<b>WW Operations</b>							-	
59-5253-55-6005	Salary & Wages	150,500	191,289	95,737	152,974		174,933	174,933
59-5253-55-6006	Overtime	9,047	10,343	3,300	22,438		1,525	1,525
59-5253-55-6010	Temp Part-Time Wages						-	
59-5253-55-6045	Uniform Allowance			490			300	300
59-5253-55-6046	Employee Benefits	-			-	Allowances	-	
59-5253-55-6125	Direct Payroll Costs	11,691	16,572	7,736	13,054	% of Wages	13,794	13,794
59-5253-55-6130	Retirement	17,736	24,479	11,881	19,794	% of Wages	20,681	20,681
59-5253-55-6134	STDLTD Insurance	1,282	1,474	116	551	% of Wages	580	580
59-5253-55-6135	HealthDentLife Insurance	31,953	41,173	23,558	40,857	Premiums per plan elections	47,836	47,836
59-5253-55-6136	Workers Compensation Insurance	7,071	9,062	4,607	9,262	% of Wages	9,460	9,460
59-5253-55-6141	Employee Exams	965	510	95	1,212		1,456	
						CDL Physicals every 2 yrs		132
						CDL Drug Tests		180
						Respirator Fit Tests , RM, MA, HG, FV		900
						Increase 2016 Respirator Medical Clearance 95.00		190
						Increase 2016 CDL Physical costs \$27		54
59-5253-55-6212	Postage	27	100	103	100		100	
						Postage/shipping costs		100
59-5253-55-6213	Telephone	10,372	7,715	4,815	8,435		8,531	
						Century Link Basic Service - Finance		5,345
						Verizon Cell Phones - 4 Operators - \$35/month each		1,680
						SCADA Internet DSL (Split w/ Collections)		450
						Verizon air-card service for laptops		960
						Increase: 2016 Verizon Cell Phones to \$37/month each		96
59-5253-55-6214	Uniform Expenses	5,900	4,600	3,161	6,100		6,600	
						Uniforms, Shop Rags, Floor Mats		3,500
						Winter Jackets		200
						Safety Boots - specialty composite for electrician		200
						Safety Boots for Operators		700
						Increase: Uniforms (estimated from current budget expenditures) Cost increase plus electrical clothing for Ronnie Garcia		2,000
59-5253-55-6215	Gas & Oil	5,647	5,000	2,028	7,000		6,000	
						Fuel - Operations		7,000
						Decrease 2016 Fuel Increase of last year		(1,000)

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Account Number	Account Description	FY 2014 Actuals	FY 2014 Budget	2015 Actuals YTD thru 1/31/2015	2015 Adopted Budget	Detail Description	2016 Requested Budget	2016 Detail Amount
59-5253-55-6216	Plant Diesel, Oil & Lubricants	200	2,500	250	2,000		2,000	
						Oil and Grease		2,500
						Decrease: Oil and Grease (estimated from current and past budget expenditures)		(500)
59-5253-55-6221	Janitorial Supplies	418	500	36	500		500	
						Janitorial Supplies		500
59-5253-55-6223	Wastewater Supplies	14,493	22,400	4,037	21,900		21,900	
						Building & Construction Supplies		7,000
						Landscaping Supplies		1,000
						Chlorine		5,000
						Winterizing Supplies		1,000
						Fuse Inventory		2,000
						Nuts and Bolts		1,000
						Hoses and Plumbing Supplies		1,900
						Fence Maintenance Supplies		2,000
						Wasp/Rodent Control Supplies		1,000
59-5253-55-6233	Equipment & Other Rental	10,019	12,500	82	5,500		5,500	
						Rentals - Backhoe, Forklift, Scissor Lift, Trailer Pump, etc.		5,500
59-5253-55-6235	Equipment Repair	115,654	225,500	40,457	172,500		184,500	
						Pumps/motor rebuilds & maintenance, and parts for repairs		65,000
						Mechanical Seals		2,500
						Valve Maintenance		15,000
						Instrumentation Replacement		10,000
						Centrifuge #1 Rebuild		20,000
						Centrifuge #1 Touchscreen Upgrade/Replacement.		50,000
						Decrease: Centrifuge #1 Rebuild Completed		(20,000)
						Decrease: Centrifuge #1 Touchscreen Upgrade Completed		(50,000)
						Increase: PLC Rack #1 Upgrade/Replacement		50,000
						Increase: Plant Water Controls (Move to EPS Bldg)		14,000
						Increase: Replace Flow Meter and add Flow Control for UV System		8,000
						UV Maintenance (Ballasts)		8,000
						Increase 2016 - Centrifuge #2 Rebuild - \$15,000		-
						Note: 16/17 - Replace/Upgrade Odor Control Unit?		-
						Increase 2016- Replace Obsolete Area 4 Valve/Controls - \$30,000		30,000

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Account Number	Account Description	FY 2014 Actuals	FY 2014 Budget	2015 Actuals YTD thru 1/31/2015	2015 Adopted Budget	Detail Description	2016 Requested Budget	2016 Detail Amount
						Decrease 2016 UV Maintenance (Ballasts)		(8,000)
						Decrease 2016 Instrumentation Replacement		(10,000)
59-5253-55-6241	Automobile Expense	9,206	6,000	1,865	8,000		8,000	
						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	3,514	4,500	583	4,500		6,000	
						Safety - Personal Protection Equipment		2,700
						Increase 2016: LSP Half Back Lift Harness for Confined Space Rescue - KH		1,500
						Replacement required tape/signage due to deterioration from sun/elements		600
						Gas Monitor Cartridges		1,200
59-5253-55-6244	Office Furniture - Non Capital				2,000		2,000	
						Increase: Desks and Chairs for Plant Operators		1,500
						Increase: Break Room Table		500
						Decrease 2016 \$2000 for Desks and Chairs for Plant Operators and Break Room Table		(2,000)
						Increase 2016 Office Purchase charis and table as part of office remodel		2,000
59-5253-55-6246	Computer Hardware - Non Capita	338	600	183	3,000		3,000	
						Battery Backups for PLC's and SCADA		1,000
						Replacement Computers/Monitors if needed (moved from 55-6846)		2,000
						Note: 16/17- Replace two On-call Laptops (3 yr replacement cycle - \$1000 each)		-
59-5253-55-6248	Machinery & Equipment-Non Capi	1,444	-	5,444	7,000		3,000	
						Increase Shop Welder		3,000
						Decrease 2016: Ground Resistance Tester (for electrician)		(4,000)
						Increase Ground Resistance Tester		4,000
						Decrease Shop Welder		(3,000)
						Increase 2016 Tools		3,000
59-5253-55-6249	Radio & Phone Equip-Non Capita	57	200	-	200		200	
						Cell Phone Equipment		200



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Account Number	Account Description	FY 2014 Actuals	FY 2014 Budget	2015 Actuals YTD thru 1/31/2015	2015 Adopted Budget	Detail Description	2016 Requested Budget	2016 Detail Amount
59-5253-55-6256	Wwt Plant Maintenance/Repairs	196,497	190,600	2,980	285,600		357,900	
						Decrease 2016 wetlands berm maintenance		(15,000)
						Increase: 2016 WW share of estimated trail maintenance		27,500
						Increase: 2016 Wetlands Maintenance to \$70K (see decision paper) - \$50K CM's Recommended Funding Level		50,000
						Decrease: 2016 wetlands fence fence constructed 2015		(50,000)
						Increase: 2016 Operator office area remodel to move lunch room and consolidate operators in one office area		12,000
						Decrease: 2016 decrease amount for soil amendment costs		(20,000)
						Delete 2016 Automatic gate installed 2015		(4,500)
						Elec/Mech Trades		15,000
						Irrigation Maintenance		20,000
						UV Bulbs and Quartz Sleeves (Annual)		10,000
						Sand/Rock for Sandfilters, Drying Beds, and Equipment Areas		5,000
						Landscaping, Pipe Painting, Torch set for maintance, Weed/Vegetation Control		25,000
						Calibrate Flow Meters		3,600
						HDPE Liner Repairs for Reservoir #3 (Annual)		10,000
						Irrigation Soil Amendment (Annual)		50,000
						Aeration Basin Diffuser Replacement (one basin every 1-2 years)		15,000
						Wetlands Maintenance		10,000
						Miscellaneous Repairs & Maintenance		50,000
						Berm Maintenance Repairs		10,000
						Decrease 2016 Effluent Reservoir Embankment Maintenance (tree removal)- every other year		(12,500)
						Increase: Electrical Vaults - Coating		10,000

**CITY OF SEDONA  
2015-2016 PROPOSED BUDGET  
WASTEWATER FUND**

Account Number	Account Description	FY 2014 Actuals	FY 2014 Budget	2015 Actuals YTD thru 1/31/2015	2015 Adopted Budget	Detail Description	2016 Requested Budget	2016 Detail Amount
						Increase 2016- Septage Wet Well Coating - \$15,000		15,000
						Increase: \$50,000 Wetlands Fence - see attached decision package Package was approved		50,000
						Automatic Gate Installation for Area 4 Back gate		4,500
						Increase: Wetlands Berm Maintenance		15,000
						Increase 2016 Spare Radio for Plant		2,500
						Increase 2016 Calibrate flow meters		1,400
						Maintenance (tree Removal) evert other year		12,500
						Increase 2016 Operator area Remodel		12,000
						Increase 2016 Calibrate Flow Meter		1,400
						Increase 2016 Replace obsolete VFDs (18 total)		22,500
59-5253-55-6405	Professional Services	61,114	44,980	20,108	29,590		29,530	
						Security Services (Tyco)		940
						Rodent Proofing		2,100
						Janitorial Service		3,000
						Generator Inspection Contract		3,000
						Fire Extinguisher and Fire Alarm Inspections		550
						Crane & Hoist Inspections		1,500
						Monument Survey ADWR Regulation		2,000
						Decrease 2016: CAD Single Line Drawings - NFPA-70E requirement to keep these updated		(6,500)
						Increase: Reservoir #2 Dam Investigation - Checking w/ Andy?		10,000
						Decrease 2016 Reservoir #2 Dam Investigation		(10,000)
						CAD Single Line Drawngs NFPA-70E requirement to keep updated		6,500
						Increase: 2016 Tyco to 345 quarterly		440
						Increase Arc Flash update for Plant Upgrade		16,000
59-5253-55-6408	Technical Support	20,492	25,000	9,722	40,000		40,000	
						SCADA/PLC/Electrical Tech Support		21,000

**CITY OF SEDONA  
2015-2016 PROPOSED BUDGET  
WASTEWATER FUND**

Account Number	Account Description	FY 2014 Actuals	FY 2014 Budget	2015 Actuals YTD thru 1/31/2015	2015 Adopted Budget	Detail Description	2016 Requested Budget	2016 Detail Amount
						SCADA Loop Checks (Annual)		4,000
						Decrease 2016 PLC Rack #1 Replacement Upgrade \$10,000 work completed 2015		(15,000)
						Increase PLC Rack #1 Replacement Upgrade		15,000
						Increase 2016 Tech Support Increase SCADA/PLC Electrical Tech Support due to vendor solistitation		15,000
59-5253-55-6436	Software Update	3,411	4,565	4,506	5,025		5,375	
						Citect Support (SCADA)		2,900
						Spector Win 911 (SCADA Alarm Software)		425
						Kaspersky (SCADA Internet Security)		100
						Rockwell Support (PLC)		1,000
						LogMeln for SCADA PCs/OnCall Laptops		400
						Increase: Rockwell Support (PLC) to \$1200/year		200
						Decrease 2016 of Citect Support (SCADA)		350
59-5253-55-6511	Advertising				-			
59-5253-55-6530	Utilities	267,763	217,349	150,902	219,909		259,849	
						2016 Increase to APS Electric costs \$30,000-\$40,000 (solar)		40,000
						Trash Disposal		2,700
						APS		208,349
						Propane		8,800
59-5253-55-6540	Solid Waste / Recycling	102,559	143,650	45,435	118,650		113,650	
						Decrease: Drying Bed Optimization		(10,000)
						Polymer for Centrifuge		30,000
						Sludge Hauling		38,250
						Sludge Disposal at Landfill		63,000
						Waste Oil Disposal required		400
						Hazardous Waste Disposal		2,000
						Decrease Drying bed optimization, polymer mixing chamber addition, suction piping, example attached, pricing being researched		(10,000)

**CITY OF SEDONA  
2015-2016 PROPOSED BUDGET  
WASTEWATER FUND**

Account Number	Account Description	FY 2014 Actuals	FY 2014 Budget	2015 Actuals YTD thru 1/31/2015	2015 Adopted Budget	Detail Description	2016 Requested Budget	2016 Detail Amount
59-5253-55-6703	Dues/Subscriptions/License	380	180	-	180		180	
						AWPCA Dues		180
						Increase 2016 NAMWA C. Mosley Dues		-
59-5253-55-6730	Maint & Improvement	-	-	-	-			
59-5253-55-6732	Office Maintenance	131	750	-	-			
						Increase for office furniture at PW yard		750
						Decrease: Office Furniture		(750)
59-5253-55-6750	Training/Staff Development			-	-		8,553	
						LOTO/Electrical Safety Training (WSS 4 hr \$950)		475
						Confined Space Entry Training (WSS 8 hr \$1970)		985
						Fall Protection Training (WSS 4 hr \$950)		475
						CSE Rescue Training (WSS 16 hr \$3875)		2,153
						Respirator Training (WSS 4 hr \$950)		528
						Crane & Rigging Training (Aerial 6 hr \$1500) (every 2 yrs)		938
						Increase 2016 Staff Training RM, HR, MA, FV		3,000
59-5253-55-6840	Motor Vehicle			-	8,000			
59-5253-55-6846	Computer Hardware	337	4,000	58	15,450		19,000	
						Increase 2016: refresh due at Wastewater (eleven computers and one laptop )and one server per JSmith		19,000
59-5253-55-6848	Machinery & Equipment	2,469	2,500	1,045	42,000			
						Increase: Wetlands Recirculation Pump Station Spare Pump		8,500
						Increase: Sludge Pit Pump Station Spare Pump		11,000
						Increase 6 inch Trailer Trash Pump Decision package approved split with Lab		22,500
						Decrease 2016 Sludge Pit Pump Station Spare Pump completed 2015		(11,000)
						Decrease 2016 6 Inch Trailer Trash Pump- Purchased in 2015		(22,500)

**CITY OF SEDONA  
2015-2016 PROPOSED BUDGET  
WASTEWATER FUND**

Account Number	Account Description	FY 2014 Actuals	FY 2014 Budget	2015 Actuals YTD thru 1/31/2015	2015 Adopted Budget	Detail Description	2016 Requested Budget	2016 Detail Amount
						Decrease 2016 Wetlands Recirculation Pump Station Spare Pump		(8,500)
		<b>\$ 1,062,689</b>	<b>\$ 1,220,591</b>	<b>\$ 445,319</b>	<b>\$ 1,273,281</b>		<b>\$ 1,362,433</b>	<b>\$ 1,362,433</b>
<b>WW Collections</b>								
59-5253-56-6005	Salary & Wages	194,433	183,931	116,326	171,818		190,311	190,311
59-5253-56-6006	Overtime	17,460	33,507	8,910	18,372		440	440
59-5253-56-6010	Temp Part-Time Wages				-		-	-
59-5253-56-6046	Employee Benefits			490	-	Allowances	-	-
59-5253-56-6125	Direct Payroll Costs	15,556	16,634	9,768	14,264	% of Wages	14,953	14,953
59-5253-56-6130	Retirement	23,857	24,570	14,650	21,629	% of Wages (re-allocated to each dept)	22,420	22,420
59-5253-56-6134	STDLTD Insurance	1,686	1,404	144	619	% of Wages (re-allocated to each dept)	628	628
59-5253-56-6135	HealthDentLife Insurance	41,082	41,176	22,829	42,170	% of Wages (re-allocated to each dept)	44,533	44,533
59-5253-56-6136	Workers Compensation Insurance	12,066	9,095	5,249	8,911	% of Wages (re-allocated to each dept)	10,291	10,291
59-5253-56-6141	Employee Exams	1,280	520	146	1,302		1,651	
						Annual respirator fit tests for four operators, three \$75 tests per person		900
						:CDL Physicals - \$90 each RS, PC, FH (RG not necessary)		270
						Drug Tests \$90 each		270
						Increase 2016 CDL Physicals \$97.00 each w/ increase RS, Pc, FH		21
						Increase 2016 Initial Respirator Medical Clearance Test \$95 each		190
59-5253-56-6210	Printing/Office Supplies	-	3,000	63	1,000		1,000	
						FOG brochures/Work Notification brochures/development		3,000
						Decrease: Brochures		(2,000)
59-5253-56-6212	Postage	43	100	-	100		100	
						FedEx, UPS		100
59-5253-56-6213	Telephone	11,699	12,659	8,679	13,199		13,295	
						Century Link - Finance?		5,345
						Omnisite Alarm System - Minor Pump Stations		3,864
						Verizon Cell Phones - 4 @\$25/month		1,680
						SCADA Internet DSL - split w/Plant		450
						On Call Pager for Collections staff only		180
						Wireless plan for Omnisite Alarm system device		900
						Verizon air-card service for laptops, collections portion of annual fee		960
						Decrease: On-Call Pager - not in use anymore		(180)

**CITY OF SEDONA  
2015-2016 PROPOSED BUDGET  
WASTEWATER FUND**

Account Number	Account Description	FY 2014 Actuals	FY 2014 Budget	2015 Actuals YTD thru 1/31/2015	2015 Adopted Budget	Detail Description	2016 Requested Budget	2016 Detail Amount
						Increase: Verizon Cell Phones - to \$37/month		96
59-5253-56-6214	Uniform Expenses	5,181	4,125	2,019	5,425		5,425	
						Uniforms and Shop Rags		3,500
						Winter Jacket		100
						Safety Boots - Steel Toed		525
						Increase: Uniforms (based on current budget expenditures)		1,300
59-5253-56-6215	Gas & Oil	17,715	20,945	5,671	18,000		18,000	
						Unleaded and Red Diesel Fuel		20,945
						Decrease: Fuel (based on current budget expenditures)		(2,945)
59-5253-56-6216	Plant Diesel, Oil & Lubricants	-	1,500	-	1,000		1,000	
						Oil & Grease		1,500
						Decrease: Oil & Grease (based on current and past budget expenditures)		(500)
59-5253-56-6223	Wasterwater Supplies	8,016	11,000	2,108	12,000		13,500	
						Chlorine		1,000
						Fuse Inventory		2,000
						Electrical & Mechanical Supplies		7,000
						Landscaping Supplies		2,500
						Increase: Fuse Inventory (Increase cost for Majors fuses)		1,000
59-5253-56-6233	Equipment & Other Rental	1,040	16,900	145	4,500		4,500	
						Trencher, Backhoe, Pumps etc		2,500
						Water Truck Rental		14,400
						Decrease: Water Truck (\$5,000 moved to 6255)		(12,400)
59-5253-56-6235	Equipment Repair	81,627	95,000	17,121	102,000		116,000	
						Pump/Motor rebuild & maintenance, parts for repairs		85,000
						Generators Repair and Maintenance		5,000
						Generators - New Wire/Cable		5,000
						Decrease: Generators - New Wire/Cable (completed)		(5,000)
						Increase: VFD Repair - Majors VFD's		14,000
						Automatic Adjustment		1,056,000
						Automatic Adjustment		(1,044,000)
59-5253-56-6241	Automobile Expense	14,834	14,500	12,566	14,500		14,500	
						Collections Vehicles Repairs Tires Batteries		4,500
						Vac Truck Repairs (split w/ Maint Div)		10,000

**CITY OF SEDONA  
2015-2016 PROPOSED BUDGET  
WASTEWATER FUND**

Account Number	Account Description	FY 2014 Actuals	FY 2014 Budget	2015 Actuals YTD thru 1/31/2015	2015 Adopted Budget	Detail Description	2016 Requested Budget	2016 Detail Amount
59-5253-56-6243	Spec Supplies/Safety Equip/Emg	335	2,400	119	2,500		2,000	
						Personal Protective Equipment		2,400
						Decrease: PPE		(400)
59-5253-56-6244	Office Furniture - Non Capital	-	-	-	500		500	
						Desk and Chair for Phil Clay		500
59-5253-56-6246	Computer Hardware - Non Capita	3,092	3,600	-	-		3,000	
						Battery UPS Racks at Majors		3,000
59-5253-56-6248	Machinery & Equipment-Non Capi	820	-	484	2,300		2,300	
						Increase: Telemetry Radio - spare		2,300
59-5253-56-6249	Radio & Phone Equip-Non Capita	18	150	-	150		150	
						Cell Phone Equipment		150
59-5253-56-6255	Sewer System Maintenance	207,422	347,700	91,407	416,000		369,500	
						Manhole Rehabs		80,000
						Laterals & Conveyance System Repairs		70,000
						Unknown Emergency Repairs		20,000
						Sewer Cleaning and Videoing - Covers 10 QS (do each QS every 3-5 years)		100,000
						Biofilter Bed Pumping		2,000
						Elec/Mech Trades (Includes replacing corroding wires)		20,000
						Emergency Pumping		5,000
						Paving from sewer line and manhole repairs		7,500
						3-Phase Power Conversion at Bear Wallow (Carried over -2016 DECISION PACKAGE Bear Wallow not completed in 13/14 and insufficiently funded for)		35,000
						Fencing at El Camino to increase security at the site location (Carried over - not completed in 13/14)		10,000
						Increase: Replace Bypass Wet Well Check Valves (slamming) and Vaults - 3 Majors		45,000
						Water Truck - Brewer JOC		5,000
						Increase: \$16,500 - Minor Pump Station Fall Protection Grates - see attached decision package approved		16,500

**CITY OF SEDONA  
2015-2016 PROPOSED BUDGET  
WASTEWATER FUND**

Account Number	Account Description	FY 2014 Actuals	FY 2014 Budget	2015 Actuals YTD thru 1/31/2015	2015 Adopted Budget	Detail Description	2016 Requested Budget	2016 Detail Amount
						Increase: 2016 3 phase power conversion - carry over Newcastle and complete Bear Wallow		60,000
						Decrease Replace Bypass Wet Well Check Valves and Vaults 3 majors		(45,000)
						Decrease 2016 Fencing at El Camino to increase security= completed		(10,000)
						Decrease 2016 3-Phase Power Conversion at Bear Wallow		(35,000)
						Decrease 2016 \$16,500 - Minor Pump Station Fall Protection Grates /Completed		(16,500)
59-5253-56-6405	Professional Services	35,119	52,445	41,258	117,445		28,677	
						Field Survey Service & Spill Testing		2,000
						Blue Staking		1,420
						Rodent Proofing Pump Station Buildings		2,100
						Crane Services for Major Pump Station Pumps		10,000
						Generator Inspection Contract		11,000
						Decrease 2016 Arc Flash Coordination Study collections portion of total cost of study		(925)
						Increase 2016 Generator Inspection Contract		2,157
						Arc Flash Coordination study collections portion of total cost		925
						Decrease 2016: Arc Flash Coordination Study for Minor Pump Stations (approved, but insufficiently funded for in 13/14)		(44,000)
						Decrease 2016 : CAD Single Line Drawings - Major and Minor Pump Stations - NFPA-70E requirement to keep these updated		(6,000)
						Decrease 2016: Red-Line CAD Control Drawings for Major Pump Stations - NFPA-70E requirement		(40,000)
						2016 Red Line CAD Control Drawings for Major and Minor Pump Stations		40,000



**CITY OF SEDONA  
2015-2016 PROPOSED BUDGET  
WASTEWATER FUND**

Account Number	Account Description	FY 2014 Actuals	FY 2014 Budget	2015 Actuals YTD thru 1/31/2015	2015 Adopted Budget	Detail Description	2016 Requested Budget	2016 Detail Amount
						Arc Flash Coordination Study for Major and minor Pump Stations		44,000
						Increase Red Line CAD Control Drawings for Major Pump Stations		6,000
59-5253-56-6408	Technical Support	1,880	2,500	-	2,500		3,500	
						Increase 2016 SCADA/PLC/Rockwell/Omni/Electrical Tech Support due to vendor solistitaion		1,000
						SCADA/PLC/Rockwell/Omni/Electrical Tech Support		2,500
59-5253-56-6511	Advertising	112	200	100	200		200	
						Public Education Advertising		150
						Newspaper Ads		50
59-5253-56-6530	Utilities	187,771	194,150	80,649	192,150		192,150	
						Water - Pump Stations and Biofilter		12,500
						APS		181,650
						Decrease: Water (estimated from current budget expenditures)		(2,000)
59-5253-56-6540	Solid Waste / Recycling	-	400	-	400		400	
						Waste Oil Disposal (required cleanup)		400
59-5253-56-6703	Dues/Subscriptions/License	135	180	-	180		1,800	
						AWPCA Dues		500
						Increase 2016 NAMWA city Membership for C. Mosley		1,300
59-5253-56-6730	Maint & Improvement	-	-	14	-		-	
59-5253-56-6750	Training/Staff Development						9,332	
						LOTO Training (WSS 4 hr \$950)		285
						Fall Protection Training (WSS 4 hr \$950)		285
						Crane & Rigging Training (Aerial 6 hr \$1500)		563
						Respirator Protection Training (WSS 4 hr \$950)		317
						Confined Space Entry Training (WSS 8 hr \$1970)		591
						CSE Rescue Training (WSS 16 hr \$3875)		1,292
						Increase 2016 Additional Staff Training RG, PC, RS, FH		6,000
59-5253-56-6755	Septic Maintenance	17,510	29,260	8,674	29,260		24,000	
						Cluster Agreements (Finance determines)		24,000
59-5253-56-6840	Motor Vehicles			-	35,000		-	

**CITY OF SEDONA  
2015-2016 PROPOSED BUDGET  
WASTEWATER FUND**

Account Number	Account Description	FY 2014 Actuals	FY 2014 Budget	2015 Actuals YTD thru 1/31/2015	2015 Adopted Budget	Detail Description	2016 Requested Budget	2016 Detail Amount
59-5253-56-6847	Computer Software							-
59-5253-56-6848	Machinery & Equipment	-	56,300	-	22,500		-	
						Increase: \$22,500 for 6-inch Trailer Pump - Split w/ Plant - See Attached Decision Package (* Accidentally placed in 3 accounts in last years budget)		22,500
						Decrease 2016 22,500 for 6-inch Trailer Pump- Split w/Plant		(22,500)
<b>Subtotal Wastewater Collections</b>		<b>\$ 901,787</b>	<b>\$ 1,179,851</b>	<b>\$ 449,590</b>	<b>\$ 1,271,894</b>		<b>\$ 1,110,056</b>	<b>\$ 1,110,056</b>
<b>WW Laboratory</b>								
59-5253-66-6005	Salary & Wages	51,505	50,408	51,753	84,020		89,221	89,221
59-5253-66-6006	Overtime	1,329	1,399	479	1,399		142	142
59-5253-66-6010	Temp Part-Time Wages							
59-5253-66-6046	Employee Benefits			20	1,170	Allowances	1,170	1,170
59-5253-66-6125	Direct Payroll Costs	3,934	3,963	4,072	6,774	% of Wages	7,162	7,162
59-5253-66-6130	Retirement	5,957	5,854	6,234	10,272	% of Wages (re-allocated to each dept)	10,739	10,739
59-5253-66-6134	STD/LTD Insurance	412	346	63	302	% of Wages (re-allocated to each dept)	321	321
59-5253-66-6135	Health/Dent/Life Insurance	4,077	12,762	6,306	11,310	% of Wages (re-allocated to each dept)	11,919	11,919
59-5253-66-6136	Workers Compensation Insurance	5,895	2,167	2,189	2,304	% of Wages (re-allocated to each dept)	4,825	4,825
59-5253-66-6141	Employee Exams	75	25	-	75		75	
						Annual Respirator Fit Test		75
59-5253-66-6212	Postage						300	
				196		Increase: Shipping Instruments for Service		300
59-5253-66-6213	Telephone	426	300	219	420		444	
						Increase 2016 \$2.00 a month phone increase		24
59-5253-66-6214	Uniform Expenses	352	775	100	575	Verizon Cell Phone	575	420
						Winter Jacket		100
						Uniforms		300
						Steel Toed Boots		175
59-5253-66-6223	Wastewater Supplies	13,811	22,000	8,252	20,000		24,000	
						Increase: Additional supplies for new testing (TOC, NH3, Cl)		2,000

**CITY OF SEDONA  
2015-2016 PROPOSED BUDGET  
WASTEWATER FUND**

Account Number	Account Description	FY 2014 Actuals	FY 2014 Budget	2015 Actuals YTD thru 1/31/2015	2015 Adopted Budget	Detail Description	2016 Requested Budget	2016 Detail Amount
						Lab Supplies		20,000
						Increase: Lab Supplies (Cost Increases)		2,000
59-5253-66-6243	Spec Supplies/Safety Equip/Emg	654	800	205	500		800	
						Personal Protective Equipment		500
						Increase: Update Lab Safety Training Videos		300
59-5253-66-6248	Machinery & Equip(non-capital)						2,170	
						Increase: TOC Shaker		820
						Increase: Microbiology Cell Counter		550
						Increase: Ammonia Probe		800
59-5253-66-6249	Radio & Phone Equip-Non Capita	-	50	-	50		50	
						Phone Equipment if Needed		50
59-5253-66-6256	Wwt Plant Maintenance/Repairs	3,637	3,550	820	4,800		5,800	
						Lab Equipment/Maintenance, Certifications, and Calibrations - Fume Hood, Balance, Thermometers, Spectrometer		2,000
						Hach Equipment Service Contract for In- Line Turbidimeters and Transmittance Meter		2,800
						Increase: Hach Equipment Service Contract - on-line chlorine analyzers for injection well		1,000
59-5253-66-6405	Professional Services	15,536	17,900	9,882	17,900		36,900	
						Increase: Lab Testing for Sewer Spills		500
						Contract Lab Testing for APP Requirements		16,400
						Lab Courier Costs		1,500
						Increase: Lab Testing for APP Requirements (cost increases)		1,000
						Increase: Lab Testing for Injection Well Permit		2,000
						Increase: Lab Courier Costs		500
						Increase: Lab Testing for Dells Land Use Group per Charles		15,000
59-5253-66-6703	Dues/Subscriptions/License	45	45	-	45		50	
						Increase: AZ Water Dues		5
						AWPCA Dues		45
59-5253-66-6730	Maint & Improvement	-	-	-	-		6,800	
						Lab Exhaust Hood Motor Relocation		6,800
59-5253-66-6736	Permit Fees	2,187	2,200	2,187	2,425		2,278	

**CITY OF SEDONA  
2015-2016 PROPOSED BUDGET  
WASTEWATER FUND**

Account Number	Account Description	FY 2014 Actuals	FY 2014 Budget	2015 Actuals YTD thru 1/31/2015	2015 Adopted Budget	Detail Description	2016 Requested Budget	2016 Detail Amount
						ADHS Certification Fee (FC-MF & Colilert) - Annual		2,200
						Increase: For Possible Stormwater E. Coli Testing		225
						Decrease: For Possible Stormwater E. Coli Testing		(225)
						Increase: ADHS Certification for TS		39
						Increase: ADHS Certification for TDS		39
59-5253-66-6750	Training/Staff Development				-		818	
						Increase: LOTO/Electrical Safety Training (WSS 4 hr \$950)		95
						Increase: Confined Space Entry Training (WSS 8 hr \$1350)		197
						Increase: CSE Rescue Training (WSS 16 hr \$3875)		431
						Increase: Fall Protection Training (WSS 4 hr \$950)		95
59-5253-66-6840	Motor Vehicles			-	8,000		-	
						Decrease: \$8,000 - Golf Cart Replacement		(8,000)
						Increase: \$8,000 - Golf Cart Replacement - see attached decision package		8,000
59-5253-66-6848	Machinery & Equipment	2,499	-		-		5,500	
						Increase: Autoclave Replacement		5,500
						Increase 6 inch Trailer Trash Pump Decision package approved split with Plant		22,500
						Decrease 6 inch Trailer Trash Pump		(22,500)
<b>Subtotal Wastewater Laboratory</b>		<b>\$ 112,331</b>	<b>\$ 124,544</b>	<b>\$ 92,977</b>	<b>\$ 172,341</b>		<b>\$ 212,059</b>	<b>\$ 212,059</b>
<b>TOTAL WASTEWATER FUND</b>		<b>\$ 8,755,675</b>	<b>\$ 12,304,216</b>	<b>\$ 4,860,900</b>	<b>\$ 13,544,221</b>		<b>\$ 17,749,317</b>	<b>\$ 17,749,317</b>

City of Sedona  
Department Supplemental Requests  
2015-2016 Budget

Department	Fund	Page #	Request	On-going	One-Time	City Manager Recommended funding level	Budget Committee Recommended funding level	Note
City Manager	General		Oak Creek Watershed Council	\$35,000		\$0	\$0	
City Manager	General		Trash and Recycling Franchising		\$115,000	\$75,000	\$0	One-Time
City Manager	General		VV Special Needs Transportation	\$30,000		\$25,000	\$25,000	On-going
City Manager	General		Wireless Master Plan		\$60,000	\$60,000	\$60,000	One-Time
<b>Total City Manager</b>				<b>\$65,000</b>	<b>\$175,000</b>	<b>\$160,000</b>	<b>\$85,000</b>	
Community Development	General		2015 Ford Escape	\$2,000	\$24,021	\$26,021	\$26,021	\$2,000 On-going
Community Development	General		Filing System		\$21,320	\$0	\$0	
Community Development	General		Review & Update of Land Development Code		\$276,000	\$100,000	\$100,000	One-Time x 3
Community Development	General		Outdoor Lighting		\$25,000	\$0	\$0	
<b>Total Community Development</b>				<b>\$2,000</b>	<b>\$346,341</b>	<b>\$126,021</b>	<b>\$126,021</b>	
Engineering	General		Automated Locks-Public Restrooms		\$11,000		\$0	
Engineering	General		City Facilities Maintenance Plan Implementation	\$25,000		\$25,000	\$25,000	One-Time
Engineering	General		Concrete Work at City Hall		\$20,000	\$0	\$0	
Engineering	General		Assistant Engineering Position	\$85,000	\$5,000	\$90,000	\$90,000	On-going
Engineering	General		Full Time City Maintenance Worker 2 Position (Part of ongoing expense in Streets)	\$59,200		\$0	\$0	
Engineering	General		Jacobsen Turfcut Mower Replacement		\$22,000	\$0	\$0	
Engineering	General		Jordan Museum Electrical Upgrade		\$25,000	\$0	\$0	
Engineering	General		Police Department Patio Seal & Resurface		\$22,000	\$22,000	\$22,000	One-Time
Engineering	General		Teen Center Flooring Replacement		\$20,000	\$0	\$0	
Engineering	General		Teen Center HVAC Replacement/Upgrade		\$35,000	\$35,000	\$35,000	One-Time
Engineering/Wastewater	General		Purchase of 2015 Ford Escape (50% of budget in Wastewater)		\$11,835	\$0	\$0	
<b>Total Engineering</b>				<b>\$169,200</b>	<b>\$171,835</b>	<b>\$172,000</b>	<b>\$172,000</b>	
Finance	General		Increased Sales Tax Audits		\$45,000	\$0	\$0	
Finance	General		Salary Adjustment Pool (increased \$50k)	\$125,000		\$125,000	\$0	On-going
<b>Total Finance</b>				<b>\$125,000</b>	<b>\$45,000</b>	<b>\$125,000</b>	<b>\$0</b>	
Human Resources	General		Tuition Reimbursement		\$25,000	\$0	\$0	
<b>Total Human Resources</b>				<b>\$0</b>	<b>\$25,000</b>	<b>\$0</b>	<b>\$0</b>	
IT	General		Help Desk Technician	\$79,500	\$4,500	\$0	\$0	
IT/HR	General		Internet Filtering/Monitoring	\$2,000	\$10,000	\$0	\$0	
IT/City Clerk	General		City Council Video Monitor		\$7,500	\$0	\$0	
IT/Comm Dev	General		Paperless Packets, Planning & Zoning Commission	(\$1,565)	\$5,600	\$5,600	\$5,600	One-Time
IT/Municipal Court	General		Electronic Access Control		\$9,500	\$0	\$0	
IT/Police	General		L-3 Body Cameras	\$2,100	\$23,472	\$0	\$0	
<b>Total IT</b>				<b>\$82,035</b>	<b>\$60,572</b>	<b>\$5,600</b>	<b>\$5,600</b>	
Parks & Rec	General		Ford F-150 Super Cab 4X4 Long Bed		\$26,594	\$0	\$0	
<b>Total Parks &amp; Recreation</b>				<b>\$0</b>	<b>\$26,594</b>	<b>\$0</b>	<b>\$0</b>	

Department	Fund	Page #	Request	On-going	One-Time	City Manager	Budget	Note	
						Recommended	Committee		
						funding level	Recommended		
							funding level		
Police	General		Speed Awareness & Enforcement Program Special Equipment		\$9,043	\$9,043	\$9,043	\$9,043	One-Time
Police	General		Communication Specialist	\$56,630		\$56,630	\$56,630	\$56,630	On-going
<b>Total Police</b>				\$56,630	\$9,043	\$65,673	\$65,673		
<b>Subtotal General Fund</b>				<b>\$499,865</b>	<b>\$859,385</b>	<b>\$654,294</b>	<b>\$454,294</b>		
Engineering	Streets		Work Vehicle Replacement - Streets		\$35,000	\$35,000	\$0	\$0	One-Time
Engineering	Streets		Commercial Wood Chipper	\$650	\$40,000	\$0	\$0	\$0	
Engineering	Streets		Full Time City Maintenance Worker 2 Position (Most of ongoing expense in Engineering)	\$845		\$0	\$0	\$0	
Engineering	Streets		Snow Plow Blade Procurement		\$10,000	\$0	\$0	\$0	
<b>Subtotal Streets Fund</b>				<b>\$1,495</b>	<b>\$85,000</b>	<b>\$35,000</b>	<b>\$0</b>		
Engineering	Capital Impr		Associate Engineering Project Manager	\$90,000	\$5,000	\$95,000	\$95,000	\$95,000	On-Going as needed
<b>Subtotal Capital Improvement Fund</b>				<b>\$90,000</b>	<b>\$5,000</b>	<b>\$95,000</b>	<b>\$95,000</b>		
Wastewater/Engineering	Wastewater		Purchase of 2015 Ford Escape (50% of budget in Engineering)		\$11,835	\$0	\$0	\$0	
Wastewater	Wastewater		Full Time Administrative Position	\$17,600		\$0	\$0	\$0	
Wastewater	Wastewater		Collection System Back-up Generator Replacement	\$60,000		\$0	\$0	\$0	General Needs
Wastewater	Wastewater		Computer Management Systems Upgrade	\$4,000	\$45,000		\$0	\$0	
Wastewater	Wastewater		Major Pump Station Communications Modification	\$200	\$15,000		\$0	\$0	
Wastewater	Wastewater		Odor Control Plan SR 89A MP369	\$25,000	\$35,000	\$0	\$0	\$0	
Wastewater	Wastewater		Sedona Wetlands Preserve Maintenance Program	\$70,000	\$0	\$50,000	\$0	\$0	On-going
Wastewater	Wastewater		Replacement Spectrophotometer -Laboratory		\$9,300		\$0	\$0	
Wastewater	Wastewater		Minor Pump Stations Fresh Water Connections	\$6,000	\$36,000		\$0	\$0	
Wastewater	Wastewater		Minor Pump Stations 3-Phase Conversion	(\$40,000)	\$102,500	\$62,500	\$0	\$0	One-Time
<b>Subtotal Wastewater Fund</b>				<b>\$142,800</b>	<b>\$254,635</b>	<b>\$112,500</b>	<b>\$0</b>		
<b>Total Supplemental Requests</b>				<b>\$734,160</b>	<b>\$1,204,020</b>	<b>\$896,794</b>	<b>\$549,294</b>		



**City of Sedona  
Decision Package  
Fiscal Year 2015-2016**

**Not Recommended**

<b>Project Title:</b>	Wastewater Full Time Administrative Assistant
<b>Originating Department and Division:</b>	Wastewater
<b>Funding Request Type (Ongoing vs. One-Time)</b>	Ongoing
<b>Source of Funds (General Funds, Grants or other outside Funding, New Revenue Source(s), Wastewater, ect.)</b>	Wastewater
<b>I Problem/Issue</b>	
a)	Does this affect our citizens/customers quality of life?
	yes
	If yes, then how:
	Allows for full time administrative response and handling of Department issues and updating of procedures.
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 Administrative Assistant position in Wastewater has functioned at a partime level for several years. Although many day-to-day tasks are being accomplished, it has become evident that time to perform tasks such as clearing filing, updating procedures, and innovating to improve the position is lacking. This is a critical position to the operation and improvement of the Department operations.
d)	Does the project/issue relate to the strategic/community plans?
	Strategic Plan:
	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):
	Moving this position from a part-time position or to even 32 hours per week from 24 will increase the benefit cost associated with this position, as well as the hourly compensation
	Estimated for 32 hours (8 hour per week increase) \$8800
	Estimated for 40 hours (16 hour per week increase) \$17600
<b>II Risk Analysis</b>	
	a) What happens if this is not done?
	Work will continue on a day to day basis with little to no progress being made to modernize office procedures and remove outdated material.
	What would happen if this is done?
	Office procedures and management would improve. This would allow other department positions to focus more exclusively on their job duties.
	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:
	Most departments of the City have full time Administrative Assistants.
<b>III Resources Required</b>	
	a) What departments will be involved in the planning and operation of this project/issue?
	Wastewater
	Do these departments concur with this priority?
	b) What are the in-house staff requirements?
	N/A
	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:

**IV Implementation**

a)	What is the time frame for completion of plan and implementation for project/issue?
	Implementation would begin in July 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?
	Improved office management.

**IV Proposed Expenditures**

Line Item Description (One-Time)	Account*	FY 2015-2016 Request
		\$0
		\$0
		\$0
		\$0

**One-time Expenditures Total: \$0**

Line Item Description (On-going)	Account *	FY 2015-2016 Request
Salary	59-5250-01-6005	\$13312
Benefits	59-5250-01-6135	\$4288
		\$0
		\$0

**On-going Expenditures Total: \$17600**

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



**City of Sedona  
Decision Package  
Fiscal Year 2015-2016**

**Not Recommended  
as a separate  
request**

<b>Project Title:</b>	Collection System Back-up Generator Replacement Program
<b>Originating Department and Division:</b>	Wastewater Department
<b>Funding Request Type (Ongoing vs. One-Time)</b>	Ongoing
<b>Source of Funds (General Funds, Grants or other outside Funding, New Revenue Source(s), Wastewater, ect.)</b>	Wastewater
<b>I Problem/Issue</b>	
<b>a) Does this affect our citizens/customers quality of life?</b>	
	yes
	<b>If yes, then how:</b>
	The reliability of the wastewater pumps depends on having backup generators when utility power goes out. Also replacing older units with more efficient units will reduce on-going costs.
<b>b) Is this a traditional government function?</b>	
	yes
	<b>If it is not a traditional function, why should the City of Sedona deal with it?</b>
<b>c) History/background of project issue:</b>	
	Many of the City's generator's are over 20 years old. The City has 17 pump stations in the collection system. About 14 of them were constructed in the 1990's. Technology has advanced greatly, to avoid facing a massive replacement, the Wastewater Department is recommending that we replace two generators a year. Due to the emergency nature of the generators they have typically accumulated low run hours (300 or less) over their life.
<b>d) Does the project/issue relate to the strategic/community plans?</b>	
	<b>Strategic Plan:</b>
	<b>Community Plan: yes</b>

	<b>If not in either plan, how does this fit into the City of Sedona's priorities?</b>
	<b>e) Are there environmental implications?</b>
	Yes.
	<b>If yes, explain:</b>
	Obtaining more efficient generators reduces energy impacts. A routine replacement program helps to reduce the likelihood of spills to loss of power.
	<b>f) Cost (include economic/financial analysis) and recommendation as to funding sources (include partnerships):</b>
	\$60,000/ annual. The estimated cost of each generator installation is estimated at \$30,000. In some years only one generator may be able to be replaced. The impact of this cost may be damped by auctioning the older generator.
<b>II Risk Analysis</b>	
	<b>a) What happens if this is not done?</b>
	The generators backup system will be aging at about the same rate. This increases the probability of a large unplanned replacement program in the future.
	<b>What would happen if this is done?</b>
	This would stagger the age of the generators. It would allow for planned replacement and improved efficiency.
	<b>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.</b>
	Assumptions: Improvement in generator technology. Lesson the frequency of outages. Dependencies: implementing a planned replacement program. Recovery of residual value of used equipment.
	<b>c) Show examples of best practices from other cities, if applicable:</b>
<b>III Resources Required</b>	
	<b>a) What departments will be involved in the planning and operation of this project/issue?</b>
	Wastewater
	<b>Do these departments concur with this priority?</b>
	yes
	<b>b) What are the in-house staff requirements?</b>
	Administrative staff for procurement process. Operational staff to oversee installation and testing of newly installed

	generators.																																		
c)	Are outside consultants needed? No. Please explain: The installation of the new generator is performed by the company supplying the generator. It is an electrical code compliance matter rather than a design issue.																																		
d)	Are special equipment resources required? Please explain: no																																		
e)	Are there on-going operation and maintenance costs involved? Please explain: The operation and maintenance costs will not increase.																																		
<b>IV Implementation</b>																																			
a)	What is the time frame for completion of plan and implementation for project/issue? The program involves replacing one to two generators per year.																																		
b)	How will you market/communicate the project/issue to the public? The City would solicit bid to provide and install the new generators. The old generators would be auctioned.																																		
c)	What performance measures will you use to evaluate the project/issue? The newly installed generators will be equal to or more energy efficient than the existing generator. The newly installed generator will operate reliability. Multi-year warranties will be requested.																																		
<b>IV Proposed Expenditures</b>																																			
<table border="1"> <thead> <tr> <th>Line Item Description (One-Time)</th> <th>Account*</th> <th>FY 2015-2016 Request</th> </tr> </thead> <tbody> <tr> <td>Machinery &amp; Equipment</td> <td>59-5253-56-6848</td> <td>\$60,000</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 colspan="3" style="text-align: right;"><b>One-time Expenditures Total: \$60,000</b></td> </tr> <tr> <th>Line Item Description (On-going)</th> <th>Account *</th> <th>FY 2015-2016 Request</th> </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>\$0</td> </tr> </tbody> </table>			Line Item Description (One-Time)	Account*	FY 2015-2016 Request	Machinery & Equipment	59-5253-56-6848	\$60,000			\$0			\$0			\$0	<b>One-time Expenditures Total: \$60,000</b>			Line Item Description (On-going)	Account *	FY 2015-2016 Request			\$0			\$0			\$0			\$0
Line Item Description (One-Time)	Account*	FY 2015-2016 Request																																	
Machinery & Equipment	59-5253-56-6848	\$60,000																																	
		\$0																																	
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		\$0																																	
		\$0																																	
		\$0																																	
		\$0																																	

	<u>On-going Expenditures Total: \$0</u>
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**\*Full account string including fund, department/division number, and account number.**



**City of Sedona  
Decision Package  
Fiscal Year 2015-2016**

**Not Recommended**

<b>Project Title:</b>	Wastewater Computer Mgt Systems Upgrade
<b>Originating Department and Division:</b>	Wastewater Department
<b>Funding Request Type (Ongoing vs. One-Time)</b>	<b>One-Time</b>
<b>Source of Funds(General Funds, Grants or other outside Funding, New Revenue Source(s), Wastewater, ect.)</b>	<b>Wastewater</b>

**I Problem/Issue**

<b>a) Does this affect our citizens/customers quality of life?</b>	
	yes
<b>If yes, then how:</b>	
	The work order component of the upgrade would help in preventative maintenance and documenting requests for service. The ability to analyze system issues would be enhanced. This can reduce unexpected calls that result in overtime costs and citizen dissatisfaction.
<b>b) Is this a traditional government function?</b>	
	yes
<b>If it is not a traditional function, why should the City of Sedona deal with it?</b>	

**c) History/background of project issue:**

	<p>The Wastewater Department has a System Control and Data Analysis system. The SCADA helps in monitoring plant operations and collection system pump stations. The data gathered by the system is used to prepare reports to the Arizona Environmental Quality Department. The report generation is not automated. The Department also receives call for service in the collection system. Records regarding these calls are maintained in a separate system. Records of laboratory tests are similarly separately maintained.</p> <p>The manual preparation of the reports (quarterly, semi-annual, and annual) is time consuming. (about 40 employee hours per report). Automation of the report would reduce the report preparation time substantially. Also automated preparation of report would enhance the ability of staff to analyze trends and processes. This would help in problem solving.</p>
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	Having a system that is integrated to manage work orders, accumulate laboratory test results, manage maintenance schedules, and manage data acquisition would help in record keeping and looking at related issues in the sewer system.
	<b>d) Does the project/issue relate to the strategic/community plans?</b>
	<b>Strategic Plan:</b>
	<b>Community Plan: yes.</b>
	<b>If not in either plan, how does this fit into the City of Sedona's priorities?</b>
	<b>e) Are there environmental implications?</b>
	no
	<b>If yes, explain:</b>
	<b>f) Cost (include economic/financial analysis) and recommendation as to funding sources (include partnerships):</b>
	\$45,000 funding source Wastewater
<b>II Risk Analysis</b>	
	<b>a) What happens if this is not done?</b>
	Staff would continue as it currently doing. Maintenance schedules may be missed. Use of existing staff would not be moving toward optimization. New system component would continue to be obtained making implementation of an integrated data management more difficult.
	<b>What would happen if this is done?</b>
	Better use of staff time, improved record keeping, improved analysis tool. New system improvements could be placed into the improved management system.
	<b>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.</b>
	Assumption: System components are going to be needed. Efficiency may require more improved maintenance capabilities. The City does not control the complexity of reports that ADEQ may need. As improved tools become industry standard the City may be asked for more detailed reports.  Dependency: The City does control upgrading its systems.
	<b>c) Show examples of best practices from other cities, if applicable:</b>

<b>III Resources Required</b>	
<b>a)</b>	<b>What departments will be involved in the planning and operation of this project/issue?</b>
	Wastewater, Information Technology
	<b>Do these departments concur with this priority?</b>
	Yes, to the extent that the Wastewater Department can show that in-house programs can't provide the needed level of service.
<b>b)</b>	<b>What are the in-house staff requirements?</b>
	Wastewater staff and assistance from IT and GIS staff
<b>c)</b>	<b>Are outside consultants needed? Please explain:</b>
	Yes. There are several programs being considered. (Springbrook, Hach WIMS, AllMax, IWorq, IT wastewater trial workorder program). Prompt implementation of the selected system will require populating the database. This will require consultants to install the system and put the data (collections system layout, plant layout, SCADA data) into the system. Some training will be required.
<b>d)</b>	<b>Are special equipment resources required? Please explain:</b>
	none
<b>e)</b>	<b>Are there on-going operation and maintenance costs involved? Please explain:</b>
	System license costs estimated at \$2,000 annually. Actual costs will depend on the system selected.
<b>IV Implementation</b>	
<b>a)</b>	<b>What is the time frame for completion of plan and implementation for project/issue?</b>
	One year. The goal is to select a system by the end of November 2015. System installation, population, and training is to be completed by the end of June 2016.
<b>b)</b>	<b>How will you market/communicate the project/issue to the public?</b>
	The process for selecting the system to be implemented- <ol style="list-style-type: none"> <li>1. Request statement of qualifications to provide a system meeting the Department needs.</li> <li>2. Invite vendors that appear to be qualified to demonstrate their products.</li> <li>3. Develop a contract to purchase from the selected vendor. (December 2015)</li> <li>4. Install the system.</li> </ol>
<b>c)</b>	<b>What performance measures will you use to evaluate the project/issue?</b>
	The demonstrated ability of the product to provide ADEQ compliant reports, to maintain records of work orders, the ability to generate trend and area reports. The system must have a size and simplicity appropriate to the City of Sedona Wastewater Department.



<b>IV</b>	<b>Proposed Expenditures</b>	
<b>Line Item Description (One-Time)</b>	<b>Account*</b>	<b>FY 2015-2016 Request</b>
Professional Services	59-5253-55-6405	\$27000
Professional Services	59-5253-56-6405	\$13500
Professional Services	59-5253-66-6405	\$4500
		\$0
<b><u>One-time Expenditures Total: \$45000</u></b>		
<b>Line Item Description (On-going)</b>	<b>Account *</b>	<b>FY 2015-2016 Request</b>
Software upgrade	59-5253-55-6436	\$1000
	59-5253-56-6436	\$800
	59-5253-66-6436	\$200
Technical Support	59-5253-55-6408	\$2000
<b><u>On-going Expenditures Total: \$4000</u></b>		

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



**City of Sedona  
Decision Package  
Fiscal Year 2015-2016**

**Not recommended  
as a separate  
request**

<b>Project Title:</b>	Major Pump Station Communications Modifications
<b>Originating Department and Division:</b>	Wastewater
<b>Funding Request Type (Ongoing vs. One-Time)</b>	<b>One-Time</b>
<b>Source of Funds(General Funds, Grants or other outside Funding, New Revenue Source(s), Wastewater, ect.)</b>	<b>Wastewater</b>
<b>I Problem/Issue</b>	
<b>a) Does this affect our citizens/customers quality of life?</b>	
	Yes.
	<b>If yes, then how:</b>
	The use of an upgraded communication allows for remote problem assessment. This allows improved response to issues at pump stations.
<b>b) Is this a traditional government function?</b>	
	yes
	<b>If it is not a traditional function, why should the City of Sedona deal with it?</b>
<b>c) History/background of project issue:</b>	
	In 2013 (AB 1530) the City moved forward with the installation of upgraded communication system at 11 smaller pump stations. The upgraded system replaced a system that continues to be used at the 3 largest pump stations in the City. The old system requires operators to go to the alarm site to check the reason for each alarm. The new system allows remote assessment of flows and levels at the pump station. This allows the operator to better prioritize response to multiple alarms.
<b>d) Does the project/issue relate to the strategic/community plans?</b>	
	<b>Strategic Plan:</b>
	<b>Community Plan: yes</b>
	<b>If not in either plan, how does this fit into the City of Sedona's priorities?</b>

e)	<b>Are there environmental implications?</b>
	yes
	<b>If yes, explain:</b>
	Proper response to alarms minimizes spills or their possibility.
f)	<b>Cost (include economic/financial analysis) and recommendation as to funding sources (include partnerships):</b>
	Each alarm is anticipated to cost \$5000 installed, equaling \$15,000 total.
<b>II Risk Analysis</b>	
a)	<b>What happens if this is not done?</b>
	Operator responses will continue to be less efficient than it could be. City may incur higher operator callout costs.
	<b>What would happen if this is done?</b>
	There would be more efficient response to alarms.
b)	<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.</b>
	Assumptions: The City does not control all reasons for pump station alarms. Dependencies: The City can improve its ability to quickly assess an alarm situation.
c)	<b>Show examples of best practices from other cities, if applicable:</b>
	The city has successfully implemented this measure with smaller stations.
<b>III Resources Required</b>	
a)	<b>What departments will be involved in the planning and operation of this project/issue?</b>
	Wastewater
	<b>Do these departments concur with this priority?</b>
	yes
b)	<b>What are the in-house staff requirements?</b>
	Administrative staff to procure the communication device (Omni system). Operator and Mechanical/Electrical staff will oversee the installation.
c)	<b>Are outside consultants needed? Please explain:</b>
	The Wastewater Department plans to employ a contractor to install the device.
d)	<b>Are special equipment resources required? Please explain:</b>
	Omni communication device. This is the device used at other pump stations in the City. .

e)	Are there on-going operation and maintenance costs involved? Please explain:
	Technical support for maintenance of devices.

**IV Implementation**

a)	What is the time frame for completion of plan and implementation for project/issue?
	First six months of FY 15/16

b)	How will you market/communicate the project/issue to the public?
	The Wastewater Department will contact an experienced contractor to install the device.

c)	What performance measures will you use to evaluate the project/issue?
	Proper and consistent operation of the communication devices.

**IV Proposed Expenditures**

Line Item Description (One-Time)	Account*	FY 2015-2016 Request
Machinery & Equipment	50-5253-56-6848	\$15,000
		\$0
		\$0
		\$0

**One-time Expenditures Total: \$15000**

Line Item Description (On-going)	Account *	FY 2015-2016 Request
Technical Support	59-5253-56-6408	\$200
		\$0
		\$0
		\$0

**On-going Expenditures Total: \$200**

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



**City of Sedona  
Decision Package  
Fiscal Year 2015-2016**

**Not Recommended**

<b>Project Title:</b>	Odor Control Plan SR 89A MP 369
<b>Originating Department and Division:</b>	Wastewater
<b>Funding Request Type (Ongoing vs. One-Time)</b>	<b>Ongoing and one-time</b>
<b>Source of Funds (General Funds, Grants or other outside Funding, New Revenue Source(s), Wastewater, ect.)</b>	<b>Wastewater</b>

**I Problem/Issue**

<b>a) Does this affect our citizens/customers quality of life?</b>
yes
<b>If yes, then how:</b>
Odors at the entrance to the City will affect citizen and visitor impressions

<b>b) Is this a traditional government function?</b>
Yes.
<b>If it is not a traditional function, why should the City of Sedona deal with it?</b>

<b>c) History/background of project issue:</b>
<p>Staff has noted that people traveling on SR 89A in the vicinity of milepost 369 can smell a sewer odor. Wastewater staff has investigated and determined that the source of the odor is an air relief valve, located in the Forest. The valve is necessary to proper flow in the sewer pipe.</p> <p>The amount of air forced out of the pipe is affected by the amount of flow in the pipe. The smell of the air reflects the amount of biological activity in the water. Staff has investigated solutions to this issue which would involve putting facilities outside of the Forest. The reason for this is that the US Forest Service requires that improvements be located out of Forest areas if possible. Also the environmental study process is lengthy.</p> <p>In the past the City has used a biological/chemical process to address odor problems. This involved putting material in the wastewater to hinder sulfide gas production. The cost for this control approach was about \$200,000 annually. This problem was resolved by a project in 2009 at a cost of about \$130,000, using a soil filter approach. The location of this solution is located at about</p>

	milepost 370..
d)	<b>Does the project/issue relate to the strategic/community plans?</b>
	<b>Strategic Plan:</b>
	<b>Community Plan: yes</b>
	<b>If not in either plan, how does this fit into the City of Sedona's priorities?</b>
e)	<b>Are there environmental implications?</b>
	yes
	<b>If yes, explain: If the odor problem is not addressed impressions of the City will be impacted.</b>
f)	<b>Cost (include economic/financial analysis) and recommendation as to funding sources (include partnerships):</b>
	The City will need to develop a location to inject the odor reducing agent into the system. This may involve a small pump, a place for chemical drums, electricity to operate the pump, a manhole and housing for the facility. A one time cost of \$35,000 is estimated for this facility. The ongoing cost for the chemical is estimated at \$25,000 annually. This approach is being proposed prior to pursuing a more costly solution. The reason is that the available locations for soil treatment are limited and this would mitigate the odor, until a better solution could be developed.
<b>II Risk Analysis</b>	
a)	<b>What happens if this is not done?</b>
	The odor will continue.
	<b>What would happen if this is done?</b>
	The odor would be mitigated.
b)	<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.</b>
	Assumptions: Odor generation. Limited availability of land. Dependency: City can take steps to mitigate the odor immediately. If the mitigation is not adequate an engineering study can be pursued to develop a more costly solution.
c)	<b>Show examples of best practices from other cities, if applicable:</b>

<b>III Resources Required</b>																				
a)	What departments will be involved in the planning and operation of this project/issue?																			
	Wastewater																			
	Do these departments concur with this priority?																			
	yes																			
b)	What are the in-house staff requirements?																			
	Staff time will be required to maintain the system and replace the drums periodically.																			
c)	Are outside consultants needed? Please explain:																			
	This is not known at this time.																			
d)	Are special equipment resources required? Please explain:																			
	Yes, as described above.																			
e)	Are there on-going operation and maintenance costs involved? Please explain:																			
	Yes. Pump maintenance and chemical purchase.																			
<b>IV Implementation</b>																				
a)	What is the time frame for completion of plan and implementation for project/issue?																			
	Within the first 9 month of FY 15/16																			
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?																			
	Substantial Reduction of the intensity of sulfide gas production as demonstrated through monitoring.																			
<b>IV Proposed Expenditures</b>																				
	<table border="1"> <thead> <tr> <th>Line Item Description (One-Time)</th> <th>Account*</th> <th>FY 2015-2016 Request</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>\$35,000</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 colspan="2"></td> <td><b>One-time Expenditures Total: \$0</b></td> </tr> </tbody> </table>		Line Item Description (One-Time)	Account*	FY 2015-2016 Request			\$35,000			\$0			\$0			\$0			<b>One-time Expenditures Total: \$0</b>
Line Item Description (One-Time)	Account*	FY 2015-2016 Request																		
		\$35,000																		
		\$0																		
		\$0																		
		\$0																		
		<b>One-time Expenditures Total: \$0</b>																		

Line Item Description (On-going)	Account *	FY 2015-2016 Request
		\$25,000
		\$0
		\$0
		\$0
<b><u>On-going Expenditures Total: \$0</u></b>		

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





**City of Sedona  
Decision Package  
Fiscal Year 2015-2016**

**Not recommended  
as a separate  
request**

<b>Project Title:</b>	Replacement Spectrophotometer - Laboratory
<b>Originating Department and Division:</b>	Wastewater
<b>Funding Request Type (Ongoing vs. One-Time)</b>	One-Time
<b>Source of Funds (General Funds, Grants or other outside Funding, New Revenue Source(s), Wastewater, ect.)</b>	Wastewater
<b>I Problem/Issue</b>	
<b>a) Does this affect our citizens/customers quality of life?</b>	
	Yes
	<b>If yes, then how:</b>
	The new spectrometer would allow for tests to be done that would be used to ensure that the on-line transmittance meter is operating correctly. The transmittance readings control the amount of UV light given for the UV disinfection unit, this ensures that the effluent is completely disinfected and safe to put out into the environment.
<b>b) Is this a traditional government function?</b>	
	Yes, it is common for laboratories to upgrade lab equipment to keep up with the technology.
	<b>If it is not a traditional function, why should the City of Sedona deal with it?</b>
<b>c) History/background of project issue:</b>	
	The replacement lab spectrophotometer will replace an older model spectrophotometer and will add many new benefits. The new DR6000 spectrophotometer will have a wavelength range of 190-1100 nm, whereas the existing DR2800 spectrophotometer only has a wavelength range of 340-900 nm. The new spectrophotometer would also provide better accuracy and better resolution when analyzing lab tests. With the broader wavelength range it will also allow the lab to analyze the effluent for UV absorbance, those results can then be converted to UV transmittance and used to check the accuracy of the on-line transmittance probe required per the plants APP permit. The EPA recommends that the transmittance measurement from an on-line analyzer be compared to the measurement from a laboratory spectrophotometer once a

	<p>week.</p> <p>The DR600 also comes with RFID technology which automatically updates the program calibration factors when you place a reagent box near the DR 6000. The instrument also identifies chemistry expiration dates via a barcode on the vials, and detects chemistry coefficient factors to avoid errors that can occur in lot-to-lot variations in the chemistry.</p>
	<b>d) Does the project/issue relate to the strategic/community plans?</b>
	<b>Strategic Plan:</b>
	<p>Infrastructure – Goal #1</p> <p>Complete and maintain a centralized wastewater system that protects the environment and the public health and safety of the community.</p>
	<b>Community Plan:</b>
	No
	<b>If not in either plan, how does this fit into the City of Sedona's priorities?</b>
	<b>e) Are there environmental implications?</b>
	Yes
	<b>If yes, explain:</b>
	This will ensure accurate on-line readings, which control the amount of UV disinfection occurring on the wastewater effluent.
	<b>f) Cost (include economic/financial analysis) and recommendation as to funding sources (include partnerships):</b>
	\$9300
<b>II Risk Analysis</b>	
	<b>a) What happens if this is not done?</b>
	The laboratory will continue to operator using the older existing spectrophotometer and samples will be sent to Phoenix to be analyzed for UV absorbance at a cost of \$60 per test and \$48 for each courier service.
	<b>What would happen if this is done?</b>
	We would be able to analyze the samples for UV absorbance in house at a much lower cost and would be following the EPA's recommendations for the permit required on-line transmittance meter.
	<b>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.</b>
	N/A
	<b>c) Show examples of best practices from other cities, if applicable:</b>

	N/A																						
<b>III Resources Required</b>																							
a)	What departments will be involved in the planning and operation of this project/issue?																						
	Wastewater																						
	Do these departments concur with this priority?																						
	Yes																						
b)	What are the in-house staff requirements?																						
	1 hour per week for additional testing methods.																						
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:																						
	The Service Contract for the spectrophotometer will not change.																						
<b>IV Implementation</b>																							
a)	What is the time frame for completion of plan and implementation for project/issue?																						
	Fiscal Year 2015/2016																						
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?																						
	N/A																						
<b>IV Proposed Expenditures</b>																							
<table border="1"> <thead> <tr> <th>Line Item Description (One-Time)</th> <th>Account*</th> <th>FY 2015-2016 Request</th> </tr> </thead> <tbody> <tr> <td>Machinery &amp; Equipment</td> <td>59-5253-66-6848</td> <td>\$9300</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 colspan="3" style="text-align: right;"><b>One-time Expenditures Total: \$9300</b></td> </tr> <tr> <th>Line Item Description (On-going)</th> <th>Account *</th> <th>FY 2015-2016 Request</th> </tr> </tbody> </table>			Line Item Description (One-Time)	Account*	FY 2015-2016 Request	Machinery & Equipment	59-5253-66-6848	\$9300			\$0			\$0			\$0	<b>One-time Expenditures Total: \$9300</b>			Line Item Description (On-going)	Account *	FY 2015-2016 Request
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Machinery & Equipment	59-5253-66-6848	\$9300																					
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<b>One-time Expenditures Total: \$9300</b>																							
Line Item Description (On-going)	Account *	FY 2015-2016 Request																					

		\$0
		\$0
		\$0
		\$0
		<b><u>On-going Expenditures Total: \$0</u></b>

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



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

**Not recommended  
as a separate  
request**

<b>Project Title:</b>	Minor Pump Station Fresh Water Connections
<b>Originating Department and Division:</b>	Public Works/Wastewater
<b>Funding Request Type (Ongoing vs. One-Time)</b>	One-Time
<b>I Problem/Issue</b>	
<b>a) Does this affect our citizens/customers quality of life?</b>	
	No
	If yes, then how:
<b>b) Is this a traditional government function?</b>	
	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?
<b>c) History/background of project issue:</b>	
	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.
<b>d) Does the project/issue relate to the strategic/community plans?</b>	
	<b>Strategic Plan:</b>
	Infrastructure – Goal #1 Complete and maintain a centralized wastewater system that protects the environment and the public health and safety of the community.
	<b>Community Plan:</b>
	No
	If not in either plan, how does this fit into the City of Sedona's priorities?
<b>e) Are there environmental implications?</b>	
	No
	If yes, explain:

f)	<b>Cost (include economic/financial analysis) and recommendation as to funding sources (include partnerships):</b>
	\$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.
<b>II Risk Analysis</b>	
a)	<b>What happens if this is not done?</b>
	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.
	<b>What would happen if this is done?</b>
	This will save operator time, reduce safety risks, and reduce rental costs.
b)	<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.</b>
	N/A
c)	<b>Show examples of best practices from other cities, if applicable:</b>
	N/A
<b>III Resources Required</b>	
a)	<b>What departments will be involved in the planning and operation of this project/issue?</b>
	Wastewater Collections
	<b>Do these departments concur with this priority?</b>
	Yes
b)	<b>What are the in-house staff requirements?</b>
	N/A
c)	<b>Are outside consultants needed? Please explain:</b>
	N/A
d)	<b>Are special equipment resources required? Please explain:</b>
	N/A
e)	<b>Are there on-going operation and maintenance costs involved? Please explain:</b>
	N/A
<b>IV Implementation</b>	
a)	<b>What is the time frame for completion of plan and implementation for project/issue?</b>
	Fiscal Year 2014/2015
b)	<b>How will you market/communicate the project/issue to the public?</b>

	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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<b>IV</b>	<b>Proposed Expenditures</b>
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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
		<b><u>Expenditures Total: \$42,000</u></b>

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



**City of Sedona  
Decision Package  
Fiscal Year 2015-2016**

**Recommended at  
\$62,500**

<b>Project Title:</b>	Minor Pump Stations 3-Phase Conversion
<b>Originating Department and Division:</b>	Wastewater Department
<b>Funding Request Type (Ongoing vs. One-Time)</b>	<b>One-Time</b>
<b>Source of Funds (General Funds, Grants or other outside Funding, New Revenue Source(s), Wastewater, etc.)</b>	<b>Wastewater</b>
<b>I Problem/Issue</b>	
a)	<b>Does this affect our citizens/customers quality of life?</b>
	No
	<b>If yes, then how:</b>
b)	<b>Is this a traditional government function?</b>
	yes
	<b>If it is not a traditional function, why should the City of Sedona deal with it?</b>
c)	<b>History/background of project issue:</b>
	<p>The Bear Wallow and New Castle Pump Stations use an outdated electrical technology to convert the APS provided single phase service to the three phase service needed to operate the pumps at the pump station. These were installed in the 1990s when the stations were originally constructed. The goal of the project is to replace the converters with a Variable Frequency Drive (VFD).</p> <p>The static phase conversion technology although providing three phase power does so in a way that results in uneven voltages across the circuit. This results in the production of high heat loads in the pump. The high heat loads affect the windings on the pump resulting in higher maintenance costs for the pumps. The pumps typically need major maintenance once a year at about \$10,000 per pump. There are two pumps in each station. Replacing the converter with VFD will eliminate the uneven voltage issue and reduce damage to the pump.</p> <p>The City has constructed several pump stations in recent years requiring conversion of the incoming single phase. These stations use the VFD rather</p>



	than the converter.
	<b>d) Does the project/issue relate to the strategic/community plans?</b>
	<b>Strategic Plan:</b>
	<b>Community Plan: yes</b>
	<b>If not in either plan, how does this fit into the City of Sedona's priorities?</b>
	<b>e) Are there environmental implications? no</b>
	<b>If yes, explain:</b>
	<b>f) Cost (include economic/financial analysis) and recommendation as to funding sources (include partnerships):</b>
	<p>The cost per station is estimated at \$60,000  33,000 for engineering and construction administration  27,000 for construction.</p> <p>In FY 14/15 design for the New Castle Station is proceeding at an estimated cost of \$17,500  Construction and construction administration in FY 15/16 for New Castle is estimated at \$42,500</p> <p>In FY 15/16 the cost for the Bear Wallow Station is estimated at \$60,000.</p> <p><b>Summary of costs by Fiscal Year</b></p> <p>FY 14/15 \$17500  FY 15/16 \$102,500.</p> <p>Based upon</p>
<b>II Risk Analysis</b>	
	<b>a) What happens if this is not done?</b>
	If the converters are not replaced the motors will continue to experience higher than necessary repair costs. Also maintenance costs for the converter will continue. Parts of the converter must be replaced when debris plugs the pumps and capacitors in the converter burn out.
	<b>What would happen if this is done?</b>
	The cost to maintain the motors would be reduced.
	<b>b) Provide contingency analysis if applicable (provide key assumptions and dependencies).</b>

	<p><b>Assumptions - Something the City of Sedona has no control over.</b></p> <p><b>Dependencies - Something the City of Sedona may have control over. Major factor in what the City of Sedona is trying to accomplish.</b></p>
	<p><b>Assumption</b> The operational technology of the converters.</p> <p><b>Dependency</b> Replacement of the converters to a more efficient phase conversion equipment. The VFD.</p>
	<p>c) Show examples of best practices from other cities, if applicable:</p>
	n/a
<b>III Resources Required</b>	
	<p>a) What departments will be involved in the planning and operation of this project/issue?</p>
	Wastewater Department.
	Do these departments concur with this priority?
	Yes.
	<p>b) What are the in-house staff requirements?</p>
	No increase in resources. Staff will monitor installation.
	<p>c) Are outside consultants needed? Please explain:</p>
	Electrical engineering consultants will be needed for design and construction inspection. This will assure proper design of the facility, proper rating of electrical hazard (arc flash) and proper documentation of the as-constructed facility for future reference by city maintenance crews. s
	<p>d) Are special equipment resources required? Please explain:</p>
	No.
	<p>e) Are there on-going operation and maintenance costs involved? Please explain:</p>
	Yes. Cost for pump repair are expected to decrease.
<b>IV Implementation</b>	
	<p>a) What is the time frame for completion of plan and implementation for project/issue?</p>
	The stations retrofit would be completed in FY 15/16.
	<p>b) How will you market/communicate the project/issue to the public?</p>
	N/A
	<p>c) What performance measures will you use to evaluate the project/issue?</p>
	Even voltage across each phase.
<b>IV Proposed Expenditures</b>	

<b>Line Item Description (One-Time)</b>	<b>Account*</b>	<b>FY 2015-2016 Request</b>
Construction New Castle PS	59-5253-56-6255	\$42,500s
Design Bear Wallow PS	59-5253-56-6255	17,500
Construction Bear Wallow PS	59-5253-56-6255	42,500
		\$0
<b><u>One-time Expenditures Total: \$102,500</u></b>		
<b>Line Item Description (On-going)</b>	<b>Account *</b>	<b>FY 2015-2016 Request</b>
Reduced maintenance cost	59-5253-56-6235	-40,000
<b><u>On-going Expenditures Total: \$-40,000</u></b>		

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

## LEGAL

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### 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.

### 2015-2016 OBJECTIVES

Assist City Council in accomplishing their priorities including:

- Land Development Code review and update
- Enforcement against short-term rentals and illegal housing conversions,
- Solid waste disposal and recycling franchising,
- Human rights ordinance.

### 2014-2015 ACCOMPLISHMENTS

- ✓ Worked with outside counsel in obtaining reduced smart meter opt-out fees.
- ✓ Drafted various ordinances concerning issues such as prohibitions against using cell phones while driving, and deceptive

- advertising.
- ✓ Worked on major development projects concerning Marriot Hotel, CVS pharmacy and Sky Ridge Subdivision.

#### Did You Know?

Per Ordinance No. 2014-12, it is a civil offense to use a portable communications device such as a cell phone while driving within the Sedona city limits.

### SIGNIFICANT CHANGES

No noted significant changes.

## WORKLOAD INDICATORS

<b>Workload Indicators</b>	<b>FY 12-13 Actual</b>	<b>FY 13-14 Actual</b>	<b>FY 14-15 Estimate</b>	<b>FY 15-16 Proposed</b>
City Council agenda bill items reviewed	196	201	190	200
Ordinances processed	7	20	17	15
Resolutions processed	18	40	33	30
Traffic accidents involving City Vehicles	14	5	13	12
Claims and Suits Against City	12	14	8	12
Claims re Damage to City Property	7	4	4	5
Criminal Charges Filed	247	244	250	250

## PERFORMANCE MEASURE

<b>Performance Measures</b>	<b>FY 12-13 Actual</b>	<b>FY 13-14 Actual</b>	<b>FY 14-15 Estimate</b>	<b>FY 15-16 Proposed</b>
Conduct a minimum of 1 Police officers training per year	4	1	1	1

**CITY OF SEDONA  
PROPOSED 2015-16 DEPARTMENT BUDGETS**

Account Number	Account Description	FY15 Estimated Actuals	FY15 Adopted Budget	FY16 Proposed Budget	Difference FY15	
					Adopted vs. FY16 Proposed	% Difference
10-5230-01-6005	Salary & Wages	\$320,340	\$320,340	\$338,615	\$18,275	6%
10-5230-01-6006	Overtime	\$150	\$0	\$0	\$0	N/A
10-5230-01-6010	Temp/Part-Time Wages	\$0	\$0	\$0	\$0	N/A
10-5230-01-6046	Employee Benefits	\$1,140	\$1,140	\$1,140	\$0	0%
10-5230-01-6125	Direct Payroll Costs	\$25,507	\$25,507	\$27,033	\$1,526	6%
10-5230-01-6130	Retirement	\$38,671	\$38,671	\$40,532	\$1,861	5%
10-5230-01-6134	STD/LTD Insurance	\$1,153	\$1,153	\$1,219	\$66	6%
10-5230-01-6135	Health/Dental/Life Insurance	\$55,726	\$55,726	\$58,528	\$2,802	5%
10-5230-01-6136	Workers Compensation Insurance	\$705	\$705	\$1,171	\$466	66%
10-5230-01-6210	Printing/Office Supplies	\$0	\$0	\$0	\$0	N/A
10-5230-01-6244	Office Furniture - Non Capital	\$1,540	\$1,500	\$0	-\$1,500	-100%
10-5230-01-6405	Professional Services	\$0	\$0	\$0	\$0	N/A
10-5230-01-6413	On-Line Research	\$3,000	\$3,000	\$3,000	\$0	0%
10-5230-01-6414	Prosecutorial Services	\$1,200	\$1,200	\$1,200	\$0	0%
10-5230-01-6418	Law Library	\$500	\$500	\$500	\$0	0%
10-5230-01-6450	Legal Fees/Settlements/Deductibles	\$25,000	\$25,000	\$25,000	\$0	0%
10-5230-01-6703	Dues/Subscriptions/License	\$2,500	\$2,500	\$2,500	\$0	0%
10-5230-01-6741	Witness Fees	\$1,000	\$1,500	\$1,500	\$0	0%
10-5230-01-6750	Training/Staff Development	\$1,500	\$2,585	\$2,585	\$0	0%
<b>Total City Attorney's Office</b>		<b>\$479,632</b>	<b>\$481,027</b>	<b>\$504,523</b>	<b>\$23,496</b>	<b>5%</b>

**CITY OF SEDONA  
PROPOSED 2015-2016 BUDGET  
GENERAL FUND DEPARTMENTS**

Account Number	Account Description	FY 2014 Actuals	FY 2014 Budget	FY 2015 Actuals YTD 1/31/15	2015 Adopted Budget	2016 Detail Description	2016 Requested Budget	2016 Detail Amounts
<b>Legal Department</b>								
10-5230-01-6005	Salary & Wages	322,711	314,812	182,777	320,340		338,615	338,615
10-5230-01-6046	Employee Benefits	3,233	1,140	1,547	1,140		1,140	1,140
10-5230-01-6125	Direct Payroll Costs	22,290	24,083	12,731	25,507	% of Wages	27,033	27,033
10-5230-01-6130	Retirement	36,479	35,574	22,855	38,671	% of Wages	40,532	40,532
10-5230-01-6134	STD/LTD Insurance	2,147	1,703	224	1,153	% of Wages	1,219	1,219
10-5230-01-6135	Health/Dental/Life Insurance	46,235	49,060	32,859	55,726	Premiums per plan election	58,528	58,528
10-5230-01-6136	Workers Compensation Insurance	1,153	614	534	705	% of Wages	1,171	1,171
10-5230-01-6210	Printing/Office Supplies	-	-	1	-		-	-
10-5230-01-6244	Office Furniture - Non Capital	-	-	1,540	1,500		-	-
10-5230-01-6244	Office Furniture - Non Capital	-	-	-	-		-	-
10-5230-01-6405	Professional Services	-	-	-	-		-	-
10-5230-01-6413	On-Line Research	2,730	3,000	1,260	3,000		3,000	
10-5230-01-6413	On-Line Research	-	-	-	-		-	3,000
10-5230-01-6414	Prosecutorial Services	30	1,200	-	1,200		1,200	
						For payment of service of process fees, victim notices, etc		1,200
10-5230-01-6418	Law Library	526	500	142	500		500	500
10-5230-01-6450	Legal Fees/Settlements/Deductibles	20,018	25,000	18,869	25,000			
						For payment of outside attorney fees (land)	25,000	25,000
						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)
10-5230-01-6703	Dues/Subscriptions/License	1,380	2,500	1,425	2,500		2,500	
						Automatic Adjustment		2,500
10-5230-01-6741	Witness Fees	-	1,500	-	1,500		1,500	
						Automatic Adjustment		1,500
10-5230-01-6750	Training/Staff Development	-	-	-	2,585		2,585	2,585
	<b>Subtotals Legal Administration</b>	<b>\$ 458,932</b>	<b>\$ 460,686</b>	<b>\$ 276,764</b>	<b>\$ 481,027</b>		<b>\$ 504,523</b>	<b>\$ 504,523</b>

### 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.

### 2015-2016 OBJECTIVES

- Continue to work toward achievements within the Council's top priorities.
- Mitigation of traffic and parking issues in Sedona.
- Accelerated storm water management.
- Continue efforts at outreach through social media, website enhancements, written reports, and other means.
- Citywide Wireless Master Plan.
- Assess the feasibility of franchising trash hauling and recycling services.
- Economic Stability and Vitality Work Program.
- Citywide Cultural and Arts Plan.

### Did You Know?

City Council meetings are broadcast live on a local cable channel and the City's website, [www.SedonaAZ.gov](http://www.SedonaAZ.gov). Full City Council packets are also posted on the City's website prior to each meeting.

### 2014-2015 ACCOMPLISHMENTS

- ✓ Approved a balanced budget.
- ✓ Continued accelerated improvements to storm water drainage system.
- ✓ Hosted the 5<sup>th</sup> Annual Citizens Academy.
- ✓ Continued outreach through social media (Facebook and Twitter) and enhancements to the City's website.
- ✓ Conducted a public outreach session regarding the Citizen Engagement Program and citizen suggestions submitted during the year.
- ✓ Provided increased funding for tourism promotion and destination marketing to the Sedona Chamber of Commerce and Tourism Bureau from the increased revenue resulting from the ½ cent increase in lodging tax.
- ✓ Worked collaboratively with Keep Sedona Beautiful to be named the world's eighth International Dark Sky Community by the International Dark Sky Association (IDA).
- ✓ Approved refinancing of the City's Series 2005 bond debt resulting in interest savings of more than \$800,000.
- ✓ Recruited and hired a new City Manager.

### SIGNIFICANT CHANGES

- Sandy Moriarty was elected Mayor in 2014 and replaced Rob Adams.
- Scott Jablow, Angela LeFevre and Jon "JT" Thompson were elected to City Council in 2014 and replaced Barbara Litrell, Dan McIlroy, and Mike Ward.



## WORKLOAD INDICATORS

<b>Workload Indicators</b>	<b>FY 12-13 Actual</b>	<b>FY 13-14 Actual</b>	<b>FY 14-15 Estimate</b>	<b>FY 15-16 Proposed</b>
City Council Communications reviewed	196	201	200	200
Public meetings held	57	79	64	65

## PERFORMANCE MEASURE

<b>Performance Measure</b>	<b>FY 12-13 Actual</b>	<b>FY 13-14 Actual</b>	<b>FY 14-15 Estimate</b>	<b>FY 15-16 Proposed</b>
Total Unique Visitors to the City Website	2,306	2,027	2,000	2,100
Unique website Visitor increase of 5% annually	3%	-12%	-1%	5%

**CITY OF SEDONA  
PROPOSED 2015-16 DEPARTMENT BUDGETS**

Account Number	Account Description	FY15 Estimated Actuals	FY15 Adopted Budget	FY16 Proposed Budget	Difference FY15	
					Adopted vs. FY16 Proposed	% Difference
10-5210-01-6005	Salary & Wages	\$40,200	\$40,200	\$44,400	\$4,200	10%
10-5210-01-6010	Temp/Part-Time Wages	\$0	\$0	\$0	\$0	N/A
10-5210-01-6024	Meals	\$4,000	\$5,000	\$5,000	\$0	0%
10-5210-01-6125	Direct Payroll Costs	\$3,075	\$3,075	\$3,397	\$322	10%
10-5210-01-6136	Workers Compensation Insurance	\$396	\$396	\$621	\$225	57%
10-5210-01-6244	Office Furniture - Non Capital	\$650	\$0	\$0	\$0	N/A
10-5210-01-6405	Professional Services	\$630	\$630	\$150	-\$480	-76%
10-5210-01-6703	Dues/Subscriptions/License	\$1,125	\$1,125	\$625	-\$500	-44%
10-5210-01-6710	Special Programs	\$8,000	\$5,000	\$10,000	\$5,000	100%
10-5210-01-6750	Training & Development	\$12,500	\$15,850	\$14,350	-\$1,500	-9%
<b>Total City Council</b>		<b>\$70,576</b>	<b>\$71,276</b>	<b>\$78,543</b>	<b>\$7,267</b>	<b>10%</b>

**CITY OF SEDONA  
PROPOSED 2015-2016 BUDGET  
GENERAL FUND DEPARTMENTS**

Account Number	Account Description	FY 2014 Actuals	FY 2014 Budget	FY 2015 Actuals YTD 1/31/15	2015 Adopted Budget	2016 Detail Description	2016 Requested Budget	2016 Detail Amounts
<b>City Council</b>								
10-5210-01-6005	Salary & Wages	40,200	40,200	20,100	40,200		44,400	44,400
10-5210-01-6125	Direct Payroll Costs	3,236	2,969	1,794	3,075	% of Wages	3,397	3,397
10-5210-01-6136	Workers Compensation Insurance	556	396	264	396	% of Wages	621	621
10-5210-01-6024	Meals	3,285	5,000	1,224	5,000	Unchanged from prior year	5,000	5,000
10-5210-01-6244	Office Furniture - Non Capital	-		399				
10-5210-01-6405	Professional Services	-	150	293	630		150	
						Business cards, nameplates, nametags - reduced not an election year		150
10-5210-01-6703	Dues/Subscriptions/License	10	125	500	1,125		625	
			-			AZ Forward Dues		500
			-			AZ Town Hall Dues		125
10-5210-01-6710	Special Programs	6,274	5,000	3,838	5,000		10,000	
						Increased due to spending history and Council priorities		5,000
						Mayor & Council Special Activities - unchanged from prior year		5,000
10-5210-01-6750	Training/Staff Development			3,970	15,850		14,350	
						Other Travel & Training - same as prior year		7,000
						AZ League Conference - Entire City Council - same as prior year		7,350
<b>Subtotal City Council</b>		<b>\$ 53,561</b>	<b>\$ 53,840</b>	<b>\$ 32,382</b>	<b>\$ 71,276</b>		<b>\$ 78,543</b>	<b>\$ 78,543</b>

### 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 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.

### 2015-2016 OBJECTIVES

- Work with City Council on updates and revisions to the Council Rules of Procedure.
- Serve on advisory team for City of Sedona website upgrades.
- Continue improvements to the records archive and management system.
- Act as gatekeeper for Sedona Citizens Connect, monitor reports for completion, and suggest enhancements.
- Assist the Green Team Citizen Work Group on a plastic bag initiative.

### 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.

### 2014-2015 ACCOMPLISHMENTS

- ✓ Prepared the list of essential records for the State Archivist.
- ✓ Administered an election on the Alternative Expenditure Limitation Extension.
- ✓ Administered two (2) elections for City Council.
- ✓ Provided training to 4 new City Council members.
- ✓ Coordinated an annual electronics recycling day for the public.
- ✓ Acted as gatekeeper for Sedona Citizens Connect, monitored reports for completion, and suggested enhancements.

### SIGNIFICANT CHANGES

- Hired a new Deputy City Clerk.

## WORKLOAD INDICATORS

<b>Workload Indicators</b>	<b>FY 12-13 Actual</b>	<b>FY 13-14 Actual</b>	<b>FY 14-15 Estimate</b>	<b>FY 15-16 Proposed</b>
City Council agendas or meetings notices posted	80	79	64	65
Ordinances processed	7	20	17	15
Resolutions processed	32	40	33	30
Number of City elections	0	1	2	0
Number of City Council meetings attended and for which minutes were prepared	80	79	64	64

## PERFORMANCE MEASURES

<b>Performance Measures</b>	<b>FY 12-13 Actual</b>	<b>FY 13-14 Actual</b>	<b>FY 14-15 Estimate</b>	<b>FY 15-16 Proposed</b>
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  
PROPOSED 2015-16 DEPARTMENT BUDGETS**

Account Number	Account Description	FY15 Estimated Actuals	FY15 Adopted Budget	FY16 Proposed Budget	Difference FY15	
					Adopted vs. FY16 Proposed	% Difference
10-5240-01-6005	Salary & Wages	\$135,567	\$135,567	\$108,934	-\$26,633	-20%
10-5240-01-6010	Temp/Part-Time Wages	\$0	\$0	\$24,311	\$24,311	N/A
10-5240-01-6046	Employee Benefits	\$180	\$180	\$180	\$0	0%
10-5240-01-6125	Direct Payroll Costs	\$10,755	\$10,755	\$10,611	-\$144	-1%
10-5240-01-6130	Retirement	\$16,308	\$16,308	\$15,909	-\$399	-2%
10-5240-01-6134	STD/LTD Insurance	\$488	\$488	\$480	-\$8	-2%
10-5240-01-6135	Health/Dental/Life Insurance	\$24,995	\$24,995	\$31,573	\$6,578	26%
10-5240-01-6136	Workers Compensation Insurance	\$400	\$325	\$503	\$178	55%
10-5240-01-6405	Professional Services	\$4,500	\$3,000	\$5,000	\$2,000	67%
10-5240-01-6452	Recording Fees	\$300	\$500	\$500	\$0	0%
10-5240-01-6511	Advertising	\$15,000	\$15,000	\$15,000	\$0	0%
10-5240-01-6703	Dues/Subscriptions/License	\$380	\$380	\$469	\$89	23%
10-5240-01-6704	Elections	\$34,961	\$68,000	\$0	-\$68,000	-100%
10-5240-01-6705	Public Information Program	\$2,000	\$2,000	\$2,000	\$0	0%
10-5240-01-6750	Training/Staff Development	\$2,500	\$3,000	\$3,300	\$300	10%
<b>Total City Clerk's Office</b>		<b>\$248,334</b>	<b>\$280,498</b>	<b>\$218,770</b>	<b>-\$61,728</b>	<b>-22%</b>

**CITY OF SEDONA  
PROPOSED 2015-2016 BUDGET  
GENERAL FUND DEPARTMENTS**

Account Number	Account Description	FY 2014 Actuals	FY 2014 Budget	FY 2015 Actuals YTD 1/31/15	2015 Adopted Budget	2016 Detail Description	2016 Requested Budget	2016 Detail Amounts
<b>City Clerks</b>								
10-5240-01-6005	Salary & Wages	133,541	134,093	73,457	135,567		108,934	108,934
10-5240-01-6010	Temp/Part-Time Wages						24,311	24,311
10-5240-01-6046	Employee Benefits	165	180	150	180		180	180
10-5240-01-6125	Direct Payroll Costs	9,734	10,258	5,704	10,755	% of Wages	10,611	10,611
10-5240-01-6130	Retirement	14,745	15,152	8,843	16,308	% of Wages	15,909	15,909
10-5240-01-6134	STD/LTD Insurance	1,002	913	88	488	% of Wages	480	480
10-5240-01-6135	Health/Dental/Life Insurance	22,540	30,385	15,844	24,995	Premiums per plan election	31,573	31,573
10-5240-01-6136	Workers Compensation Insurance	523	373	218	325	% of Wages	503	503
10-5240-01-6405	Professional Services	2,017	3,000	3,185	3,000		5,000	-
						Increase due to actual activity in FY2015		2,000
						City Code, Land Development Code Web Hosting & Updates - same as prior year		3,000
10-5240-01-6452	Recording Fees	203	500	96	500		500	
						Citywide Recording of Legal Documents - same as prior year		500
10-5240-01-6511	Advertising	17,310	13,700	6,047	15,000		15,000	
						Publication of Agendas & Ordinances - same as prior year		15,000
10-5240-01-6703	Dues/Subscriptions/License	304	752	168	380		469	
						IIMC Dues - City Clerk - \$10 increase from prior year		155
						IIMC Dues - Deputy City Clerk - \$10 increase from prior year		95
						AMCA Dues - City Clerk - same as prior year		100
						AMCA Dues - Deputy City Clerk - same as prior year		50
						Red Rock News Subscription - add 2-year subscription		69
10-5240-01-6704	Elections	24,088	28,000	34,960	68,000		-	

**CITY OF SEDONA  
PROPOSED 2015-2016 BUDGET  
GENERAL FUND DEPARTMENTS**

Account Number	Account Description	FY 2014 Actuals	FY 2014 Budget	FY 2015 Actuals YTD 1/31/15	2015 Adopted Budget	2016 Detail Description	2016 Requested Budget	2016 Detail Amounts
						No elections forecast for FY16	2,000	-
10-5240-01-6705	Public Information Program	645	2,000	292	2,000		2,000	
						Green Team Funding - same as prior year		2,000
10-5240-01-6750	Training/Staff Development				3,000		3,300	
						AMCA Clerk's Institute - Deputy City Clerk - increase of \$50 for registration		1,150
						AMCA Conference & Elections Training - City Clerk - same as prior yea		400
						AMCA Conference & Elections Training - Deputy City Clerk - same as prior year		400
						AMCA Clerk's Academy - City Clerk - increase of \$50 for registration		950
						Records Training - City Clerk, Deputy City Clerk & Records Clerk - reduced \$100 from prior year		400
<b>Subtotal City Clerks</b>		<b>\$ 226,817</b>	<b>\$ 239,306</b>		<b>280,498</b>		<b>218,770</b>	<b>218,770</b>



City of Sedona  
Department Supplemental Requests  
2015-2016 Budget

Department	Fund	Page #	Request			City Manager	Budget	Note
				On-going	One-Time	Recommended funding level	Committee Recommended funding level	
City Manager	General		Oak Creek Watershed Council	\$35,000		\$0	\$0	
City Manager	General		Trash and Recycling Franchising		\$115,000	\$75,000	\$0	One-Time
City Manager	General		VV Special Needs Transportation	\$30,000		\$25,000	\$25,000	On-going
City Manager	General		Wireless Master Plan		\$60,000	\$60,000	\$60,000	One-Time
<b>Total City Manager</b>				<b>\$65,000</b>	<b>\$175,000</b>	<b>\$160,000</b>	<b>\$85,000</b>	
Community Development	General		2015 Ford Escape	\$2,000	\$24,021	\$26,021	\$26,021	\$2,000 On-going
Community Development	General		Filing System		\$21,320	\$0	\$0	
Community Development	General		Review & Update of Land Development Code		\$276,000	\$100,000	\$100,000	One-Time x 3
Community Development	General		Outdoor Lighting		\$25,000	\$0	\$0	
<b>Total Community Development</b>				<b>\$2,000</b>	<b>\$346,341</b>	<b>\$126,021</b>	<b>\$126,021</b>	
Engineering	General		Automated Locks-Public Restrooms		\$11,000		\$0	
Engineering	General		City Facilities Maintenance Plan Implementation	\$25,000		\$25,000	\$25,000	One-Time
Engineering	General		Concrete Work at City Hall		\$20,000	\$0	\$0	
Engineering	General		Assistant Engineering Position	\$85,000	\$5,000	\$90,000	\$90,000	On-going
Engineering	General		Full Time City Maintenance Worker 2 Position (Part of ongoing expense in Streets)	\$59,200		\$0	\$0	
Engineering	General		Jacobsen Turfcat Mower Replacement		\$22,000	\$0	\$0	
Engineering	General		Jordan Museum Electrical Upgrade		\$25,000	\$0	\$0	
Engineering	General		Police Department Patio Seal & Resurface		\$22,000	\$22,000	\$22,000	One-Time
Engineering	General		Teen Center Flooring Replacement		\$20,000	\$0	\$0	
Engineering	General		Teen Center HVAC Replacement/Upgrade		\$35,000	\$35,000	\$35,000	One-Time
Engineering/Wastewater	General		Purchase of 2015 Ford Escape (50% of budget in Wastewater)		\$11,835	\$0	\$0	
<b>Total Engineering</b>				<b>\$169,200</b>	<b>\$171,835</b>	<b>\$172,000</b>	<b>\$172,000</b>	
Finance	General		Increased Sales Tax Audits		\$45,000	\$0	\$0	
Finance	General		Salary Adjustment Pool (increased \$50k)	\$125,000		\$125,000	\$0	On-going
<b>Total Finance</b>				<b>\$125,000</b>	<b>\$45,000</b>	<b>\$125,000</b>	<b>\$0</b>	
Human Resources	General		Tuition Reimbursement		\$25,000	\$0	\$0	
<b>Total Human Resources</b>				<b>\$0</b>	<b>\$25,000</b>	<b>\$0</b>	<b>\$0</b>	
IT	General		Help Desk Technician	\$79,500	\$4,500	\$0	\$0	
IT/HR	General		Internet Filtering/Monitoring	\$2,000	\$10,000	\$0	\$0	
IT/City Clerk	General		City Council Video Monitor		\$7,500	\$0	\$0	
IT/Comm Dev	General		Paperless Packets, Planning & Zoning Commission	(\$1,565)	\$5,600	\$5,600	\$5,600	One-Time
IT/Municipal Court	General		Electronic Access Control		\$9,500	\$0	\$0	
IT/Police	General		L-3 Body Cameras	\$2,100	\$23,472	\$0	\$0	
<b>Total IT</b>				<b>\$82,035</b>	<b>\$60,572</b>	<b>\$5,600</b>	<b>\$5,600</b>	
Parks & Rec	General		Ford F-150 Super Cab 4X4 Long Bed		\$26,594	\$0	\$0	
<b>Total Parks &amp; Recreation</b>				<b>\$0</b>	<b>\$26,594</b>	<b>\$0</b>	<b>\$0</b>	

Department	Fund	Page #	Request	On-going	One-Time	City Manager Recommended funding level	Budget		Note
							Committee Recommended funding level	Committee Recommended funding level	
Police	General		Speed Awareness & Enforcement Program		\$9,043	\$9,043	\$9,043		One-Time
Police	General		Special Equipment						
			Communication Specialist	\$56,630		\$56,630	\$56,630		On-going
			<b>Total Police</b>	\$56,630	\$9,043	\$65,673	\$65,673		
			<b>Subtotal General Fund</b>	<b>\$499,865</b>	<b>\$859,385</b>	<b>\$654,294</b>	<b>\$454,294</b>		
Engineering	Streets		Work Vehicle Replacement - Streets		\$35,000	\$35,000	\$0		One-Time
Engineering	Streets		Commercial Wood Chipper	\$650	\$40,000	\$0	\$0		
Engineering	Streets		Full Time City Maintenance Worker 2 Position (Most of ongoing expense in Engineering)	\$845		\$0	\$0		
Engineering	Streets		Snow Plow Blade Procurement		\$10,000	\$0	\$0		
			<b>Subtotal Streets Fund</b>	<b>\$1,495</b>	<b>\$85,000</b>	<b>\$35,000</b>	<b>\$0</b>		
Engineering	Capital Impr		Associate Engineering Project Manager	\$90,000	\$5,000	\$95,000	\$95,000		On-Going as needed
			<b>Subtotal Capital Improvement Fund</b>	<b>\$90,000</b>	<b>\$5,000</b>	<b>\$95,000</b>	<b>\$95,000</b>		
Wastewater/Engineering	Wastewater		Purchase of 2015 Ford Escape (50% of budget in Engineering)		\$11,835	\$0	\$0		
Wastewater	Wastewater		Full Time Administrative Position	\$17,600		\$0	\$0		
Wastewater	Wastewater		Collection System Back-up Generator Replacement	\$60,000		\$0	\$0		General Needs
Wastewater	Wastewater		Computer Management Systems Upgrade	\$4,000	\$45,000		\$0		
Wastewater	Wastewater		Major Pump Station Communications Modification	\$200	\$15,000		\$0		
Wastewater	Wastewater		Odor Control Plan SR 89A MP369	\$25,000	\$35,000	\$0	\$0		
Wastewater	Wastewater		Sedona Wetlands Preserve Maintenance Program	\$70,000	\$0	\$70,000	\$0		On-going
Wastewater	Wastewater		Replacement Spectrophotometer -Laboratory		\$9,300		\$0		
Wastewater	Wastewater		Minor Pump Stations Fresh Water Connections	\$6,000	\$36,000		\$0		
Wastewater	Wastewater		Minor Pump Stations 3-Phase Conversion	(\$40,000)	\$102,500	\$62,500	\$0		One-Time
			<b>Subtotal Wastewater Fund</b>	<b>\$142,800</b>	<b>\$254,635</b>	<b>\$132,500</b>	<b>\$0</b>		
			<b>Total Supplemental Requests</b>	<b>\$734,160</b>	<b>\$1,204,020</b>	<b>\$916,794</b>	<b>\$549,294</b>		



**City of Sedona  
Decision Package  
Fiscal Year 2015-2016**

<b>Project Title:</b>	City Council Video Monitor
<b>Originating Department and Division:</b>	City Clerk
<b>Funding Request Type (Ongoing vs. One-Time)</b>	One-Time
<b>Source of Funds (General Funds, Grants or other outside Funding, New Revenue Source(s), Wastewater, etc.)</b>	General Fund
<b>I Problem/Issue</b>	
<b>a) Does this affect our citizens/customers quality of life?</b>	
	No
	If yes, then how:
<b>b) Is this a traditional government function?</b>	
	Yes
	If it is not a traditional function, why should the City of Sedona deal with it?
<b>c) History/background of project issue:</b>	
	Due to the design of the Council Chambers and the dual functioning of the room as the city's Courtroom, the position of the Council Dais in relation to the video presentation screen is not ideal. Some Council members must turn away from the audience to view presentations while some are not able to view the screen at all. A ceiling mounted LCD monitor could be installed facing the dais to allow Council to view all presentations while still seated and facing the audience.
<b>d) Does the project/issue relate to the strategic/community plans?</b>	
	<b>Strategic Plan:</b>
	<b>Community Plan:</b>
	If not in either plan, how does this fit into the City of Sedona's priorities?

	<b>e) Are there environmental implications?</b>
	No
	<b>If yes, explain:</b>
	<b>f) Cost (include economic/financial analysis) and recommendation as to funding sources (include partnerships):</b>
	It is estimated that the cost to install a monitor would be \$7,500. This would include not only the monitor itself, but mounting hardware, cabling, video equipment to “split” the current signal from the projector, and labor.
<b>II Risk Analysis</b>	
	<b>a) What happens if this is not done?</b>
	Some Council members will continue to have difficulty viewing presentations.
	<b>What would happen if this is done?</b>
	Council members would be able to view all presentations while remaining seated at the dais and facing the audience.
	<b>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.</b>
	<b>c) Show examples of best practices from other cities, if applicable:</b>
<b>III Resources Required</b>	
	<b>a) What departments will be involved in the planning and operation of this project/issue?</b>
	City Clerk and Information Technology
	<b>Do these departments concur with this priority?</b>
	Yes
	<b>b) What are the in-house staff requirements?</b>
	Information Technology will work with contractor to install and configure the monitor to work with existing systems.
	<b>c) Are outside consultants needed? Please explain:</b>
	Contractors experienced in the necessary mounting and cabling of audio/visual equipment will be utilized.
	<b>d) Are special equipment resources required? Please explain:</b>
	Only what would be included in the purchase and installation of the monitor.
	<b>e) Are there on-going operation and maintenance costs involved? Please explain:</b>
	No

<b>IV Implementation</b>																																						
a)	<b>What is the time frame for completion of plan and implementation for project/issue?</b>																																					
	Prior to the end of calendar year 2015.																																					
b)	<b>How will you market/communicate the project/issue to the public?</b>																																					
	N/A																																					
c)	<b>What performance measures will you use to evaluate the project/issue?</b>																																					
	Satisfaction of City Council members																																					
<b>IV Proposed Expenditures</b>																																						
<table border="1"> <thead> <tr> <th>Line Item Description (One-Time)</th> <th>Account*</th> <th>FY 2015-2016 Request</th> </tr> </thead> <tbody> <tr> <td>Computer Hardware</td> <td>10-5224-01-6846</td> <td>\$7,500</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 colspan="3" style="text-align: right;"><b>One-time Expenditures Total: \$7,500</b></td> </tr> <tr> <th>Line Item Description (On-going)</th> <th>Account *</th> <th>FY 2015-2016 Request</th> </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>\$0</td> </tr> <tr> <td colspan="3" style="text-align: right;"><b>On-going Expenditures Total: \$0</b></td> </tr> </tbody> </table>			Line Item Description (One-Time)	Account*	FY 2015-2016 Request	Computer Hardware	10-5224-01-6846	\$7,500			\$0			\$0			\$0	<b>One-time Expenditures Total: \$7,500</b>			Line Item Description (On-going)	Account *	FY 2015-2016 Request			\$0			\$0			\$0			\$0	<b>On-going Expenditures Total: \$0</b>		
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\*Full account string including fund, department/division number, and account number.

### 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.

### 2015-2016 OBJECTIVES

- ✓ 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 including the construction of pedestrian access improvements from the municipal parking lot through the Wayside Chapel and to Main Street.
- ✓ Explore opportunities for the creation of a walking path along Oak Creek in or around the Schnebly Hill Road and Tlaquepaque areas.
- ✓ Develop a City-Wide Wireless Master Plan.
- ✓ Assess the feasibility of franchising trash hauling and recycling services.
- ✓ Develop and implement an Economic Stability and Vitality Work Program.
- ✓ Compile a Citywide Cultural and Arts Plan.

### 2014-2015 ACCOMPLISHMENTS

- ✓ Worked collaboratively with Keep Sedona Beautiful to be named the world's eighth International Dark Sky Community by the International Dark Sky Association (IDA).
- ✓ Conducted a public education campaign to place an Alternative Expenditure Limitation, or "Home Rule" option on the 2014 ballot. The ballot measure passed with 67.33% of the vote.
- ✓ Refinanced the City's Series 2005 bond debt

resulting in interest savings of more than \$800,000.

- ✓ Launched a financial transparency website to allow interested citizens to review all of the City's financial information down to the transaction level of detail.
- ✓ Initiated over 20 new Citizen Engagement Program work groups to provide opportunities to engage citizens in City projects and activities.
- ✓ Created a Community Plan Advisory Group (CPAG) to identify priorities and make recommendations about various elements of the New Community Plan.
- ✓ Produced a 2014 Annual Community Report, and community newsletter.
- ✓ In partnership with, and at the request of, the Sedona Lodging Council, increased the bed tax by .5% and dedicated those revenues to tourism promotion and destination marketing efforts through a new and enhanced contract with the Sedona Chamber of Commerce & Tourism Bureau.

### SIGNIFICANT CHANGES

Eliminated the Assistant to the City Manager position.

A new City Manager was hired to replace the former City Manager who retired.

#### Did you know?

The Artist in the Classroom program provides quality arts education to students in the Sedona-Oak Creek School District. The 25 artists teach a wide range of classes from drawing, painting, collage, and sculpture to music, writing, dance, and drama.

## WORKLOAD INDICATORS

<b>Workload Indicators</b>	<b>FY 12-13 Actual</b>	<b>FY 13-14 Actual</b>	<b>FY 14-15 Estimate</b>	<b>FY 15-16 Proposed</b>
City Council agenda bill items reviewed	196	220	220	200
Total number of adopted Council Priorities	25	25	29	30

## PERFORMANCE MEASURES

<b>Performance Measures</b>	<b>FY 12-13 Actual</b>	<b>FY 13-14 Actual</b>	<b>FY 14-15 Estimate</b>	<b>FY 14-15 Proposed</b>
Complete 100% of established Council <i>bi-annual</i> priorities within 24 months	N/A	80%	80%	80%

**CITY OF SEDONA  
PROPOSED 2015-16 DEPARTMENT BUDGETS**

Account Number	Account Description	FY15 Estimated Actuals	FY15 Adopted Budget	FY16 Proposed Budget	Difference FY15	
					Adopted vs. FY16 Proposed	% Difference
10-5220-01-6005	Salary & Wages	\$485,000	\$488,764	\$351,211	-\$137,553	-28%
10-5220-01-6010	Temp/Part-Time Wages	\$0	\$0	\$73,371	\$73,371	N/A
10-5220-01-6046	Employee Benefits	\$12,700	\$12,700	\$14,080	\$1,380	11%
10-5220-01-6125	Direct Payroll Costs	\$39,499	\$39,499	\$34,691	-\$4,808	-12%
10-5220-01-6130	Retirement	\$69,356	\$69,356	\$74,227	\$4,871	7%
10-5220-01-6134	STD/LTD Insurance	\$1,738	\$1,738	\$1,519	-\$219	-13%
10-5220-01-6135	Health/Dental/Life Insurance	\$81,593	\$81,593	\$72,266	-\$9,327	-11%
10-5220-01-6136	Workers Compensation Insurance	\$6,100	\$5,713	\$6,982	\$1,269	22%
10-5220-01-6213	Telephone	\$400	\$0	\$0	\$0	N/A
10-5220-01-6244	Office Furniture - Non Capital	\$0	\$0	\$0	\$0	N/A
10-5220-01-6405	Professional Services	\$50,000	\$50,000	\$185,000	\$135,000	270%
10-5220-01-6410	Commission Support	\$6,000	\$6,000	\$6,000	\$0	0%
10-5220-01-6703	Dues/Subscriptions/License	\$5,691	\$5,691	\$5,491	-\$200	-4%
10-5220-01-6705	Public Information Program	\$18,800	\$18,800	\$18,800	\$0	0%
10-5220-01-6710	Special Programs	\$3,000	\$3,000	\$3,000	\$0	0%
10-5220-01-6750	Training/Staff Development	\$8,000	\$8,000	\$8,000	\$0	0%
<b>Total City Manager's Office</b>		<b>\$787,877</b>	<b>\$790,854</b>	<b>\$854,638</b>	<b>\$63,784</b>	<b>8%</b>



**CITY OF SEDONA  
PROPOSED 2015-2016 BUDGET  
GENERAL FUND DEPARTMENTS**

Account Number	Account Description	FY 2014 Actuals	FY 2014 Budget	FY 2015 Actuals YTD 1/31/15	2015 Adopted Budget	2016 Detail Description	2016 Requested Budget	2016 Detail Amounts
<b>City Manager's Office</b>								
10-5220-01-6005	Salary & Wages	458,973	476,350	243,443	488,764		424,582	424,582
10-5220-01-6046	Employee Benefits	21,271	9,000	11,488	12,700		14,080	14,080
10-5220-01-6125	Direct Payroll Costs	33,392	37,430	16,987	39,499	% of Wages	34,691	34,691
10-5220-01-6130	Retirement	68,986	65,349	39,827	69,356	% of Wages	74,227	74,227
10-5220-01-6134	STD/LTD Insurance	2,920	3,286	206	1,738	% of Wages	1,519	1,519
10-5220-01-6135	Health/Dental/Life Insurance	67,629	61,161	40,304	81,593	Premiums per plan election	72,266	72,266
10-5220-01-6136	Workers Compensation Insurance	10,960	7,272	3,528	5,713	% of Wages	6,982	6,982
10-5220-01-6136	Telephone			184				
10-5220-01-6244	Office Furniture - Non Capital	2,753						
10-5220-01-6405	Professional Services	-	-	20,378	50,000		185,000	
						Trash & Recycling Franchising Project - CM Recommended Supplemental		75,000
						Wireless Master Plan - CM Recommended Supplemental		60,000
						Grants Coordinator Contract		50,000
10-5220-01-6410	Commission Support	6,002	15,000	124	6,000		6,000	
						Miscellaneous meeting meals, plaques and awards, etc.		1,000
						Citizen Engagement Program Support		5,000
10-5220-01-6703	Dues/Subscriptions/License	5,881	5,334	3,817	5,691		5,491	
						3CMA Dues		390
						Civic Club Dues Reimbursement - CM		1,000
						GFOA Membership and CPFO Dues - KarenACM		300
						ICMA Membership - CM		1,400
						ACMA Memberships, CM, ACM		600
						SRRN Subscription		90
						Capital Times and Republic Subscriptions		500
						ASCAP Music Royalties		331
						ICMA Membership - ACM		880
10-5220-01-6705	Public Information Program	16,866	18,800	8,430	18,800		18,800	
						Advertising		6,950
						Annual Community Report		5,000
						Misc, i.e. State of City Address		600
						Citizen's Academy		500
						Community Newsletter		3,500
						Community Outreach Meetings		2,250

**CITY OF SEDONA  
PROPOSED 2015-2016 BUDGET  
GENERAL FUND DEPARTMENTS**

Account Number	Account Description	FY 2014 Actuals	FY 2014 Budget	FY 2015 Actuals YTD 1/31/15	2015 Adopted Budget	2016 Detail Description	2016 Requested Budget	2016 Detail Amounts
10-5220-01-6710	Special Programs	850	-	2,174	3,000		3,000	
						Discretionary funds for special projects, support of Veterans Ride, etc.		3,000
10-5220-01-6750	Training/Staff Development			4,657	8,000		8,000	
								8,000
<b>Subtotal City Manager's Office</b>		<b>\$ 696,483</b>	<b>\$ 698,982</b>	<b>\$ 395,547</b>	<b>\$ 790,854</b>		<b>\$ 854,638</b>	<b>\$ 854,638</b>

City of Sedona  
Department Supplemental Requests  
2015-2016 Budget

Department	Fund	Page #	Request	On-going	One-Time	City Manager Recommended funding level	Budget Committee Recommended funding level	Note
City Manager	General		Oak Creek Watershed Council	\$35,000		\$0	\$0	
City Manager	General		Trash and Recycling Franchising		\$115,000	\$75,000	\$0	One-Time
City Manager	General		VV Special Needs Transportation	\$30,000		\$25,000	\$25,000	On-going
City Manager	General		Wireless Master Plan		\$60,000	\$60,000	\$60,000	One-Time
<b>Total City Manager</b>				<b>\$65,000</b>	<b>\$175,000</b>	<b>\$160,000</b>	<b>\$85,000</b>	
Community Development	General		2015 Ford Escape	\$2,000	\$24,021	\$26,021	\$26,021	\$2,000 On-going
Community Development	General		Filing System		\$21,320	\$0	\$0	
Community Development	General		Review & Update of Land Development Code		\$276,000	\$100,000	\$100,000	One-Time x 3
Community Development	General		Outdoor Lighting		\$25,000	\$0	\$0	
<b>Total Community Development</b>				<b>\$2,000</b>	<b>\$346,341</b>	<b>\$126,021</b>	<b>\$126,021</b>	
Engineering	General		Automated Locks-Public Restrooms		\$11,000			
Engineering	General		City Facilities Maintenance Plan Implementation	\$25,000		\$25,000	\$25,000	One-Time
Engineering	General		Concrete Work at City Hall		\$20,000	\$0	\$0	
Engineering	General		Assistant Engineering Position	\$85,000	\$5,000	\$90,000	\$90,000	On-going
Engineering	General		Full Time City Maintenance Worker 2 Position (Part of ongoing expense in Streets)	\$59,200		\$0	\$0	
Engineering	General		Jacobsen Turfcut Mower Replacement		\$22,000	\$0	\$0	
Engineering	General		Jordan Museum Electrical Upgrade		\$25,000	\$0	\$0	
Engineering	General		Police Department Patio Seal & Resurface		\$22,000	\$22,000	\$22,000	One-Time
Engineering	General		Teen Center Flooring Replacement		\$20,000	\$0	\$0	
Engineering	General		Teen Center HVAC Replacement/Upgrade		\$35,000	\$35,000	\$35,000	One-Time
Engineering/Wastewater	General		Purchase of 2015 Ford Escape (50% of budget in Wastewater)		\$11,835	\$0	\$0	
<b>Total Engineering</b>				<b>\$169,200</b>	<b>\$171,835</b>	<b>\$172,000</b>	<b>\$172,000</b>	
Finance	General		Increased Sales Tax Audits		\$45,000	\$0	\$0	
Finance	General		Salary Adjustment Pool (increased \$50k)	\$125,000		\$125,000	\$0	On-going
<b>Total Finance</b>				<b>\$125,000</b>	<b>\$45,000</b>	<b>\$125,000</b>	<b>\$0</b>	
Human Resources	General		Tuition Reimbursement		\$25,000	\$0	\$0	
<b>Total Human Resources</b>				<b>\$0</b>	<b>\$25,000</b>	<b>\$0</b>	<b>\$0</b>	
IT	General		Help Desk Technician	\$79,500	\$4,500	\$0	\$0	
IT	General		Internet Filtering/Monitoring	\$2,000	\$10,000	\$0	\$0	
IT/City Clerk	General		City Council Video Monitor		\$7,500	\$0	\$0	
IT/Comm Dev	General		Paperless Packets, Planning & Zoning Commission		\$5,600	\$5,600	\$5,600	One-Time
IT/Municipal Court	General		Electronic Access Control		\$9,500	\$0	\$0	
IT/Police	General		L-3 Body Cameras	\$2,100	\$23,472			
<b>Total IT</b>				<b>\$83,600</b>	<b>\$60,572</b>	<b>\$5,600</b>	<b>\$5,600</b>	
Parks & Rec	General		Ford F-150 Super Cab 4X4 Long Bed		\$26,594	\$0	\$0	
<b>Total Parks &amp; Recreation</b>				<b>\$0</b>	<b>\$26,594</b>	<b>\$0</b>	<b>\$0</b>	

Department	Fund	Page #	Request	On-going	One-Time	Budget		Note
						City Manager Recommended funding level	Committee Recommended funding level	
Police	General		Speed Awareness & Enforcement Program Special Equipment		\$9,043	\$9,043	\$9,043	One-Time
Police	General		Communication Specialist	\$56,630		\$56,630	\$56,630	On-going
<b>Total Police</b>				\$56,630	\$9,043	\$65,673	\$65,673	
<b>Subtotal General Fund</b>				<b>\$501,430</b>	<b>\$859,385</b>	<b>\$654,294</b>	<b>\$454,294</b>	
Engineering	Streets		Work Vehicle Replacement - Streets		\$35,000	\$35,000	\$0	One-Time
Engineering	Streets		Commercial Wood Chipper	\$650	\$40,000	\$0	\$0	
Engineering	Streets		Full Time City Maintenance Worker 2 Position (Most of ongoing expense in Engineering)	\$845		\$0	\$0	
Engineering	Streets		Snow Plow Blade Procurement		\$10,000	\$0	\$0	
<b>Subtotal Streets Fund</b>				<b>\$1,495</b>	<b>\$85,000</b>	<b>\$35,000</b>	<b>\$0</b>	
Engineering	Capital Impr		Associate Engineering Project Manager	\$90,000	\$5,000	\$95,000	\$95,000	On-Going as needed
<b>Subtotal Capital Improvement Fund</b>				<b>\$90,000</b>	<b>\$5,000</b>	<b>\$95,000</b>	<b>\$95,000</b>	
Wastewater/Engineering	Wastewater		Purchase of 2015 Ford Escape (50% of budget in Engineering)		\$11,835	\$0	\$0	
Wastewater	Wastewater		Full Time Administrative Position	\$17,600		\$0	\$0	
Wastewater	Wastewater		Collection System Back-up Generator Replacement	\$60,000		\$0	\$0	General Needs
Wastewater	Wastewater		Computer Management Systems Upgrade	\$4,000	\$45,000		\$0	
Wastewater	Wastewater		Major Pump Station Communications Modification	\$200	\$15,000		\$0	
Wastewater	Wastewater		Odor Control Plan SR 89A MP369	\$25,000	\$35,000	\$0	\$0	
Wastewater	Wastewater		Sedona Wetlands Preserve Maintenance Program	\$70,000	\$0	\$70,000	\$0	On-going
Wastewater	Wastewater		Replacement Spectrophotometer -Laboratory		\$9,300		\$0	
Wastewater	Wastewater		Minor Pump Stations Fresh Water Connections	\$6,000	\$36,000		\$0	
Wastewater	Wastewater		Minor Pump Stations 3-Phase Conversion	(\$40,000)	\$102,500	\$62,500	\$0	One-Time
<b>Subtotal Wastewater Fund</b>				<b>\$142,800</b>	<b>\$254,635</b>	<b>\$132,500</b>	<b>\$0</b>	
<b>Total Supplemental Requests</b>				<b>\$735,725</b>	<b>\$1,204,020</b>	<b>\$916,794</b>	<b>\$549,294</b>	



**City of Sedona  
Decision Package  
Fiscal Year 2015-2016**

<b>Project Title:</b>	OCWC
<b>Originating Department and Division:</b>	
<b>Funding Request Type (Ongoing vs. One-Time)</b>	\$50,000
<b>I Problem/Issue</b>	
a)	Does this affect our citizens/customers quality of life? Yes
	If yes, then how? Water quality, quantity and conservation issues impact environmental, economic, and socio-cultural aspects of tourism development as well as the health and welfare of Sedona citizens and visitors. Oak Creek Watershed Council is a unique Sedona-based watershed organization with member expertise and resources available to partner with City staff on these, and other environmental issues. Their volunteers perform thousands of hours of service for the benefit of the community and combat the environmental impacts from the influx of millions of visitors annually.
b)	Is this a traditional government function? Yes. Although there are over 2100 watersheds across the country not all are blessed with a volunteer management group like OCWC to protect watershed integrity. The City of Prescott is also located in an ADEQ targeted watershed and financially supports their watershed group, Prescott Creeks, in capacity-building. Prescott Creeks also developed a Watershed Improvement Plan (WIP) like OCWC.
	If it is not a traditional function, why should the City of Sedona deal with it?
c)	History/background of project issue: The Oak Creek Watershed Council (OCWC) originated 20 years ago under a different name and more modified goals, and formalized its structure as a 501(c)(3) nonprofit in 2003. The common thread among OCWC membership is not only the passion shared for protecting the watershed environment, but the quest to educate all members of our watershed community about how water affects our destiny and that responsibility for its stewardship is shared by each of us. OCWC was awarded a 3-year grant by ADEQ in 2009 to develop the Oak Creek Watershed Improvement Plan (OCWIP) and four follow-up grants to implement the recommended solutions. Unfortunately, the grants do not cover the costs of key personnel needed to sustain the services offered to the community. It is not OCWC's intention to become a financial burden to the City, as it has nearly become self-sufficient in attaining grants in order to provide select services to the community, but it intends to sustain its ongoing operations and infrastructure that is currently in need of financial assistance in order to offer permanent employment to key personnel in its Operations to continue to directly assist the City of Sedona in its education and outreach goals within its MS4 requirements.

d)	Does the project/issue relate to the strategic/community plans?
	Strategic Plan:
	Community Plan: Yes. The environment was one of the main priorities by the citizens who developed the Plan and there is a chapter devoted to the environment. Particular references are made on pages 10, 15, 43, 44, 62, 71, 73, 74, 75, 83, 86 & 100. OCWC is mentioned under Water Quality on page 74-75.
	If not in either plan, how does this fit into the City of Sedona's priorities?
e)	Are there environmental implications?
	<p>If yes, explain:</p> <ul style="list-style-type: none"> <li>• Oak Creek Watershed is a targeted watershed by EPA and ADEQ. Oak Creek is classed as an “outstanding” but “not attaining” watercourse, due to an exceedance of <i>Escherichia coli</i> (<i>E. coli</i>), which is an indicator of fecal coliform bacteria, as well as other pathogens, that can affect human health. Members of Oak Creek Watershed Council (OCWC) have expertise in mitigating <i>E. coli</i> bacteria pollution and work towards its elimination and the reclassification of Oak Creek. Bacterial concentrations exceeding the Arizona Surface Water Quality Standard often correspond with storm flow events, as well as concentrated recreation within Oak Creek.</li> <li>• Sedona operates under an MS4 discharge permit to mitigate stormwater issues, including <i>E. coli</i> exceedances. Sedona will be continuing to develop a sampling program this year and could utilize OCWC expertise, as well as field and technical volunteers to continue to implement the program.</li> <li>• Sedona also has a stormwater education and outreach program for residents and OCWC has developed the Oak Creek Community Outreach Program which includes stormwater components.</li> <li>• OCWC also has been awarded a stormwater pilot mitigation grant totaling \$120,000 in direct funding that is designed to educate residents on “slowing down” storm water on their property through green infrastructure BMPs (Best Management Practices). The total cost of the project, including matching funds, is \$269,686.</li> <li>• OCWC has applied for two major water quality improvement grant applications, totaling \$914,000 in direct funding, that are designated to further the Ambassador Program, continue watershed education and sampling training, do local social trail mitigation along with forest service roadway erosion improvements. The total of the grant applications, including matching funds, is \$1,636,680.</li> <li>• OCWC has developed the Oak Creek Hydrogeology and Water Resources Study comprised of a comprehensive, detailed and accurate water resource analysis that focuses specifically on Oak Creek. Sedona is supporting this Study.</li> <li>• Other environmental benefits can be reviewed on OCWC’s comprehensive Work Plan for 2015-16 (see attached).</li> </ul>
f)	Cost (include economic/financial analysis) and recommendation as to funding sources (include partnerships):

<b>II Risk Analysis</b>	
a)	What happens if this is not done? If OCWC does not have the financial capacity to support its infrastructure, a lot of this work will not be accomplished, and Sedona will be faced with increasing costs on its own. Tourists and visitors to the Oak Creek area would encounter increased amounts of trash, litter, pet and human feces, used diapers, and an escalating probability of a negative health issue from pollution in Oak Creek.
	What would happen if this is done? OCWC would be able to fund its key personnel and continue to write grant applications in order to support itself and provide benefits to the community.
b)	<p>Provide contingency analysis if applicable (provide key assumptions and dependencies).  <b>Assumptions</b> - Something the City of Sedona has no control over.  <b>Dependencies</b> - Something the City of Sedona may have control over. Major factor in what the City of Sedona is trying to accomplish. The ADEQ Water Quality Improvement Grant (WQIG) cycles are funded by Clean Water Act section 319 (h) funds that ARE NOT eligible to meet requirements for MS4 permits. Therefore, any WQIG monies obtained by OCWC or used as matching funds by OCWC may not be used to meet the City's MS4 requirements. ADEQ has been a major funding source for all costs associated with the OCWC projects listed in the attached Work Plan. If the City of Sedona seeks the OCWC as an agency to meet any of their MS4 requirements, a larger scale payment package must be set aside to deal directly with those issues, and may not directly contribute to the ADEQ WQIG cycle funds.</p> <p>Keep in mind that the contributions OCWC does make to the greater Sedona community benefit the wellbeing of the social, environmental and economic security of the City in a capacity that reaches well beyond the limitations of the MS4 permitted area. Without the OCWC as a major presence and stronghold in the environmental and economic security of Sedona, catastrophic events such as those noted by the Slide Fire and subsequent USFS canyon closure may have longer lasting effects on the economic stability of the city.</p>
c)	Show examples of best practices from other cities, if applicable:
<b>III Resources Required</b>	
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?
c)	Are outside consultants needed? Please explain:

	d)	Are special equipment resources required? Please explain:	
	e)	Are there on-going operation and maintenance costs involved? Please explain:	
<b>IV Implementation</b>			
	a)	What is the time frame for completion of plan and implementation for project/issue?	
		Present - Summer 2017.	
	b)	How will you market/communicate the project/issue to the public?	
	c)	What performance measures will you use to evaluate the project/issue?	
<b>IV Proposed Expenditures</b>			
<b>Expenditures Total: \$0</b>			

Line Item Description	Chartfield*	FY 2015-2016 Request
Operational and Administrative		\$50,000
		\$0
		\$0
		\$0

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





**Sedona and the Oak Creek Watershed Council  
- Request for Sustained Outreach & Education Funding-**

February 13, 2015

Karen Daines, Assistant City Manager

Andy Dickey, Director of Public Works, City Engineer

Good day to you all:

As you may already be aware, the Oak Creek Watershed Council (OCWC) membership includes citizen scientists, consultants, hydrologists, geologists, engineers, professionals with varied expertise, and a volunteer force—Friends of Oak Creek. The OCWC partners with all levels of government as well as other community organizations in its projects and activities including the Sedona Chamber of Commerce. A common goal is to support sustainable tourism and at the same time address its impacts, as well as tackle other water related issues facing the community from a short and long term perspective. As we discussed early in 2013, OCWC seeks a long term relationship with the City in which we could rely on sustainable funding to help us with capacity-building, periodically. In return, we would collaborate/partner with staff on water issues and other related activities as listed below.

**More particularly, we will be retaining a full-time Executive Director, part-time Grants Manager and Operations Assistant. We will be able to offset part of the projected basic operational costs of \$80,000 through grants, but are in need of \$50,000 initially for additional OCWC staff time dedicated to MS4 related needs of the City of Sedona.** Supported by volunteer members of OCWC, our Operations staff would be active in pursuing state, federal, county and private grants and partnerships in order to support these costs in the future, as well as providing services regarding water quantity, water quality, water conservation and watershed restoration including the social, environmental and economic impacts of each.

**The following is a partial list of OCWC services that would directly benefit the City of Sedona:**

- Sampling of Oak Creek
- Lab equipment, sample processing
- Liaison with ADEQ
- Grant applications
- Water conservation program development
- Water resource study and analysis
- Water quantity issue support and outreach
- Stormwater pollution education, prevention and mitigation
- Watershed restoration, including, but not limited to the removal of invasive species
- Roadway erosion improvements
- Pet waste station program maintenance and expansion
- Trash and litter pickup from recreational sites along Oak Creek
- Processing certain complaints and inquiries from the public regarding Oak Creek

- Public Relations and media support
- Outreach and education within middle/high schools via the watershed education program
- Special events held on behalf of the City of Sedona and the OCWC
- Watershed Improvement Commission (WIC) (professional and citizen led advisory group)
- Liaison with University of Arizona, Northern Arizona University & Yavapai College
- Liaison with other Verde Valley water-related environmental groups
- Liaison with Sedona Chamber of Commerce; Green Business Affinity Group
- Liaison with the Red Rock Ranger District, U.S. Forest Service
- Friends of Oak Creek volunteer opportunities

To better appreciate the extent of our commitment, OCWC's Work Plan for 2015-16 has been attached. These are active projects, including a recent grant awarded from ADEQ directly funding \$120,040 to OCWC, which began on November 1<sup>st</sup>, 2014. At the bottom is a detailed list of those projects that will benefit Sedona along with their dollar value.

It is worth noting that the City of Prescott is also located in an ADEQ targeted watershed and the City of Prescott financially supports their watershed group, Prescott Creeks, directly in capacity-building. Prescott Creeks also developed a Watershed Improvement Plan (WIP) like OCWC, and were successful in past years for the award of two stormwater grant applications within their City limits.

For what it's worth, there are over 2100 watersheds across the country, but not all are blessed with a management group, like the OCWC, to protect watershed integrity and uphold a standard for watershed stewardship. The Oak Creek Watershed Council (OCWC) originated 20 years ago under a different name and more modified goals, and formalized its structure as a 501(c)(3) nonprofit in 2003. It now has more than 225 members at active, contributing and stakeholder levels. The common thread among OCWC membership is not only the passion shared for protecting the watershed environment, but the quest to educate all members of our watershed community that water affects our destiny and the growing responsibility for its stewardship is shared by each of us.

Thank you for your consideration,



Marie McCormick, Executive Director

Ryan Matson, Grants Director



## OCWC WORK PLAN FOR 2015 - 2016

FEBRUARY 13, 2015

**Oak Creek Cleanup:** This highly publicized campaign is community-driven and involves cleaning 40 concentrated recreational areas in the Oak Creek corridor twice monthly, during heavy recreation seasons, by Friends of Oak Creek volunteers. The goal is to reduce *E. coli* bacteria contamination of Oak Creek.

**Completion date: October 31, 2015 (and ongoing)**

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**Oak Creek Ambassadors Program:** Two 4-person teams will be hired and trained by OCWC and the USFS to serve as Water Quality Ambassadors. These two teams will spend the entire summer working on Oak Creek recreation sites in Sedona and the counties talking to visitors, picking up trash, human and dog waste, and making presentations to campground and day-use visitors. The program will expand to include unpaid internships primarily fulfilled through Flagstaff's NAU student body to execute and continue outreach programs, gather necessary data to evaluate effectiveness, record and analyze trash and feces, gather public responses and summarize the social, economic and environmental impacts and compare these results to desired *E. coli* bacteria load reductions.

**Completion date: May 31, 2017**

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**Watershed Boundaries Awareness Project:** This project will work with City of Sedona, along with county and state agencies to approve locations and designs of Oak Creek watershed area boundary signs, as well as host community workshops to locally brand sub-watershed drainages within Sedona, and to develop a plan to include recreational users interacting with Friends of Oak Creek about signage impacts and Leave No Trace (LNT) recreating ethics. Also slated is the development of an outreach plan that incorporates the education program (see below) with local and regional school science classes. This program's goal is to engage local citizens and visitors to take a deeper sense of pride in their community, and to create a sense-of-place by elevating the level of personal responsibility toward keeping the watershed and sub-watersheds healthy.

**Completion date: March 31, 2016**

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**Pet Waste Project:** This project includes ongoing monitoring of nine donated and currently installed Gladiator Pet Waste Stations (plus five stations donated to the City of Sedona in August, 2014, not yet installed) at designated trailheads in the City of Sedona. This includes 12 Stations on private property along the Oak Creek corridor, particularly in areas that are maintained by HOA's along with 6 Stations on USFS land surrounding the City of Sedona.

**Completion date: December 31, 2015**

**Education program:** This program works with middle school science students at West Sedona School, Big Park School and other watershed-area schools. It will be further developed as a follow-up to a similar pilot program in the OCWIP grant. Students are taught good watershed stewardship and participate in field trips focused on hands-on water sampling education. This program includes at least 10 local schools in the Sedona/ Verde Valley/ Flagstaff area, along with select Phoenix schools, so the message of “Clean Water Starts with Me!” can be brought to all Arizonans that seek to recreate safely in Oak Creek.

**Completion date: October 31, 2015 (and ongoing)**

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**Watershed Book:** The OCWC published *Legacy of the Oak Creek Watershed: Preserving our Past, Present and Future*, in December, 2014, which includes how a watershed functions and demonstrates the origins and impacts of *E. coli* bacteria contamination within the Oak Creek corridor. Maps and trails around the City of Sedona and Oak Creek Canyon are featured, as well as points of interest, geological formations, flora, indigenous animal life, etc. The book has 6 chapters, approximately 100 pages, and over 30 contributors.

**Completion Date: December, 2014 (on-going)**

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**Water Sampling Program:** We will conduct a localized stormwater monitoring program within the Settlers Rest and Keller Tract subdivisions area at numerous sites near Carroll Canyon to measure *E.coli* bacteria concentrations. In collaboration with Friends of the Forest, we will also conduct separate sampling of high use recreational sites on a weekly basis from Memorial Day through to Labor Day. We also plan to hold multiple water sampling workshops in collaboration with Slide Rock State Park and the University of Arizona Water Extension. The Water Sampling program will extend the establishment of baseline samples, storm sampling at predetermined locations and appropriate intervals, to establish a basis for a data analysis final report and to guide follow-up outreach.

**Completion Date: October 31, 2015**

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**Social Trail Removal & Rehabilitation:** OCWC seeks to hire and train an 8 person AZ Conservation Corps crew to work closely on mitigation of social trails and rehabilitation of the surrounding Sedona area landscape. This work includes outreach to the public for participation during implementation and evaluation, presentation of work for public response with extensive outreach efforts to summarize the social, economic and environmental impacts. This includes an evaluation of sampling pre- and post-project constructions and comparison of results for desired sediment load reduction.

**Completion Date: May 31, 2016**

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**Roadway Erosions Improvements:** In collaboration with the USFS, OCWC will conduct pre-project site sampling, design of site improvements, outreach to the public for participation during project implementation, resulting in sediment load reductions in Oak Creek along USFS roads and drainage ways, in an effort to extend watershed stewardship beyond municipal areas.

**Completion Date: May 31, 2017**

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**Settlers Rest Stormwater Pilot Project:** After three years of efforts and funding attempts, OCWC was recently funded by ADEQ's Water Quality Improvement Grant program to educate Sedona-area residents through a series of free workshops on "slowing down" stormwater on their private property by demonstrating Green Infrastructure Best Management Practices. This pilot project will implement, monitor and report on approximately 10-12 properties in the neighborhood of the Settlers Rest subdivision.

**Completion Date: October 31, 2015**

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#### **Work-in-Progress:**

Continue, expand and support Watershed Improvement Commission (WIC).

Continue to assist Sedona's staff on water issues and community outreach.

Continue to assist the Sedona Chamber of Commerce in the development of a Sustainable Tourism program.

Implementation of Oak Creek Community Outreach Program (OCCOP) involving continuing education of residents and visitors in support of eliminating pollution of Oak Creek corridor, including presentations to watershed residents, general public, community groups, students and government entities.

Plan and develop a comprehensive Water Conservation Program for the Oak Creek Watershed community.

Schedule and hold bi-monthly meetings of the OCWC membership in local venues such as the Vultee Room in the City of Sedona Plaza, Hummingbird Room at Red Rock State Park and Sedona Public Library.

Upgrade web/social media sites.

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**Work Plan projects of financial benefit (cost savings and infrastructure support ) to the City of Sedona - Total: \$724,000**

- 2014-15 Settlers Rest Stormwater Pilot Project - \$120,000
- 2015-17 Oak Creek Cleanup - \$17,000 (2 grants- Settlers Rest & Recreation Education and Awareness Project [REAP])
- 2015-17 Oak Creek Ambassadors - \$248,000 (REAP Grant- 2 years)
- 2015-16 Watershed Boundaries Awareness Project- \$15,000 (REAP Grant- 1 year)
- 2014-15 Pet Waste Projects - \$13,000
- 2015-17 Education Program Middle Schools - \$6,000 (2 grants- Settlers Rest and REAP Grant)
- 2014-15 Watershed Book - \$15,000
- 2015-17 Sampling Program (incl. AMP) - \$19,000 (3 grants- Settlers Rest, REAP and Sediment Grants)
- 2015-16 Social Trail Removal - \$231,000 (Sediment Grant- 1 year)
- 2015-16 Roadway Erosion Improvements- \$40,000 (Sediment Grant- 1 year)

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Respectfully submitted,

**Marie McCormick**  
Executive Director  
[marie@oakcreekwatershed.org](mailto:marie@oakcreekwatershed.org)

**Ryan Matson**  
Grants Director  
[ryan@oakcreekwatershed.org](mailto:ryan@oakcreekwatershed.org)



**City of Sedona  
Decision Package  
Fiscal Year 2015-2016**

**Recommended at  
\$75,000**

<b>Project Title:</b>	Trash and Recycling Franchising
<b>Originating Department and Division:</b>	City Manager's Office
<b>Funding Request Type (Ongoing vs. One-Time)</b>	One-Time
<b>Source of Funds (General Funds, Grants or other outside Funding, New Revenue Source(s), Wastewater, etc.)</b>	General Fund

<b>I Problem/Issue</b>
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<b>a) Does this affect our citizens/customers quality of life?</b>
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Yes
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<b>If yes, then how:</b>
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<p>Currently, there are four private residential waste haulers operating within the City of Sedona. The existence of multiple haulers within residential neighborhoods results in excess wear and tear on City streets, excessive noise generated by multiple trucks, inefficiencies in service provision, and excessive consumption of fossil fuels and pollutants produced by the trucks. There is also no mandatory (curbside) recycling program in Sedona and the level of participation in recycling in Sedona appears to be low (Sustainability Commission Report, 2013).</p>
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<b>b) Is this a traditional government function?</b>
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Yes. The majority of cities and towns in Arizona either provide trash and mandatory curbside recycling services directly or franchise these services in order to manage and regulate these services on behalf of their communities.
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<b>If it is not a traditional function, why should the City of Sedona deal with it?</b>
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<b>c) History/background of project issue:</b>
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<p>In May 2013 the Sustainability Commission authored a report on this topic and recommended that the City pursue a managed franchise system with separate contracts for trash hauling and recycling. City staff began to further study the issue and the potential contract, legal, and other issues, including addressing the need for extensive community outreach and public input prior to moving forward with any franchise system or RFP. Ultimately, for FY14, staff was directed to suspend additional work on this project in lieu of other higher</p>
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	<p>priorities. The City Council, in January 2015, resurrected this project and added it to their Council priority list.</p> <p>Should the City Council desire to pursue a traditional franchise model, staff could likely achieve that objective with only minor consulting assistance from a specialized attorney for the development of a defensible request for proposal document. Should the Council wish to pursue the model recommended in 2013 by the Sustainability Commission, it would require additional consulting and legal services, as that model is not a standard service provision model and would need additional expertise and vetting. That recommendation includes contracting with a multi-stream collector of recycled goods that would be disposed of via a sorting facility in Sedona and funded not by charging the individual residents/households but rather by collecting a franchise fee on each trash hauling account in the City assessed through a separate, trash only vendor, then remitted to the City and passed on to the recycling contractor. Should the Council also wish to prescribe in the RFP the type of recycling and trash hauling model, i.e. dirty MRF, Single Stream, Multi-stream, etc., that would also require additional research and consulting services in order to fully evaluate those options and assist Council and the public with making a determination regarding the preferred approach for the community.</p>
	<b>d) Does the project/issue relate to the strategic/community plans?</b>
	<b>Strategic Plan:</b>
	<b>Community Plan:</b>
	The Community Plan, page 78, lists under Environment Policies (#13) an item to support recycling and other waste stream reduction efforts and an item (#8) to reduce harmful emissions.
	<b>If not in either plan, how does this fit into the City of Sedona's priorities?</b>
	The City Council included this item as a 2015 Council priority.
	<b>e) Are there environmental implications? Yes</b>
	<b>If yes, explain: See above</b>
	<b>f) Cost (include economic/financial analysis) and recommendation as to funding sources (include partnerships):</b>
	Consulting/legal services to assist in the development of a basic franchising of trash and recycling services request for proposals (RFP) and contract is estimated at approximately \$20,000. Should an untested model be preferred, additional consulting and legal services would be required. This additional funding need is estimated at \$50,000.



<b>II Risk Analysis</b>	
<b>a)</b>	<b>What happens if this is not done?</b>
	The existing situation will continue including excess noise, pollution, wear and tear on city streets, and
	<b>What would happen if this is done?</b>
	The City could make better informed decisions regarding the community's desire, and legal parameters under within which to move forward with a City regulated system of trash and recycling collection. In order to do this effectively, outside expertise is needed.
	<b>Provide contingency analysis if applicable (provide key assumptions and dependencies).</b>
<b>b)</b>	<b>Assumptions - Something the City of Sedona has no control over.</b> <b>Dependencies - Something the City of Sedona may have control over.</b> <b>Major factor in what the City of Sedona is trying to accomplish.</b>
<b>c)</b>	<b>Show examples of best practices from other cities, if applicable:</b>
<b>III Resources Required</b>	
<b>a)</b>	<b>What departments will be involved in the planning and operation of this project/issue?</b>
	City Manager's Office, City Attorney's Office, Community Development
	<b>Do these departments concur with this priority?</b>
	Yes
<b>b)</b>	<b>What are the in-house staff requirements?</b>
	City staff would work with the consultant on community outreach and evaluation of options, would facilitate the item coming back to Council for additional direction, would issue the RFP should that be the direction, would put together a team to evaluate the proposals, would make a recommendation to City Council regarding contractor and service model selection, and would then award franchise(s) and monitor contract performance.
<b>c)</b>	<b>Are outside consultants needed? Please explain:</b>
	Yes, both consulting services and legal services would be used to supplement in-house staff work in order to ensure compliance with statutory (ARS) requirements for franchising services as well as advising on best practices for the various service models. Existing staff do not have specific expertise in trash and recycling franchising.
<b>d)</b>	<b>Are special equipment resources required? Please explain:</b>
	No

e)	<b>Are there on-going operation and maintenance costs involved? Please explain:</b>
	Ultimately this would include contract monitoring.

**IV Implementation**

a)	<b>What is the time frame for completion of plan and implementation for project/issue?</b>
	Twelve – eighteen months.

b)	<b>How will you market/communicate the project/issue to the public?</b>
	We will include a series of public meetings as part of the evaluation process before a recommendation for franchising either service area is made.

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

**IV Proposed Expenditures**

Line Item Description (One-Time)	Account*	FY 2015-2016 Request
General Services		\$115,000
		\$0
		\$0
		\$0
<b><u>One-time Expenditures Total: \$115,000</u></b>		
Line Item Description (On-going)	Account *	FY 2015-2016 Request
Potential for franchise revenue?		\$0
		\$0
		\$0
		\$0
<b><u>On-going Expenditures Total: \$0</u></b>		

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



**City of Sedona  
Decision Package  
Fiscal Year 2015-2016**

**Recommended at  
\$25,000**

<b>Project Title:</b>	<b>Demand-Response Special Needs Transportation for Sedona Residents</b>
<b>Originating Department and Division:</b>	<b>Verde Valley Caregivers Coalition</b>
<b>Funding Request Type (Ongoing vs. One-Time)</b>	<b>Ongoing</b>
<b>Source of Funds(General Funds, Grants or other outside Funding, New Revenue Source(s), Wastewater, etc.)</b>	<b>General Fund</b>

<b>I</b>	<b>Problem/Issue</b>
a)	<b>Does this affect our citizens/customers quality of life?</b>
	Yes
	<b>If yes, then how:</b>
	Sedona residents unable to drive due to advanced age or health conditions and individuals requiring the use of wheelchairs need specialized public transportation with available accessible vehicles to provide door-to-door transportation to destinations within Sedona and to regional destinations in Cottonwood and Flagstaff for health care, shopping and other activities. Without this support, many Sedona residents would not be able to live full lives here in Sedona as they grow older and experience greater mobility limitations.
b)	<b>Is this a traditional government function?</b>
	Yes
	<b>If it is not a traditional function, why should the City of Sedona deal with it?</b>
c)	<b>History/background of project issue:</b>
	Verde Valley Caregivers Coalition (VVCC) began providing transportation services to Sedona residents in 1993 through its volunteer driver program. In the first year, VVCC provided transportation to 50 older adults. Over the years the need for transportation support has grown dramatically. Now, VVCC is providing transportation to 1,500 eligible individuals living throughout the Verde Valley and Sedona region. At this point in time, 450 Sedona residents receive VVCC transportation services because they are unable to drive due to health conditions and disabilities and are, therefore, eligible to utilize VVCC's Demand-Response Special Needs Transportation. The number of Sedona residents

	<p>requiring VVCC transportation services has more than doubled since 2010 and we project the need for specialized transportation will grow by 60% over the next two years for Sedona residents. VVCC utilizes a cost-effective approach to providing transportation services. Volunteers provide services to those not needing wheelchairs and accessible transportation is provided by partnering transportation providers. Volunteers are recruited, trained, and dispatched to provide rides to eligible riders through VVCC's One-Call Center. Volunteers are cleared through a background check before they provide services. VVCC maintains contracts with professional transportation services operating lift-equipped vehicles. Riders are asked to make a voluntary donation toward the cost of the service, otherwise there is no direct charge. VVCC screens eligibility first over the phone and completes the eligibility assessment through a home visit with each applicant. Riders request transportation services by contacting VVCC's One-Call Center and VVCC dispatcher books rides with volunteers or with wheelchair accessible providers.</p> <p>Service expectations for <b>Sedona</b> residents in FY 2015-2016:</p> <ul style="list-style-type: none"> <li>• Serve 500 residents eligible for Demand-Response Special Needs Transportation.</li> <li>• Provide 5,600 trips/ 3,800 trips by volunteers and 1,800 trips utilizing wheelchair accessible vehicles.</li> <li>• Provide transportation service for health care appointments and treatments, grocery shopping, other errands.</li> <li>• Link eligible riders to destinations within Sedona, and to Cottonwood, all other destinations in the Verde Valley, Flagstaff, Prescott and the Phoenix area.</li> </ul>
	<p><b>d) Does the project/issue relate to the strategic/community plans?</b></p>
	<p><b>Strategic Plan:</b></p>
	<p><b>Community Plan: Yes. Chapter 4. Circulation, page 63 and page 68, #8.</b></p>
	<p><b>If not in either plan, how does this fit into the City of Sedona's priorities?</b></p>
	<p><b>e) Are there environmental implications? No.</b></p>
	<p><b>If yes, explain:</b></p>
	<p><b>f) Cost (include economic/financial analysis) and recommendation as to funding sources (include partnerships):</b></p>
	<p>Total VVCC Budget for Transportation FY 2015-2016 (including Sedona area): \$375,000</p>
	<p>Total Annual Cost of Special Needs Transportation Service for Sedona</p>

	Residents: \$92,000.00
	Funding Sources applied to Sedona expenses:
	City of Sedona: \$30,000.00
	ADOT/ 5310 & 5311: \$30,000.00
	NACOG Trans./Coconino Co.: \$5,000.00
	NACOG Trans./ Yavapai Co.: \$4,000.00
	Yavapai County: \$6,500.00
	Rider Donations: \$5,000.00
	Cottonwood Area Transit (In-Kind) \$11,500.00
	Total: \$92,000.00

**II Risk Analysis**

a) **What happens if this is not done?**

VVCC Transportation Services cannot continue to meet the rapidly growing need in Sedona without the City of Sedona contributing a share toward the cost of providing this essential service for Sedona residents. If Sedona residents do not have transportation to get to medical appointments, for grocery shopping and other essential errands, they would not be able to continue living in Sedona. A forced move away from their community of choice is not in their best interest or in the best interest of the City of Sedona.

**What would happen if this is done?**

Sedona residents no longer able to drive can be assured transportation to medical appointments in the greater Verde Valley and access to health services in Flagstaff, Prescott and the Phoenix area and transportation for grocery shopping and other errands. Sedona residents will have the option to continue living in their community of choice as they grow older and experience mobility limitation due to health conditions and disabilities.

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.**

**Assumption** The growing need for this service among city residents.  
**Dependency** City of Sedona funding is requested at 32% of the total program cost for city residents. Additional funding to provide this service is dependent upon ADOT, NACOG, Yavapai County, donations, and in-kind support from Cottonwood Area Transit and 100 volunteers.

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?**

City Manager

**Do these departments concur with this priority?**

	Yes.																															
b)	What are the in-house staff requirements?																															
c)	Are outside consultants needed? Please explain:																															
	None.																															
d)	Are special equipment resources required? Please explain:																															
	None.																															
e)	Are there on-going operation and maintenance costs involved? Please explain:																															
<b>IV Implementation</b>																																
a)	What is the time frame for completion of plan and implementation for project/issue?																															
	Immediate																															
b)	How will you market/communicate the project/issue to the public?																															
	Press releases, transportation brochures distributed to health care providers, churches, website, publish and distribute Verde Valley Transportation Guide to area residents.																															
c)	What performance measures will you use to evaluate the project/issue?																															
	VVCC will collect ridership data on all trips provided; tabulate number of riders, ride destinations, and program expenses.																															
<b>IV Proposed Expenditures</b>																																
<table border="1"> <thead> <tr> <th>Line Item Description (One-Time)</th> <th>Account*</th> <th>FY 2015-2016 Request</th> </tr> </thead> <tbody> <tr> <td>None</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>\$0</td> </tr> <tr> <td colspan="3" style="text-align: right;"><b>One-time Expenditures Total: \$0</b></td> </tr> <tr> <th>Line Item Description (On-going)</th> <th>Account *</th> <th>FY 2015-2016 Request</th> </tr> <tr> <td>Service Contract</td> <td>New</td> <td>\$30,000</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>			Line Item Description (One-Time)	Account*	FY 2015-2016 Request	None		\$0			\$0			\$0			\$0	<b>One-time Expenditures Total: \$0</b>			Line Item Description (On-going)	Account *	FY 2015-2016 Request	Service Contract	New	\$30,000						
Line Item Description (One-Time)	Account*	FY 2015-2016 Request																														
None		\$0																														
		\$0																														
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<b>One-time Expenditures Total: \$0</b>																																
Line Item Description (On-going)	Account *	FY 2015-2016 Request																														
Service Contract	New	\$30,000																														

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On-going Expenditures Total: \$30,000

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



**City of Sedona  
Decision Package  
Fiscal Year 2015-2016**

**Recommended at  
\$60,000**

<b>Project Title:</b>	Wireless Master Plan
<b>Date:</b>	2-3-2015
<b>Originating Department:</b>	City Manager's Office
<b>I Problem/Issue</b>	
a)	<b>Does this affect our citizens/customers quality of life?</b> Yes
	<b>If yes, then how:</b>  The anticipated arrival of broadband service through fiber optic cable to Sedona will require the placement of numerous wireless facilities (antenna and support structure) throughout the city. Regulation of these facilities is needed to protect the quality of life for the citizens of Sedona by regulating the type of support structures, the geographic placement of such facilities and to limit the total number of new structures by requiring collocation of several antennas on each structure. By regulating wireless facilities through a Wireless Master Plan, staff will have the ability to minimize the impacts of wireless communications facilities on surrounding areas by establishing standards for location, structural integrity and compatibility. Staff will also be able to minimize the visual impacts of wireless facilities through careful and innovative siting, design, landscape and camouflage techniques.
b)	<b>Is this a traditional government function?</b>  Numerous Cities and towns have adopted Wireless Master Plans as a way to control the placement of wireless facilities throughout their communities. CityScape Consultants have completed 22 Wireless Master Plans for communities throughout the nation, including: Garden Grove and Fairfield, CA; Sammamish, Olympia and SeaTac WA; Matanuska-Sutitina Borough and Juneau Borough, AK; Island of Oahu, HI; Louisa County, Buckingham County, Fluvanna County, and Chesapeake VA; Nash County, Durham City and County, Morrisville, NC; Palm Coast, Margate, Coconut Creek, West Palm Beach, Lee County, Indian River County, Vero Beach, and Davie County, Florida and Rock Creek Park for the National Parks Service.
	<b>If it is not a traditional function, why should the City of Sedona deal with it?</b>
c)	<b>History/background of project issue:</b>  The City of Sedona hired CityScape Consultants in December 2001 to rewrite the existing Wireless Communications Facilities code for the City. This code was adopted as Article 17 of the Land Development Code on May 22, 2003. The code lists seven areas of purpose for the basis of the code. These listed purposes describe concepts such as small-town character, health, safety and general welfare, standards for location, structural integrity and compatibility, minimize visual impacts, collocation of wireless communications equipment and accommodate the growing need and demand for wireless communications services.



	<p>The purpose section of the code also states “Establish predictable and balanced regulations governing the construction and location of wireless communications facilities, within the confines of permissible local regulation”.</p> <p>The Telecommunications Act of 1996 limits the City’s ability to regulate or prohibit personal wireless service. However, with a master plan in place, Sedona can predetermine locations for the placement of wireless facilities (antenna), require collocation where practical and ensure that each new antenna request is actually needed based on industry standards and federal regulations.</p>
	<b>d) Does the project/issue relate to the strategic/community plans?</b>
	<b>Strategic Plan: N/A</b>
	<b>Community Plan:</b> The Community Plan does not address wireless communication facilities.
	<b>If not in either plan, how does this fit into the City of Sedona’s priorities?</b>
	The topic of Broadband Services Planning was included in the Council’s list of priorities for 2012-14. Conducting a master plan effort with the help of a qualified government wireless consultant will ensure that this Council priority is met and all federal regulations are considered.
	<b>e) Are there environmental implications? Yes</b>
	<b>If yes, explain:</b>
	There is some public concern with RF radiation and its effect on human health. However, the Telecommunications Act of 1996 states, “No State or local government or instrumentality thereof may regulate the placement, construction, and modification of personal wireless service facilities on the basis of the environmental effects of radio frequency emissions to the extent that such facilities comply with the Commission’s regulations concerning such emissions”. Therefore, public perception on health effects with RF radiation cannot be used as a determining factor in regulating the placement of Wireless facilities.
	<b>f) Cost (include economic/financial analysis) and recommendation as to funding sources (include partnerships):</b>
	The consultant has submitted a scope of services that include a compilation database and assessment of all existing wireless facilities within the City, assessment of public-owned land, RMS propagation maps, two public workshops, inventory catalogue, draft master plan and recommendations for ordinance revisions, and final plan. Total cost: \$44,800.
	An additional benefit of A Wireless Master Plan is encouraging the location and collocation of wireless communications equipment on city owned properties, thereby creating the opportunity for long term lease arrangements with wireless service providers which would generate monthly revenue for the city. Monthly lease agreements with owners of public and private lands where wireless facilities are placed are common and accepted as standard practice within the industry. The amount of potential revenue is unknown at this point since it is unknown how many city-

		owned properties can be utilized for antenna wireless facility placement.
<b>II Risk Analysis</b>		
		<b>What happens if this is not done?</b>
	a)	Individual wireless providers will determine the properties they desire to locate wireless facilities on through a simple city staff review process and building permit. The current wireless code allows staff limited control over placement of wireless facilities within the property boundaries. Multiple wireless providers would be able to place multiple stealth antennas throughout neighborhoods with little ability by staff to require colocation.
		<b>What would happen if this is done?</b>
		A Wireless Master Plan will minimize public concerns over tower proliferation and simplify the wireless providers' network deployment, enabling technology of wireless services to Sedona citizens in an expedient and efficient manner. This process will ensure Sedona's compliance with federal legislation requiring local government to provide all wireless providers with equal access for the development of their systems.
		The Master Plan will provide an inclusive wireless network model and deployment plan designed for Sedona's wireless future to create a source of new city revenue and a streamlined review and permitting process. The Master Plan will also include an inventory of all existing towers and antenna within Sedona.
		After the Broadband Master Plan is approved and implemented, the Consultant will provide the function of expert review of all new wireless applications at no additional cost to the city. A portion of the permit fee paid by the applicant will cover this cost.
		<b>Provide contingency analysis if applicable (provide key assumptions and dependencies).</b>
	b)	<b>Assumptions - Something the City of Sedona has no control over.</b> <b>Dependencies - Something the City of Sedona may have control over. Major factor in what the City of Sedona is trying to accomplish.</b>
		<b>Show examples of best practices from other cities, if applicable:</b>
<b>III Resources Required</b>		
		<b>What departments will be involved in the planning and operation of this project/issue?</b>
	a)	Community Development
		<b>Do these departments concur with this priority?</b>
		Yes
		<b>What are the in-house staff requirements?</b>

	Permit applications for new wireless facilities and collocation of antenna would be through the Department of Community Development. The permit package would be forwarded to the consultant for expert review and recommendation. City staff would issue the permit and conduct an onsite investigation prior to finalizing the permit to ensure proper construction and placement of the facility.
	<b>Are outside consultants needed? Please explain:</b>
c)	CityScape Consultants would conduct all aspects of the Master Planning effort, including research, database creation, recommendations, public workshops, rewrite the existing wireless code and provide expert review for all future permit applications.
	<b>Are special equipment resources required? Please explain:</b>
d)	No
	<b>Are there on-going operation and maintenance costs involved? Please explain:</b>
e)	Some amount of staff time is required for each permit application for processing. Each permit would require at least one on-site inspection prior to permit final.  Several staff members would be involved in the Master Plan process, arranging public meetings, creating agendas and posting for these meetings. At least one Planning and Zoning Commission public hearing and one City Council meeting would be necessary to review and approve the proposed Wireless Communication code revisions. These meetings would require the attendance of several City staff members.
<b>IV Implementation</b>	
	<b>What is the time frame for completion of plan and implementation for project/issue?</b>
a)	The consultant estimates the entire process would take between five to seven months for implementation.
	<b>How will you market/communicate the project/issue to the public?</b>
b)	At least two public workshops would be held. Press releases would be issued.
	<b>What performance measures will you use to evaluate the project/issue?</b>
c)	City staff would work closely with the consultant and follow the proposed timeline as outlined in the consultant's Scope of Services.
<b>Proposed Expenditures</b>	
IV	The Consultant's Scope of Services is proposed at \$55,000. This includes only three meetings, one of which would likely be a kickoff meeting with staff. Staff believe additional meetings will be

necessary based on the level of public interest. These meetings will need to be attended by the consultant, and additional fees will be charged for each additional meeting. An additional \$5,000 has been added to the project budget to accommodate this need.

<b>Line Item</b>	<b>FY 2015-2016</b>	<b>FY 2016-2017</b>	<b>FY 2017-2018</b>	<b>FY 2018-2019</b>
	\$60,000	\$0	\$0	\$0
<b><u>Fiscal Year Totals:</u></b>	\$60,000			

**Expenditures Total: \$60,000**

## City of Sedona Wireless Master Plan – Scope of Services

Development of a realistic tower placement plan that will minimize the overall number of towers built in your community and reduces future controversies.

The result of a Master Plan will be:

- An inventory of all existing towers and antenna within Sedona;
- An inclusive wireless network model and deployment plan designed for Sedona's wireless future to create a source of new city revenue and a streamlined review and permitting process;

A Wireless Plan will minimize public concerns over tower proliferation and simplify the wireless providers' network deployment, enabling technology of wireless services to Sedona citizens in an expedient and efficient manner. Most importantly this process will ensure Sedona's compliance with federal legislation requiring local government to provide all wireless providers with equal access for the development of their systems.

Task	Deliverables/Benchmarks	Est. Timeline	Cost
<b>Task A:</b> Preliminary research for assessments: research and gathering of required tower/antenna data	Compiled database of all known existing towers and wireless telecommunication antenna locations.	Up to 3 weeks	\$ 3,750.00
<b>Task B:</b> Background research and kick-off meeting to include: Catalog inventory of existing towers and certain publicly owned land; theoretical RMS maps.	Assessment of existing towers and antenna locations. Assessment of certain public-owned land. Strategies specific to facilitate orderly wireless network deployment; certain public-owned land and existing structures assessment; includes theoretical RMS and propagation coverage maps <i>Kick-off Meeting to coincide with site assessments</i>	1 to 2 weeks	\$11,200.00
<b>Task C:</b> Inventory catalogue and propagation mapping based on participant responses at kick-off meeting.	Inventory catalogue and site specific recommendations; workshops to finalize public policy approach for draft ordinance revisions. <i>Public Workshop #1</i>	4 – 6 weeks	\$11,750.00
<b>Task D:</b> Design and development of the draft master plan and zoning amendment recommendations	Draft Master Plan and recommendations for ordinance revisions; and availability at Planning Board and Council meetings. <i>Public Workshop #2</i>	4 - 8 weeks	\$14,350.00
<b>Task E:</b> Project completion - master plan documents	Submission of final product materials. No meetings required, unless requested.	Up to 4 weeks	\$3,750.00
* All travel related expenses are included in the total contracted amount. <b>Reduced package pricing based on an inclusive package rate of the contracted amount for the Master Plan and on-going agreement with CityScape to provide Independent Third Party Site Application Reviews.</b> Copies of all Materials: One (1) original color copies and extractable PDF file included in each task.		20–28 weeks (5–7 months)	\$44,800.00

*Note: Sedona Staff will assist CityScape with scheduling any public meetings required with necessary planning and community groups, public notification and arrangements for meeting dates, and times and locations in conjunction with CityScape's calendar. Staff will be responsible for public notification, location, meeting arrangements, and the recording of the sessions. Fees will apply if additional meetings are requested over the three (3) meetings provided for in this Scope; at the discretion of staff.*

▪ **TASK A:** Preliminary research and data assessments

Preliminary research for assessments, research and acquisition of gathering tower data; scheduling assessments and catalog inventory of existing towers and public-owned land.

**TASK B:** Background research and kickoff meeting with theoretical RMS maps.

CityScape will review State of Arizona Statutes, local Sedona ordinances, development standards unique to Sedona, wireless concealment techniques and specific concerns of wireless infrastructure deployments on public-owned and private lands. CityScape will facilitate meetings with staff and any other stakeholders to discuss wireless telecommunication deployment issues and strategies to improve deployment practices within the community. The *Kick-off Meeting* will specifically address, but is not limited to the following:

- Introduction to the CityScape program and explanation of the Scope of Services and the goals and objectives of the program. CityScape will present and lead a discussion on the interrelationship between the Ordinance and Master Plan, as well as the impact the Telecommunications Act of 1996 and Arizona wireless statutes will have on the process.
- CityScape will establish goals and expectations of the City that will facilitate the workflow and meet final objectives and timeline requirements of the CityScape program.
- CityScape will provide information on the history of wireless telecommunications and explain network design and deployment practices utilized by the wireless telecommunications industry.
- CityScape will present an overview of concepts behind wireless facilities planning and zoning. The purpose of the overview will be to familiarize the City with the Ordinance and Master Planning process and to introduce a working vocabulary. A basic but thorough understanding of the technical aspects of the project will provide decision-makers with the background necessary to ensure the development of an effective and legally defensible Ordinance.
- CityScape will gather information from staff concerning local wireless issues, policies, priorities, agency interactions, opportunities and plan recommendations relating to wireless and begin to establish community goals for the Master Plan with assistance from staff and stakeholders.
- *Optional* - CityScape will receive from staff a list of public-owned properties to assess as potential locations for new wireless telecommunications infrastructure.
- CityScape will perform a Visual Preference Survey for future wireless infrastructure to aid in developing appropriate development standards in the draft Ordinance. [*Optional: Community may choose to utilize interactive polling software at meeting to view instant displayed results of responses and data for additional rental fee of devices at cost*]

**DELIVERABLES:**

- 1) Kickoff Meeting to staff and stakeholders;
- 3) Summary of results from the Visual Preference Survey
- 4) Root Mean Square (RMS) Propagation maps from existing antennae sites with various considerations of topography and population density in order to identify gaps in coverage (*Elevation variable used for the RMS maps will be determined after the completion of the assessments and discussions and recommendations from staff*):

RMS Maps

- 2 RMS maps at "X\*" feet *without* consideration of existing antenna locations or current population density or topography for 800 megahertz and 1900 megahertz.
- 2 RMS maps at "X\*" feet *with* consideration of existing antenna locations without population density or topography for 800 megahertz and 1900 megahertz.
- 2 RMS maps at "X\*" feet *without* consideration of population density or topography for 800 megahertz and 1900 megahertz *from existing known antenna locations*.
- 2 RMS maps at "X\*" feet *with* consideration of population density or topography for 800 megahertz and 1900 megahertz *from existing known antenna locations*.

(800 = 700–999 megahertz; 1900 = 1750–2500 megahertz)

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▪ **TASK C:** Propagation mapping based on participant responses at kick-off meeting

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The staff and CityScape will conduct a [Public Workshop #1](#) before a regularly scheduled Planning (and Zoning) Board meeting to present to the stakeholders RMS and propagation maps based on the responses to the various Visual Preference Surveys that fill in the gaps in coverage. CityScape will then present (at a regularly scheduled Planning & Zoning Board meeting, the propagation maps based on the responses to the various Visual Preference Surveys that fill in the gaps in coverage.

CityScape will analyze the information received from the Kick-off meeting, discuss with Planning staff, agree on wireless facility scenarios to be studied and prepare more detailed propagation maps in the following order:

- CityScape will review all infrastructures, public works, and other relevant information provided by the staff to ascertain the current deployment environment.
- CityScape will review variables such as population density, terrain profile data, Radio Frequency (RF) blanketing and saturation, and intermodulation studies, to create the maps for the Master Plan.
- CityScape will provide recommendations for land use development strategies that address the results of the engineering exercises of the Master Plan.
- CityScape will provide recommendations on strategies to develop revenue from certain public-owned property locations.

**DELIVERABLES:**

- 1) Inventory Catalogue to include: Inventory of existing antenna sites, including photograph, identification by latitude and longitude and street address; and Inventory of public-owned lands, including photograph, identification by latitude and longitude and street address;
- 2) CityScape will prepare propagation maps based on responses from Kickoff Meeting and subsequent paper surveys received back from Kickoff Meeting attendees. Propagation maps may need to be modified by CityScape based on subsequent feedback/concerns generated during Public Workshop #1 and input from the Planning and Zoning Board.
- 3) Up to three (3) Propagation map scenarios of different packages of facility heights will be prepared by CityScape.

Propagation Maps

- Propagation maps at "X\*" feet using current population density data, from antenna locations, *with topography and population density*, for 800 Megahertz and 1900 megahertz. May include up to three undisclosed 800 megahertz providers and up to six undisclosed 1900 megahertz providers matched to actual antenna locations (*provided site specific data is available at each tower location*).
- 1 Propagation map with 10-year anticipated population density increase and capacity projections, *with topography*, from strategic antenna locations for 1900 megahertz and including use of public-owned land analysis.
- Up to 3 Propagation maps based on antenna elevation scenarios from public meetings with current population density, capacity projections, and topography, including use of public-owned properties.

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▪ **TASK D:** Design and development of a master wireless plan and ordinance review and amendment recommendations

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Public Workshop #2 before a regularly scheduled Planning and Zoning Board meeting to present to the stakeholders revised propagation maps based on the feedback/concerns from Public Workshop #1 and input from the Planning and Zoning Board (if applicable).

At the regularly scheduled Planning and Zoning Board meeting CityScape will present the revised propagation maps based on the feedback/concerns from Public Workshop #1 and input from the Planning and Zoning Board (if applicable).

CityScape will review existing land use development standards in the Ordinance. The review will be comprehensive and not limited to review of specific guidelines regarding wireless infrastructure development. Cross-reference review of wireless facility regulations to other zoning standards, permitted use charts, definitions, and other underlying zoning and land use development standards will be used to uncover inconsistencies and loopholes.

CityScape will review the materials provided by staff with particular attention to strengths and weaknesses of the existing Ordinance; Strategies to reduce the visual impact of new facilities and examine possibilities for stealth facilities; compliance with federal and state mandated guidelines; and effectiveness of the intent of the Ordinance.

Upon completion of the Ordinance review, CityScape will prepare a written evaluation for presentation to the City addressing comments and questions of the evaluation and will draft a final version of the recommendations. The draft recommendations will implement the policies articulated by the stakeholders at the Kickoff Meeting.

CityScape will address leasing public-owned lands based on the land assessments and the engineering data of the Master Plan and make recommendations on which public-owned lands could provide the best opportunity to the City and wireless industry in future deployments.

**CityScape will also recommend possible public policy changes that could improve the process to meet the goals and objectives of Sedona to market public-owned property and achieve optimal revenues from this project.**

A preliminary review draft of the Master Plan will be provided to staff for review and comment and subsequent revision, staff sign off on revised Master Plan, and final review by CityScape.

**DELIVERABLES:**

- 1) CityScape will prepare revised propagation maps (if applicable)
- 2) CityScape will present Draft Master Plan to the stakeholders at [Public Workshop #2](#)
- 3) Written commentary pertaining to CityScape's Ordinance review.
- 4) Draft Master Plan document shall, at minimum, include:
  - Community Goals; Maps from previous meetings
  - Analysis of population and population density trends, service providers, and public-owned land locations;
    - Engineering analysis illustrating the benefit of utilizing certain public-owned sites on revised propagation maps.
    - Public Policy rationale for Ordinance revisions based on the mapping from the Master Plan;
    - Recommended Ordinance amendments based on master planning process and mapping (this would not include actual detailed Ordinance language).

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▪ **TASK E:** Project Completion and Submittal of the Master Plan

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After securing City and stakeholder input, CityScape will refine the draft Master Plan to address the consensus concerns and prepare final draft amendments for submission to staff for review, comment, and sign off and then to elected officials for review, public input and approval. It will be CityScape's responsibility to provide all written and presentation materials.

CityScape will submit the revised final Master Plan to staff for its final review and approval. Project will be completed upon submittal of all project deliverables of the final Master Plan and Ordinance Recommendations of final Plan to the City of Sedona.

**DELIVERABLES:**

- 1) Final Master Plan – compact disk containing final documents (in Adobe extractable PDF format)
- 2) Two bound color Master Telecommunications *Books*



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**▪ THIRD PARTY SITE REVIEWS:** Timeline – Within two (2) weeks after application deemed complete

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The City's obligation under Section 704 of the Federal Telecommunications Act of 1996 is to act upon applications for new wireless telecommunications infrastructure in a reasonable period of time (which has been defined as 150 days after submittal of a complete application for a new support structure or 90 days for a collocation), and make decisions that are reasonably justified under the circumstances. CityScape provides the technical information to form policy decisions based on facts related to the necessities in wireless network design. CityScape's process is to, at no additional cost to the City, clearly understand the governing document, the Ordinance, and assure its compliance with the federal and state guidelines. If concerns are found in any submittal, CityScape will offer suggestions to resolve the situation. CityScape will work directly with planning staff to make sure all available options are known to the city.

CityScape will provide expert review (site application review) of applications submitted to the City for the placement, construction and/or modification of personal wireless communications facilities. The City will forward to CityScape any application submittal package, or arrange for CityScape to receive submittals simultaneously from the applicant, for which review is required. Upon receipt of an application submittal package from the City, CityScape will review the application submittal package and evaluate the application submittal materials for completeness. CityScape will notify the City's Planning Director, or other as specified by the City, of any additional materials required to conduct a comprehensive review of the application. CityScape will review the wireless applications from a legal standpoint to ensure each meets the requirements of the applicable ordinances, laws, rules and regulations, including but not limited to those applicable to zoning, permissible structure height, safety and aesthetics, and compliance with applicable federal guidelines including FAA and FCC within two (2) weeks of having a complete submittal package.

CityScape's review and evaluation includes, but is not limited to:

- Accuracy of data and application completeness of submissions;
- Assurance that the City works within the confines of the FCC "shot clock" and meets the time allowed for disposition of telecommunications applications;
- Applicability of analysis techniques and methodologies;
- Validity of conclusions reached;
- Compliance with all applicable federal, state, and local structural, safety and exposure to human safety codes;
- Whether the proposed wireless telecommunications facility complies with the applicable approval criteria set forth in local regulations;
- Determination whether the site's search ring is adequate based on generally accepted cellular, PCS, ESMR, ISP, paging and other emerging technology engineering principles for the intended site;
- Evaluation of proposed height of requested facilities, based on capacity or coverage;
- Evaluation of site option and /or alternative site options and collocations;
- Evaluation of compliance with existing local ordinance and regulations (*i.e.*, without limitation, setbacks, tower separations, ordinance definitions, etc.);
- Compliance with all zoning approvals to include but not limited to correctness of concealed or concealed design, low profile antenna installation, maintaining the correct number of collocations, and assurance of matching concealment;
- Compliance with the Telecommunications Act of 1996 and other applicable federal laws, rules and regulations, whether now existing or hereafter enacted;
- Compliance with any state wireless statutes;
- Evaluation of aesthetic impacts and possible mitigation of, structures, shelters, containers and landscaping to provide a more aesthetically pleasing solution;
- Evaluation of Federal Communications Commission (FCC) Radio Frequency (RF) exposure compliance;
- Evaluation of Compatibility with Public Safety Communications systems;
- Evaluation of Structural Integrity of the support structure to assure compliance with applicable wind zone designations, state building codes; and
- Other matters deemed by the City to be relevant to determining whether a proposed wireless communications facility complies with the provisions of the City's regulations.

Review fees are paid directly to the City by the applicant, through the City's application and review process. CityScape will invoice the City for each review upon the completion and submittal of the completed review and analysis by CityScape and attendance at any scheduled meetings at the discretion of the City.

### DEVELOPMENT SERVICES DESCRIPTION

The Community Development Department is home to thirty-two staff members consisting of two primary service areas: Development and Engineering. This section discusses Development Services only. Due to the scope and nature of Engineering Services, the overview is provided in a separate section.

Development Services is comprised of 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 2014, staff processed and issued:

- Commercial permits:
  - 2 new construction
  - 40 remodel/rehabilitation
- Single-family permits:
  - 46 new construction
  - 58 remodel/rehabilitation

In 2014, 11 public informational meetings were held regarding the Community Focus Areas.

### MISSION STATEMENT

Managing growth through responsible stewardship and excellent customer service – *we make a difference.*

### 2015-2016 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.

### SIGNIFICANT CHANGES

- Community Development was reorganized to include Development Services and

Engineering Services. Additionally a new position was created to focus on Economic Development activities.

- Code Enforcement fully staffed (2 positions)
- Incorporated the Citizen Engagement Program as a significant component of work activity to enhance public participation and involvement.

## WORKLOAD INDICATORS

<b>Workload Indicators</b>	<b>FY 12-13 Actual</b>	<b>FY 13-14 Actual</b>	<b>FY 14-15 Estimate</b>	<b>FY15-16 Proposed</b>
Total Number of Single-Family Building Permits Applications received	48	50	95	113
Total Number of Single-Family Building Permits Issued	37	55	94	111
Total Valuation of Single-Family Building Permits	\$6,155,577	\$19,713,971	\$11,673,375	\$11,906,842
Total Number of Commercial Building Permit Applications received	105	139	177	239
Total Number of Commercial Building Permits Issued	98	149	193	267
Total Valuation of Commercial Building Permits	\$3,382,189	\$3,583,715	\$10,146,567	\$10,349,497
Total Revenues	\$500,905	\$1,184,967	\$1,208,967	\$1,233,146
Number of Code Enforcement Cases Investigated	144	300	400	417
Estimated Customer Service Interactions	N/A	38,000	40,000	43,000

## PERFORMANCE MEASURE

<b>Performance Measures</b>	<b>FY 12-13 Actual</b>	<b>FY 13-14 Actual</b>	<b>FY 14-15 Estimate</b>	<b>FY 15-16 Proposed</b>
Percentage of Permits processed in compliance with SB1598 timeframes	N/A	100%	100%	100%
Completed Current Planning Projects	8	25	20	20

**CITY OF SEDONA  
PROPOSED 2015-16 DEPARTMENT BUDGETS**

Account Number	Account Description	FY15 Estimated Actuals	FY15 Adopted Budget	FY16 Proposed Budget	Difference FY15	
					Adopted vs. FY16 Proposed	% Difference
10-5310-31-6005	Salary & Wages	\$509,081	\$509,081	\$587,170	\$78,089	15%
10-5310-31-6006	Overtime	\$0	\$0	\$0	\$0	N/A
10-5310-31-6010	Temp/Part-Time Wages	\$0	\$0	\$21,216	\$21,216	N/A
10-5310-31-6046	Employee Benefits	\$5,000	\$3,560	\$5,400	\$1,840	52%
10-5310-31-6125	Direct Payroll Costs	\$40,057	\$40,057	\$48,188	\$8,131	20%
10-5310-31-6130	Retirement	\$60,739	\$60,739	\$72,250	\$11,511	19%
10-5310-31-6134	STD/LTD Insurance	\$18,333	\$1,833	\$2,190	\$357	19%
10-5310-31-6135	Health/Dental/Life Insurance	\$68,470	\$68,470	\$88,905	\$20,435	30%
10-5310-31-6136	Workers Compensation Insurance	\$7,819	\$7,819	\$8,701	\$882	11%
10-5310-31-6210	Printing/Office Supplies	\$0	\$0	\$3,000	\$3,000	N/A
10-5310-31-6213	Telephone	\$2,300	\$2,300	\$2,400	\$100	4%
10-5310-31-6215	Gas & Oil	\$0	\$0	\$0	\$0	N/A
10-5310-31-6241	Automobile Expense	\$0	\$0	\$1,400	\$1,400	N/A
10-5310-31-6243	Spec Supplies/Safety Equip/Emg	\$3,000	\$3,500	\$3,875	\$375	11%
10-5310-31-6244	Office Furniture - Non Capital	\$1,000	\$0	\$1,000	\$1,000	N/A
10-5310-31-6405	Professional Services	\$1,500	\$0	\$0	\$0	N/A
10-5310-31-6410	Commission Support	\$2,000	\$4,600	\$4,600	\$0	0%
10-5310-31-6447	Recruitment Relocation	\$0	\$0	\$0	\$0	N/A
10-5310-31-6505	Rent	\$1,500	\$5,500	\$4,500	-\$1,000	-18%
10-5310-31-6511	Advertising	\$4,500	\$8,400	\$7,100	-\$1,300	-15%
10-5310-31-6632	Historic Preservation	\$0	\$45,000	\$0	-\$45,000	-100%
10-5310-31-6703	Dues/Subscriptions/License	\$2,375	\$2,375	\$2,425	\$50	2%
10-5310-31-6720	Community Service Contracts	\$5,000	\$25,000	\$0	-\$25,000	-100%
10-5310-31-6750	Training/Staff Development	\$12,000	\$12,000	\$19,620	\$7,620	64%
10-5310-31-6840	Motor Vehicles	\$0	\$0	\$26,021	\$26,021	N/A
10-5310-31-6846	Computer Hardware	\$0	\$0	\$0	\$0	N/A
10-5310-31-6857	Improvements - City Owned Prop	\$0	\$0	\$0	\$0	N/A
	<b>Subtotal Comm. Dev. Admin.</b>	<b>\$744,674</b>	<b>\$800,234</b>	<b>\$909,961</b>	<b>\$109,727</b>	<b>14%</b>
10-5310-32-6005	Salary & Wages	\$106,428	\$106,428	\$111,040	\$4,612	4%
10-5310-32-6010	Temp/Part-Time Wages	\$0	\$0	\$5,400	\$5,400	N/A
10-5310-32-6125	Direct Payroll Costs	\$8,467	\$8,467	\$9,062	\$595	7%
10-5310-32-6130	Retirement	\$12,840	\$12,840	\$13,587	\$747	6%
10-5310-32-6134	STD/LTD Insurance	\$383	\$383	\$419	\$36	9%
10-5310-32-6135	Health/Dental/Life Insurance	\$15,626	\$15,626	\$16,597	\$971	6%
10-5310-32-6136	Workers Compensation Insurance	\$1,863	\$1,863	\$3,203	\$1,340	72%
10-5310-32-6210	Printing/Office Supplies	\$300	\$300	\$300	\$0	0%

**CITY OF SEDONA**  
**PROPOSED 2015-16 DEPARTMENT BUDGETS**

Account Number	Account Description	FY15 Estimated Actuals	FY15 Adopted Budget	FY16 Proposed Budget	Difference FY15	
					Adopted vs. FY16 Proposed	% Difference
10-5310-32-6214	Uniform Expenses	\$700	\$1,000	\$1,000	\$0	0%
10-5310-32-6215	Gas & Oil	\$0	\$0	\$0	\$0	N/A
10-5310-32-6243	Spec Supplies/Safety Equip/Emg	\$500	\$800	\$1,345	\$545	68%
10-5310-32-6703	Dues/Subscriptions/License	\$200	\$200	\$325	\$125	63%
<b>Subtotal Building Safety</b>		<b>\$147,307</b>	<b>\$147,907</b>	<b>\$162,278</b>	<b>\$14,371</b>	<b>10%</b>
10-5310-33-6005	Salary & Wages	\$96,921	\$96,921	\$92,114	-\$4,807	-5%
10-5310-33-6006	Overtime	\$0	\$0	\$3,500	\$3,500	N/A
10-5310-33-6046	Employee Benefits	\$0	\$0	\$0	\$0	N/A
10-5310-33-6125	Direct Payroll Costs	\$7,575	\$7,575	\$7,473	-\$102	-1%
10-5310-33-6130	Retirement	\$11,486	\$11,486	\$11,204	-\$282	-2%
10-5310-33-6134	STD/LTD Insurance	\$350	\$350	\$332	-\$18	-5%
10-5310-33-6135	Health/Dental/Life Insurance	\$15,000	\$28,217	\$13,422	-\$14,795	-52%
10-5310-33-6136	Workers Compensation Insurance	\$2,200	\$1,696	\$2,534	\$838	49%
10-5310-33-6210	Printing/Office Supplies	\$0	\$0	\$200	\$200	N/A
10-5310-33-6213	Telephone	\$0	\$0	\$0	\$0	N/A
10-5310-33-6214	Uniform Expenses	\$1,000	\$1,000	\$1,000	\$0	0%
10-5310-33-6235	Equipment Repair	\$600	\$600	\$600	\$0	0%
10-5310-33-6243	Spec Supplies/Safety Equip/Emg	\$400	\$400	\$500	\$100	25%
10-5310-33-6405	Professional Services	\$5,000	\$6,000	\$10,000	\$4,000	67%
10-5310-33-6703	Dues/Subscriptions/License	\$200	\$200	\$70	-\$130	-65%
<b>Subtotal Code Enforcement</b>		<b>\$140,732</b>	<b>\$154,445</b>	<b>\$142,949</b>	<b>-\$11,496</b>	<b>-7%</b>
10-5310-67-6005	Salary & Wages	\$0	\$0	\$46,817	\$46,817	N/A
10-5310-67-6006	Overtime	\$0	\$0	\$0	\$0	N/A
10-5310-67-6046	Employee Benefits	\$0	\$0	\$0	\$0	N/A
10-5310-67-6125	Direct Payroll Costs	\$0	\$0	\$3,725	\$3,725	N/A
10-5310-67-6130	Retirement	\$0	\$0	\$5,585	\$5,585	N/A
10-5310-67-6134	STD/LTD Insurance	\$0	\$0	\$169	\$169	N/A
10-5310-67-6135	Health/Dental/Life Insurance	\$0	\$0	\$16,924	\$16,924	N/A
10-5310-67-6136	Workers Compensation Insurance	\$0	\$0	\$177	\$177	N/A
10-5310-67-6210	Printing/Office Supplies	\$500	\$4,000	\$4,000	\$0	0%
10-5310-67-6212	Postage	\$3,000	\$15,000	\$15,000	\$0	0%
10-5310-67-6243	Spec Supplies/Safety Equip/Emg	\$0	\$0	\$0	\$0	N/A
10-5310-67-6247	Computer Software - Non Capt	\$0	\$0	\$0	\$0	N/A
10-5310-67-6405	Professional Services	\$10,000	\$57,000	\$132,000	\$75,000	132%
10-5310-67-6410	Commission Support	\$100	\$50	\$100	\$50	100%
10-5310-67-6505	Rent	\$1,000	\$1,500	\$1,500	\$0	0%

**CITY OF SEDONA  
PROPOSED 2015-16 DEPARTMENT BUDGETS**

<b>Account Number</b>	<b>Account Description</b>	<b>FY15 Estimated Actuals</b>	<b>FY15 Adopted Budget</b>	<b>FY16 Proposed Budget</b>	<b>Difference FY15</b>	
					<b>Adopted vs. FY16 Proposed</b>	<b>% Difference</b>
10-5310-67-6511	Advertising	\$3,200	\$3,200	\$3,200	\$0	0%
	<b>Subtotal Community Plan</b>	<b>\$17,800</b>	<b>\$80,750</b>	<b>\$229,197</b>	<b>\$148,447</b>	<b>184%</b>
	<b>Total Community Development</b>	<b>\$1,050,513</b>	<b>\$1,183,336</b>	<b>\$1,444,385</b>	<b>\$261,049</b>	<b>22%</b>

**CITY OF SEDONA  
PROPOSED 2015-2016 BUDGET  
GENERAL FUND DEPARTMENTS**

Account Number	Account Description	FY 2014 Actuals	FY 2014 Budget	FY 2015 Actuals YTD 1/31/15	2015 Adopted Budget	2016 Detail Description	2016 Requested Budget	2016 Detail Amounts
<b>Community Development Services</b>								
10-5310-31-6005	Salary & Wages	454,280	508,855	286,739	509,081		587,170	587,170
10-5310-31-6006	Overtime	187	-	45	-		-	-
10-5310-31-6010	Temp/Part-Time Wages	6,078	-	912	-		21,216	21,216
10-5310-31-6046	Employee Benefits	4,862	3,560	2,750	3,560		5,400	5,400
10-5310-31-6125	Direct Payroll Costs	35,386	38,927	23,189	40,057	% of Wages	48,188	48,188
10-5310-31-6130	Retirement	51,066	57,501	34,945	60,739	% of Wages	72,250	72,250
10-5310-31-6134	STD/LTD Insurance	2,989	3,088	347	1,833	% of Wages	2,190	2,190
10-5310-31-6135	Health/Dental/Life Insurance	60,057	82,026	39,378	68,470	Premiums per plan elections	88,905	88,905
10-5310-31-6136	Workers Compensation Insurance	3,832	7,476	2,904	7,819	% of Wages	8,701	8,701
10-5310-31-6210	Printing/Office Supplies						3,000	
						Department supplies (e.g, business cards, printing projects, building permit envelopes, file folders)		625
						Card Stock, custom stamps for front counter & plng., etc.		275
						Paper for HP Designjet T2500 plotter		300
						Ink & printhead for HP Designjet T2500 plotter		1,800
10-5310-31-6213	Telephone	2,223	1,200	1,106	2,300	3 Dept cell phones at \$200 per month (Building, Planning, Code Enf)	2,400	2,400
10-5310-31-6215	Oil & Gas				-	Move to General Services Inspection Vehicles	-	-
10-5310-31-6235	Equipment Repair						-	-
10-5310-31-6241	Automobile Expense	142			-	Move to General Services Inspection Vehicles Maintenance	1,400	-
10-5310-31-6243	Spec Supplies/Safety Equip/Emg	2,067	2,550	487	3,500		3,875	
						Outreach efforts and education for special work groups (e.g. ADU Ord., Street Performers, etc.)		1,500
						Misc. department supplies (e.g., cleaning supplies, staple guns & staples, tape, hardhats & vests for planning staff, etc.)		1,000
						HPC Special supplies (e.g. recognition plaques) - reduced 50% as no new landmarks were identified		500
						Materials for large public posting signs		200
						Planning resource materials		350

**CITY OF SEDONA  
PROPOSED 2015-2016 BUDGET  
GENERAL FUND DEPARTMENTS**

Account Number	Account Description	FY 2014 Actuals	FY 2014 Budget	FY 2015 Actuals YTD 1/31/15	2015 Adopted Budget	2016 Detail Description	2016 Requested Budget	2016 Detail Amounts
10-5310-31-6244	Office Furniture - Non Capital	3,724	3,000	978	-	Materials for small public posting signs, special meeting supplies, paint for blue stake markings	1,000	325
10-5310-31-6410	Commission Support	11,745	11,900	135	4,600	Misc. replacement of aging furniture; plan racks, white boards, Staples items \$200 and over	4,600	1,000
10-5310-31-6505	Rent	1,187	-	692	5,500	HPC general support, HP AZ State Annual Conference (CLG Req)	4,500	3,000
						P&Z Commission general support and training		1,500
						Board of Adjustment general support & training		100
						Rental for AAA Industrial Park storage space		3,000
						Facility rental for public outreach, holiday central		1,500
10-5310-31-6511	Advertising	3,463	5,950	1,114	8,400		7,100	
						National Historic Preservation Month (May) promotion		500
						P&Z legal notices		3,000
						Board of Adjustment legal notices		200
						LDC amendments, ADU Ord., etc., public notices/display ads		3,200
10-5310-31-6632	Historic Preservation	-	-	-	45,000	HPC legal notices	-	200
10-5310-31-6703	Dues/Subscriptions/License	1,614	2,175	1,248	2,375	No carryover of 2015 allocation of \$45,000 for Hummingbird House drainage is requested.	2,425	-
						AZ Housing Alliance- one staff membership		100



**CITY OF SEDONA  
PROPOSED 2015-2016 BUDGET  
GENERAL FUND DEPARTMENTS**

Account Number	Account Description	FY 2014 Actuals	FY 2014 Budget	FY 2015 Actuals YTD 1/31/15	2015 Adopted Budget	2016 Detail Description	2016 Requested Budget	2016 Detail Amounts
						APA Nat'l & State membership dues for three Planners at \$265 ea.		795
						AZ APA State membership dues for one Planner		50
						AZBO (Arizona Building Officials) dues - one membership		150
						Red Rock News Subscription		70
						ICC Permit Technician Certification renewal for one Technician		60
						AAED (Arizona Assn for Econ. Dev.) - one membership		375
						ICC dues - one staff membership		125
						APA Nat'l & State membership dues for Director and Manager		700
10-5310-31-6720	Community Service Contracts	4,450	50,000	-	25,000		-	
						No carryover of 2015 allocation of \$25,000 for Outdoor Lighting Grant is requested.		-
10-5310-31-6750	Training/Staff Development			7,947	12,000		19,620	
						AAED - AZ Assn of Econ. Dev. Conference for two Planners at \$1,750 ea., for Econ. Dev. focus and Council priority		3,500
						National Econ. Dev. Forum for Econ. Dev. focus and Council priority		3,000
						AZBO (Arizona Building Officials) - three certification classes for three staff at \$100. ea.		900
						AZ Housing Forum		1,000
						APA Nat'l Conference and AICP certification training		3,700
						Rutgers Noise Recertification training for two CEOs at \$1,500. ea.		3,000
						CELA - supervisory training for two CEOs at \$385. ea.		770

**CITY OF SEDONA  
PROPOSED 2015-2016 BUDGET  
GENERAL FUND DEPARTMENTS**

Account Number	Account Description	FY 2014 Actuals	FY 2014 Budget	FY 2015 Actuals YTD 1/31/15	2015 Adopted Budget	2016 Detail Description	2016 Requested Budget	2016 Detail Amounts
						AZ APA State Conference for three Planners at \$1,000. ea.		3,000
						AZ Hoarding Task Force Conference		750
10-5242-02-6010	Motor Vehicle	20,374				2015 Ford Escape Code Enforcement - CM Recommended Supplemental	26,021	26,021
10-5242-02-6010	Computer Hardware	9,081						
10-5242-02-6010	Improvements - City Owned Prop	6,980						
<b>Subtotal Community Development</b>								
	<b>Services</b>	<b>\$ 685,787</b>	<b>\$ 778,208</b>	<b>\$ 404,916</b>	<b>\$ 800,234</b>		<b>\$ 909,961</b>	<b>\$ 909,961</b>
<b>Building Safety</b>								
10-5310-32-6005	Salary & Wages	110,055	109,670	64,541	106,428		111,040	111,040
10-5310-32-6006	Overtime	-	-	-	-		-	-
10-5242-02-6010	Temp/Part-Time Wages		-	608	-		5,400	5,400
10-5310-32-6125	Direct Payroll Costs	8,415	8,390	5,313	8,467	% of Wages	9,062	9,062
10-5310-32-6130	Retirement	12,351	12,393	7,933	12,840	% of Wages	13,587	13,587
10-5310-32-6134	STD/LTD Insurance	864	743	77	383	% of Wages	419	419
10-5310-32-6135	Health/Dental/Life Insurance	14,555	18,750	9,106	15,626	Premiums per plan elections	16,597	16,597
10-5310-32-6136	Workers Compensation Insurance	3,205	2,227	1,460	1,863	% of Wages	3,203	3,203
10-5310-32-6210	Printing/Office Supplies	-	300	295	300		300	
						Building Corrections - Call for Re- inspection form		125
						Building Safety green approval tags with adhesive back		125
						Misc. building safety department supplies		50
10-5310-32-6213	Telephone	-	-	-	-		-	-
10-5310-32-6214	Uniform Expenses	832	1,000	122	1,000		1,000	
10-5310-32-6243	Spec Supplies/Safety Equip/Emg	1,692	1,400	15	800	Logo shirts (SB1598) ID, safety work boots for field work for two employees at \$500. ea.	1,345	1,000
						Smart phone accessory replacements		100
						2015 ICC Inspector's Code and Tab Collection - soft cover		565
						Misc. building supplies		50

**CITY OF SEDONA  
PROPOSED 2015-2016 BUDGET  
GENERAL FUND DEPARTMENTS**

Account Number	Account Description	FY 2014 Actuals	FY 2014 Budget	FY 2015 Actuals YTD 1/31/15	2015 Adopted Budget	2016 Detail Description	2016 Requested Budget	2016 Detail Amounts
10-5310-32-6703	Dues/Subscriptions/License	291	200	67	200	2015 ICC Inspector's Code and Tab Collection - loose leaf	325	630
						AZBO membership dues for two employees at \$10. ea. as additional members		20
						National Fire Protection Agency (NFPA) membership dues for one employee		165
						Journal of Light Construction magazine subscription		40
						IAEI membership dues for one employee		100
10-5310-32-6750	Training/Staff Development						-	
10-5310-32-6750	Training/Staff Development					Included in 10-5310-31-6750		-
	<b>Subtotal Building Safety</b>	<b>\$ 152,260</b>	<b>\$ 155,073</b>	<b>\$ 89,537</b>	<b>\$ 147,907</b>		<b>\$ 162,278</b>	<b>\$ 162,278</b>
<b>Code Enforcement</b>								
10-5310-33-6005	Salary & Wages	41,201	106,007	52,884	96,921		92,114	92,114
10-5310-33-6006	Overtime	0	4,652	-	-		3,500	3,500
10-5310-33-6046	Employee Benefits	0	-	-	-		-	-
10-5310-33-6125	Direct Payroll Costs	3,120	8,465	4,115	7,575	% of Wages	7,473	7,473
10-5310-33-6130	Retirement	4,232	12,504	6,309	11,486	% of Wages	11,204	11,204
10-5310-33-6134	STD/LTD Insurance	208	720	64	350	% of Wages	332	332
10-5310-33-6135	Health/Dental/Life Insurance	3,415	14,666	6,814	28,217	Premiums per plan elections	13,422	13,422
10-5310-33-6136	Workers Compensation Insurance	1,090	3,261	1,146	1,696	% of Wages	2,534	2,534
10-5310-33-6210	Printing/Office Supplies		165	165	200		200	
						Misc. code enforcement supplies - e.g. forms, notices, door hangers, case folders, etc.		200
10-5310-33-6213	Telephone	-	-	-	-		-	-
10-5310-33-6214	Uniform Expenses	1,191	1,000	-	1,000		1,000	
						Logo shirts (SB1598) ID, safety work boots for field work for two CEOs at \$500.00 ea.		1,000
10-5310-33-6235	Equipment Repair	522	600	-	600		600	
						Sound equipment annual calibration		600
10-5310-33-6241	Automobile Expense							
10-5310-33-6243	Spec Supplies/Safety Equip/Emg	283	200	74	200		500	
						Stop Work Order posting signs - six at \$25 ea.		150

**CITY OF SEDONA  
PROPOSED 2015-2016 BUDGET  
GENERAL FUND DEPARTMENTS**

Account Number	Account Description	FY 2014 Actuals	FY 2014 Budget	FY 2015 Actuals YTD 1/31/15	2015 Adopted Budget	2016 Detail Description	2016 Requested Budget	2016 Detail Amounts
						Abatement supplies and materials (e.g. chains, locks, wood, posting supplies)		200
						Notice of Violation posting signs - six at \$25 ea.		150
10-5310-33-6405	Professional Services	2,740	3,900	995	6,000		10,000	
						Abatement of code violations (e.g. weeds, tree removal)		10,000
10-5310-33-6703	Dues/Subscriptions/License	254	200	204	200		70	
						CELA membership dues for two CEOs at \$35. ea.		70
10-5310-33-6750	Training/Staff Development	-		-	-		-	
						Move to 10-5310-31-6750		-
	<b>Subtotal Code Enforcement</b>	<b>\$ 58,256</b>	<b>\$ 156,340</b>	<b>\$ 72,770</b>	<b>\$ 154,445</b>		<b>\$ 142,949</b>	<b>\$ 142,949</b>

**Community Plan**

10-5310-67-6005	Salary & Wages						46,817	46,817
10-5310-67-6006	Overtime						-	-
10-5310-67-6046	Employee Benefits						-	-
10-5310-67-6125	Direct Payroll Costs					% of Wages	3,725	3,725
10-5310-67-6130	Retirement					% of Wages	5,585	5,585
10-5310-67-6134	STD/LTD Insurance					% of Wages	169	169
10-5310-67-6135	Health/Dental/Life Insurance					Premiums per plan elections	16,924	16,924
10-5310-67-6136	Workers Compensation Insurance					% of Wages	177	177
						Community Plan Major and Minor Amendments (mandated), documents for CFAs, Mylar for CFA meetings	4,000	4,000
10-5310-67-6212	Postage	16,812	35,000	-	15,000		15,000	
						Major Amendments (mandated)		12,000
						Misc. mailings related to Community Plan		2,000
						CFA mailings		1,000
10-5310-67-6213	Telephone	40	60	-	-			
10-5310-67-6243	Spec Supplies/Safety Equip/Emg							
10-5310-67-6405	Professional Services	1,953	5,000		57,000		132,000	

**CITY OF SEDONA  
PROPOSED 2015-2016 BUDGET  
GENERAL FUND DEPARTMENTS**

Account Number	Account Description	FY 2014 Actuals	FY 2014 Budget	FY 2015 Actuals YTD 1/31/15	2015 Adopted Budget	2016 Detail Description	2016 Requested Budget	2016 Detail Amounts
						Community Plan Major Amendments (mandated)		7,000
						Land Development Code Updates - Supplemental		25,000
						Ranger Road/Schnebly Hill and Cultural Park CFAs		100,000
10-5310-67-6410	Commission Support	545	50	70	50		100	
						Misc. support for public meetings		100
10-5310-67-6505	Rent	4,877	4,000	274	1,500		1,500	
						Facilities for CFA public meetings		1,500
10-5310-67-6511	Advertising	1,833	5,100	1,298	3,200		3,200	
						1/4 page ads for Major Amendments and hearings (mandated)		3,200
10-5310-67-6530	Utilities	218	120	-	-			
10-5310-67-6530	Utilities							
	<b>Subtotal Community Plan</b>	<b>\$ 26,278</b>	<b>\$ 49,330</b>	<b>\$ 1,642</b>	<b>\$ 76,750</b>		<b>\$ 229,197</b>	<b>\$ 229,197</b>
	<b>Total Community Development Department</b>	<b>\$ 922,581</b>	<b>\$ 1,138,951</b>	<b>\$ 568,865</b>	<b>\$ 1,179,336</b>		<b>1,444,385</b>	<b>1,444,385</b>

City of Sedona  
Department Supplemental Requests  
2015-2016 Budget

Department	Fund	Page #	Request	On-going	One-Time	City Manager Recommended funding level	Budget Committee Recommended funding level	Note
City Manager	General		Oak Creek Watershed Council	\$35,000		\$0	\$0	
City Manager	General		Trash and Recycling Franchising		\$115,000	\$75,000	\$0	One-Time
City Manager	General		VV Special Needs Transportation	\$30,000		\$25,000	\$25,000	On-going
City Manager	General		Wireless Master Plan		\$60,000	\$60,000	\$60,000	One-Time
<b>Total City Manager</b>				<b>\$65,000</b>	<b>\$175,000</b>	<b>\$160,000</b>	<b>\$85,000</b>	
Community Development	General		2015 Ford Escape	\$2,000	\$24,021	\$26,021	\$26,021	\$2,000 On-going
Community Development	General		Filing System		\$21,320	\$0	\$0	
Community Development	General		Review & Update of Land Development Code		\$276,000	\$100,000	\$100,000	One-Time x 3
Community Development	General		Outdoor Lighting		\$25,000	\$0	\$0	
<b>Total Community Development</b>				<b>\$2,000</b>	<b>\$346,341</b>	<b>\$126,021</b>	<b>\$126,021</b>	
Engineering	General		Automated Locks-Public Restrooms		\$11,000			
Engineering	General		City Facilities Maintenance Plan Implementation	\$25,000		\$25,000	\$25,000	One-Time
Engineering	General		Concrete Work at City Hall		\$20,000	\$0	\$0	
Engineering	General		Assistant Engineering Position	\$85,000	\$5,000	\$90,000	\$90,000	On-going
Engineering	General		Full Time City Maintenance Worker 2 Position (Part of ongoing expense in Streets)	\$59,200		\$0	\$0	
Engineering	General		Jacobsen Turfcat Mower Replacement		\$22,000	\$0	\$0	
Engineering	General		Jordan Museum Electrical Upgrade		\$25,000	\$0	\$0	
Engineering	General		Police Department Patio Seal & Resurface		\$22,000	\$22,000	\$22,000	One-Time
Engineering	General		Teen Center Flooring Replacement		\$20,000	\$0	\$0	
Engineering	General		Teen Center HVAC Replacement/Upgrade		\$35,000	\$35,000	\$35,000	One-Time
Engineering/Wastewater	General		Purchase of 2015 Ford Escape (50% of budget in Wastewater)		\$11,835	\$0	\$0	
<b>Total Engineering</b>				<b>\$169,200</b>	<b>\$171,835</b>	<b>\$172,000</b>	<b>\$172,000</b>	
Finance	General		Increased Sales Tax Audits		\$45,000	\$0	\$0	
Finance	General		Salary Adjustment Pool (increased \$50k)	\$125,000		\$125,000	\$0	On-going
<b>Total Finance</b>				<b>\$125,000</b>	<b>\$45,000</b>	<b>\$125,000</b>	<b>\$0</b>	
Human Resources	General		Tuition Reimbursement		\$25,000	\$0	\$0	
<b>Total Human Resources</b>				<b>\$0</b>	<b>\$25,000</b>	<b>\$0</b>	<b>\$0</b>	
IT	General		Help Desk Technician	\$79,500	\$4,500	\$0	\$0	
IT	General		Internet Filtering/Monitoring	\$2,000	\$10,000	\$0	\$0	
IT/City Clerk	General		City Council Video Monitor		\$7,500	\$0	\$0	
IT/Comm Dev	General		Paperless Packets, Planning & Zoning Commission	(\$1,565)	\$5,600	\$5,600	\$5,600	One-Time
IT/Municipal Court	General		Electronic Access Control		\$9,500	\$0	\$0	
IT/Police	General		L-3 Body Cameras	\$2,100	\$23,472			
<b>Total IT</b>				<b>\$82,035</b>	<b>\$60,572</b>	<b>\$5,600</b>	<b>\$5,600</b>	
Parks & Rec	General		Ford F-150 Super Cab 4X4 Long Bed		\$26,594	\$0	\$0	
<b>Total Parks &amp; Recreation</b>				<b>\$0</b>	<b>\$26,594</b>	<b>\$0</b>	<b>\$0</b>	

Department	Fund	Page #	Request	On-going	One-Time	City Manager	Budget	Note
						Recommended funding level	Committee Recommended funding level	
Police	General		Speed Awareness & Enforcement Program Special Equipment		\$9,043	\$9,043	\$9,043	One-Time
Police	General		Communication Specialist	\$56,630		\$56,630	\$56,630	On-going
<b>Total Police</b>				\$56,630	\$9,043	\$65,673	\$65,673	
<b>Subtotal General Fund</b>				<b>\$499,865</b>	<b>\$859,385</b>	<b>\$654,294</b>	<b>\$454,294</b>	
Engineering	Streets		Work Vehicle Replacement - Streets		\$35,000	\$35,000	\$0	One-Time
Engineering	Streets		Commercial Wood Chipper	\$650	\$40,000	\$0	\$0	
Engineering	Streets		Full Time City Maintenance Worker 2 Position (Most of ongoing expense in Engineering)	\$845		\$0	\$0	
Engineering	Streets		Snow Plow Blade Procurement		\$10,000	\$0	\$0	
<b>Subtotal Streets Fund</b>				<b>\$1,495</b>	<b>\$85,000</b>	<b>\$35,000</b>	<b>\$0</b>	
Engineering	Capital Impr		Associate Engineering Project Manager	\$90,000	\$5,000	\$95,000	\$95,000	On-Going as needed
<b>Subtotal Capital Improvement Fund</b>				<b>\$90,000</b>	<b>\$5,000</b>	<b>\$95,000</b>	<b>\$95,000</b>	
Wastewater/Engineering	Wastewater		Purchase of 2015 Ford Escape (50% of budget in Engineering)		\$11,835	\$0	\$0	
Wastewater	Wastewater		Full Time Administrative Position	\$17,600		\$0	\$0	
Wastewater	Wastewater		Collection System Back-up Generator Replacement	\$60,000		\$0	\$0	General Needs
Wastewater	Wastewater		Computer Management Systems Upgrade	\$4,000	\$45,000		\$0	
Wastewater	Wastewater		Major Pump Station Communications Modification	\$200	\$15,000		\$0	
Wastewater	Wastewater		Odor Control Plan SR 89A MP369	\$25,000	\$35,000	\$0	\$0	
Wastewater	Wastewater		Sedona Wetlands Preserve Maintenance Program	\$70,000	\$0	\$70,000	\$0	On-going
Wastewater	Wastewater		Replacement Spectrophotometer -Laboratory		\$9,300		\$0	
Wastewater	Wastewater		Minor Pump Stations Fresh Water Connections	\$6,000	\$36,000		\$0	
Wastewater	Wastewater		Minor Pump Stations 3-Phase Conversion	(\$40,000)	\$102,500	\$62,500	\$0	One-Time
<b>Subtotal Wastewater Fund</b>				<b>\$142,800</b>	<b>\$254,635</b>	<b>\$132,500</b>	<b>\$0</b>	
<b>Total Supplemental Requests</b>				<b>\$734,160</b>	<b>\$1,204,020</b>	<b>\$916,794</b>	<b>\$549,294</b>	



**City of Sedona  
Decision Package  
Fiscal Year 2015-2016**

**Recommended at  
\$26,021**

<b>Project Title:</b>	Purchase of 2015 Ford Escape
<b>Originating Department and Division:</b>	Community Development - Development Services Code Enforcement
<b>Funding Request Type (Ongoing vs. One-Time)</b>	One time
<b>Source of Funds(General Funds, Grants or other outside Funding, New Revenue Source(s), Wastewater, ect.)</b>	General Funds

**I Problem/Issue**

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

Yes

**If yes, then how:**

Failure to provide adequate transportation for the Code Enforcement function would adversely affect enforcement activities and customer service for the citizens of Sedona, and the lack of a timely response often generates additional or escalated complaints. Therefore, we are requesting the purchase of an unmarked vehicle with adequate cargo space for removal of such items as A-frame signs, and a window tint that is suitable for Code Enforcement surveillance of illegal activities, such as short-term rentals and single-family home usage as multi-family housing, etc. Such surveillance activity is hampered by a marked City vehicle and clear visibility of the Code Enforcement Officer, and SB1598 limits Code Enforcement's ability to freely access private property.

In 2014, the two Code Enforcement employees worked on 262 different issues through November 30, 2014, while averaging 30 open/active cases per month, which may involve multiple contacts or observations and follow-up, up to and including legal action in the court to achieve a resolution.

**Current Problem/Issue:**  
Development Services in the Community Development Department currently has three assigned vehicles – one for Building Safety and two for Code Enforcement. The Building Safety vehicle is a 2004 Dodge Dakota that is equipped with a ladder rack and ladder for building inspections. After replacing a cracked fuel tank in 2013, this vehicle has not required additional major repairs to date.

The two Code Enforcement vehicles consist of a 2000 Crown Victoria and a 2014 Ford F-150 pick-up truck. Both vehicles were acquired during the first half of 2014, because Code Enforcement had no operable vehicle assigned at that time. The 2000 Crown Victoria was transferred from the Police Department (rather than auctioned), when the vehicle became inoperable. At the time of the transfer, the vehicle was towed to the dealer for over \$1,500 in repairs to get the vehicle in running condition. Additionally, the 2014 F-150 was purchased to replace another assigned vehicle that was totaled in an accident in November of 2013, to provide a vehicle for the second Code Enforcement Officer.



	<p>Approximately 80% of Code Enforcement responsibilities are in the field and include the removal of illegal A-frame signs, garage sale signs, and even mattresses, etc., that are illegally dumped. Additionally, the daily high-usage required prohibits the continuing use of the City's pool cars, which would adversely affect available transportation for other City employees.</p> <p>The 2000 Crown Victoria now has over 157,500 miles, with a Kelly Blue Book value ranging from \$894 to \$1,294. Therefore, the vehicle should be considered for auction when the next major repair is needed. Additionally, a sedan is not a suitable vehicle for Code Enforcement on a long-term basis, because of the lack of a sufficient cargo area.</p> <p>By obtaining an appropriate vehicle for Code Enforcement, the usable life of the 2000 Crown Victoria may be extended by using it for the lower-usage transportation needs of the four (4) Planners, who are presently relying on the availability of pool vehicles to post legal notices; make site visits to check site plans, signs and landscaping for development projects, and conduct CFA planning field trips and public meetings, etc., because the vehicle previously used by the Planners was determined to be a safety hazard and auctioned in 2014.</p>
	<p><b>b) Is this a traditional government function?</b></p>
	<p>Yes</p>
	<p><b>If it is not a traditional function, why should the City of Sedona deal with it?</b></p>
	<p><b>c) History/background of project issue:</b></p>
	<p>At the beginning of 2013, Development Services had four (4) assigned vehicles -- a 2004 Dodge Dakota Crew Cab for one (1) Building Inspector and one (1) Plans Reviewer; a 2008 Ford Escape and a 2004 Crown Victoria (transferred from PD) for two (2) Code Enforcement Officers, and a 2001 Ford Explorer for use by four (4) Planners, two (2) administrative staff and two (2) supervisory staff. The Department did not have a 10-Year Vehicle Replacement Plan in place, so no new vehicles were budgeted for 2014.</p> <p>In August of 2013, it was determined that the 2001 Ford Explorer (commonly called the "Exploder" by staff) should be auctioned as it was unsafe to drive. In November of 2013, the 2008 Ford Escape was totaled in an accident, and the City was paid \$2,500 for the vehicle by a salvage company, since there was no collision insurance carried on the vehicle. Also in November of 2013, employees reported problems with the 2004 Crown Victoria, and the department received a repair estimate of \$3,000, which was far more than the vehicle was worth with over 135,000 miles. Therefore, the decision was made by Kevin Snyder (former Community Development Director) to also auction the Crown Victoria.</p> <p>In January of 2014, the Ford Explorer was auctioned for \$1,425.00 and the Crown Victoria was auctioned for \$1,585.00. Since Code Enforcement had no assigned vehicle, the Police Department loaned an unmarked Crown Victoria to the department, with the intent of transferring a different Crown Victoria at a later time.</p> <p>In March of 2014, the Purchase Order was issued for the purchase of the 2014 Ford F-150, using the \$5,510 received from the auctions and salvage company to partially offset the cost, and the vehicle was delivered in May of 2014 for use by Code Enforcement.</p> <p>In June of 2014, PD transferred the 2000 Crown Victoria (rather than auctioning the vehicle) to Development Services when it became inoperable, and the loaned vehicle was returned to PD. At the time of the transfer, the vehicle was towed to the dealership for over \$1,500 in repairs to get the vehicle in running condition. This vehicle should be considered for auction, when the next major repair is needed.</p>

	<b>d) Does the project/issue relate to the strategic/community plans?</b>
	<b>Strategic Plan:</b>
	<b>Community Plan:</b>
	Environment is an important element of the Community Plan and without effective and timely Code Enforcement, residential neighborhoods and commercial areas can be adversely affected. The adverse impacts from lack of effective Code Enforcement can range from visual, noise and odor issues to health and safety concerns, such as rodent infestations, etc.
	<b>If not in either plan, how does this fit into the City of Sedona's priorities?</b>
	<b>e) Are there environmental implications?</b>
	Yes
	<b>If yes, explain:</b>
	Common issues include illegal short-term rentals, single-family homes used as multi-family housing, non-permitted construction/fencing activity, discarded items, unsightly properties, abandoned unsecured properties, unscreened outside storage, weeds, unauthorized temporary signage, abandoned vehicles, noise violations, etc., and without adequate transportation, these issues cannot be effectively addressed. (Also see comments under item d. above.)
	<b>f) Cost (include economic/financial analysis) and recommendation as to funding sources (include partnerships):</b>
	<p>Compact SUVs with a sufficient cargo area were researched on the Cars.com, KBB.com and Edmunds.com websites. The comparison included the 2015 Ford Escape, the 2015 Chevrolet Equinox and the 2015 Jeep Cherokee. After receiving the 2015 price lists for the Statewide Vehicle Purchase Contracts, the Jeep Cherokee was eliminated from consideration, because no participating dealership listed the vehicle for purchase.</p> <p>The cost, including the base price and window tint plus sales tax, EPA tire tax, and delivery charge, for the Ford Escape and the Chevrolet Equinox were determined to be as follows:</p> <ol style="list-style-type: none"> <li>1. <b>2015 Ford Escape</b>- S 4-Cyl, 2.5 L I-4 168hp engine, FWD and 6-speed automatic transmission with overdrive at Chapman Ford (the only Ford dealership offering the Escape). [Note: The price list shows the vehicle as an LXS model, but the representative stated that the manufacturer changed the code for the base model to S as shown in the research materials.]  \$20,301.00 base price + \$325.00 window tint + \$5.00 EPA tire tax + \$1,639.77 (7.95%) sales tax + \$250.00 delivery charge = <b>\$22,520.77</b></li> <li>2. <b>2015 Chevrolet Equinox</b> – LS FWD 4-Cyl, 2.4L I-4 182hp engine, front-wheel drive and 6-speed automatic transmission with overdrive at Courtesy Chevrolet (the lower-priced Chevrolet dealership of two listed)  \$20,679.00 base price + \$250.80 window tint + 100.00 delivery charge + 1,745.47 (8.3%) sales tax + 5.00 EPA tire tax = <b>\$22,780.27</b></li> <li>3. <b>2015 Jeep Cherokee</b> – Sport 4-Cyl, 2.4L I-4 184hp engine, front-wheel drive and 9-speed automatic transmission with overdrive. (This vehicle was not listed for purchase on the Statewide Contract price lists for 2015; therefore it was eliminated from consideration.)</li> </ol>

	<p><b>Additional Charges Common to All Participating Dealerships:</b> Manufacturers stop taking orders for new vehicles typically around March; therefore, subsequent orders are filled based upon “out of stock” availability, meaning the vehicles remaining on dealer lots, which may increase the price approximately <b>\$1,000 - \$1,500</b>, depending on the options already on the available vehicles, etc. Additionally, purchases are made on an order basis requiring 60 - 90 days from receipt of the order, and new price lists for Statewide Vehicle Purchase Contracts are issued annually in October; therefore, the vehicle should be ordered in July of 2015, to receive the vehicle in September - October and avoid a potential price increase.</p> <p><b>Recommendation:</b> Based upon purchase price, gas mileage, and \$5,882 less in projected 5-year ownership costs, staff is recommending the purchase of the 2015 Ford Escape, which provides both a sufficient cargo area and a body style more suitable for surveillance activities.</p> <p>No alternative funding sources are available at this time.</p>
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<b>II</b>	<b>Risk Analysis</b>
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	<b>a) What happens if this is not done?</b>
	Code Enforcement’s effectiveness would be significantly impaired, if reliance on the 2000 Crown Victoria continues until the next major repair is required, which should result in considering the vehicle for auction and leaving a Code Enforcement Officer without a vehicle. Additionally, the purchase of a vehicle is not immediate, since the dealer’s process takes 60 - 90 days after placing an order. The sedan also does not have the cargo area required to accommodate some Code Enforcement responsibilities.
	<b>What would happen if this is done?</b>
	Code Enforcement would have appropriate transportation for existing employees to respond to all issues more efficiently.

	<b>Provide contingency analysis if applicable (provide key assumptions and dependencies).</b>
<b>b)</b>	<b>Assumptions - Something the City of Sedona has no control over.</b>
	<b>Dependencies - Something the City of Sedona may have control over. Major factor in what the City of Sedona is trying to accomplish.</b>
	Assumptions – The City of Sedona has no control over the timing or nature of citizens’ complaints or code violations.
	Dependencies – Appropriate transportation is needed to fulfill Code Enforcement responsibilities.

	<b>c) Show examples of best practices from other cities, if applicable:</b>
	Not applicable

<b>III</b>	<b>Resources Required</b>
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	<b>a) What departments will be involved in the planning and operation of this project/issue?</b>
	Community Development
	<b>Do these departments concur with this priority?</b>
	Yes
	<b>b) What are the in-house staff requirements?</b>
	No additional staff is required as a result of this purchase; this transportation is for existing staff.

c)	Are outside consultants needed? Please explain:
	No
d)	Are special equipment resources required? Please explain:
	An unmarked vehicle with window tint for surveillance activities and a sufficient cargo capacity to carry A-frame signs, garage sale signs, etc.
e)	Are there on-going operation and maintenance costs involved? Please explain:
	Yes - routine maintenance costs of the vehicle.

**IV Implementation**

a)	What is the time frame for completion of plan and implementation for project/issue?
	Vehicle would be ordered in July of 2014 and received approximately 60 - 90 days thereafter.
b)	How will you market/communicate the project/issue to the public?
	No external communications should be required.
c)	What performance measures will you use to evaluate the project/issue?
	The availability of appropriate transportation for Code Enforcement to respond to all types of citizens' complaints and code violations in a timely manner.

**IV Proposed Expenditures**  
Purchase and delivery of vehicle.

Line Item Description (One-Time)	Account*	FY 2015-2016 Request
2015 Ford Escape	10-5310-33-6840	\$20,301.00
Window Tint	10-5310-33-6840	\$325.00
EPA Tire Tax	10-5310-33-6840	\$5.00
7.95% Sales Tax	10-5310-33-6840	\$1,639.77
Delivery Charge	10-5310-33-6840	\$250.00
<b>Cost of Vehicle</b>	10-5310-33-6840	<b>\$22,520.77</b>
<b>Estimated (potential) "out of stock" additional charge after March, 2015</b>	10-5310-33-6840	<b>\$1,500.00</b>

**One-time Expenditures Total: \$24,020.77**

Line Item Description (On-going)	Account *	FY 2015-2016 Request
Est. Routine Service.		\$100.00
Est. Annual Fuel Cost		\$1,900.00

**On-going Expenditures Total: \$2,000.00**

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



**City of Sedona  
Decision Package  
Fiscal Year 2015-2016**

**Not Recommended**

<b>Project Title:</b>	New Filing System
<b>Originating Department and Division:</b>	Community Development, Development Services
<b>Funding Request Type (Ongoing vs. One-Time)</b>	<b>One-Time</b>
<b>Source of Funds(General Funds, Grants or other outside Funding, New Revenue Source(s), Wastewater, ect.)</b>	
<b>I Problem/Issue</b>	
<b>a) Does this affect our citizens/customers quality of life?</b>	
	No
	If yes, then how:
<b>b) Is this a traditional government function?</b>	
	Yes
	If it is not a traditional function, why should the City of Sedona deal with it?
<b>c) History/background of project issue:</b>	
	<p>By State Law, the City is required to maintain paper copies of development project and building files. These files are currently stored in various locations in the Community Development Department. The files date back to the beginning of the City (1988) and cover all planning and building projects. As the City grows and processes more permits and applications, the amount of space needed for storage will grow as well, since we cannot get rid of any of the older files.</p> <p>Due to the reorganizing and restructuring of the Department, additional space has become available. Currently, the space is underutilized. The Community Development Department would like to use some of the vacant space to create more file storage for current and future needs.</p>
<b>d) Does the project/issue relate to the strategic/community plans?</b>	
	<b>Strategic Plan:</b>

	<b>Community Plan:</b>
	<b>If not in either plan, how does this fit into the City of Sedona's priorities?</b>
	State law requires that the City maintain paper records of all development and building projects. These files must be organized and easily accessible in case they are needed for background information or for a public records request.
	<b>e) Are there environmental implications?</b>
	No
	<b>If yes, explain:</b>
	<b>f) Cost (include economic/financial analysis) and recommendation as to funding sources (include partnerships):</b>
	Based on an estimate from the company that has provided the City's filing system in the past, the cost to purchase and install new shelving in the available space is \$21,320.32. There are no on-going costs for this system.
<b>II Risk Analysis</b>	
	<b>a) What happens if this is not done?</b>
	The City will still be required to maintain paper records. If existing storage space runs out, we will be forced to find another solution. By not planning ahead, that solution could lead to disorganization and inability to properly file essential records.
	<b>What would happen if this is done?</b>
	The City will be prepared for future storage needs and will be able to maintain organized, easily accessible files, as required by State law.
	<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.</b>
	Assumptions: How many development and building permits the City receives, this will impact the amount of storage space required. Dependencies: Our level of preparedness for future storage needs, it is better to have the space available than to be scrambling to find the space when needed.
	<b>c) Show examples of best practices from other cities, if applicable:</b>
	When designing a new office space, the City of San Luis Obispo planned for significantly more storage space than they needed at the time. This allowed for assurances that future projects would have sufficient space and ensured that all files could be kept in a central location.
<b>III Resources Required</b>	
	<b>a) What departments will be involved in the planning and operation of this project/issue?</b>

	Community Development																			
	Do these departments concur with this priority?																			
	Yes																			
	<b>b) What are the in-house staff requirements?</b>																			
	Installation of new filing shelves, moving and organizing existing files into the new filing system.																			
	<b>c) Are outside consultants needed? Please explain:</b>																			
	No																			
	<b>d) Are special equipment resources required? Please explain:</b>																			
	No																			
	<b>e) Are there on-going operation and maintenance costs involved? Please explain:</b>																			
	No																			
<b>IV Implementation</b>																				
	<b>a) What is the time frame for completion of plan and implementation for project/issue?</b>																			
	During FY16, as soon as the supplies can be purchased and installed, preferably by the end of the second quarter.																			
	<b>b) How will you market/communicate the project/issue to the public?</b>																			
	This is primarily a solution to a state requirement to records retention requirements and to make our existing records more easily accessible to staff when needed. No public outreach for this project is anticipated.																			
	<b>c) What performance measures will you use to evaluate the project/issue?</b>																			
	Ease of finding files, the time required to fulfill records requests																			
<b>IV Proposed Expenditures</b>																				
<table border="1"> <thead> <tr> <th>Line Item Description (One-Time)</th> <th>Account*</th> <th>FY 2015-2016 Request</th> </tr> </thead> <tbody> <tr> <td>Purchase and installation of file shelves</td> <td></td> <td>\$18,975.00</td> </tr> <tr> <td>Est. 10% Sales Tax</td> <td></td> <td>\$1,845.32</td> </tr> <tr> <td>After-hour delivery charge</td> <td></td> <td>\$500.00</td> </tr> <tr> <td colspan="3" style="text-align: right;"><b>One-time Expenditures Total: \$21,320.32</b></td> </tr> <tr> <th>Line Item Description (On-going)</th> <th>Account *</th> <th>FY 2015-2016</th> </tr> </tbody> </table>			Line Item Description (One-Time)	Account*	FY 2015-2016 Request	Purchase and installation of file shelves		\$18,975.00	Est. 10% Sales Tax		\$1,845.32	After-hour delivery charge		\$500.00	<b>One-time Expenditures Total: \$21,320.32</b>			Line Item Description (On-going)	Account *	FY 2015-2016
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		Request
		\$0
		\$0
		\$0
		\$0
		<b><u>On-going Expenditures Total: \$0</u></b>

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





**City of Sedona  
Decision Package  
Fiscal Year 2015-2016**

**Recommended at  
\$100,000 X 2 years  
\$76,000 for year 3**

<b>Project Title:</b>	Comprehensive Review and Update of Land Development Code
<b>Originating Department and Division:</b>	Community Development
<b>Funding Request Type (Ongoing vs. One-Time)</b>	<b>One-time request</b>
<b>Source of Funds (General Funds, Grants or other outside Funding, New Revenue Source(s), Wastewater, ect.)</b>	<b>General Fund</b>
<b>I Problem/Issue</b>	
<b>a)</b>	<b>Does this affect our citizens/customers quality of life?</b>
	Yes
	<b>If yes, then how:</b>
	The Land Development Code is over 20 years old, is outdated and requires revisions to be current with new technology and best practices. The updated Land Development Code will also help implement the Sedona Community Plan by providing better zoning options for new development to carry forward the recommendations of the new Community Plan. The Community Plan is a reflection of the community's wishes and desires.
<b>b)</b>	<b>Is this a traditional government function?</b>
	Yes
	<b>If it is not a traditional function, why should the City of Sedona deal with it?</b>
<b>c)</b>	<b>History/background of project issue:</b>
	The Land Development Code was adopted in late 1994 and represented a consolidation of both Yavapai and Coconino County's zoning ordinances and districts. At that time, although several changes were made to development standards and review procedures, the zoning districts and allowable uses remained largely unchanged since the City's incorporation in 1988. This means that even though the Code is 20 years old, some parts of it are at least 30 years old. In commercial zones, for example, allowable land uses include telegraph offices and other outdated descriptions, no logical application of some commercial zones (ie.C-1, C-2) and some development standards, such as

	<p>parking, that date to incorporation. Although there were regular Code revisions made since 1995, they have been largely reactive and not comprehensive. In addition to parking standards, several other outstanding sections of the Code must be addressed, such as:</p> <ul style="list-style-type: none"> <li>• Signs</li> <li>• Public Art</li> <li>• Lighting</li> <li>• Historic Preservation</li> <li>• Temporary Use Permits</li> <li>• Lodging</li> <li>• Main Street Boundaries</li> <li>• Accessory Dwelling Units</li> <li>• Amateur Radio Towers</li> <li>• Green Building</li> <li>• Firewise Code</li> </ul> <p>Arizona State law also 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 CFA Plans that can help bring properties into closer alignment with Community Expectations described in the Plan for these areas. These CFA Plans provide more detailed planning to implement the Community Plan and may include zoning districts that are more appropriate for addressing Community Plan goals. It is important that the Land Development Code include the appropriate zones, standards, enabling provisions and review processes to ensure that Community Plan recommendations such as these are most appropriately implemented. For example, the current "one-size-fits-all" commercial zones treat Uptown and West Sedona areas the same even though they have very different characteristics and needs. The Code must also be evaluated for inconsistencies and incorrect references linked to the newly-adopted Community Plan. Zone changes on specific properties would not be part of this Land Development Code update.</p>
	<p><b>d) Does the project/issue relate to the strategic/community plans?</b></p>
	<p><b>Strategic Plan:</b></p>
	<p><b>Community Plan:</b></p>
	<p>Yes, the new Sedona Community Plan Land Use Action Plan lists this item as a priority within the first five years.</p>
	<p><b>If not in either plan, how does this fit into the City of Sedona's priorities?</b></p>

	<b>e) Are there environmental implications?</b>
	Staff is not aware of any specific environmental implications with this update.
	<b>If yes, explain:</b>
	<b>f) Cost (include economic/financial analysis) and recommendation as to funding sources (include partnerships):</b>
	It is recommended that an outside consultant be retained to facilitate the public input process, evaluate the current Code, make recommendations for comprehensive updates and provide a draft Code to take through the public hearing process. This project will require extensive community outreach. It is estimated that \$276,000 would be needed to cover these costs.
<b>II Risk Analysis</b>	
	<b>a) What happens if this is not done?</b>
	If the Land Development Code is not revised, it will become increasingly difficult to provide clear and predictable direction for future development that is consistent with community and Community Plan goals. Due to limited staff resources, only one or two sections of the Code can be realistically completed each year. The City will also get further behind as staff struggles to make piecemeal changes and address new priorities that arise from using the outdated Code. The Code must also be changed to provide consistency with the Community Plan to ensure that CFA plans can be most effectively implemented and other Plan recommendations can be realized with new development proposals.
	<b>What would happen if this is done?</b>
	Since zoning is a tool to implement the Community Plan, ensuring that the Land Development Code changes are consistent with the Community Plan will help ensure that the Plan can be implemented. The Code revisions should also result in more predictable and acceptable development outcomes.
	<b>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.</b>
	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.
	<b>c) Show examples of best practices from other cities, if applicable:</b>
<b>III Resources Required</b>	

	<b>a) What departments will be involved in the planning and operation of this project/issue?</b>
	Community Development would take the lead in managing this project, working with a consultant and the City Attorney's Office. The Community Engagement Coordinator would also work with the consultant and planning staff on the community outreach process.
	<b>Do these departments concur with this priority?</b>
	<b>b) What are the in-house staff requirements?</b>
	One full-time planner and additional planning staff as needed.
	<b>c) Are outside consultants needed? Please explain:</b>
	Yes. A comprehensive Code revision could take a dedicated staff member 2-3 years to complete. However, this is unrealistic due to limited staff resources and an already full work program for Community Development staff. Staff could only realistically complete updates on one or two sections of the Code per year. A consulting firm is needed to comprehensively revise the entire Land Development Code in a timely manner.
	<b>d) Are special equipment resources required? Please explain:</b>
	<b>e) Are there on-going operation and maintenance costs involved? Please explain:</b>
<b>IV Implementation</b>	
	<b>a) What is the time frame for completion of plan and implementation for project/issue?</b>
	This project will require extensive community outreach and targeted outreach to specific areas and businesses as well as public hearings and work sessions with the Planning and Zoning Commission and City Council. This, coupled with the extensive revision to the Code will require a 12 to 18-month timeframe.
	<b>b) How will you market/communicate the project/issue to the public?</b>
	Proposed revisions to the Land Development Code could be communicated via City-wide and more targeted mailings, e-mail lists, website and other methods such as social media. Staff intends that this project include substantial public outreach.
	<b>c) What performance measures will you use to evaluate the project/issue?</b>
	Ultimately, performance measures include the realization (or not) of Community Plan goals and more predictable and acceptable development outcomes..
<b>IV Proposed Expenditures</b>	

<b>Line Item Description (One-Time)</b>	<b>Account*</b>	<b>FY 2015-2016 Request</b>
Professional Services		\$250,000
Postage	10-5310-31-6212	\$15,000
Advertising	10-5310-31-6511	\$4,000
Printing/Office Supplies	10-5310-31-6210	\$4,000
Rent	10-5310-31-6505	\$3,000
<b><u>One-time Expenditures Total: \$276,000.00</u></b>		
<b>Line Item Description (On-going)</b>	<b>Account *</b>	<b>FY 2015-2016 Request</b>
		\$0
		\$0
		\$0
		\$0
<b><u>On-going Expenditures Total: \$0</u></b>		

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



**City of Sedona  
Decision Package  
Fiscal Year 2015-2016**

**Not Recommended**

<b>Project Title:</b>	Outdoor Lighting Small Grant Program
<b>Originating Department and Division:</b>	Community Development Department, Development Services
<b>Funding Request Type (Ongoing vs. One-Time)</b>	
<b>Source of Funds(General Funds, Grants or other outside Funding, New Revenue Source(s), Wastewater, ect.)</b>	

**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". During the FY13/14 of the program letters were sent to 286 commercial property owners. Staff conducted 10 site visits with interested property owners/businesses, and 1 application was received and awarded. During the next year of the program (FY14/15), another mailing was sent to the commercial property owners and staff spoke with a number of property owners/businesses who showed some interest resulting in 5 site visits. Whenever staff talks to existing businesses, we always invite eligible properties to participate in the program. However, no applications have been received.

The feedback from the interested owners that did not submit applications

	<p>indicates that many are unable or unwilling to cover the 50% cost of replacing light fixtures. Some sites had only a few small light fixtures, making the work required to participate in the program not cost-effective. Other sites did not want to participate because they would have had to reduce their overall light output, leading to concerns about security and visibility of their property.</p> <p>Given the experience so far, to be more effective, the Council may want to consider expanding the program eligibility requirements to include multi-family, and non-profit organizations. In addition, another option could be to modify the 50/50 matching funds requirement and prioritizing those sites that contribute higher levels of light pollution could lead to a higher participation rate.</p> <p>Greater flexibility in program requirements could result in a more participation in the program that would achieve the original goal of reducing light pollution.</p>
	<b>d) Does the project/issue relate to the strategic/community plans?</b>
	<b>Strategic Plan:</b>
	<b>Community Plan:</b>
	Yes. 2013 Community Plan, Environment Policy 9: Support community efforts to be dark sky compliant.
	<b>If not in either plan, how does this fit into the City of Sedona's priorities?</b>
	<b>e) Are there environmental implications?</b>
	Yes
	<b>If yes, explain:</b>
	Participation by eligible noncompliant properties in the program would result in reducing light pollution and improving the dark night skies of Sedona.
	<b>f) Cost (include economic/financial analysis) and recommendation as to funding sources (include partnerships):</b>
<b>II Risk Analysis</b>	
	<b>a) What happens if this is not done?</b>
	It will continue to be difficult to convince property owners to change out their grandfathered lighting and comply with the Dark Skies Lighting Ordinance.
	<b>What would happen if this is done?</b>
	Businesses could replace non-conforming lights, thus reducing light pollution.
	<b>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.</b>

	Assumption: The City has no control over whether property owners will take advantage of the matching grant program. Dependency: The City has control over providing meaningful monetary incentives.
	<b>c) Show examples of best practices from other cities, if applicable:</b>
<b>III Resources Required</b>	
	<b>a) What departments will be involved in the planning and operation of this project/issue?</b>
	Community Development Department, Finance Department
	<b>Do these departments concur with this priority?</b>
	Yes
	<b>b) What are the in-house staff requirements?</b>
	Community Development staff would continue to administer the program, and the Finance Department would process the grant reimbursements.
	<b>c) Are outside consultants needed? Please explain:</b>
	No, however, Keep Sedona Beautiful (KSB) has offered to assist the City in providing businesses with information about the problem and encouraging participation
	<b>d) Are special equipment resources required? Please explain:</b>
	No
	<b>e) Are there on-going operation and maintenance costs involved? Please explain:</b>
	No
<b>IV Implementation</b>	
	<b>a) What is the time frame for completion of plan and implementation for project/issue?</b>
	Completion and implementation would be the 2015/16 fiscal year.
	<b>b) How will you market/communicate the project/issue to the public?</b>
	Press releases, City website, additional letters of invitation to participate in the grant program, conversations and site visits with property/business owners, partnership with KSB.
	<b>c) What performance measures will you use to evaluate the project/issue?</b>
	Number of inquiries, site visits, grant applications received, grants awarded, and number of fixtures brought into compliance.
<b>IV Proposed Expenditures</b>	



<b>Line Item Description (One-Time)</b>	<b>Account*</b>	<b>FY 2015-2016 Request</b>
Lighting Grant Program		\$25,000
		\$0
		\$0
		\$0
<b><u>One-time Expenditures Total: \$25,000</u></b>		
<b>Line Item Description (On-going)</b>	<b>Account *</b>	<b>FY 2015-2016 Request</b>
		\$0
		\$0
		\$0
		\$0
<b><u>On-going Expenditures Total: \$0</u></b>		

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



**City of Sedona  
Decision Package  
Fiscal Year 2015-2016**

**Recommended at  
\$5,600**

<b>Project Title:</b>	Paperless Packets, Planning and Zoning Commission
<b>Originating Department and Division:</b>	Community Development Department, Development Services
<b>Funding Request Type (Ongoing vs. One-Time)</b>	One-Time
<b>Source of Funds(General Funds, Grants or other outside Funding, New Revenue Source(s), Wastewater, ect.)</b>	
<b>I Problem/Issue</b>	
<b>a) Does this affect our citizens/customers quality of life?</b>	
	No
	If yes, then how:
<b>b) Is this a traditional government function?</b>	
	Yes
	If it is not a traditional function, why should the City of Sedona deal with it?
<b>c) History/background of project issue:</b>	
	<p>The Planning and Zoning Commission receives a packet for each meeting. The Commission typically has 4 meetings per month, 2 public hearings and 2 work sessions. Packets can vary in size from a dozen or so pages to hundreds of pages. These packets have traditionally been provided in paper format. They are also made available in digital format on the City's website.</p> <p>As sustainability continues to become an increasingly prominent consideration in government, more communities are transitioning from the paper packet to a paperless or E-packet, resulting in savings of resources including consumables and staff time. Sedona's City Council switched to paperless packets nearly 3 years ago while the Planning and Zoning Commission has continued to receive paper packets.</p>
<b>d) Does the project/issue relate to the strategic/community plans?</b>	
	<b>Strategic Plan:</b>
	Yes. Sustainable practices in our business operations are in keeping with the

	principles of conservation, preservation and stewardship expressed in this document.
	<b>Community Plan:</b>
	No
	<b>If not in either plan, how does this fit into the City of Sedona's priorities?</b>
	<p>The City Council has placed a priority on sustainability, and in 2011, approved a resolution desiring that the City be “recognized as an exemplary sustainability leader and set the example for the community in pursuing sustainable practices”. Converting from paper to paperless would enforce the goals of the resolution which included:</p> <ul style="list-style-type: none"> <li>• Administrative and business operations in which the environment is a foremost consideration</li> <li>• A workplace culture that demonstrates routine and obvious environmental awareness</li> <li>• An environmentally educated staff and public</li> <li>• Reduction of solid waste and increased recycling</li> <li>• A ripple effect whereby enlightened practices upheld by the City of Sedona serve as a model of influence for the community at large and beyond</li> <li>• Resource and energy conservation; cost savings</li> <li>• A lower carbon footprint.</li> </ul> <p>By taking a leadership role in putting sustainable practices into use, the city sends a message to the community at large as to the importance of this matter. Conversion from paper to paperless packets would move towards achieving each of the above listed goals.</p>
	<b>e) Are there environmental implications?</b>
	Yes
	<b>If yes, explain:</b>
	Use of E-packets will reduce the consumption of paper and will reduce the amount of waste produced. World paper consumption is occurring at unsustainable levels. Deforestation is a pressing environmental concern and conversion to E-packets will demonstrate that the City of Sedona follows through on the commitments made in its environmental resolutions. Many of the packets are recycled but there is still an impact to landfills from those which are not. It will also reduce the impact on the resources (electricity, toner, etc.) required to produce paper packets.
	<b>f) Cost (include economic/financial analysis) and recommendation as to funding sources (include partnerships):</b>
	From January 2014 through December 2014, the total number of pages in a year’s worth of Commission packets was approximately 4,500 pages. The cost of paper and printing is about \$0.05 per page which equates to \$223.25 per

	<p>year for each packet. Packets are produced for each of the 7 Commissioners which results in an annual total for packet production of \$1,562.75. This cost does not factor in potentially higher printing costs for plans that are common in development review projects, such as large plans (24" x 36") and color renderings of site plans and elevations. In addition, this cost does not factor in staff time for the packet production. Based on the hourly rates of employees who prepare the packet, the average amount of time it takes to prepare and distribute a packet, and the number of packets per year, these costs would likely be around \$3,000 per year. The cost for tablet computers with software to make annotations and notes is estimated to be no more than \$800 per unit. If all Commission members were to participate in this program, the initial cost would be \$5,600. The Staff members involved have already been issued iPads.</p> <p>Though the initial costs are more than the annual costs to produce the packets, Commissioners serve for 3 year terms. If each Commissioner were to be issued a tablet computer for their 3-year term, the overall cost of the tablets would be less than the total cost to produce packets in the same period of time.</p>
<b>II Risk Analysis</b>	
a)	<b>What happens if this is not done?</b>
	We will continue to produce paper packets resulting in excessive use of consumables and staff time for production. There is also a perception issue to be considered when the City lags behind surrounding communities in keeping pace with change and technology.
	<b>What would happen if this is done?</b>
	Staff time would be freed for other projects and consumption of paper and the resulting waste would be substantially reduced. Staff already produces the electronic packet, so this would not require additional staff time. The City keeps pace with changing practices and demonstrates adaptability and responsiveness to environmental concerns.
b)	<p><b>Provide contingency analysis if applicable (provide key assumptions and dependencies).</b>  <b>Assumptions - Something the City of Sedona has no control over.</b>  <b>Dependencies - Something the City of Sedona may have control over. Major factor in what the City of Sedona is trying to accomplish.</b></p>
	<p>Assumptions: Ability of the Planning and Zoning Commissioners to use a tablet computer  Dependencies: The City can provide training to the Commission; The City can require applicants to submit application materials in a specific format that best suits the tablet computers.</p>
c)	<b>Show examples of best practices from other cities, if applicable:</b>
	When City Council switched to paperless packets, other Arizona municipalities had already made the conversion, including Avondale, Bullhead City, Chandler, Cottonwood, El Mirage, Fountain Hills, Gilbert, Goodyear, Marana, Oro Valley, Payson, Peoria, Prescott Valley, Queen Creek, Sahuarita, Scottsdale, Surprise

	and Tempe. Cottonwood's Planning Commission had made the transition as well. It would be expected that many more cities have converted in the past 3 years. The communities that have converted are pleased with the process and feel it has had a positive impact on the environment.
<b>III Resources Required</b>	
a)	<b>What departments will be involved in the planning and operation of this project/issue?</b>
	Community Development, Information Technology
	<b>Do these departments concur with this priority?</b>
	Yes
b)	<b>What are the in-house staff requirements?</b>
	Minimal. IT staff will purchase and provide iPads to Commissioners and ongoing support. Existing Community Development Staff who also have iPads and can also provide support to Commissioners who need help.
c)	<b>Are outside consultants needed? Please explain:</b>
	No.
d)	<b>Are special equipment resources required? Please explain:</b>
	The City would have to purchase tablet computers, such as the iPad, for the Commission.
e)	<b>Are there on-going operation and maintenance costs involved? Please explain:</b>
	There would be little cost of ongoing operation and maintenance. After approximately 3 years (the length of a term on the Planning and Zoning Commission), the equipment may need to be replaced or upgraded to newer technology as IT determines appropriate.
<b>IV Implementation</b>	
a)	<b>What is the time frame for completion of plan and implementation for project/issue?</b>
	It would be completed prior to the end of the 2015/2016 Fiscal Year, preferably by the end of the first quarter.
b)	<b>How will you market/communicate the project/issue to the public?</b>
	A press release could be written to announce the conversion to E-packets.
c)	<b>What performance measures will you use to evaluate the project/issue?</b>
<b>IV Proposed Expenditures</b>	

<b>Line Item Description (One-Time)</b>	<b>Account*</b>	<b>FY 2015-2016 Request</b>
Commission Tablets		\$5,600
		\$0
		\$0
		\$0
<b><u>One-time Expenditures Total: \$5,600</u></b>		
<b>Line Item Description (On-going)</b>	<b>Account *</b>	<b>FY 2015-2016 Request</b>
		\$0
		\$0
		\$0
		\$0
<b><u>On-going Expenditures Total: 00</u></b>		

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

### DEPARTMENT DESCRIPTION

The Engineering Services area of Community Development includes Engineering and City Maintenance. It is responsible for maintenance of City buildings, City parking lots, parks, public streets, and storm drainages. This area develops bicycle routes and programs within the City. It reviews development of improvement plans for City facilities and oversees the construction of these facilities. This area also reviews engineering plans for private development projects (commercial and residential) as they affect these facilities and provides input and supports Development Services regarding drainage, roadways, traffic, and wastewater.

### MISSION STATEMENT

The mission of Engineering Services 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.

### 2015-2016 OBJECTIVES

- Complete Wastewater Plant treatment capacity improvements for improving capacity to 2027.
- Complete Pre-Monsoon Program for FY 15/16.
- Continue to enhance bicycle route signage.
- Begin report outlining Wastewater Effluent Management Optimization Plan.
- Complete Uptown 89A Roadway Improvements Paving Project.

#### Did you know?

Engineering Services manages projects for all Departments within the City. For a list of projects, see this website -



- Complete Coffee Pot Drainage Basin Phase I construction
- Complete Solider Wash- Tlaquepaque Drainage Phase II design and construction.

### 2014-2015 ACCOMPLISHMENTS

- ✓ Completed construction of AAA Storm Drainage Project.
- ✓ Completed Stanley Steamer construction.
- ✓ Completed Soldier Wash - Tlaquepaque Drainage Phase II design and construction.
- ✓ Complete Coffee Pot Drainage Basin Design.
- ✓ Completed Injection Well #2 Drilling construction.
- ✓ Completed Transit Shelters design and construction.
- ✓ Completed Wastewater Effluent Management Implementation Study.
- ✓ Completed design of Wastewater Plant Upgrades Project.
- ✓ Completed Airport Road Repaving 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 construction of the Posse Ground Pool Slide Project.
- ✓ Assisted Police Department in completing the construction of the PD-Shooting Range upgrades.
- ✓ Enhanced bicycle route signage.

### SIGNIFICANT CHANGES

REORGANIZATION – Public Works was reorganized and Engineering and Maintenance joined with Community Development.

## WORKLOAD INDICATORS

<b>Workload Indicators</b>	<b>FY 11-12 Actual</b>	<b>FY 12-13 Actual</b>	<b>FY 13-14 Actual</b>	<b>FY 14-15 Estimated</b>	<b>FY 15-16 Projected</b>
Engineering Related Residential Permits	247	256	268	281	293
Engineering Related Commercial Permits	164	154	180	210	246
Engineering Related Blue Stake (Sewer) Permits	1608	1339	1360	1381	1405



**CITY OF SEDONA  
PROPOSED 2015-16 DEPARTMENT BUDGETS**

Account Number	Account Description	FY15 Estimated Actuals	FY15 Adopted Budget	FY16 Proposed Budget	Difference FY15	
					Adopted vs. FY16 Proposed	% Difference
10-5320-01-6005	Salary & Wages	\$280,000	\$283,918	\$315,497	\$31,579	11%
10-5320-01-6006	Overtime	\$500	\$0	\$0	\$0	N/A
10-5320-01-6010	Temp/Part-Time Wages	\$0	\$0	\$0	\$0	N/A
10-5320-01-6046	Employee Benefits	\$5,000	\$0	\$2,160	\$2,160	N/A
10-5320-01-6125	Direct Payroll Costs	\$22,536	\$22,536	\$25,042	\$2,506	11%
10-5320-01-6130	Retirement	\$34,172	\$34,172	\$37,547	\$3,375	10%
10-5320-01-6134	STD/LTD Insurance	\$1,022	\$1,022	\$1,136	\$114	11%
10-5320-01-6135	Health/Dental/Life Insurance	\$62,373	\$62,373	\$73,776	\$11,403	18%
10-5320-01-6136	Workers Compensation Insurance	\$5,229	\$5,229	\$7,832	\$2,603	50%
10-5320-01-6210	Printing/Office Supplies	\$1,500	\$5,100	\$5,100	\$0	0%
10-5320-01-6213	Telephone	\$2,040	\$2,040	\$1,776	-\$264	-13%
10-5320-01-6214	Uniform Expenses	\$4,270	\$4,270	\$4,445	\$175	4%
10-5320-01-6243	Spec Supplies/Safety Equip/Emg	\$100	\$100	\$100	\$0	0%
10-5320-01-6244	Office Furniture - Non Capital	\$1,000	\$0	\$0	\$0	N/A
10-5320-01-6405	Professional Services	\$10,000	\$53,000	\$15,000	-\$38,000	-72%
10-5320-01-6703	Dues/Subscriptions/License	\$6,301	\$6,301	\$1,443	-\$4,858	-77%
10-5320-01-6750	Training/Staff Development	\$12,500	\$12,500	\$11,930	-\$570	-5%
	<b>Subtotal General Administration</b>	<b>\$448,543</b>	<b>\$492,561</b>	<b>\$502,784</b>	<b>\$10,223</b>	<b>2%</b>
10-5320-26-6005	Salary & Wages	\$271,916	\$271,916	\$311,832	\$39,916	15%
10-5320-26-6006	Overtime	\$0	\$0	\$0	\$0	N/A
10-5320-26-6010	Temp/Part-Time Wages	\$0	\$0	\$0	\$0	N/A
10-5320-26-6045	Uniform Allowance	\$0	\$0	\$300	\$300	N/A
10-5320-26-6046	Employee Benefits	\$0	\$0	\$0	\$0	N/A
10-5320-26-6125	Direct Payroll Costs	\$21,507	\$21,507	\$24,587	\$3,080	14%
10-5320-26-6130	Retirement	\$32,612	\$32,612	\$36,864	\$4,252	13%
10-5320-26-6134	STD/LTD Insurance	\$979	\$979	\$1,123	\$144	15%
10-5320-26-6135	Health/Dental/Life Insurance	\$85,452	\$85,452	\$97,536	\$12,084	14%
10-5320-26-6136	Workers Compensation Insurance	\$10,000	\$4,759	\$11,270	\$6,511	137%
10-5320-26-6213	Telephone	\$1,680	\$1,680	\$1,776	\$96	6%
10-5320-26-6214	Uniform Expenses	\$2,100	\$2,100	\$2,100	\$0	0%
10-5320-26-6224	Chemicals	\$15,000	\$10,000	\$10,000	\$0	0%
10-5320-26-6231	Grounds Maintenance	\$50,000	\$66,000	\$37,500	-\$28,500	-43%
10-5320-26-6235	Equipment Repair	\$6,000	\$6,000	\$6,000	\$0	0%
10-5320-26-6241	Auto Exp - Parks Maint	\$0	\$0	\$0	\$0	N/A
10-5320-26-6243	Spec Supplies/Safety Equip/Emg	\$1,440	\$1,440	\$1,440	\$0	0%
10-5320-26-6248	Machinery & Equip - Non Capit	\$0	\$0	\$2,000	\$2,000	N/A

**CITY OF SEDONA  
PROPOSED 2015-16 DEPARTMENT BUDGETS**

Account Number	Account Description	FY15 Estimated Actuals	FY15 Adopted Budget	FY16 Proposed Budget	Difference FY15	
					Adopted vs. FY16 Proposed	% Difference
10-5320-26-6405	Professional Services	\$5,000	\$11,500	\$14,075	\$2,575	22%
10-5320-26-6530	Utilities	\$120,000	\$104,850	\$137,550	\$32,700	31%
10-5320-26-6540	Solid Waste / Recycling	\$500	\$1,300	\$1,300	\$0	0%
10-5320-26-6703	Dues/Subscriptions/License	\$150	\$150	\$225	\$75	50%
10-5320-26-6730	Maint & Improvement	\$3,000	\$3,000	\$3,000	\$0	0%
10-5320-26-6857	Improvements - City Owned Property	\$10,000	\$30,000	\$0	-\$30,000	-100%
<b>Subtotal Parks Maintenance</b>		<b>\$637,336</b>	<b>\$655,245</b>	<b>\$700,478</b>	<b>\$45,233</b>	<b>7%</b>
10-5320-68-6005	Salary & Wages	\$55,000	\$58,979	\$62,620	\$3,641	6%
10-5320-68-6006	Overtime	\$100	\$0	\$0	\$0	N/A
10-5320-68-6046	Employee Benefits	\$500	\$0	\$720	\$720	N/A
10-5320-68-6125	Direct Payroll Costs	\$4,400	\$4,692	\$4,981	\$289	6%
10-5320-68-6130	Retirement	\$6,800	\$7,115	\$7,468	\$353	5%
10-5320-68-6134	STD/LTD Insurance	\$212	\$212	\$225	\$13	6%
10-5320-68-6135	Health/Dental/Life Insurance	\$11,395	\$11,395	\$10,903	-\$492	-4%
10-5320-68-6136	Workers Compensation Insurance	\$1,067	\$1,067	\$1,723	\$656	61%
10-5320-68-6221	Janitorial Supplies	\$2,500	\$3,000	\$3,000	\$0	0%
10-5320-68-6405	Professional Services	\$21,456	\$21,456	\$21,400	-\$56	0%
10-5320-68-6511	Advertising	\$2,500	\$8,900	\$8,100	-\$800	-9%
10-5320-68-6736	Permit Fees	\$5,000	\$5,000	\$5,000	\$0	0%
<b>Subtotal Stormwater</b>		<b>\$110,930</b>	<b>\$121,816</b>	<b>\$126,140</b>	<b>\$4,324</b>	<b>4%</b>
10-5320-79-6005	Salary & Wages	\$80,000	\$85,519	\$66,996	-\$18,523	-22%
10-5320-79-6006	Overtime	\$300	\$297	\$8,928	\$8,631	2906%
10-5320-79-6010	Temp/Part-Time Wages	\$0	\$0	\$0	\$0	N/A
10-5320-79-6125	Direct Payroll Costs	\$6,300	\$6,749	\$5,240	-\$1,509	-22%
10-5320-79-6130	Retirement	\$9,000	\$10,234	\$7,857	-\$2,377	-23%
10-5320-79-6134	STD/LTD Insurance	\$308	\$308	\$241	-\$67	-22%
10-5320-79-6135	Health/Dental/Life Insurance	\$21,000	\$24,992	\$22,150	-\$2,842	-11%
10-5320-79-6136	Workers Compensation Insurance	\$2,600	\$1,535	\$2,033	\$498	32%
10-5320-79-6213	Telephone	\$420	\$420	\$444	\$24	6%
10-5320-79-6214	Uniforms & Safety Equipment	\$175	\$175	\$0	-\$175	-100%
10-5320-79-6221	Janitorial Supplies	\$9,500	\$9,500	\$12,500	\$3,000	32%
10-5320-79-6231	Grounds Maintenance	\$0	\$0	\$0	\$0	N/A
10-5320-79-6243	Spec Supplies/Safety Equip/Emg	\$0	\$0	\$0	\$0	N/A
10-5320-79-6405	Professional Services	\$99,800	\$99,800	\$119,600	\$19,800	20%
10-5320-79-6530	Utilities	\$122,400	\$122,400	\$147,280	\$24,880	20%
10-5320-79-6703	Dues/Subscriptions/License	\$250	\$250	\$250	\$0	0%

**CITY OF SEDONA  
PROPOSED 2015-16 DEPARTMENT BUDGETS**

Account Number	Account Description	FY15 Estimated Actuals	FY15 Adopted Budget	FY16 Proposed Budget	Difference FY15	
					Adopted vs. FY16 Proposed	% Difference
10-5320-79-6730	Maint & Improvement	\$80,000	\$91,218	\$95,000	\$3,782	4%
10-5320-79-6857	Improvements - City Owned Property	\$25,000	\$25,000	\$192,000	\$167,000	668%
	<b>Subtotal Property Management</b>	<b>\$457,053</b>	<b>\$478,397</b>	<b>\$680,519</b>	<b>\$202,122</b>	<b>42%</b>
10-5320-89-6005	Salary & Wages	\$121,677	\$121,677	\$197,961	\$76,284	63%
10-5320-89-6125	Direct Payroll Costs	\$9,652	\$9,652	\$15,611	\$5,959	62%
10-5320-89-6130	Retirement	\$14,635	\$14,635	\$23,406	\$8,771	60%
10-5320-89-6134	STD/LTD Insurance	\$438	\$438	\$713	\$275	63%
10-5320-89-6135	Health/Dental/Life Insurance	\$19,574	\$19,574	\$42,864	\$23,290	119%
10-5320-89-6136	Workers Compensation Insurance	\$4,186	\$4,186	\$5,446	\$1,260	30%
10-5320-89-6847	Computer Software	\$0	\$0	\$0	\$0	N/A
	<b>Subtotal Capital Projects</b>	<b>\$170,162</b>	<b>\$170,162</b>	<b>\$286,001</b>	<b>\$115,839</b>	<b>68%</b>
	<b>Total Engineering Services</b>	<b>\$1,824,024</b>	<b>\$1,918,181</b>	<b>\$2,295,922</b>	<b>\$377,741</b>	<b>20%</b>

**CITY OF SEDONA  
2015-2016 PROPOSED BUDGET  
DEPARTMENT LINE ITEM DETAIL**

Account Number	Account Description	FY 2014 Actual	FY 2014 Budget	FY 2015 YTD thru 01/31/15	2015 Adopted Budget	2016 Detail Description	2016 Requested Budget	2016 Detail Amount
<b>Public Works - Administration</b>								
10-5320-01-6005	Salary & Wages	301,882	298,362	157,982	283,918		315,497	315,497
10-5320-01-6006	Overtime	697	-	364			-	-
10-5320-01-6010	Temp Part-Time Wages	2,919		-			-	-
10-5320-01-6046	Employee Benefits	3,900	3,900	2,253		- Allowances	2,160	2,160
10-5320-01-6125	Direct Payroll Costs	23,066	22,825	12,539	22,536	% of Wages	25,042	25,042
10-5320-01-6130	Retirement	35,464	33,715	19,707	34,172	% of Wages	37,547	37,547
10-5320-01-6134	STDLTD Insurance	2,427	1,901	192	1,022	% of Wages	1,136	1,136
10-5320-01-6135	HealthDentLife Insurance	55,275	59,058	34,577	62,373	Premiums per plan elections	73,776	73,776
10-5320-01-6136	Workers Compensation Insurance	8,703	6,475	3,128	5,229	% of Wages	7,832	7,832
10-5320-01-6210	Printing/Office Supplies	4,725	5,220	230	5,100		5,100	
						Scanning of large documents		200
						MAG, ADOT, HCM, Trip Gen, IPC have been updated. Need to update AASHTO		200
						Prepare City bike route information brochures (general distribution) and maps (for bus shelters)		4,000
						Large office supplies: 2 chairs, storage cabinets, file cabinets		700
10-5320-01-6213	Telephone	1,958	1,620	1,050	1,620		1,776	
						4 cell phone units at \$37/month - DECREASE: to 4 units from 5 based on work allocations		1,776
10-5320-01-6214	Uniform Expenses	1,683	3,745	2,084	4,270		4,445	
						Work pants, work shirts and hats for 3 Engineering Inspectors and Facilities Maintenance Manager - \$936 per person per year		3,745
						Safety boots for 3 Engineering Inspectors - \$175/per person per year		525
						TRANSFER IN: safety boots for Facilities Maintenance Manager from 10-5320-79-6214		175
10-5320-01-6241	Automobile Expense		-					
10-5320-01-6243	Spec Supplies/Safety Equip/Emg	525	625	-	100		100	
						Personal Protective Equipment for project inspection by Project Managers - hardhats, vests, gloves, etc.)		100
10-5320-01-6244	Office Furniture - Non Capital	-	6,980	923	-		-	
10-5320-01-6405	Professional Services	2,130	2,500	478	53,000		15,000	

**CITY OF SEDONA  
2015-2016 PROPOSED BUDGET  
DEPARTMENT LINE ITEM DETAIL**

Account Number	Account Description	FY 2014 Actual	FY 2014 Budget	FY 2015 YTD thru 01/31/15	2015 Adopted Budget	2016 Detail Description	2016 Requested Budget	2016 Detail Amount
						Misc surveying, engineering & appraisals due to fewer projects and more unanticipated requests		15,000
						DECREASE: Aerial Survey completed in FY 14-15 (\$34719)		-
10-5320-01-6703	Dues/Subscriptions/License	2,603	6,301	3,653	6,301		1,443	
						City Eng (AD) - PE (next renewal FY 18/19)		-
						City Eng (AD) - AzFMA, AFMA		170
						Red Rock News subscription		39
						Assistant Eng (DP) - AzFMA, AFMA		170
						Eng Supervisor (AM) - PE (next FY 17/18)		225
						APWA annual Corporate Dues		839
						Associate Eng (SC) - PE (next renewal FY 17/18)		-
						DECREASE: Non-renewal of AFMA Corporate - membership doubled in cost from \$100 to \$200. We only have two members who have individual memberships at \$100 each		-
						DECREASE: Az Municipal Water Assoc dues transferred to WW (\$1620)		-
						DECREASE: Associate Engineers PE license exams occurred in FY 14-15 (\$3402)		-
10-5320-01-6750	Training/Staff Development	-	-	2,996	12,500		11,930	
						City Eng - CEU - Arizona Floodplain Manager course - Management course - Arizona Public Works Assoc regional conference - Water Quality conference		1,000
						Assoc Eng - AZ Water Conference		1,000
						Assist Eng - CEU - Red Vector Storm water course - CEU - Arizona Flood Manager Assoc Conference - ITE/IMSA Conference - \$340.00 - AZ Floodplain Mgmt Conference - \$660.00		1,000
						Eng Supervisor - AFMA - Management course		1,000

**CITY OF SEDONA  
2015-2016 PROPOSED BUDGET  
DEPARTMENT LINE ITEM DETAIL**

Account Number	Account Description	FY 2014 Actual	FY 2014 Budget	FY 2015 YTD thru 01/31/15	2015 Adopted Budget	2016 Detail Description	2016 Requested Budget	2016 Detail Amount
						Chief Eng Inspector - LTAP Traffic Control supervisory seminar and written test certification - \$0 - Public Works Construction Inspection Skills - ACI Seminars and Certification Testing - CEU's - seminars and webinars on ADA Standards, Asphalt Courses		1,000
						Traffic Aide - Certification Classes, ITE/IMSA Spring Conference		600
						Assoc Eng - Stormwater Conferences		1,000
						Eng Inspector - LTAP Traffic Control supervisory seminar and written test certification - \$0 - Public Works Construction Inspection Skills - ACI Seminars and Certification Testing - CEU's - seminars and webinars on ADA Standards, Asphalt Courses		800
						Eng Inspector - LTAP Traffic Control supervisory seminar and written test certification - \$0 - Public Works Construction Inspection Skills - ACI Seminars and Certification Testing - CE's - seminars and webinars on ADA Standards, Asphalt Courses		800
						Facility Mgr - IFMA - application for certification and CEU's		500
						Field Services Supervisor - Conferences		1,000
						City Maint Supervisor - Pesticide Training Resources - OPM - \$250.00, Aquatic Facility Operator, Certified Arborist CEU's - \$195.00, Renewal will be late 2016, Certified Playground Instructor - CEUs - \$200.00, Renewal due 15/16, Flagger Certification - \$0		645
						MWII - Pesticide Training Resources - OPM - \$250.00, ATSSA Workzone Traffic Control Tech - \$0, Certified Pool Operator - \$350.00, CDL - \$185.00, Flagger Certification - \$0		785
						MWI - Flagger Certification - \$0		-
						MWI - Flagger Certification - \$0		-
						MWI - ATSSA Workzone Traffic Control Tech - \$0, CDL - \$185.00, Flagger Certification - \$0		200

**CITY OF SEDONA  
2015-2016 PROPOSED BUDGET  
DEPARTMENT LINE ITEM DETAIL**

Account Number	Account Description	FY 2014 Actual	FY 2014 Budget	FY 2015 YTD thru 01/31/15	2015 Adopted Budget	2016 Detail Description	2016 Requested Budget	2016 Detail Amount
						MWI - Certified Pool Operator - \$350.00, Flagger Certification - \$0		350
						MWI - ATSSA Workzone Traffic Control Tech - \$0, Flagger Certification - \$0		-
						MWI - Flagger, certification - \$0, Pesticide Training Resources - OPM \$250		250
<b>Subtotal Public Works Administration</b>		<b>\$ 447,957</b>	<b>\$ 453,227</b>	<b>\$ 242,156</b>	<b>\$ 492,141</b>		<b>\$ 502,784</b>	<b>\$ 502,784</b>
<b>Public Works Parks Maintenance</b>								
10-5320-26-6005	Salary & Wages	269,393	287,650	155,484	271,916		311,832	311,832
10-5320-26-6006	Overtime	9,165	-	2,047			-	-
10-5320-26-6010	Temp Part-Time Wages	-	-	-			-	-
10-5320-26-6046	Employee Benefits					- Allowances	300	300
10-5320-26-6125	Direct Payroll Costs	20,042	19,280	12,676	21,507	% of Wages	24,587	24,587
10-5320-26-6130	Retirement	30,462	28,479	18,982	32,612	% of Wages	36,864	36,864
10-5320-26-6134	STDLTD Insurance	2,077	2,005	184	979	% of Wages	1,123	1,123
10-5320-26-6135	HealthDentLife Insurance	72,650	62,358	42,339	85,452	Premiums per plan elections	97,536	97,536
10-5320-26-6136	Workers Compensation Insurance	11,480	6,918	5,172	4,759	% of Wages	11,270	11,270
10-5320-26-6213	Telephone	1,575	1,296	809	1,680		1,776	
						Service for cell phones (4 units at \$35/mo) for RM, RM, WW, BK		1,680
						INCREASE: \$2 per month - 4 units at \$37/mo		96
10-5320-26-6214	Uniform Expenses	1,462	1,400	1,043	2,100		2,100	
						City Maintenance Crew seasonal uniforms: work shirts, work pants, hats, jackets - RM, RM, WW, BK		1,400
						Steel toed boots 4@\$175 tax included		700
10-5320-26-6224	Chemicals	10,241	10,000	10,156	10,000		10,000	
						Fertilizer and pesticides for grounds and parks		10,000
10-5320-26-6231	Grounds Maintenance	67,040	66,000	13,961	66,000		37,500	
						Materials and parts for maintenance of grounds, playgrounds, parks play areas		37,500
						Includes: striping of parking lots/fields, power washing of buildings/equipment, gravel replacement, irrigation repairs, fence repairs, mowing, weed removal, aerating fields, applying fertilizer and small tree removal and replacement.		-

**CITY OF SEDONA  
2015-2016 PROPOSED BUDGET  
DEPARTMENT LINE ITEM DETAIL**

Account Number	Account Description	FY 2014 Actual	FY 2014 Budget	FY 2015 YTD thru 01/31/15	2015 Adopted Budget	2016 Detail Description	2016 Requested Budget	2016 Detail Amount
10-5320-26-6235	Equipment Repair	5,762	6,000	4,322	6,000	DECREASE: Power washer purchased in FY 15	6,000	-
						Preventative Maintenance Program - For equipment such as: Mowers, weed eaters, chainsaws, edgers, blowers, small engine power tools, Splashpad pump maintenance and winterizing		6,000
10-5320-26-6248	Machinery & Equip - NonCapital						2,000	
						INCREASE: addition of line item for shop tools, cut out saws, battery operated hand tools, etc.		1,500
						INCREASE: Splashpad Water Pump - Backup Unit		500
10-5320-26-6243	Spec Supplies/Safety Equip/Emg	2,925	2,140	1,222	1,440		1,440	
						Personal Protective Equipment requirement - \$30/mo x 4 employees - RM, RM, WW, BK		1,440
						Includes: masks, gloves, respirators, vests, safety glasses, etc.		-
10-5320-26-6405	Professional Services	10,470	11,500	-	11,500		14,075	
						Backflow Device Inspections		1,500
						Contract mosquito/algae/pest control at WW Wetlands		10,000
						INCREASE: Large Tree Maintenance		2,500
						INCREASE: for Backflow Device Inspection at Splashpad (Sunset Park)		75
10-5320-26-6530	Utilities	118,523	102,350	75,601	104,850		137,550	
						7 Park Locations & Splash Pad, Posse Grounds Park, Sunset Park, Jordan Historical Park, Jack Jameson Memorial Park, Greyback Park, Arroyo Pinon Botanical Gardens, Municipal Parking		-
						Does NOT include 250 Brewer Road - facility not open to public		-
						Water		45,000
						WATER INCREASE: Based on prior fiscal year actual useage, which included Splashpad from July-Sept and June @ \$5000/month		20,000
						WATER TRANSFER IN: From Facilities Program 10-5320-79-6530 for Splashpad		10,000



**CITY OF SEDONA  
2015-2016 PROPOSED BUDGET  
DEPARTMENT LINE ITEM DETAIL**

Account Number	Account Description	FY 2014 Actual	FY 2014 Budget	FY 2015 YTD thru 01/31/15	2015 Adopted Budget	2016 Detail Description	2016 Requested Budget	2016 Detail Amount
						TRANSFER OUT: Gas/Propane - Teen Center only - to Facilities 10-5320-79-6530 (\$5000)		-
						Sewer		19,850
						SEWER INCREASE: Based on prior fiscal year actual useage, and 4% increase per Finance Dept		6,500
						Electricity: For park and bathroom lighting, sprinkler systems, etc.		35,000
						ELECTRICITY INCREASE: Splashpad pump		1,200
10-5320-26-6540	Solid Waste / Recycling	1,298	1,300	-	1,300		1,300	
						Solid Waste/Recycle shop supplies, tires, batteries, oils and fluids.		1,300
10-5320-26-6703	Dues/Subscriptions/License	132	150	-	150		225	
						OPM license annual renewal. PG, RM, MWI		225
10-5320-26-6730	Maint & Improvement	3,300	3,000	1,117	3,000		3,000	
						City Maint shop tools and supplies, paint, hardware (excludes grounds maintenance)		3,000
10-5320-26-6857	Improvements - City Owned Property	34,998	35,000	-	30,000			
						Historical note only: decreased \$35,000 ref AB1436 one time collections agreement with USDA Forest trails		-
	<b>Subtotal Public Works Maintenance</b>	<b>672,995</b>	<b>646,826</b>	<b>345,115</b>	<b>655,245</b>		<b>700,478</b>	<b>700,478</b>

**Public Works Storm Drainage**

10-5320-68-6005	Salary & Wages	43,198	42,787	29,689	58,979		62,620	62,620
10-5320-68-6006	Overtime	141		34	-		-	-
10-5320-68-6010	Temp Part-Time Wages	-	-	-	-		-	-
10-5320-68-6046	Employee Benefits		-	30	-	Allowances	720	720
10-5320-68-6125	Direct Payroll Costs	3,120	3,273	2,274	4,692	% of Wages	4,981	4,981
10-5320-68-6130	Retirement	4,606	4,835	3,577	7,115	% of Wages	7,468	7,468
10-5320-68-6134	STD LTD Insurance	283	236	35	212	% of Wages	225	225
10-5320-68-6135	HealthDentLife Insurance	5,479	7,436	5,665	11,395	Premiums per plan elections	10,903	10,903
10-5320-68-6136	Workers Compensation Insurance	-	912	645	1,067	% of Wages	1,723	1,723
10-5320-68-6221	Janitorial Supplies	3,052	3,000	528	3,000		3,000	
						Bags for trash and recycle receptacles Uptown		2,500
						Trash bags for pet waste stations		500

**CITY OF SEDONA  
2015-2016 PROPOSED BUDGET  
DEPARTMENT LINE ITEM DETAIL**

Account Number	Account Description	FY 2014 Actual	FY 2014 Budget	FY 2015 YTD thru 01/31/15	2015 Adopted Budget	2016 Detail Description	2016 Requested Budget	2016 Detail Amount
10-5320-68-6405	Professional Services	9,371	5,400	8,940	21,456		21,400	
						Street Sweeping for City Parking Lots (required under stormwater program w/ADEQ)		21,400
10-5320-68-6511	Advertising	7,867	8,100	-	8,900		8,100	
						Stormwater (radio, news, printing/editing of brochures, prep, sort and mail approx 10,000 brochures)		8,100
						DECREASE: Storm drain curb markers (stenciling) completed in FY 14/15		-
10-5320-68-6736	Permit Fees	5,000	10,000	5,000	5,000		5,000	
						ADEQ MS4 Annual Fee - based on current fee schedule		5,000
<b>Subtotal Public Works Storm Drainage</b>		<b>\$ 82,117</b>	<b>\$ 85,979</b>	<b>\$ 56,417</b>	<b>\$ 121,816</b>		<b>\$ 126,140</b>	<b>\$ 126,140</b>
<b>Public Works Facilities</b>								
10-5320-79-6005	Salary & Wages	70,178	83,444	37,167	85,519		66,996	66,996
10-5320-79-6006	Overtime	872		263	-		8,928	8,928
10-5320-79-6010	Temp Part-Time Wages	-	297		297		-	-
10-5320-79-6046	Employee Benefits		-		-	Allowances	-	-
10-5320-79-6125	Direct Payroll Costs	5,389	6,406	3,030	6,749	% of Wages	5,240	5,240
10-5320-79-6130	Retirement	7,516	9,463	4,376	10,234	% of Wages	7,857	7,857
10-5320-79-6134	STD/LTD Insurance	653	636	44	308	% of Wages	241	241
10-5320-79-6135	Health/Dent/Life Insurance	18,074	22,149	10,408	24,992	Premiums per plan elections	22,150	22,150
10-5320-79-6136	Workers Compensation Insurance	2,133	1,976	1,327	1,535	% of Wages	2,033	2,033
10-5320-79-6213	Telephone	426	324	219	420		444	
						Service for cell phone (1 at \$35/mo)		420
						INCREASE: \$2 per month (\$35/mo to \$37/mo)- John McCondra		24
10-5320-79-6214	Uniforms & Safety Equipment	-	-	-	175		-	
						TRANSFER OUT: John McCondra Safety Boots moved to 10-5320-01-6214 - \$175		-
10-5320-79-6221	Janitorial Supplies	9,235	9,500	5,168	9,500		12,500	

**CITY OF SEDONA  
2015-2016 PROPOSED BUDGET  
DEPARTMENT LINE ITEM DETAIL**

Account Number	Account Description	FY 2014 Actual	FY 2014 Budget	FY 2015 YTD thru 01/31/15	2015 Adopted Budget	2016 Detail Description	2016 Requested Budget	2016 Detail Amount
						Custodial supplies for all facilities, janitorial supplies for the Wetlands Rest Rooms, such as: paper towels, toilet paper, hand soap, room deodorizer, deodorizer pads, urinal deodorizers, floor drain trap treatments (odor)		9,500
					-	INCREASE: additional products needed in Uptown restrooms for sanitary control; addition of new facilities	-	3,000
10-5320-79-6243	Spec SuppliesSafety EquipEmg	466	500					
10-5320-79-6231	Grounds Maintenance			-				
10-5320-79-6405	Professional Services	87,715	99,777	52,315	99,800		119,600	
						BACKFLOW DEVICE INSPECTIONS		700
						BACKFLOW DEVICE INSPECTIONS INCREASE: 1 @ Teen Center, 2 @ 2070 Contractors Rd - \$50 x 3 = \$150		150
						CHIMNEY CLEANING: Jordan House Recurring annual expense for at least the last 5 years.		200
						DECREASE: Purchased Power Washer in FY 14/15 - power washing done in house now (\$350)		-
						DOOR MAT SERVICE - Current service: City Hall Complex		5,000
						EXTERMINATOR SERVICE - Current service: City Hall Complex - 10 times per year		3,850
						EXTERMINATOR SERVICE INCREASE: Parks & Rec Office, Teen Center, 2070 Contractors Rd, 250 Brewer @ \$40/month x 10 months = \$400 x 4 Bldgs = \$1600		1,600
						FIRE SAFETY INSPECTIONS: Annual extinguishers, sprinklers, alarm stations checks, current service: City Hall Complex and City vehicles		4,000
						FIRE SAFETY INSPECTIONS INCREASE: Jordan Museum, Parks & Rec Office, Teen Center, 2070 Contractors Rd, 250 Brewer Road \$300 x 5 = \$1500		1,500
						FLOOR CLEANING: Monthly deep cleaning of facilities floors - Current service: City Hall Complex		5,200

**CITY OF SEDONA  
2015-2016 PROPOSED BUDGET  
DEPARTMENT LINE ITEM DETAIL**

Account Number	Account Description	FY 2014 Actual	FY 2014 Budget	FY 2015 YTD thru 01/31/15	2015 Adopted Budget	2016 Detail Description	2016 Requested Budget	2016 Detail Amount
						HVAC PREVENTATIVE MAINTENANCE - Service includes all Facilities - Maintenance Checks and Filters changed		3,350
						HVAC PREVENTATIVE MAINTENANCE INCREASE: Parks & Rec Office, Teen Center, 2070 Contractors Rd @ \$250 x 3 = \$750		750
						JANITORIAL CONTRACT - service for all current facilities		62,400
						JANITORIAL INCREASE: 2070 Contractors Road		3,000
						JANITORIAL INCREASE: Parks & Rec Office		3,000
						JANITORIAL INCREASE: Teen Center - based on a 3/day per week rental		3,000
						JANITORIAL INCREASE: Splashpad Bathroom May 1 - Sept 30 (7 days/wk)		4,800
						PD GARAGE GATE MAINTENANCE		600
						RESTROOM SERVICE AT WETLANDS. Twice per year pumping service for permanent restroom is \$600		600
						ROOF INSPECTION - Annual and Pre- Monsoon Maintenance Program - Service includes all Facilities		4,500
						ROOF INSPECTION INCREASE: Parks & Rec Office, Teen Center, 2070 Contractors Rd @ \$500 x 3 = \$1500		1,500
						ROOF INSPECTION INCREASE: 250 Brewer Road = \$500		500
						WATER COOLER AND FILTER RENTAL/SERVICE: Current service - Kinetico units/cartridge replacement & service as needed: 17 locations, including City Hall Complex and 2070 Contractors Road		6,050
						WATER COOLER AND FILTER RENTAL/SERVICE INCREASE: Parks & Rec Office = \$150		150

**CITY OF SEDONA  
2015-2016 PROPOSED BUDGET  
DEPARTMENT LINE ITEM DETAIL**

Account Number	Account Description	FY 2014 Actual	FY 2014 Budget	FY 2015 YTD thru 01/31/15	2015 Adopted Budget	2016 Detail Description	2016 Requested Budget	2016 Detail Amount
						WINDOW CLEANING - Quarterly inside, Bi-Annual Outside - Current service: City Hall Complex & Teen Center		3,000
						WINDOW CLEANING INCREASE: Parks & Rec Office		200
10-5320-79-6530	Utilities	115,442	111,381	56,983	122,400		147,280	
						APS - facilities		67,000
						APS INCREASE: Parks & Rec Office, 2070 Contractors Rd \$1400 x 2 = \$2800		2,800
						APS INCREASE: Teen Center (based on 3 days/week) Based on 6 months @ \$280/month and 6 months @ \$600/month		5,280
						AZ WATER - facilities		26,000
						AZ WATER INCREASE: Parks & Rec Office, Teen Center, 2070 Contractors Rd @ \$267 x 3 = \$800		800
						DUMPSTER - Waste Mgmt		6,800
						DUMPSTER INCREASE: New Services: Teen Center - 4 yd Dumpster		1,400
						SEWER - facilities COS sewer fees		2,600
						TRANSFER FROM: Gas for Teen Center from 10-5320-26-6530		5,000
						TRANSFER TO: Splashpad water moved to Parks Utilities to 10-5320-26-6530 (\$10,000)		-
						UNISOURCE GAS and PROPANE		10,000
						UNISOURCE GAS and PROPANE INCREASE: Parks & Rec Office, Teen Center-3 days/week - winter months only Estimated: 7,500 gallons @ \$3.50/gallon = \$28,000 TOTAL		19,600
10-5320-79-6703	Dues/Subscriptions/License	200	250	-	250		250	
						Facilities Supervisor IFMA Dues, payable every May		250
10-5320-79-6730	Maint & Improvement	120,341	133,118	25,636	91,218		95,000	
						DECREASE: Replaced floor in Recreation Room (\$15,000)		0

**CITY OF SEDONA  
2015-2016 PROPOSED BUDGET  
DEPARTMENT LINE ITEM DETAIL**

Account Number	Account Description	FY 2014 Actual	FY 2014 Budget	FY 2015 YTD thru 01/31/15	2015 Adopted Budget	2016 Detail Description	2016 Requested Budget	2016 Detail Amount
						HVAC Equipment: 3 units to be upgraded - determination after March Annual A/C Maint & Load Tests. 3 units upgraded in FY14/15: Teen Center / Parks & Rec Office / City Hall.		15,000
						MAINTENANCE AND REPAIR of all Facilities - Such as: Electrical repairs, plumbing repairs, painting, doors and doorway repairs, flooring, lighting, etc.		45,000
						MAINTENANCE AND REPAIR INCREASE: Parks & Rec Office, Teen Center, 2070 Contractors Road, 250 Brewer Road		10,000
						NEW: DECISION PACKAGE: REPLACE TEEN CENTER FLOOR - \$20,000		0
						ROOF - CITY HALL REHAB - over 5 years, first year FY14/15		16,218
						ROOF INCREASE: Based on actual costs from FY14/15		8,782
10-5320-79-6857	Improvements - City Owned Property	35,543	10,000	22,104	25,000		192,000	
						Hydrant Maintenance (rollover 2015)		50,000
						Improvements to Wetlands Park Areas		40,000
						ADOT Prior Year Billing Bridge		20,000
						DECISION PACKAGE: Jordan Museum Electrical Upgrade \$25,000 - Not Recommended		-
						DECISION PACKAGE: City Facilities Maintenance Plan Implementation \$25,000 - CM Recommended Supplemental		25,000
						DECISION PACKAGE: Automated Locks: Public Restrooms \$11,000 - Not Recommended		-
						DECISION PACKAGE: Concrete work at City Hall \$20,000 - Not Recommended		-
						DECISION PACKAGE: Teen Center HVAC Replacement/Upgrade - CM Recommended		35,000
						DECISION PACKAGE: P.D. Patio Seal & Resurface \$22,000 - CM Recommended		22,000
	<b>Subtotal Public Works Facilities</b>	<b>\$ 474,183</b>	<b>\$ 489,221</b>	<b>\$ 219,040</b>	<b>\$ 478,397</b>		<b>\$ 680,519</b>	<b>\$ 680,519</b>

**Public Works Capital Projects**

**CITY OF SEDONA  
2015-2016 PROPOSED BUDGET  
DEPARTMENT LINE ITEM DETAIL**

Account Number	Account Description	FY 2014 Actual	FY 2014 Budget	FY 2015 YTD thru 01/31/15	2015 Adopted Budget	2016 Detail Description	2016 Requested Budget	2016 Detail Amount
10-5320-89-6005	Salary & Wages	121,153	121,166	72,770	121,677		197,961	197,961
10-5320-89-6046	Employee Benefits		-	-	-	- Allowances	-	-
10-5320-89-6125	Direct Payroll Costs	8,948	9,269	5,563	9,652	% of Wages	15,611	15,611
10-5320-89-6130	Retirement	13,409	13,692	8,883	14,635	% of Wages	23,406	23,406
10-5320-89-6134	STD LTD Insurance	885	761	87	438	% of Wages	713	713
10-5320-89-6135	HealthDentLife Insurance	17,966	22,039	11,175	19,574	Premiums per plan elections	42,864	42,864
10-5320-89-6136	Workers Compensation Insurance	3,229	3,784	1,602	4,186	% of Wages	5,446	5,446
10-5320-89-6847	Computer Software	-						
<b>Subtotal Public Works Capital</b>								
	<b>Projects</b>	<b>\$ 165,590</b>	<b>\$ 170,711</b>	<b>\$ 100,080</b>	<b>\$ 170,162</b>		<b>\$ 286,001</b>	<b>\$ 286,001</b>
<b>TOTAL PUBLIC WORKS -</b>								
<b>GENERAL FUND</b>		<b>\$ 1,842,842</b>	<b>\$ 1,845,964</b>	<b>\$ 962,808</b>	<b>\$ 1,917,761</b>		<b>\$ 2,295,922</b>	<b>\$ 2,295,922</b>

City of Sedona  
Department Supplemental Requests  
2015-2016 Budget

Department	Fund	Page #	Request	On-going	One-Time	City Manager Recommended funding level	Budget Committee Recommended funding level	Note
City Manager	General		Oak Creek Watershed Council	\$35,000		\$0	\$0	
City Manager	General		Trash and Recycling Franchising		\$115,000	\$75,000	\$0	One-Time
City Manager	General		VV Special Needs Transportation	\$30,000		\$25,000	\$25,000	On-going
City Manager	General		Wireless Master Plan		\$60,000	\$60,000	\$60,000	One-Time
<b>Total City Manager</b>				<b>\$65,000</b>	<b>\$175,000</b>	<b>\$160,000</b>	<b>\$85,000</b>	
Community Development	General		2015 Ford Escape	\$2,000	\$24,021	\$26,021	\$26,021	\$2,000 On-going
Community Development	General		Filing System		\$21,320	\$0	\$0	
Community Development	General		Review & Update of Land Development Code		\$276,000	\$100,000	\$100,000	One-Time x 3
Community Development	General		Outdoor Lighting		\$25,000	\$0	\$0	
<b>Total Community Development</b>				<b>\$2,000</b>	<b>\$346,341</b>	<b>\$126,021</b>	<b>\$126,021</b>	
Engineering	General		Automated Locks-Public Restrooms		\$11,000		\$0	
Engineering	General		City Facilities Maintenance Plan Implementation	\$25,000		\$25,000	\$25,000	One-Time
Engineering	General		Concrete Work at City Hall		\$20,000	\$0	\$0	
Engineering	General		Assistant Engineering Position	\$85,000	\$5,000	\$90,000	\$90,000	On-going
Engineering	General		Full Time City Maintenance Worker 2 Position (Part of ongoing expense in Streets)	\$59,200		\$0	\$0	
Engineering	General		Jacobsen Turfcat Mower Replacement		\$22,000	\$0	\$0	
Engineering	General		Jordan Museum Electrical Upgrade		\$25,000	\$0	\$0	
Engineering	General		Police Department Patio Seal & Resurface		\$22,000	\$22,000	\$22,000	One-Time
Engineering	General		Teen Center Flooring Replacement		\$20,000	\$0	\$0	
Engineering	General		Teen Center HVAC Replacement/Upgrade		\$35,000	\$35,000	\$35,000	One-Time
Engineering/Wastewater	General		Purchase of 2015 Ford Escape (50% of budget in Wastewater)		\$11,835	\$0	\$0	
<b>Total Engineering</b>				<b>\$169,200</b>	<b>\$171,835</b>	<b>\$172,000</b>	<b>\$172,000</b>	
Finance	General		Increased Sales Tax Audits		\$45,000	\$0	\$0	
Finance	General		Salary Adjustment Pool (increased \$50k)	\$125,000		\$125,000	\$0	On-going
<b>Total Finance</b>				<b>\$125,000</b>	<b>\$45,000</b>	<b>\$125,000</b>	<b>\$0</b>	
Human Resources	General		Tuition Reimbursement		\$25,000	\$0	\$0	
<b>Total Human Resources</b>				<b>\$0</b>	<b>\$25,000</b>	<b>\$0</b>	<b>\$0</b>	
IT	General		Help Desk Technician	\$79,500	\$4,500	\$0	\$0	
IT	General		Internet Filtering/Monitoring	\$2,000	\$10,000	\$0	\$0	
IT/City Clerk	General		City Council Video Monitor		\$7,500	\$0	\$0	
IT/Comm Dev	General		Paperless Packets, Planning & Zoning Commission	(\$1,565)	\$5,600	\$5,600	\$5,600	One-Time
IT/Municipal Court	General		Electronic Access Control		\$9,500	\$0	\$0	
IT/Police	General		L-3 Body Cameras	\$2,100	\$23,472			
<b>Total IT</b>				<b>\$82,035</b>	<b>\$60,572</b>	<b>\$5,600</b>	<b>\$5,600</b>	
Parks & Rec	General		Ford F-150 Super Cab 4X4 Long Bed		\$26,594	\$0	\$0	
<b>Total Parks &amp; Recreation</b>				<b>\$0</b>	<b>\$26,594</b>	<b>\$0</b>	<b>\$0</b>	



Department	Fund	Page #	Request	On-going	One-Time	City Manager	Budget	Note
						Recommended funding level	Committee Recommended funding level	
Police	General		Speed Awareness & Enforcement Program Special Equipment		\$9,043	\$9,043	\$9,043	One-Time
Police	General		Communication Specialist	\$56,630		\$56,630	\$56,630	On-going
<b>Total Police</b>				\$56,630	\$9,043	\$65,673	\$65,673	
<b>Subtotal General Fund</b>				<b>\$499,865</b>	<b>\$859,385</b>	<b>\$654,294</b>	<b>\$454,294</b>	
Engineering	Streets		Work Vehicle Replacement - Streets		\$35,000	\$35,000	\$0	One-Time
Engineering	Streets		Commercial Wood Chipper	\$650	\$40,000	\$0	\$0	
Engineering	Streets		Full Time City Maintenance Worker 2 Position (Most of ongoing expense in Engineering)	\$845		\$0	\$0	
Engineering	Streets		Snow Plow Blade Procurement		\$10,000	\$0	\$0	
<b>Subtotal Streets Fund</b>				<b>\$1,495</b>	<b>\$85,000</b>	<b>\$35,000</b>	<b>\$0</b>	
Engineering	Capital Impr		Associate Engineering Project Manager	\$90,000	\$5,000	\$95,000	\$95,000	On-Going as needed
<b>Subtotal Capital Improvement Fund</b>				<b>\$90,000</b>	<b>\$5,000</b>	<b>\$95,000</b>	<b>\$95,000</b>	
Wastewater/Engineering	Wastewater		Purchase of 2015 Ford Escape (50% of budget in Engineering)		\$11,835	\$0	\$0	
Wastewater	Wastewater		Full Time Administrative Position	\$17,600		\$0	\$0	
Wastewater	Wastewater		Collection System Back-up Generator Replacement	\$60,000		\$0	\$0	General Needs
Wastewater	Wastewater		Computer Management Systems Upgrade	\$4,000	\$45,000		\$0	
Wastewater	Wastewater		Major Pump Station Communications Modification	\$200	\$15,000		\$0	
Wastewater	Wastewater		Odor Control Plan SR 89A MP369	\$25,000	\$35,000	\$0	\$0	
Wastewater	Wastewater		Sedona Wetlands Preserve Maintenance Program	\$70,000	\$0	\$70,000	\$0	On-going
Wastewater	Wastewater		Replacement Spectrophotometer -Laboratory		\$9,300		\$0	
Wastewater	Wastewater		Minor Pump Stations Fresh Water Connections	\$6,000	\$36,000		\$0	
Wastewater	Wastewater		Minor Pump Stations 3-Phase Conversion	(\$40,000)	\$102,500	\$62,500	\$0	One-Time
<b>Subtotal Wastewater Fund</b>				<b>\$142,800</b>	<b>\$254,635</b>	<b>\$132,500</b>	<b>\$0</b>	
<b>Total Supplemental Requests</b>				<b>\$734,160</b>	<b>\$1,204,020</b>	<b>\$916,794</b>	<b>\$549,294</b>	



**City of Sedona  
Decision Package  
Fiscal Year 2015-2016**

**Not Recommended**

<b>Project Title:</b>	Automated Locks-Public Restrooms
<b>Originating Department and Division:</b>	Engineering Services/Maintenance
<b>Funding Request Type (Ongoing vs. One-Time)</b>	One-Time
<b>Source of Funds(General Funds, Grants or other outside Funding, New Revenue Source(s), Wastewater, act.)</b>	

**I Problem/Issue**

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

Yes

**If yes, then how:**

This affects Sedona residents and visitors who use the available public restrooms. The public restrooms are on an automated lock system, but the continued wear and tear on the automated lock mechanism, due to the lock and handle being one unit, have caused the locks to fail. People still turn the door handle to open the doors, even though a push is all that is necessary. This creates premature wear and ultimate failure of the lock mechanism.

**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:**

This concern was first brought forth by the Sedona Rangers and the Chamber of Commerce. The restrooms would not be open to the public because the lock mechanism had failed. The public restrooms have been on an automated lock system, but the continued wear and tear of the automated lock parts resulted in high maintenance and repair costs and ultimately failure. The door handle and lock mechanisms were wearing out due to the high level of visitors accessing the restrooms, and the inappropriate handle design. Maintenance repair costs were \$200- \$300 (every 4-6 months) and replacement of the unit was \$800. Staff researched, and found, a solution - an automated system with less moving parts. The new locking mechanism can be programmed to open and close at a scheduled time and the door will need only to be pushed, eliminating a door handle.

	Currently, restrooms are being opened in the morning by maintenance staff and are closed in the evenings by the janitorial cleaning contractor.
<b>d)</b>	<b>Does the project/issue relate to the strategic/community plans?</b>
	<b>Strategic Plan:</b>
	<b>Community Plan:</b>
	<b>If not in either plan, how does this fit into the City of Sedona's priorities?</b>
<b>e)</b>	<b>Are there environmental implications?</b>
	No
	<b>If yes, explain:</b>
<b>f)</b>	<b>Cost (include economic/financial analysis) and recommendation as to funding sources (include partnerships):</b>
	The cost of \$11,000.00 will cover the replacement and installation costs at the following public restrooms: Uptown Chamber of Commerce- 2 restrooms; Jordan Comfort Station- 2 restrooms; Sunset Park - 2 restrooms; Posse Ground Park- 4 restrooms. This is a total of ten locations.
<b>II Risk Analysis</b>	
<b>a)</b>	<b>What happens if this is not done?</b>
	Visitors will be impacted by inconsistency in scheduled restroom availability. Staff will continue to manually open and close the public restrooms in the Uptown and Park areas. Staff time for other work assignments will be increased.
	<b>What would happen if this is done?</b>
	Visitor experience will be improved due to consistency in restroom availability. This will also eliminate unauthorized access of the facilities by vagrants, after hours, if the facility is inadvertently not closed.
<b>b)</b>	<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.</b>
<b>c)</b>	<b>Show examples of best practices from other cities, if applicable:</b>
	It is a common practice to have automatic lock systems in public areas that require daily access, but need to be secured (closed) overnight.
<b>III Resources Required</b>	

a)	<b>What departments will be involved in the planning and operation of this project/issue?</b>																						
	Engineering/Maintenance																						
	<b>Do these departments concur with this priority?</b>																						
	Yes																						
b)	<b>What are the in-house staff requirements?</b>																						
	N/A																						
c)	<b>Are outside consultants needed? Please explain:</b>																						
	N/A																						
d)	<b>Are special equipment resources required? Please explain:</b>																						
	N/A																						
e)	<b>Are there on-going operation and maintenance costs involved? Please explain:</b>																						
	N/A																						
<b>IV Implementation</b>																							
a)	<b>What is the time frame for completion of plan and implementation for project/issue?</b>																						
	FY 15/16																						
b)	<b>How will you market/communicate the project/issue to the public?</b>																						
	N/A																						
c)	<b>What performance measures will you use to evaluate the project/issue?</b>																						
	In the Uptown area, we will use continued feedback from the Sedona Rangers, the Chamber of Commerce and visitors. For the locations in our Park areas, we will use feedback from City staff and the public.																						
<b>IV Proposed Expenditures</b>																							
<table border="1"> <thead> <tr> <th>Line Item Description (One-Time)</th> <th>Account*</th> <th>FY 2015-2016 Request</th> </tr> </thead> <tbody> <tr> <td>Improvements-City Owned Property</td> <td>10-5320-79-6857</td> <td>\$11,000.00</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 colspan="3" style="text-align: right;"><b><u>One-time Expenditures Total: \$11,000.00</u></b></td> </tr> <tr> <th>Line Item Description (On-going)</th> <th>Account *</th> <th>FY 2015-2016 Request</th> </tr> </tbody> </table>			Line Item Description (One-Time)	Account*	FY 2015-2016 Request	Improvements-City Owned Property	10-5320-79-6857	\$11,000.00			\$0			\$0			\$0	<b><u>One-time Expenditures Total: \$11,000.00</u></b>			Line Item Description (On-going)	Account *	FY 2015-2016 Request
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Improvements-City Owned Property	10-5320-79-6857	\$11,000.00																					
		\$0																					
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<b><u>One-time Expenditures Total: \$11,000.00</u></b>																							
Line Item Description (On-going)	Account *	FY 2015-2016 Request																					

		\$0
		\$0
		\$0
		\$0
		<b><u>On-going Expenditures Total: \$0</u></b>

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



**City of Sedona  
Decision Package  
Fiscal Year 2015-2016**

**Recommended at  
\$25,000 One-time**

<b>Project Title:</b>	City Facilities Maintenance Plan Implementation
<b>Originating Department and Division:</b>	Engineering Services/Maintenance
<b>Funding Request Type (Ongoing vs. One-Time)</b>	On-going
<b>Source of Funds(General Funds, Grants or other outside Funding, New Revenue Source(s), Wastewater, etc.)</b>	

**I Problem/Issue**

<b>a) Does this affect our citizens/customers quality of life?</b>	
	No
<b>If yes, then how:</b>	

<b>b) Is this a traditional government function?</b>	
	Yes
<b>If it is not a traditional function, why should the City of Sedona deal with it?</b>	

<b>c) History/background of project issue:</b>	
	<p>Interior spaces of City facilities require on-going maintenance. Currently, no predictive plan is in place and maintenance occurs on an unplanned/unbudgeted basis. We propose the implementation of an ongoing multi-year maintenance plan. Implementation of this plan will proactively identify maintenance needs for the City's facilities and budget for them in each budget cycle. In this way, predictive maintenance will occur and the City's facilities will be maintained.</p> <p>Several areas at City Hall exhibit serious signs of neglect. Carpeted areas have ruts, and ribbed areas of carpet separation which pose potential tripping hazards. Painting and floor replacement are also necessary as building interiors age. The areas of greatest concern are Building 104 (Community Development) and Building 108 (Legal portion) due to high levels of customer interaction/traffic and age of carpet. We propose to address these areas in FY 15/16.</p> <p>Continuing assessment of areas will occur on an annual basis. This will include</p>

	<p>maintenance efforts such as painting (interior/exterior), stucco repair, flooring replacement, drywall repair, lighting upgrades, etc. FY 16/17 maintenance work is scheduled to include painting, flooring and lighting in Building 102.</p>
	<b>d) Does the project/issue relate to the strategic/community plans?</b>
	<b>Strategic Plan:</b>
	N/A
	<b>Community Plan:</b>
	N/A
	<b>If not in either plan, how does this fit into the City of Sedona's priorities?</b>
	We will be maintaining and preserving a clean, safe and aesthetically pleasing work environment for the public and staff and eliminating any perception that the City is unable to maintain its assets.
	<b>e) Are there environmental implications?</b>
	No
	<b>If yes, explain:</b>
	<b>f) Cost (include economic/financial analysis) and recommendation as to funding sources (include partnerships):</b>
	A potential for savings is available if the Decision Paper, "New Position – Full time City Maintenance Worker 2 Position" is approved. This would allow the painting to be completed in-house by City Maintenance staff, saving \$8,000 - \$10,000.
<b>II Risk Analysis</b>	
	<b>a) What happens if this is not done?</b>
	Continued deterioration of the conditions of these areas will increase over time. Higher costs may be incurred as a result of having to address multiple areas/buildings at one time, instead of spreading the maintenance out over several years.
	In addition, items that could have been preserved through minor annual maintenance may fall to a point of disrepair where they must be replaced much sooner than they should have, requiring much higher capital costs.
	<b>What would happen if this is done?</b>
	We would begin addressing facility maintenance, based upon the on-going maintenance schedule with this City Facilities Maintenance Plan, for all City facilities.
	<b>b) Provide contingency analysis if applicable (provide key assumptions and dependencies).</b>





Property		
		\$0
		\$0
		\$0
<b><u>One-time Expenditures Total: \$0</u></b>		
<b>Line Item Description (On-going)</b>	<b>Account *</b>	<b>FY 2015-2016 Request</b>
		\$0
		\$0
		\$0
		\$0
<b><u>On-going Expenditures Total: \$0</u></b>		

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



**City of Sedona  
Decision Package  
Fiscal Year 2015-2016**

**Not Recommended**

<b>Project Title:</b>	Concrete Work at City Hall
<b>Originating Department and Division:</b>	Engineering Services/Maintenance
<b>Funding Request Type (Ongoing vs. One-Time)</b>	One-Time
<b>Source of Funds(General Funds, Grants or other outside Funding, New Revenue Source(s), Wastewater, etc.)</b>	

**I Problem/Issue**

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

Yes

**If yes, then how:**

Neglecting the courtyard concrete areas would result in unsafe conditions for staff and the public conducting business at City Hall. It would also affect public perception of the City's ability to maintain its assets.

**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 center courtyard concrete areas at City Hall are further deteriorating after each winter. Staff believes that this deterioration has occurred as a result of applying sodium chloride for de-icing. Staff has changed the de-icing product to a magnesium chloride, which is understood to be less destructive to concrete. Some concrete areas in front of the Court Building and Building 104 have been replaced. Concrete areas that currently need replacing are in front of the ramada area and the area that leads to the stairway in the central courtyard.

**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?**

	Deterioration in the condition of these areas will increase over time, resulting in unsafe walking surfaces.
e)	<b>Are there environmental implications?</b>
	No
	<b>If yes, explain:</b>
f)	<b>Cost (include economic/financial analysis) and recommendation as to funding sources (include partnerships):</b>
<b>II Risk Analysis</b>	
a)	<b>What happens if this is not done?</b>
	Continued deterioration of the courtyard concrete areas will result in unsafe walking conditions for the public and staff, as well as a negative perception of the City's ability to maintain its assets.
	<b>What would happen if this is done?</b>
	Maintaining the City Hall concrete areas will reduce safety concerns and improve aesthetics.
b)	<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.</b>
c)	<b>Show examples of best practices from other cities, if applicable:</b>
	This is a consistent function of all property owners. Ownership of the buildings and open space areas require upkeep and maintenance.
<b>III Resources Required</b>	
a)	<b>What departments will be involved in the planning and operation of this project/issue?</b>
	Engineering/Maintenance
	<b>Do these departments concur with this priority?</b>
	Yes
b)	<b>What are the in-house staff requirements?</b>
	N/A
c)	<b>Are outside consultants needed? Please explain:</b>
	N/A
d)	<b>Are special equipment resources required? Please explain:</b>
	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?
	FY 15/16

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?
	N/A

**IV Proposed Expenditures**

Line Item Description (One-Time)	Account*	FY 2015-2016 Request
Improvements-City Owned Property	10-5320-79-6857	\$20,000.00
		\$0
		\$0
		\$0

**One-time Expenditures Total: \$20,000.00**

Line Item Description (On-going)	Account *	FY 2015-2016 Request
		\$0
		\$0
		\$0
		\$0

**On-going Expenditures Total: \$0**

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



**City of Sedona  
Decision Package  
Fiscal Year 2015-2016**

**Recommended at  
\$90,000**

<b>Project Title:</b>	Assistant Engineer Position
<b>Originating Department and Division:</b>	Community Development/Engineering Services
<b>Funding Request Type (Ongoing vs. One-Time)</b>	Ongoing
<b>Source of Funds (General Funds, Grants or other outside Funding, New Revenue Source(s), Wastewater, etc.)</b>	

**I Problem/Issue**

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

Yes

If yes, then how:

The ability of Community Development to manage engineering-related issues and projects is affected by the Engineering staffing level. Having a level of staff below what is necessary to address the needs of the citizens results in a reduced level of customer service, related to responding to public concerns, permit reviews, and responding to other departments' needs. This new position provides the ability to respond to anticipated changes in workload, due to the upturn in the economy.

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 FY14, the Engineering Division hired two Associate Engineers to manage Capital Improvement Projects. This was in conjunction with approval to accelerate the stormwater and wastewater capital improvement programs. This has helped in being able to complete more projects. However, deficits in staff support remain due to increases in workload in areas beyond project management.

Some sources of increased workload in Engineering Services are non-project related. Some examples of this include: the Engineering Division has taken over Wastewater Billing Rate analysis for building and tenant occupancy permits, City Code changes have increased the frequency of needing to

	<p>determine sewer availability, application of sewer standby fees, wastewater billing audit/inspection, and checking for requirements of sewer backflow prevention. In addition, Senate Bill 1598 went into effect prior to the economic rebound which requires additional effort in providing notification and documentation to the public when conducting inspections. These items are all non-project related and have increased the workload for Engineering Services within the past couple of years.</p> <p>Currently, the increased Engineering Services' workload has been absorbed by existing staff to the extent possible. Also, the levels of development and permit applications are increasing. In addition, the Assistant Engineer has been assisting with project management of Parks and Recreation-related capital projects, as well as other duties added since the decline in development activity. This has resulted in a reduction of time allowed in other functions within the Department, not allowing proper level of service. In addition, management must work, on average, far beyond normal work hours to cover the Division's workload.</p> <p>Development activity is increasing. If this trend continues, Engineering Services will be at a greater level of staff support deficit. The Assistant Engineer position would provide support in the areas noted as deficient.</p>
d)	<b>Does the project/issue relate to the strategic/community plans?</b>
	<b>Community Plan:</b>
	N/A
	<b>If not in either plan, how does this fit into the City of Sedona's priorities?</b>
e)	<b>Are there environmental implications?</b>
	Yes
	<b>If yes, explain:</b>
	The Assistant Engineer job duties include environmental compliance duties. This includes adding duties which could not be addressed with existing staff level.
f)	<b>Cost (include economic/financial analysis) and recommendation as to funding sources (include partnerships):</b>
	The Assistant Engineer salary range is SG-11 or \$35,987 to \$ 51,892 annually. In addition, there would be benefit costs such as retirement, health and accident insurance benefits. Some additional costs associated with employing the position are set-up costs such as a desk, phone, training and computer

	equipment. Set-up costs are estimated at \$11,100.
<b>II Risk Analysis</b>	
a)	<b>What happens if this is not done?</b>
	Reduced ability to review permit and development applications.
	<b>What would happen if this is done?</b>
	Level of service for permit and development applications will improve. Ability to better manage projects during employee leaves will improve. Reduce consultant costs. Increase personnel costs. Staff continuity will improve.
b)	<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.</b>
	Assumptions: Staff turnover will occur and staff continuity will be relevant. Public expectations for application review timeliness. Dependencies: Increase in private development.
c)	<b>Show examples of best practices from other cities, if applicable:</b>
	It is normal, in other cities, for Engineering Services to have an adequate level of staff.
<b>III Resources Required</b>	
a)	<b>What departments will be involved in the planning and operation of this project/issue?</b>
	Community Development – Engineering Services
	<b>Do these departments concur with this priority?</b>
	Yes
b)	<b>What are the in-house staff requirements?</b>
	Training and supervision by the Engineering Supervisor
c)	<b>Are outside consultants needed? Please explain:</b>
	No
d)	<b>Are special equipment resources required? Please explain:</b>
	PPE (Personal Protective Equipment) and cell phone
e)	<b>Are there on-going operation and maintenance costs involved? Please explain:</b>

	Payroll, safety equipment, and cell phone
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<b>IV</b>	<b>Implementation</b>
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a)	<b>What is the time frame for completion of plan and implementation for project/issue?</b>
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	This position would be hired in FY15/16
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b)	<b>How will you market/communicate the project/issue to the public?</b>
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	The position would be advertised through the Human Resources Department.
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c)	<b>What performance measures will you use to evaluate the project/issue?</b>
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	To evaluate the success of providing additional staff support, the following factors would be considered: The ability to complete projects currently delayed due to staff deficit. Increased management time for Assistant Director and Director. The level of customer service.
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<b>IV</b>	<b>Proposed Expenditures</b>
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Line Item Description (One-Time)	Account*	FY 2015-2016 Request
Computer Equipment/Phone		
Uniforms & Safety Gear		
		\$5,000
		\$0
<b>One-time Expenditures Total: \$0.00</b>		
Line Item Description (On-going)	Account *	FY 2015-2016 Request
Training		\$1,000.00
Telephone		\$300.00
Special Supplies/Safety Equipment/Emg		\$175.00
Wages and Benefits		\$83,525
<b>On-going Expenditures Total: \$85,000</b>		

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





**City of Sedona  
Decision Package  
Fiscal Year 2015-2016**

**Not Recommended**

<b>Project Title:</b>	Full Time City Maintenance Worker 2 Position
<b>Originating Department and Division:</b>	Engineering Services/Maintenance
<b>Funding Request Type (Ongoing vs. One-Time)</b>	Ongoing
<b>Source of Funds(General Funds, Grants or other outside Funding, New Revenue Source(s), Wastewater, etc.)</b>	

**I Problem/Issue**

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

Yes

**If yes, then how:**

This proposed position is necessary in order to adequately provide the maintenance and care of our current and future areas of responsibility. This position will allow staff to continue to provide an acceptable level of service within City Maintenance areas of responsibility, such as the Wetlands Preserve, City parks, City right-of-ways, the Pre-Monsoon Program, equipment maintenance, highway landscaping, and continue to assist with Parks and Recreation events.

It is necessary to have an adequate level of staff to avoid deterioration of City-maintained assets, address the needs of the public, and maintain an appropriate level of customer service.

**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 Maintenance Division requires additional resources to effectively maintain the assets of the City, meet the needs of the public, and provide internal and external customers with an acceptable level of service.

The City Maintenance Division was formed in April 2010 following the merger of Parks Maintenance, Streets Maintenance and ultimately, Facility Maintenance. Since that time, there have been numerous additions to the overall scope of

responsibility of the City Maintenance Division. One example is the reconstruction of the SR 179 corridor, which resulted in increased maintenance levels associated with miles of additional pedestrian lights, banner poles, sidewalks, and landscaping. In addition, maintenance of the Sedona Wetlands Preserve, and Pre-Monsoon Maintenance Program was added in FY 12-13. In 2013, the Uptown maintenance level of service was increased. These additions, as well as focused efforts to continually improve all areas of responsibility, challenge staff to maintain acceptable levels of service throughout the City.

Additional maintenance work loads include:

- SR 179 Corridor
- Teen Center
- 2070 Contractors Road
- 250 Brewer Road (Old Ranger Station), maintenance of grounds
- Splash Pad (Sunset Park)
- Pool Slide (Posse Grounds Park)
- Community Clean-Up Event(s) for pre-monsoon and fire abatement
- Wetlands Preserve (increased maintenance efforts)

Future maintenance work loads will include:

- Barbara's Park
- Bike Skills Park
- New Parks and Recreation Events: Holiday Central, Tinsel Town, Summer Camp and Yappy Hour

The Parks and Recreation Department has requested a staff person be dedicated to assist with Parks and Recreation events. The Parks and Recreation Department has three staff members. They have continued to increase their annual programming and the number of large events they provide to the public every year. With an increase in events, there is an increase in the amount of help needed from Maintenance Services. This additional staff person would become the go-to person for the Parks and Recreation Department. This additional staff person will allow Maintenance Services to assist the Parks and Recreation Department with the level of service required for these events.

Facility Maintenance is also requesting additional staff help from this proposed position with daily routine maintenance of City facilities. Currently, only one staff person is assigned to Facility Maintenance, and the Facility Manager cannot continue to keep up with the workload. An additional person would allow Maintenance Services to provide an adequate level of service and help to implement the Facility Maintenance Plan Decision Paper.

This new position would provide assistance to the Parks and Recreation Department, the Facility Manager, and City Maintenance.

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

	Parks and Recreation Master Plan Strategic Plan: Pg. 117, 3.9 Strategic Action Plan, Strategy 1.5 Maintain, improve and expand the parks and recreation system of facilities and services responsibly as a reflection of community priorities and values.
	<b>Community Plan:</b>
	N/A
	<b>If not in either plan, how does this fit into the City of Sedona's priorities?</b>
	<b>e) Are there environmental implications?</b>
	No
	<b>If yes, explain:</b>
	<b>f) Cost (include economic/financial analysis) and recommendation as to funding sources (include partnerships):</b>
	This is a new City Maintenance Worker 2 position, who's primary role would be to focus on improvements and general care of all areas of City maintenance responsibilities. This position would be compensated 80% from Public Works and 20% from Parks and Recreation. Other areas of responsibility include items such as Highway and City right-of-way mowing and weed control, right-of-way landscape and irrigation maintenance, equipment maintenance, asphalt/pot-hole repair, parks maintenance, pedestrian light maintenance, banner placement, Pre-Monsoon Programs, wetlands maintenance, public swimming pool maintenance, culvert and drainage issues, street signage, sidewalk repair and maintenance, and continued improvement and quality control of daily operations. This proposed position increases the annual budget on a continual basis. Adding this position will help to avoid the service area becoming further under-staffed, and will help maintain City assets to the proper level of service. This position will help make it possible to implement the Facility Maintenance Plan Decision Package. This Plan allows staff to provide adequate proactive maintenance to expand the life of City assets, making a relatively small increase in the maintenance cost and avoid large capital costs from occurring too early in the life of an asset.
<b>II Risk Analysis</b>	
	<b>a) What happens if this is not done?</b>
	Current staff is limited in their ability to provide adequate services to all areas of responsibility. Assets are beginning to fall into disrepair as indicated in the Decision Paper, "City Facilities Maintenance Plan Implementation". City right-of-way landscape and hardscape could deteriorate to the point of

	needing costly renovations or replacement; staff will continue to be over-extended and it will not be feasible to provide assistance for the increasing number of Parks and Recreation events. In addition, contract labor expenses will need to be added to future budgets in order to accomplish the required work load.
	<b>What would happen if this is done?</b>
	Staff will be able to provide better support to Parks and Recreation by making a maintenance person available for City events, and maintaining adequate coverage for scheduled and routine maintenance. We would be able to provide additional support to our Facility Manager for every-day maintenance responsibilities and maintain coverage in the other areas of maintenance.  Additionally, the level of maintenance services provided throughout the City will improve as a result.
	<b>Provide contingency analysis if applicable (provide key assumptions and dependencies).</b>
b)	<b>Assumptions - Something the City of Sedona has no control over.</b>
	<b>Dependencies - Something the City of Sedona may have control over. Major factor in what the City of Sedona is trying to accomplish.</b>
	<b>c) Show examples of best practices from other cities, if applicable:</b>
	It is normal, in other cities, for the Parks and Recreation Department to have an adequate level of maintenance staff.
<b>III Resources Required</b>	
	<b>a) What departments will be involved in the planning and operation of this project/issue?</b>
	Engineering / Maintenance / Parks and Recreation
	<b>Do these departments concur with this priority?</b>
	Yes
	<b>b) What are the in-house staff requirements?</b>
	An additional City Maintenance Worker 2 Staff position
	<b>c) Are outside consultants needed? Please explain:</b>
	No
	<b>d) Are special equipment resources required? Please explain:</b>
	PPE (Personal Protective Equipment) and cell phone
	<b>e) Are there on-going operation and maintenance costs involved? Please explain:</b>
	Payroll, safety equipment, cell phone and uniforms
<b>IV Implementation</b>	

a)	<b>What is the time frame for completion of plan and implementation for project/issue?</b>
	This position would be hired in FY15/16
b)	<b>How will you market/communicate the project/issue to the public?</b>
	The position would be advertised on the City's website and/or local newspaper.
c)	<b>What performance measures will you use to evaluate the project/issue?</b>
	The overall general appearance of our current facilities, parks, right-of-ways and State Routes 89A and SR 179 landscaped areas.  Reduction in contract services and costs to maintain the City's current assets.  Ability for maintenance staff to provide a higher level of service to internal and external customers, visitors and residents.

**IV Proposed Expenditures**

<b>Line Item Description (One-Time)</b>	<b>Account*</b>	<b>FY 2015-2016 Request</b>
Salary & Wages (Including benefits) – 80% Public Works	10-5320-01-6005	\$47,360.00
Salary & Wages (Including benefits) – 20% Parks and Recreation	10-5242-02-6005	\$11,840.00
		\$0
		\$0
<b>One-time Expenditures Total: \$59,200.00</b>		
<b>Line Item Description (On-going)</b>	<b>Account *</b>	<b>FY 2015-2016 Request</b>
Employee Exams	11-5320-01-6141	\$20.00
Telephone	11-5320-01-6213	\$300.00
Uniform Expenses	11-5320-01-6214	\$350.00
Special Supplies/Safety Equipment/Emg	11-5320-01-6243	\$175.00
<b>On-going Expenditures Total: \$845.00</b>		

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



**City of Sedona  
Decision Package  
Fiscal Year 2015-2016**

**Not Recommended**

<b>Project Title:</b>	Jacobsen Turfcat Mower Replacement
<b>Originating Department and Division:</b>	Engineering Services/Maintenance
<b>Funding Request Type (Ongoing vs. One-Time)</b>	One-Time
<b>Source of Funds(General Funds, Grants or other outside Funding, New Revenue Source(s), Wastewater, etc.)</b>	

**I Problem/Issue**

<b>a) Does this affect our citizens/customers quality of life?</b>	
	Yes
<b>If yes, then how:</b>	
	This equipment will replace an aging mower, and help staff continue to provide turf area maintenance (mowing) of parks and ball field areas at our public parks.
<b>b) Is this a traditional government function?</b>	
	Yes
<b>If it is not a traditional function, why should the City of Sedona deal with it?</b>	
<b>c) History/background of project issue:</b>	
	The existing 2004 Jacobsen Turfcat mower is at replacement age. Staff has experienced increased maintenance costs for repairs.
<b>d) Does the project/issue relate to the strategic/community plans?</b>	
	<b>Strategic Plan:</b>
	<b>Community Plan:</b>
	The Community Gathering Places & Sense of Place Section supports this request to maintain this level of service.
<b>If not in either plan, how does this fit into the City of Sedona's priorities?</b>	
	Staff will continue to provide the current level of service for the turf and field areas in the Parks by replacing the mower.
<b>e) Are there environmental implications?</b>	
	No

	If yes, explain:
f)	Cost (include economic/financial analysis) and recommendation as to funding sources (include partnerships):
<b>II Risk Analysis</b>	
a)	What happens if this is not done?
	Staff would continue to perform work with current equipment. The potential for an increase in maintenance costs for existing equipment is a concern. If complete equipment failure occurred, an unplanned purchase would cause budget issues. Equipment failure could also cause delays in park turf area maintenance of ball fields. If temporary equipment is rented or leased for an entire year, the cost would be approximately \$16,000.00.
	What would happen if this is done?
	Staff will continue to perform turf maintenance at an efficient level of service. Savings will occur with equipment maintenance costs. Scheduled replacement of equipment will alleviate any issues that would occur with a required unscheduled purchase or rental cost in the budget year.
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:
	It is a common piece of equipment for other municipalities, school districts, and golf courses that maintain large amounts of turf areas.
<b>III Resources Required</b>	
a)	What departments will be involved in the planning and operation of this project/issue?
	Engineering / Maintenance
	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:

	In house maintenance and equipment inspections.
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<b>IV</b>	<b>Implementation</b>
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a)	<b>What is the time frame for completion of plan and implementation for project/issue?</b>
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	The equipment would be purchased within the first quarter of FY15/16.
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b)	<b>How will you market/communicate the project/issue to the public?</b>
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	N/A
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c)	<b>What performance measures will you use to evaluate the project/issue?</b>
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	Continued proper maintenance of turf and ball fields.
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<b>IV</b>	<b>Proposed Expenditures</b>
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<b>Line Item Description (One-Time)</b>	<b>Account*</b>	<b>FY 2015-2016 Request</b>
Non-Capital Equipment	10-5320-26-6248	\$22,000.00
		\$0
		\$0
		\$0
<b><u>One-time Expenditures Total: \$22,000.00</u></b>		
<b>Line Item Description (On-going)</b>	<b>Account *</b>	<b>FY 2015-2016 Request</b>
Maintenance/Equipment Repair	10-5320-26-6235	\$150.00
		\$0
		\$0
		\$0
<b><u>On-going Expenditures Total: \$150.00</u></b>		

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





**City of Sedona  
Decision Package  
Fiscal Year 2015-2016**

**Not Recommended**

<b>Project Title:</b>	Jordan Museum Electrical Upgrade
<b>Originating Department and Division:</b>	Engineering Services/Maintenance
<b>Funding Request Type (Ongoing vs. One-Time)</b>	One-Time
<b>Source of Funds (General Funds, Grants or other outside Funding, New Revenue Source(s), Wastewater, etc.)</b>	

<b>I Problem/Issue</b>	
<b>a)</b>	<b>Does this affect our citizens/customers quality of life?</b>
	Yes
	<b>If yes, then how:</b>
	Bringing the electrical system up to code compliance ensures the safety of both building and public.
<b>b)</b>	<b>Is this a traditional government function?</b>
	Yes
	<b>If it is not a traditional function, why should the City of Sedona deal with it?</b>
<b>c)</b>	<b>History/background of project issue:</b>
	The electrical upgrade needs were identified as a prior project. Unfortunately, due to staff turnover and the amount originally budgeted, this project was not completed. Current staff has acquired detailed quotes to complete this project.
<b>d)</b>	<b>Does the project/issue relate to the strategic/community plans?</b>
	<b>Strategic Plan:</b>
	Yes
	<b>Community Plan:</b>
	Commitment to Environmental Protection & Community Gathering Places
	<b>If not in either plan, how does this fit into the City of Sedona's priorities?</b>
<b>e)</b>	<b>Are there environmental implications?</b>
	Yes
	<b>If yes, explain:</b> Bringing the electrical system up to code compliance addresses

	the potential of fire.
f)	<b>Cost (include economic/financial analysis) and recommendation as to funding sources (include partnerships):</b>
<b>II Risk Analysis</b>	
a)	<b>What happens if this is not done?</b>
	The electrical system in the building would remain out of code compliance.
	<b>What would happen if this is done?</b>
	This brings the electrical system in the building into code compliance.
b)	<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.</b>
c)	<b>Show examples of best practices from other cities, if applicable:</b>
	This brings the electrical system in the building into code compliance.
<b>III Resources Required</b>	
a)	<b>What departments will be involved in the planning and operation of this project/issue?</b>
	Engineering/City Maintenance
	<b>Do these departments concur with this priority?</b>
	Yes
b)	<b>What are the in-house staff requirements?</b>
	Project Management
c)	<b>Are outside consultants needed? Please explain:</b>
	A consultant has prepared a design for this work.
d)	<b>Are special equipment resources required? Please explain:</b>
	No
e)	<b>Are there on-going operation and maintenance costs involved? Please explain:</b>
	In-house maintenance and inspections of equipment.
<b>IV Implementation</b>	
a)	<b>What is the time frame for completion of plan and implementation for project/issue?</b>
	A contractor would be selected and the project would be completed in the Spring of 2016.
b)	<b>How will you market/communicate the project/issue to the public?</b>

	A contractor would be selected through a request for bid process.
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c)	What performance measures will you use to evaluate the project/issue?
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	The safety of the electrical system will be improved.
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<b>IV</b>	<b>Proposed Expenditures</b>
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Line Item Description (One-Time)	Account*	FY 2015-2016 Request
Improvements-City Owned Property	10-5320-79-6857	\$25,000.00
		\$0
		\$0
		\$0

**One-time Expenditures Total: \$25,000.00**

Line Item Description (On-going)	Account *	FY 2015-2016 Request
		\$0
		\$0
		\$0
		\$0

**On-going Expenditures Total: \$0**

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



**City of Sedona  
Decision Package  
Fiscal Year 2015-2016**

**Recommended at  
\$22,000**

<b>Project Title:</b>	Police Department Patio Seal & Resurface
<b>Originating Department and Division:</b>	Engineering Services/Maintenance
<b>Funding Request Type (Ongoing vs. One-Time)</b>	One-Time
<b>Source of Funds (General Funds, Grants or other outside Funding, New Revenue Source(s), Wastewater, etc.)</b>	

<b>I Problem/Issue</b>	
<b>a)</b>	<b>Does this affect our citizens/customers quality of life?</b>
	Yes
	<b>If yes, then how:</b>
	This affects the Sedona Police Department's ability to provide their service to the community.
<b>b)</b>	<b>Is this a traditional government function?</b>
	Yes
	<b>If it is not a traditional function, why should the City of Sedona deal with it?</b>
<b>c)</b>	<b>History/background of project issue:</b>
	The Sedona Police Department patio is above the underground Police Department garage. Rain water penetration finds its way down to the Police Department garage area, gym and Evidence Room, compromising the Department's ability to provide a dry, moisture-free environment for storage of police records and evidence. The patio is located between the Police Department and the City Court. During heavy to moderate rain events, water finds its way through the concrete slab joints and down to the lower basement area. City Maintenance staff has completed some work in-house and has successfully cleaned out and re-sealed the joints. The remaining work has to do with full slab sealing. The existing cool deck that was on top of the concrete is flaking off and needs complete removal and replacement.
<b>d)</b>	<b>Does the project/issue relate to the strategic/community plans?</b>
	<b>Strategic Plan:</b>

	<b>Community Plan:</b>
	<b>If not in either plan, how does this fit into the City of Sedona's priorities?</b>
	It helps maintain a healthy work environment for the Police Department staff, and maintains the integrity of Police records and evidence stored in the Evidence Room.
	<b>e) Are there environmental implications?</b>
	No
	<b>If yes, explain:</b>
	<b>f) Cost (include economic/financial analysis) and recommendation as to funding sources (include partnerships):</b>
<b>II Risk Analysis</b>	
	<b>a) What happens if this is not done?</b>
	Although the joint sealing was completed in-house, existing cracks on the concrete require sealing of the concrete slab. The potential for water penetration is still a concern due to the hairline cracks in the concrete slab.
	<b>What would happen if this is done?</b>
	We would replace the cool deck material that was in place, in kind. We would eliminate concerns of future water damage to the underground basement, evidence room and gym area.
	<b>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.</b>
	<b>c) Show examples of best practices from other cities, if applicable:</b>
	It is common practice for property owners to repair and maintain their buildings and open spaces.
<b>III Resources Required</b>	
	<b>a) What departments will be involved in the planning and operation of this project/issue?</b>
	Engineering/Maintenance
	<b>Do these departments concur with this priority?</b>
	Yes
	<b>b) What are the in-house staff requirements?</b>
	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																																					
<b>IV Implementation</b>																																						
	a) What is the time frame for completion of plan and implementation for project/issue?																																					
	FY 15/16																																					
	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?																																					
	The rain water leaking into the Sedona Police Department garage area would be eliminated.																																					
<b>IV Proposed Expenditures</b>																																						
<table border="1"> <thead> <tr> <th>Line Item Description (One-Time)</th> <th>Account*</th> <th>FY 2015-2016 Request</th> </tr> </thead> <tbody> <tr> <td>Improvements-City Owned Property</td> <td>10-5320-79-6857</td> <td>\$22,000.00</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 colspan="3" style="text-align: right;"><b><u>One-time Expenditures Total: \$22,000.00</u></b></td> </tr> <tr> <th>Line Item Description (On-going)</th> <th>Account *</th> <th>FY 2015-2016 Request</th> </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>\$0</td> </tr> <tr> <td colspan="3" style="text-align: right;"><b><u>On-going Expenditures Total: \$0</u></b></td> </tr> </tbody> </table>			Line Item Description (One-Time)	Account*	FY 2015-2016 Request	Improvements-City Owned Property	10-5320-79-6857	\$22,000.00			\$0			\$0			\$0	<b><u>One-time Expenditures Total: \$22,000.00</u></b>			Line Item Description (On-going)	Account *	FY 2015-2016 Request			\$0			\$0			\$0			\$0	<b><u>On-going Expenditures Total: \$0</u></b>		
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\*Full account string including fund, department/division number, and account number.



**City of Sedona  
Decision Package  
Fiscal Year 2015-2016**

**Not Recommended**

<b>Project Title:</b>	Teen Center Flooring Replacement
<b>Originating Department and Division:</b>	Engineering Services/Maintenance
<b>Funding Request Type (Ongoing vs. One-Time)</b>	One-Time
<b>Source of Funds(General Funds, Grants or other outside Funding, New Revenue Source(s), Wastewater, act.)</b>	
<b>I Problem/Issue</b>	
<b>a) Does this affect our citizens/customers quality of life?</b>	
	Yes
<b>If yes, then how:</b>	
	The Teen Center flooring is in poor condition. It will continue to degrade if use as a rental facility continues. The appearance and appeal of the rental facility will be impacted, due to the flooring's degraded condition.
<b>b) Is this a traditional government function?</b>	
	Yes
<b>If it is not a traditional function, why should the City of Sedona deal with it?</b>	
<b>c) History/background of project issue:</b>	
	The teen center has been used by organizations for after-school events in the past. The current flooring is deteriorated and is in need of replacement. The cost for flooring replacement is based on the square footage of the area (4500 Sq. Ft +).
<b>d) Does the project/issue relate to the strategic/community plans?</b>	
	<b>Strategic Plan:</b>
	<b>Community Plan:</b>
	N/A
<b>If not in either plan, how does this fit into the City of Sedona's priorities?</b>	
	The teen center is owned by the City and is currently available as a rental to the public. Maintaining the building is the City's responsibility if the teen center is used as a short term rental and is open to the public.

	e) Are there environmental implications?
	No
	If yes, explain:
	f) Cost (include economic/financial analysis) and recommendation as to funding sources (include partnerships):
<b>II Risk Analysis</b>	
	a) What happens if this is not done?
	The flooring will continue to deteriorate and look unsightly. Customer experience associated with renting the facility would be negatively impacted. Rental rates for the teen center could be difficult to obtain if the facility is in poor shape.
	What would happen if this is done?
	The opportunity to replace the flooring will improve the overall experience of customers renting the facility. It will also provide for a more appealing venue. In addition, it will justify the rental rates for the facility.
	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 requested level of maintenance is consistent with other municipalities' practices.
<b>III Resources Required</b>	
	a) What departments will be involved in the planning and operation of this project/issue?
	Engineering/Maintenance/Community Development/Parks and Recreation
	Do these departments concur with this priority?
	Yes
	b) What are the in-house staff requirements?
	Project Management
	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:



	Continued normal maintenance, no change.
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<b>IV</b>	<b>Implementation</b>
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a)	What is the time frame for completion of plan and implementation for project/issue?
----	---

	FY 15/16
--	----------

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

	The public and potential rental customers will observe the condition of the flooring.
--	---

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

	N/A
--	-----

<b>IV</b>	<b>Proposed Expenditures</b>
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Line Item Description (One-Time)	Account*	FY 2015-2016 Request
Improvements-City Owned Property	10-53200-79-6730	\$20,000.00
		\$0
		\$0
		\$0
<b><u>One-time Expenditures Total: \$20,000.00</u></b>		
Line Item Description (On-going)	Account *	FY 2015-2016 Request
Professional Services-Janitorial Contract	10-5320-79-6405	\$3,000.00
		\$0
		\$0
		\$0
<b><u>On-going Expenditures Total: \$3,000.00</u></b>		

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



**City of Sedona  
Decision Package  
Fiscal Year 2015-2016**

**Recommended at  
\$35,000**

<b>Project Title:</b>	Teen Center HVAC Replacement/Upgrade
<b>Originating Department and Division:</b>	Engineering Services/Maintenance
<b>Funding Request Type (Ongoing vs. One-Time)</b>	
<b>Source of Funds (General Funds, Grants or other outside Funding, New Revenue Source(s), Wastewater, etc.)</b>	

**I Problem/Issue**

<b>a) Does this affect our citizens/customers quality of life?</b>	
	No
<b>If yes, then how:</b>	

<b>b) Is this a traditional government function?</b>	
	Yes
<b>If it is not a traditional function, why should the City of Sedona deal with it?</b>	

<b>c) History/background of project issue:</b>	
	<p>The Teen Center was built in 2004 and was equipped with five (5) HVAC units that currently supply heat and cooling for the facility. One unit is currently out of service and needs to be replaced. Commercial HVAC units can be expected to have an approximate life of 10-12 years, these units are near their end of life use.</p> <p>Staff proposes, replacement of all five units and upgrade from the existing HVAC units to a more efficient dual heat pump unit(s). Dual heat pump meaning that the units would primarily work on electricity, but would benefit from the existing propane plumbing and propane tank when temperatures fall below 40 degrees. Propane fuel can bring the temperature up more efficiently than the electricity alone would.</p> <p>The current HVAC units in place run on propane for heating, the air conditioning part runs on electricity. Staff projected that the cost for heating the Teen Center would be about \$27,600.00 dollars for the year, if the Teen Center was rented out 3 days per week in a given year. The propane cost information was supplied</p>

	<p>by the propane vendor based on a \$3.50 a gallon cost for propane and the size of the building at 4500 + sq. ft.</p> <p>Upgrading the current units to units that primarily run on electricity would provide a savings of up to 70% on propane costs, reducing these costs to approximately \$8280.00. This cost offset does have an increase on the projected electrical costs, at approximately 100%. Current electrical costs are estimated at \$5280.00 and would increase to approximately \$10,560.00.</p>
	<b>d) Does the project/issue relate to the strategic/community plans?</b>
	<b>Strategic Plan:</b>
	N/A
	<b>Community Plan:</b>
	N/A
	<b>If not in either plan, how does this fit into the City of Sedona's priorities?</b>
	We will be replacing existing HVAC units that are near their end of life and doing away with any public perception that the City is unable to maintain its assets. At the same time reducing our utility costs by installing more efficient units.
	<b>e) Are there environmental implications?</b>
	No
	<b>If yes, explain:</b>
	<b>f) Cost (include economic/financial analysis) and recommendation as to funding sources (include partnerships):</b>
	The cost for replacement to a dual heat pump unit is approximately \$7000.00 per unit, at a total cost of \$35,000.00 to replace all of the units.
<b>II Risk Analysis</b>	
	<b>a) What happens if this is not done?</b>
	We will replace the units in kind as needed. Currently one unit is out of service and will need to be replaced in the near future at an approximate cost of \$5000.00
	<b>What would happen if this is done?</b>
	We would be replacing the units with an upgraded dual heat pump unit that is more efficient.
	<b>Provide contingency analysis if applicable (provide key assumptions and dependencies).</b>
	<b>b) Assumptions - Something the City of Sedona has no control over.</b>
	<b>Dependencies - Something the City of Sedona may have control over. Major factor in what the City of Sedona is trying to accomplish.</b>
	<b>c) Show examples of best practices from other cities, if applicable:</b>

<b>III Resources Required</b>																				
a)	<b>What departments will be involved in the planning and operation of this project/issue?</b>																			
	Engineering/Maintenance																			
	<b>Do these departments concur with this priority?</b>																			
	Yes																			
b)	<b>What are the in-house staff requirements?</b>																			
	N/A																			
c)	<b>Are outside consultants needed? Please explain:</b>																			
	N/A																			
d)	<b>Are special equipment resources required? Please explain:</b>																			
	N/A																			
e)	<b>Are there on-going operation and maintenance costs involved? Please explain:</b>																			
	Utilities would continue to be a part of the ongoing maintenance, staff is confident that a savings to propane and electricity bills would be a direct result of the updated units.																			
<b>IV Implementation</b>																				
a)	<b>What is the time frame for completion of plan and implementation for project/issue?</b>																			
	FY 15/16																			
b)	<b>How will you market/communicate the project/issue to the public?</b>																			
	N/A																			
c)	<b>What performance measures will you use to evaluate the project/issue?</b>																			
	N/A																			
<b>IV Proposed Expenditures</b>																				
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Line Item Description (One-Time)	Account*	FY 2015-2016 Request																		
	10-5320-79-6857	\$35,000.00																		
		\$0																		
		\$0																		
		\$0																		
<b>One-time Expenditures Total:</b>		<b>\$35,000.00</b>																		

Line Item Description (On-going)	Account *	FY 2015-2016 Request
		\$0
		\$0
		\$0
		\$0
<b><u>On-going Expenditures Total: \$0</u></b>		

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



**City of Sedona  
Decision Package  
Fiscal Year 2015-2016**

**Not Recommended**

<b>Project Title:</b>	Purchase of 2015 Ford Escape
<b>Originating Department and Division:</b>	Community Development - Engineering Services
<b>Funding Request Type (Ongoing vs. One-Time)</b>	One time
<b>Source of Funds(General Funds, Grants or other outside Funding, New Revenue Source(s), Wastewater, ect.)</b>	General Funds

**I Problem/Issue**

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

Yes

**If yes, then how:**

Not providing adequate dedicated transportation for the Associate Engineers would adversely affect their ability to manage projects. The Associate Engineers routinely inspect the projects they manage in the field. This includes providing periodic inspections, as well as inspections for more urgent issues, which if not addressed in a timely manner, can lead to costly claims by a contractor.

Current Problem/Issue:  
Engineering Services staff, based in City Hall Building 108, have the following vehicles assigned:

1. 2002 Ford Escape - (Assigned to two (2) Associate Engineers)
2. 2006 Dodge Dakota - (Assigned to Engineering Inspector)
3. 2006 Jeep Cherokee - (Assigned to Engineering Supervisor, and Assist. Engineer)
4. 2007 Dodge Dakota - (Assigned to Engineering Inspector)
5. 2008 Ford Escape - (Assigned to Chief Engineering Inspector)
6. 2003 Dodge Ram - (Assigned to Field Services Supervisor, and Traffic Aide)

These vehicles are either assigned to a single field staff member or the vehicles are shared between two (2) office staff members.

The daily usage, and periodic urgent nature of the transportation required, prohibits the use of the City's pool cars for this need. If pool vehicles were

	<p>relied on for this need, it would adversely affect available transportation for other City employees. In addition, pool vehicles are not equipped for off-road use and the rugged environments of construction sites.</p> <p>The 2002 Ford Escape now has over 100,000 miles, with a Kelly Blue Book value of approximately \$4,500. The vehicle value has nearly depreciated to the point where major repairs would exceed its value. Considering the age and condition of the vehicle, it should be considered for auction when the next major repair is needed.</p>
	<b>b) Is this a traditional government function?</b>
	Yes
	<b>If it is not a traditional function, why should the City of Sedona deal with it?</b>
	<b>c) History/background of project issue:</b>
	<p>In 2012, the 2002 Ford Escape was used as a pool vehicle, and that year, it was determined this vehicle should be replaced with a newer vehicle. Later that year, the two (2) Associate Engineer positions were filled with the understanding they would use the 2002 Ford Escape for transportation needs. Now, nearly three years later, the vehicle has over 100,000 miles and is thirteen years old.</p> <p>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>
	<b>d) Does the project/issue relate to the strategic/community plans?</b>
	<b>Strategic Plan:</b>
	<b>Community Plan:</b>
	<b>If not in either plan, how does this fit into the City of Sedona's priorities?</b>
	This purchase follows the City's Vehicle Acquisition procedures.
	<b>e) Are there environmental implications?</b>
	No
	<b>If yes, explain:</b>
	<b>f) Cost (include economic/financial analysis) and recommendation as to funding sources (include partnerships):</b>
	Compact SUVs with a sufficient cargo area for illegal signage, etc., were

researched on the Cars.com, KBB.com and Edmunds.com websites. The comparison included the 2015 Ford Escape, the 2015 Chevrolet Equinox and the 2015 Jeep Cherokee. After receiving the 2015 price lists for the Statewide Vehicle Purchase Contracts, the Jeep Cherokee Sport 4-Cyl, 2.4L I-4 184hp engine, front-wheel drive and 9-speed automatic transmission with overdrive was eliminated from consideration, because no participating dealership listed the vehicle for purchase.

The cost, including the base price plus sales tax, EPA tire tax, and delivery charge, for the Ford Escape and the Chevrolet Equinox were determined to be as follows:

1. **2015 Ford Escape**- S 4-Cyl, 2.5 L I-4 168hp engine, front-wheel drive and 6-speed automatic transmission with overdrive at Chapman Ford (the only Ford dealership offering the Escape). [Note: The price list shows the vehicle as an LXS model, but the representative stated that the manufacturer changed the code for the base model to S as shown in the research materials.]  
\$20,301.00 base price + 1,613.93 (7.95%) sales tax + 5.00 EPA tire tax + \$250.00 delivery charge = **\$22,169.93**
2. **2015 Chevrolet Equinox** – LS 4-Cyl, 2.4L I-4 182hp engine, front-wheel drive and 6-speed automatic transmission with overdrive at Courtesy Chevrolet (the lower-priced Chevrolet dealership of two listed)  
\$20,679.00 base price + 1,724.66 (8.3%) sales tax + 5.00 EPA tire tax + 100.00 delivery charge = **\$22,508.66**

**Additional Charges Common to All Participating Dealerships:**

Manufacturers stop taking orders for new vehicles typically around March; therefore, subsequent orders are filled based upon “out of stock” availability, meaning the vehicles remaining on dealer lots, which may increase the price approximately **\$1,000 - \$1,500**, depending on the options already on the available vehicles, etc. Additionally, purchases are made on an order basis requiring 60 - 90 days from receipt of the order, and new price lists for Statewide Vehicle Purchase Contracts are issued annually around October - November; therefore, the vehicle should be ordered in July of 2015, to receive the vehicle in September - October and avoid a potential price increase.

**Recommendation:**

Based upon purchase price, gas mileage, and reduced maintenance costs, staff is recommending the purchase of the 2015 Ford Escape, which has a sufficient cargo area for necessary tools.

No alternative funding sources are available at this time.

**II Risk Analysis**



	<b>a) What happens if this is not done?</b>
	The Associate Engineers would not have reliable and appropriate transportation to respond to field issues efficiently. The maintenance costs will increase and the reliability of the older vehicle will decrease.
	<b>What would happen if this is done?</b>
	The Associate Engineers would have reliable and appropriate transportation to respond to field issues more efficiently.
	<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.</b>
	Assumptions – The City of Sedona has no control over the timing or nature of field issues that arise.  Dependencies – Adequate transportation for the Associate Engineers is needed to fulfill their responsibilities.
	<b>c) Show examples of best practices from other cities, if applicable:</b>
	Not applicable
<b>III Resources Required</b>	
	<b>a) What departments will be involved in the planning and operation of this project/issue?</b>
	Community Development
	<b>Do these departments concur with this priority?</b>
	Yes
	<b>b) What are the in-house staff requirements?</b>
	No additional staff is required as a result of this purchase; this transportation is for existing staff.
	<b>c) Are outside consultants needed? Please explain:</b>
	No
	<b>d) Are special equipment resources required? Please explain:</b>
	A vehicle with a sufficient cargo capacity to carry field inspection tools, and additional passengers.
	<b>e) Are there on-going operation and maintenance costs involved? Please explain:</b>
	Yes - routine maintenance costs of the vehicle.
<b>IV Implementation</b>	
	<b>a) What is the time frame for completion of plan and implementation for project/issue?</b>
	Vehicle would be ordered in July of 2015 and received approximately 60 - 90 days thereafter.

b)	How will you market/communicate the project/issue to the public?
	No external communications should be required.
c)	What performance measures will you use to evaluate the project/issue?
	The availability of adequate transportation for the Associate Engineers to provide all types of field inspection needed to manage their projects.

**IV Proposed Expenditures**  
Purchase and delivery of vehicle

Line Item Description (One-Time)	Account*	FY 2015-2016 Request
2015 Ford Escape	59-5250-38-6840	\$10,150.50
7.95% Sales Tax	59-5250-38-6840	806.97
EPA Tire Charge	59-5250-38-6840	2.50
Delivery Charge	59-5250-38-6840	125.00
<b>Vehicle Cost - Current</b>	59-5250-38-6840	<b>\$11,084.97</b>
<b>Estimated (potential) "out of stock" additional charge after March, 2015</b>	59-5250-38-6840	<b>750.00</b>
2015 Ford Escape	10-5320-01-6840	\$10,150.50
7.95% Sales Tax	10-5320-01-6840	806.96
EPA Tire Charge	10-5320-01-6840	2.50
Delivery Charge	10-5320-01-6840	125.00
<b>Vehicle Cost - Current</b>	10-5320-01-6840	<b>\$11,084.97</b>
<b>Estimated (potential) "out of stock" additional charge after March, 2015</b>	10-5320-01-6840	<b>750.00</b>

**One-time Expenditures Total: \$23,669.93**

Line Item Description (On-going)	Account *	FY 2015-2016 Request
Estimated first year routine maintenance cost	59-5250-38-6241	\$136.00
	10-5245-01-6241	\$136.00
		\$0
		\$0

**On-going Expenditures Total: \$272.00**

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

## FINANCIAL SERVICES

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### 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, issuing business licenses, overseeing the third-party contracts for sales tax collections and audits, and collection of past-due amounts owed the City. The Department provides payroll, benefits administration, financial reporting, 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.

### 2015-2016 OBJECTIVES

- Continue internal control audit and asset listing update to insure safeguarding the City's financial assets.
- Cross train Finance Department personnel to better serve the City's customers and internal users of financial services.
- Update and implement Financial Records Retention Policies and Procedures.
- Conduct review of payroll system in order to make the payroll process more economical and efficient.
- Ready Finance Department to work with the State of Arizona to take over sales tax collections.
- Audit and update residential and commercial sewer account information.
- Enhance sales tax and debt collections through a more stringent auditing procedure.
- Update of City of Sedona Purchasing manual.
- Refinance Series 2005 Bond Debt for a minimum 3% net savings.

### 2014-2015 ACCOMPLISHMENTS

- ✓ Conducted a successful canvass of hundreds of local businesses to educate and provide guidance on licensing and tax requirements.
- ✓ Developed a new and more comprehensive one page dashboard monthly financial report for City Council and the public.
- ✓ Implemented new Citizen Committee, which worked directly with staff in developing and reviewing the FY 2014-15 Budget.
- ✓ Refinanced the Series 2004 bonds, creating a net savings of over \$550,000.
- ✓ Received Certificate of Achievement for Excellence in Financial Reporting for the Comprehensive Annual Financial Report for the FY 2013 – the 15<sup>th</sup> year the City has received this award.
- ✓ Recruited and hired three new employees to bring the Finance Department up to full staffing.
- ✓ Successful Alternative Expenditure Limitation Ballot measure.
- ✓ Implemented new wastewater rates and rate structure.

### SIGNIFICANT CHANGES

Hired a new Senior Accountant and 2 new Accounting Techs during FY 2014 – 2015.

#### Did You Know?

That the City provides discounts on sewer bills for homes with low-flow toilets and provides a rebate of up to \$50 per toilet for homeowners who change out old models for low-flow models (1.6 gallons of water use or less).

## WORKLOAD INDICATORS

<b>Workload Indicators</b>	<b>FY 12-13 Actual</b>	<b>FY 13-14 Actual</b>	<b>FY 14-15 Estimate</b>	<b>FY 15-16 Proposed</b>
Number of Wastewater bills sent annually	83,684	79,449	78,000	77,000
Local sales tax revenue from audits and detection work	\$224,341	\$566,563	\$250,000	\$275,000

## PERFORMANCE MEASURES

<b>Performance Measures</b>	<b>FY 12-13 Actual</b>	<b>FY 13-14 Actual</b>	<b>FY 14-15 Estimate</b>	<b>FY 15-16 Proposed</b>
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 <sup>th</sup> 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  
PROPOSED 2015-16 DEPARTMENT BUDGETS**

Account Number	Account Description	FY15 Estimated Actuals	FY15 Adopted Budget	FY16 Proposed Budget	Difference FY15	
					Adopted vs. FY16 Proposed	% Difference
10-5222-01-6005	Salary & Wages	\$227,000	\$231,971	\$237,047	\$5,076	2%
10-5222-01-6006	Overtime	\$250	\$0	\$0	\$0	N/A
10-5222-01-6010	TempPart-Time Wages	\$0	\$0	\$0	\$0	N/A
10-5222-01-6046	Employee Benefits	\$4,500	\$2,940	\$2,940	\$0	0%
10-5222-01-6125	Direct Payroll Costs	\$18,000	\$18,522	\$18,903	\$381	2%
10-5222-01-6130	Retirement	\$27,000	\$28,086	\$28,342	\$256	1%
10-5222-01-6134	STD/LTD Insurance	\$735	\$835	\$853	\$18	2%
10-5222-01-6135	Health/Dental/Life Insurance	\$46,867	\$46,867	\$52,850	\$5,983	13%
10-5222-01-6136	Workers Compensation Insurance	\$800	\$557	\$894	\$337	61%
10-5222-01-6210	Printing/Office Supplies	\$0	\$0	\$500	\$500	N/A
10-5222-01-6212	Postage	\$0	\$0	\$2,550	\$2,550	N/A
10-5222-01-6213	Telephone	\$0	\$0	\$0	\$0	N/A
10-5222-01-6225	Service Charges	\$0	\$0	\$0	\$0	N/A
10-5222-01-6244	Office Furniture - Non Capital	\$0	\$0	\$5,000	\$5,000	N/A
10-5222-01-6405	Professional Services	\$90,000	\$97,700	\$69,700	-\$28,000	-29%
10-5222-01-6455	Audit	\$18,500	\$20,000	\$25,000	\$5,000	25%
10-5222-01-6511	Advertising	\$4,300	\$4,300	\$5,000	\$700	16%
10-5222-01-6703	Dues/Subscriptions/License	\$2,900	\$2,900	\$3,125	\$225	8%
10-5222-01-6750	Training/Staff Development	\$6,000	\$6,000	\$8,250	\$2,250	38%
<b>Total Finance Department</b>		<b>\$446,852</b>	<b>\$460,678</b>	<b>\$460,954</b>	<b>\$276</b>	<b>0%</b>

**CITY OF SEDONA  
PROPOSED 2015-2016 BUDGET  
GENERAL FUND DEPARTMENTS**

Account Number	Account Description	FY 2014 Actuals	FY 2014 Budget	FY 2015 Actuals YTD 1/31/15	2015 Adopted Budget	2016 Detail Description	2016 Requested Budget	2016 Detail Amounts
<b>Financial Services</b>								
10-5222-01-6005	Salary & Wages	199,441	252,309	125,059	231,971		237,047	237,047
10-5222-01-6046	Employee Benefits	2,190	420	2,450	2,940		2,940	2,940
10-5222-01-6125	Direct Payroll Costs	13,875	27,693	9,890	18,522	% of Wages	18,903	18,903
10-5222-01-6130	Retirement	20,351	25,780	15,245	28,086	% of Wages	28,342	28,342
10-5222-01-6134	STD/LTD Insurance	1,221	1,552	151	835	% of Wages	853	853
10-5222-01-6135	Health/Dental/Life Insurance	28,849	40,307	26,593	46,867	Premiums per plan election	52,850	52,850
10-5222-01-6136	Workers Compensation Insurance	823	634	377	557	% of Wages	894	894
10-5222-01-6210	Printing/Office Supplies	-	-	-	-		500	500
10-5222-01-6212	Postage	999	-	-	-		2,550	2,550
10-5222-01-6244	Office Furniture - Non Capital	-	-	-	-		5,000	
						Reconstruct Front Counter		5,000
10-5222-01-6405	Professional Services	158,999	96,700	31,780	97,700		69,700	
						Sales Tax Audit Services (30% to WW)		66,500
						Miscellaneous Consulting		2,000
						Third party services - municipal tax hearings		1,200
10-5222-01-6455	Audit	19,301	20,000	16,365	20,000		25,000	
						Audit services		25,000
10-5222-01-6511	Advertising	672	5,200	3,243	4,300		5,000	
						Sales Tax Changes		3,000
						Public Notices Budget		2,000
10-5222-01-6703	Dues/Subscriptions/License	1,754	2,875	759	2,900		3,125	
						GFOA Membership		450
						GFOAZ Membership		225
						American Payroll Association		225
						FLSA Updates and Subscription		500
						GFOA Subscriptions		500
						Revenue/collections management		1,000
						CPA License Renewal - Director		225
10-5222-01-6750	Training/Staff Development	-	-	46	6,000		8,250	
						CPA reporting period 2016 CPE credits to maintain TSM		3,000
						Springbrook Users Conference (3 participants)		4,500
						Local conferences & Training		750
<b>Subtotal Financial Services</b>		<b>\$ 448,475</b>	<b>\$ 473,470</b>	<b>\$ 231,958</b>	<b>\$ 460,678</b>		<b>\$ 460,954</b>	<b>\$ 460,954</b>

**CITY OF SEDONA  
PROPOSED 2015-16 DEPARTMENT BUDGETS**

Account Number	Account Description	FY15 Estimated Actuals	FY15 Adopted Budget	FY16 Proposed Budget	Difference FY15	
					Adopted vs. FY16 Proposed	% Difference
10-5245-01-6009	Special Pay	-\$240,000	-\$240,000	-\$100,000	\$140,000	-58%
10-5245-01-6136	Workers Compensation Insurance	\$8,500	\$8,500	\$10,000	\$1,500	18%
10-5245-01-6210	Printing/Office Supplies	\$44,000	\$49,000	\$45,375	-\$3,625	-7%
10-5245-01-6212	Postage	\$18,000	\$11,000	\$16,400	\$5,400	49%
10-5245-01-6213	Telephone	\$28,000	\$28,000	\$32,500	\$4,500	16%
10-5245-01-6215	Gas & Oil	\$16,000	\$14,000	\$16,000	\$2,000	14%
10-5245-01-6225	Service Charges	\$170,000	\$145,000	\$113,400	-\$31,600	-22%
10-5245-01-6241	Automobile Expense	\$4,000	\$14,000	\$6,000	-\$8,000	-57%
10-5245-01-6243	Spec Supplies/Safety Equip/Emg	\$0	\$0	\$2,500	\$2,500	N/A
10-5245-01-6244	Office Furniture - Non Capital	\$3,100	\$3,100	\$3,100	\$0	0%
10-5245-01-6405	Professional Services	\$140,000	\$140,000	\$115,000	-\$25,000	-18%
10-5245-01-6407	Professional/Contracted Servic	\$30,000	\$63,437	\$33,802	-\$29,635	-47%
10-5245-01-6432	Study/Traffic/Master Plans	\$0	\$0	\$0	\$0	N/A
10-5245-01-6450	Legal Fees/Settlements/Deductibles	\$22,000	\$25,000	\$25,000	\$0	0%
10-5245-01-6505	Rent	\$4,500	\$6,000	\$6,000	\$0	0%
10-5245-01-6530	Utilities	\$0	\$0	\$0	\$0	N/A
10-5245-01-6533	Property & Casualty Insurance	\$172,500	\$172,500	\$192,500	\$20,000	12%
10-5245-01-6703	Dues/Subscriptions/License	\$12,000	\$11,219	\$11,650	\$431	4%
10-5245-01-6714	Yavapai County Emerg Mgmt	\$5,500	\$5,500	\$5,500	\$0	0%
10-5245-01-6715	Sedona Public Library	\$382,000	\$382,000	\$386,966	\$4,966	1%
10-5245-01-6716	Boys & Girls Club	\$0	\$40,000	\$0	-\$40,000	-100%
10-5245-01-6719	Sedona Community Center	\$160,000	\$160,000	\$162,080	\$2,080	1%
10-5245-01-6720	Community Service Contracts	\$159,000	\$169,000	\$196,200	\$27,200	16%
10-5245-01-6721	Sedona Main Street Program	\$75,000	\$75,000	\$75,975	\$975	1%
10-5245-01-6722	Sedona Chamber Of Commerce	\$323,500	\$275,000	\$278,575	\$3,575	1%
10-5245-01-6723	Sedona Recycles	\$52,500	\$52,500	\$53,183	\$683	1%
10-5245-01-6724	Humane Society	\$47,500	\$47,500	\$47,818	\$318	1%
10-5245-01-6729	Destination Marketing	\$925,000	\$0	\$121,000	\$121,000	N/A
10-5245-01-6730	Maint & Improvement	\$5,000	\$0	\$0	\$0	N/A
10-5245-01-6731	Chamber Destination Marketing	\$0	\$973,500	\$1,053,525	\$80,025	8%
10-5245-01-6732	Office Maintenance	\$0	\$6,100	\$6,100	\$0	0%
10-5245-01-6750	Training/Staff Development	\$0	\$0	\$10,000	\$10,000	N/A
10-5245-01-6761	Spendable Contingencies	\$200,000	\$200,000	\$250,000	\$50,000	25%
10-5245-01-6762	Emergency Management	\$24,182	\$23,434	\$0	-\$23,434	-100%
10-5245-01-6790	Depreciation Expense	\$0	\$0	\$0	\$0	N/A
10-5245-01-6800	Bad Debt Expense - Tax Audits	\$0	\$0	\$0	\$0	N/A

**CITY OF SEDONA  
PROPOSED 2015-16 DEPARTMENT BUDGETS**

Account Number	Account Description	FY15 Estimated Actuals	FY15 Adopted Budget	FY16 Proposed Budget	Difference FY15	
					Adopted vs. FY16 Proposed	% Difference
10-5245-01-6840	Motor Vehicles	\$0	\$0	\$0	\$0	N/A
10-5245-01-6857	Improvements - City Owned Property	\$25,000	\$25,000	\$10,000	-\$15,000	-60%
10-5245-01-6900	City Hall Debt Payments	\$0	\$0	\$345,000	\$345,000	N/A
10-5245-01-6902	Series 2014 Debt (Principal)	\$345,000	\$345,000	\$0	-\$345,000	-100%
10-5245-01-6910	City Hall Debt Payments (Interest)	\$0	\$0	\$10,200	\$10,200	N/A
10-5245-01-6911	Series 2007 - Ww & Capital (Interest)	\$404,856	\$404,856	\$404,857	\$1	0%
10-5245-01-6912	Series 2014 Ref (Interest)	\$16,500	\$79,910	\$0	-\$79,910	-100%
10-5245-01-6920	Lease Payments	\$40,000	\$40,000	\$40,000	\$0	0%
10-5245-01-6951	Cop Administration Fees	\$1,500	\$1,500	\$3,000	\$1,500	100%
10-5245-01-6952	Debt Issuance Cost	\$0	\$0	\$0	\$0	N/A
10-5245-01-6992	Transfer To Streets Fund	\$500,000	\$500,000	\$506,500	\$6,500	1%
10-5245-01-6995	Transfer To Grants Fund	\$0	\$0	\$0	\$0	N/A
10-5245-01-6996	Transfer To Capital	\$5,941,364	\$5,941,364	\$0	-\$5,941,364	-100%
	<b>Subtotal General Services</b>	<b>\$10,066,002</b>	<b>\$10,197,920</b>	<b>\$4,495,706</b>	<b>-\$5,702,214</b>	<b>-56%</b>
10-5245-41-6710	Special Programs	\$12,000	\$3,000	\$8,000	\$5,000	167%
10-5245-41-6728	Arts Education Funds	\$3,000	\$18,000	\$18,000	\$0	0%
	<b>Subtotal Arts Programs</b>	<b>\$15,000</b>	<b>\$21,000</b>	<b>\$26,000</b>	<b>\$5,000</b>	<b>24%</b>
	<b>Total General Services</b>	<b>\$10,081,002</b>	<b>\$10,218,920</b>	<b>\$4,521,706</b>	<b>-\$5,697,214</b>	<b>-56%</b>



**CITY OF SEDONA  
PROPOSED 2015-2016 BUDGET  
GENERAL FUND DEPARTMENTS**

Account Number	Account Description	FY 2014 Actuals	FY 2014 Budget	FY 2015 Actuals YTD 1/31/15	2015 Adopted Budget	2016 Detail Description	2016 Requested Budget	2016 Detail Amounts
<b>General Services Department</b>								
10-5245-01-6009	Special Pay	-	(225,000)	-	(240,000)		(100,000)	
						Merit Pool for Salaries - CM Recommended Supplemental		125,000
						2016 Payroll attrition (300,000) Less \$75,000 for WW		(225,000)
10-5245-01-6136	Workers Compensation Insurance	7,187	8,000	2,635	8,500	Workers Comp coverage for volunteers	10,000	8,500
						Increase to cover rate increases in new year		1,500
10-5245-01-6210	Printing/Office Supplies	50,560	40,000	18,999	49,000		44,375	
						Human Resources		400
						City Clerk		3,000
						City Council		500
						IT Department		2,000
						Parks and Rec Department		1,300
						Legal		500
						City Manager		1,200
						Police Department		9,800
						Public Works Engineering		2,500
						Public Works Maintenance		1,000
						Public Works Wastewater		2,000
						Finance Department		3,500
						General Supplies		13,175
						Com Dev		3,500
10-5245-01-6212	Postage	16,692	16,000	9,936	11,000		16,400	
10-5245-01-6212	Postage					Department Specific Needs		2,050
10-5245-01-6212	Postage					General Postage - Adjust based on 2015 Actuals YTD		14,350
10-5245-01-6213	Telephone	33,615	28,000	16,540	28,000		32,500	-
						Century Link Changes		4,500
10-5245-01-6213	Telephone					Standard phone lines (except T1s)		28,000
10-5245-01-6215	Gas & Oil	17,438	10,325	9,910	14,000		16,000	

**CITY OF SEDONA  
PROPOSED 2015-2016 BUDGET  
GENERAL FUND DEPARTMENTS**

Account Number	Account Description	FY 2014 Actuals	FY 2014 Budget	FY 2015 Actuals YTD 1/31/15	2015 Adopted Budget	2016 Detail Description	2016 Requested Budget	2016 Detail Amounts
						General Usage - Adjusted for 2015 Actual YTD		16,000
10-5245-01-6215	Gas & Oil							
10-5245-01-6225	Service Charges	171,812	116,000	117,717	145,000		113,400	
10-5245-01-6225	Service Charges					Bank charges		20,000
10-5245-01-6225	Service Charges					AZDOR Revenue collection fees		30,000
						TPT Transition to AZDOR		25,000
10-5245-01-6225	Service Charges					Credit Card Fees		38,400
10-5245-01-6241	Automobile Expense	13,441	6,000	1,113	14,000		6,000	
10-5245-01-6241	Automobile Expense					Expenses for General City Fleet		6,000
10-5245-01-6243	Spec Supplies/Safety Equip/Emg							-
10-5245-01-6244	Office Furniture - Non Capital	3,116	2,600	1,166	3,100		3,100	
						Replacement Furniture for Departments as necessary. New furniture or full replacement must be department request.		3,100
10-5245-01-6245	Office Equipment - Non Capital			-		Replacement Equipment as necessary. New equipment must be department request.	2,500	2,500
10-5245-01-6405	Professional Services	91,284	100,000	70,043	140,000		115,000	-
						Water Advisory Committee (Yavapai Cty)		-
						Cocoinio Water Plateau		5,000
						Transit Contract for Verde Lynx		90,000
						Yavapai County Verde Valley Household Hazardous Waste Day Event		20000
10-5245-01-6407	Professional/Contracted Servic	27,563	11,815	20,827	63,437		33,802	
						Sacajawea Parking Lease		4,635
						C-21 Parking Lease		-
						Red Rock News Parking Lease		1,236
						SFD Parking Lease		1,339
						Healing Family Center Parking Lease		1,030
						Signs and Parking Lot improvments		20,000
						Wayside Parking Lease		5,562
10-5245-01-6410	Commission Support				-			

**CITY OF SEDONA  
PROPOSED 2015-2016 BUDGET  
GENERAL FUND DEPARTMENTS**

Account Number	Account Description	FY 2014 Actuals	FY 2014 Budget	FY 2015 Actuals YTD 1/31/15	2015 Adopted Budget	2016 Detail Description	2016 Requested Budget	2016 Detail Amounts
10-5245-01-6450	Legal Fees/Settlements/Deductibles	24,527	25,000	10,248	25,000		25,000	
						Claims paid		40,000
						reduction to \$25k in Gen Svcs \$25k in Legal - excess would be covered through contingency if needed		(15,000)
10-5245-01-6505	Rent	4,475	6,000	1,921	6,000		6,000	
						Rent for storage units - all departments		6,000
10-5245-01-6511	Advertising				-	General Advertising	1,000	1,000
10-5245-01-6530	Utilities	-	-		-			
10-5245-01-6533	Property & Casualty Insurance	174,420	187,500	156,381	172,500		192,500	
						Property and liability coverage via AZ Municipal Retention Pool		275,000
						Allocate insurance to Wastewater Fund		(82,500)
10-5245-01-6703	Dues/Subscriptions/License	11,433	11,219	10,291	11,219		11,650	
						AZ State Procurement		1,150
						NACOG dues		1,600
						AZ League		8,900
10-5245-01-6714	Yavapai County Emerg Mgmt	4,313	5,500	4,313	5,500		5,500	
						Emergency Services		5,500
10-5245-01-6715	Sedona Public Library	369,000	369,000	191,000	382,000		386,966	
						2015 Level		382,000
						Inflationary Increase per contract 1.3%		4,966
10-5245-01-6716	YMCA Group	40,000	40,000	-	40,000		-	
						No longer in Operation		-
10-5245-01-6717	B&G/Child Development Program							
10-5245-01-6719	Sedona Community Center	150,000	150,000	80,000	160,000		162,080	
						2015 Level		160,000
						Inflationary Increase per contract 1.3%		2,080
10-5245-01-6720	Community Service Contracts	158,298	166,500	153,500	169,000		196,200	
						Inflationary Increase 1.3%		2,200
						2015 Small Grants Allocation		165,000
						VV Special Needs Transportation CM Recommended Supplemental		25,000
						Historic Preservation - small grant		4,000
10-5245-01-6721	Sedona Main Street Program	68,527	68,100	37,500	75,000		75,975	

**CITY OF SEDONA  
PROPOSED 2015-2016 BUDGET  
GENERAL FUND DEPARTMENTS**

Account Number	Account Description	FY 2014 Actuals	FY 2014 Budget	FY 2015 Actuals YTD 1/31/15	2015 Adopted Budget	2016 Detail Description	2016 Requested Budget	2016 Detail Amounts
						Inflationary Increase per contract 1.3%		975
						2015 Level		75,000
10-5245-01-6722	Sedona Chamber Of Commerce	275,000	275,000	161,750	275,000		278,575	
						Inflationary Increase per contract 1.3%		3,575
						2015 Level		275,000
10-5245-01-6723	Sedona Recycles	45,000	45,000	26,250	52,500		53,183	
						Inflationary Increase per contract 1.3%		683
						2015 Level		52,500
10-5245-01-6724	Humane Society	47,500	47,500	23,750	47,500		47,818	
						Inflationary Increase per contract 1.3%		318
						2015 Level		47,500
							121,000	
10-5245-01-6729	Destination Marketing	25,853	100,000		-	Adjustment to 55% of actual 2015 bed tax collections		121,000
10-5245-01-6730	Maint & Improvement	1,964	-		-			
10-5245-01-6731	Chamber Destination Marketing	250,000	250,000	462,500	973,500		1,053,525	
						55% of FY16 projected bed taxes less Visitor Center Contract Amt		1,053,525
10-5245-01-6732	Office Maintenance	2,831	6,100	424	6,100		6,100	
						Recall Services - shredding		5,000
						Machine maintenance: check signers, fax. time/date machine, postage		1,100
10-5245-01-6750	Training/Staff Development	77,594	85,000	7,085	-		10,000	
						General Training Needs		10,000
10-5245-01-6761	Spendable Contingencies	-	200,000	-	200,000		250,000	
			(37,700)	38,500		2015 Level		200,000
						Add to Contingency		50,000
10-5245-01-6762	Emergency Management	-		24,182	23,434		-	-
10-5245-01-6790	Depreciation Expense							
10-5245-01-6840	Motor Vehicles	-	-	-	-			
10-5245-01-6857	Improvements - City Owned Property				25,000			

**CITY OF SEDONA  
PROPOSED 2015-2016 BUDGET  
GENERAL FUND DEPARTMENTS**

Account Number	Account Description	FY 2014 Actuals	FY 2014 Budget	FY 2015 Actuals YTD 1/31/15	2015 Adopted Budget	2016 Detail Description	2016 Requested Budget	2016 Detail Amounts
10-5245-01-6900	City Hall Debt Payments	330,000	330,000	201,250	345,000	City Hall Office Needs	10,000	10,000
10-5245-01-6901	Series 2007 - Ww & Capital				-	City Hall debt repayments - 2014 refunding	345,000	345,000
10-5245-01-6910	City Hall Debt Payments (Interest)	96,410	96,410	8,021	79,910	City Hall interest Payments - 2014 Refunding	10,200	10,200
10-5245-01-6911	Series 2007 - Ww & Capital (Interest)	404,790	404,856	236,166	404,856	Series 2007 Capital Projects	404,857	404,857
10-5245-01-6920	Lease Payments	42,009	40,000	17,069	40,000	Copier leases - all departments	40,000	40,000
10-5245-01-6951	Cop Administration Fees	1,085	1,500	-	1,500	Trust and Arbitrage Fees	3,000	3,000
10-5245-41-6710	Special Programs	1,080	3,000	308	3,000	2015 Level	8,000	3,000
10-5245-41-6710	Special Programs					Arts & Culture Initiative Work Group Funding for new programs		5,000
10-5245-41-6728	Arts Education Program	8,924	18,000	-	18,000	2015 Level	18,000	18,000
10-5245-01-6992	Transfer To Streets Fund	1,018,427	1,540,993	-	500,000	Transfer to Streets Fund	506,500	-
						Transfer committed in 2014-15 budget cycle		500,000
10-5245-01-6996	Transfer To Capital Fund				5,941,364	Inflation factor 1.3%	-	6,500
						Transfer to Capital		-
<b>Subtotal General Services</b>		<b>\$ 4,066,168</b>	<b>\$ 4,548,218</b>	<b>\$ 2,121,295</b>	<b>\$ 10,218,920</b>		<b>\$ 4,521,706</b>	<b>\$ 4,521,706</b>

City of Sedona  
Department Supplemental Requests  
2015-2016 Budget

Department	Fund	Page #	Request	On-going	One-Time	City Manager Recommended funding level	Budget Committee Recommended funding level	Note
City Manager	General		Oak Creek Watershed Council	\$35,000		\$0	\$0	
City Manager	General		Trash and Recycling Franchising		\$115,000	\$75,000	\$0	One-Time
City Manager	General		VV Special Needs Transportation	\$30,000		\$25,000	\$25,000	On-going
City Manager	General		Wireless Master Plan		\$60,000	\$60,000	\$60,000	One-Time
<b>Total City Manager</b>				<b>\$65,000</b>	<b>\$175,000</b>	<b>\$160,000</b>	<b>\$85,000</b>	
Community Development	General		2015 Ford Escape	\$2,000	\$24,021	\$26,021	\$26,021	\$2,000 On-going
Community Development	General		Filing System		\$21,320	\$0	\$0	
Community Development	General		Review & Update of Land Development Code		\$276,000	\$100,000	\$100,000	One-Time x 3
Community Development	General		Outdoor Lighting		\$25,000	\$0	\$0	
<b>Total Community Development</b>				<b>\$2,000</b>	<b>\$346,341</b>	<b>\$126,021</b>	<b>\$126,021</b>	
Engineering	General		Automated Locks-Public Restrooms		\$11,000		\$0	
Engineering	General		City Facilities Maintenance Plan Implementation	\$25,000		\$25,000	\$25,000	One-Time
Engineering	General		Concrete Work at City Hall		\$20,000	\$0	\$0	
Engineering	General		Assistant Engineering Position	\$85,000	\$5,000	\$90,000	\$90,000	On-going
Engineering	General		Full Time City Maintenance Worker 2 Position (Part of ongoing expense in Streets)	\$59,200		\$0	\$0	
Engineering	General		Jacobsen Turfcut Mower Replacement		\$22,000	\$0	\$0	
Engineering	General		Jordan Museum Electrical Upgrade		\$25,000	\$0	\$0	
Engineering	General		Police Department Patio Seal & Resurface		\$22,000	\$22,000	\$22,000	One-Time
Engineering	General		Teen Center Flooring Replacement		\$20,000	\$0	\$0	
Engineering	General		Teen Center HVAC Replacement/Upgrade		\$35,000	\$35,000	\$35,000	One-Time
Engineering/Wastewater	General		Purchase of 2015 Ford Escape (50% of budget in Wastewater)		\$11,835	\$0	\$0	
<b>Total Engineering</b>				<b>\$169,200</b>	<b>\$171,835</b>	<b>\$172,000</b>	<b>\$172,000</b>	
Finance	General		Increased Sales Tax Audits		\$45,000	\$0	\$0	
Finance	General		Salary Adjustment Pool (increased \$50k)	\$125,000		\$125,000	\$0	On-going
<b>Total Finance</b>				<b>\$125,000</b>	<b>\$45,000</b>	<b>\$125,000</b>	<b>\$0</b>	
Human Resources	General		Tuition Reimbursement		\$25,000	\$0	\$0	
<b>Total Human Resources</b>				<b>\$0</b>	<b>\$25,000</b>	<b>\$0</b>	<b>\$0</b>	
IT	General		Help Desk Technician	\$79,500	\$4,500	\$0	\$0	
IT	General		Internet Filtering/Monitoring	\$2,000	\$10,000	\$0	\$0	
IT/City Clerk	General		City Council Video Monitor		\$7,500	\$0	\$0	
IT/Comm Dev	General		Paperless Packets, Planning & Zoning Commission	(\$1,565)	\$5,600	\$5,600	\$5,600	One-Time
IT/Municipal Court	General		Electronic Access Control		\$9,500	\$0	\$0	
IT/Police	General		L-3 Body Cameras	\$2,100	\$23,472			
<b>Total IT</b>				<b>\$82,035</b>	<b>\$60,572</b>	<b>\$5,600</b>	<b>\$5,600</b>	
Parks & Rec	General		Ford F-150 Super Cab 4X4 Long Bed		\$26,594	\$0	\$0	
<b>Total Parks &amp; Recreation</b>				<b>\$0</b>	<b>\$26,594</b>	<b>\$0</b>	<b>\$0</b>	

Department	Fund	Page #	Request	On-going	One-Time	City Manager Recommended funding level	Budget Committee Recommended funding level	Note
Police	General		Speed Awareness & Enforcement Program Special Equipment		\$9,043	\$9,043	\$9,043	One-Time
Police	General		Communication Specialist	\$56,630		\$56,630	\$56,630	On-going
<b>Total Police</b>				<b>\$56,630</b>	<b>\$9,043</b>	<b>\$65,673</b>	<b>\$65,673</b>	
<b>Subtotal General Fund</b>				<b>\$499,865</b>	<b>\$859,385</b>	<b>\$654,294</b>	<b>\$454,294</b>	
Engineering	Streets		Work Vehicle Replacement - Streets		\$35,000	\$35,000	\$0	One-Time
Engineering	Streets		Commercial Wood Chipper	\$650	\$40,000	\$0	\$0	
Engineering	Streets		Full Time City Maintenance Worker 2 Position (Most of ongoing expense in Engineering)	\$845		\$0	\$0	
Engineering	Streets		Snow Plow Blade Procurement		\$10,000	\$0	\$0	
<b>Subtotal Streets Fund</b>				<b>\$1,495</b>	<b>\$85,000</b>	<b>\$35,000</b>	<b>\$0</b>	
Engineering	Capital Impr		Associate Engineering Project Manager	\$90,000	\$5,000	\$95,000	\$95,000	On-Going as needed
<b>Subtotal Capital Improvement Fund</b>				<b>\$90,000</b>	<b>\$5,000</b>	<b>\$95,000</b>	<b>\$95,000</b>	
Wastewater/Engineering	Wastewater		Purchase of 2015 Ford Escape (50% of budget in Engineering)		\$11,835	\$0	\$0	
Wastewater	Wastewater		Full Time Administrative Position	\$17,600		\$0	\$0	
Wastewater	Wastewater		Collection System Back-up Generator Replacement	\$60,000		\$0	\$0	General Needs
Wastewater	Wastewater		Computer Management Systems Upgrade	\$4,000	\$45,000		\$0	
Wastewater	Wastewater		Major Pump Station Communications Modification	\$200	\$15,000		\$0	
Wastewater	Wastewater		Odor Control Plan SR 89A MP369	\$25,000	\$35,000	\$0	\$0	
Wastewater	Wastewater		Sedona Wetlands Preserve Maintenance Program	\$70,000	\$0	\$70,000	\$0	On-going
Wastewater	Wastewater		Replacement Spectrophotometer -Laboratory		\$9,300		\$0	
Wastewater	Wastewater		Minor Pump Stations Fresh Water Connections	\$6,000	\$36,000		\$0	
Wastewater	Wastewater		Minor Pump Stations 3-Phase Conversion	(\$40,000)	\$102,500	\$62,500	\$0	One-Time
<b>Subtotal Wastewater Fund</b>				<b>\$142,800</b>	<b>\$254,635</b>	<b>\$132,500</b>	<b>\$0</b>	
<b>Total Supplemental Requests</b>				<b>\$734,160</b>	<b>\$1,204,020</b>	<b>\$916,794</b>	<b>\$549,294</b>	



**City of Sedona  
Decision Package  
Fiscal Year 2015-2016**

**Not Recommended**

<b>Project Title:</b>	Increased Sales Tax Audits
<b>Originating Department and Division:</b>	Finance Department
<b>Funding Request Type (Ongoing vs. One-Time)</b>	<b>One-Time</b>
<b>Source of Funds (General Funds, Grants or other outside Funding, New Revenue Source(s), Wastewater, etc.)</b>	<b>General Fund - New Revenue Source</b> Based on history of audit program the assessments have more than paid for the cost of performing the tax audits.

**I Problem/Issue**

<b>a) Does this affect our citizens/customers quality of life?</b>	Yes.
<b>If yes, then how:</b>	Recouping sales and bed tax revenue that was not paid by the taxpayer when do, increase the revenues of the City and provides an incentive for future compliance not only for the taxpayer who is audited but others who may hear about the City's audit program. Additional revenues received as a direct benefit of the audit and future revenues that may be the indirect result of the audit, increase the general fund resources available to the City. These funds can be used for any number of program projects that will positively impact our citizens and customers quality of life in Sedona.
<b>b) Is this a traditional government function?</b>	Yes, sales tax collections and audits are regularly performed governmental functions.
<b>If it is not a traditional function, why should the City of Sedona deal with it?</b>	
<b>c) History/background of project issue:</b>	The City's tax audit program has been in place for 5 years. In some years, additional audits were performed by Al Holler and Associates. The current contract with Al Holler & Associates provides that the firm will conduct 15-20 audits annually. A summary of the audit program for the last five years is attached.
<b>d) Does the project/issue relate to the community plans?</b>	<b>Community Plan:</b> Yes, consistent policies and collection of taxes creates a level playing field for



	all businesses in the City. The audit program supports economic development (chapter. 7) in that consistency and equity in enforcement and collection efforts supports stable strong businesses.
	<b>If not in either plan, how does this fit into the City of Sedona's priorities?</b>
	<b>e) Are there environmental implications?</b>
	No.
	<b>If yes, explain:</b>
	<b>f) Cost (include economic/financial analysis) and recommendation as to funding sources (include partnerships):</b>
	To increase the audit program by 50% or 7-10 audits per year would cost \$45,000. The audit program to date generates \$2.80 per \$1.00 spent. This is just the direct revenue from the actual audit assessments and does not include secondary revenue from additional compliance encouraged by the program. Based on this historic information, the increased audits should generate \$126,000 in gross revenue (before cost) and \$81,000 in additional net revenue. This should more than pay for the cost of the increased program.
<b>II Risk Analysis</b>	
	<b>a) What happens if this is not done?</b>
	Potentially, businesses that are not in compliance with the City Tax Code will remain noncompliant and the additional revenue will not be received by the City.
	<b>What would happen if this is done?</b>
	Selected businesses that are not compliant with the City Tax Code will be required to become compliant and potentially generate additional revenues for the City. Secondly, the audit program encourages compliance from all businesses because of the potential for audits in the future.
	<b>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.</b>
	<b>c) Show examples of best practices from other cities, if applicable:</b>
	Most of the non-program Cities (self-collection) and many of the program cities have audit programs. Some of those cities have in-house programs with audit per taxpayer levels much higher than the City of Sedona. Al Holler & Associates provide audit services for 17 entities within Arizona.  Something that will need to be addressed in this calendar year (2015) and next fiscal year (2015-2016) is the impact of the TPT simplification program. The changes at the state level to the tax collection and audit procedures will limit tax

	audits by cities and independent contractors (such as Al Holler). However, audits of locally owned and operated businesses will be allowed and additional multijurisdictional audits may be allowed with the Arizona Department of Revenue's approval.
<hr/>	
<b>III Resources Required</b>	
	<b>a) What departments will be involved in the planning and operation of this project/issue?</b>
	Finance Department
	<b>Do these departments concur with this priority?</b>
	Yes
	<b>b) What are the in-house staff requirements?</b>
	As with all consultant contracts, staff must monitor and manage the work of the audit firm. Additionally, taxpayers may request and confer with City staff as to the status of their audit and any resulting assessments. When audit assessments are not promptly paid by taxpayers, the amount becomes subject to the City's collection procedures and will result in additional work for the in-house collection and enforcement staff person(s).
	<b>c) Are outside consultants needed? Please explain:</b>
	Yes, sales tax audit skills are not available from existing City staff. This request assumes that the program will continue with the current consultant but be expanded as discussed above.
	<b>d) Are special equipment resources required? Please explain:</b>
	No.
	<b>e) Are there on-going operation and maintenance costs involved? Please explain:</b>
	No.
<b>IV Implementation</b>	
	<b>a) What is the time frame for completion of plan and implementation for project/issue?</b>
	The additional audits will be conducted throughout the next fiscal year in conjunction with the existing program.
	<b>b) How will you market/communicate the project/issue to the public?</b>
	An aggressive marketing program will not be conducted but this request and word of mouth may communicate the increase in the audit program. This typically is positive in that it educates taxpayers about the tax liability and enforcement measures.
	<b>c) What performance measures will you use to evaluate the project/issue?</b>
	We will continue to review the number of audits performed the assessment

amounts and the collection rate on the assessments. As always we will continue to monitor sales and bed collections monthly and note increases and decreases in revenues.

**IV Proposed Expenditures**

<b>Line Item Description (One-Time)</b>	<b>Account*</b>	<b>FY 2015-2016 Request</b>
Professional Services – General Fund	10-5222-01-6405	31,500
Professional Services – WW	59-5250-04-6405	13,500
		\$0
		\$0

**One-time Expenditures Total: \$45,000**

<b>Line Item Description (On-going)</b>	<b>Account *</b>	<b>FY 2015-2016 Request</b>
		\$0
		\$0
		\$0
		\$0

**On-going Expenditures Total: \$0**

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

# City of Sedona

## Tax Audit Summary

Contract Year	2010-11	2011-12	2012-13	2013-14	2014-15	Totals
Completed Audits	24	12	22	9	4	71
Gross Assessments	\$389,416	\$268,502	\$213,872	\$572,388	\$163,467	\$1,607,645
Adjustments	\$40,226	\$9,753	\$13,928	\$5,825	\$3,955	\$73,688
<b>Adjusted Assessments</b>	<b>\$349,190</b>	<b>\$258,748</b>	<b>\$199,944</b>	<b>\$566,563</b>	<b>\$159,512</b>	<b>\$1,533,957</b>
Paid Audits	\$235,898	\$213,270	\$175,715	\$404,167	16,719	\$1,086,269
Cost of Audit Services	\$60,000	\$90,000	\$126,000	\$90,000	\$22,500	\$388,500
<b>Net Revenue (to date)</b>	<b>\$216,398</b>	<b>\$123,270</b>	<b>\$49,715</b>	<b>\$314,167</b>	<b>(5,781)</b>	<b>\$697,769</b>



**City of Sedona  
Decision Package  
Fiscal Year 2015-2016**

**Recommended at  
\$125,000**

<b>Project Title:</b>	Merit/Salary Increase Pool
<b>Originating Department and Division:</b>	Finance – City Wide Application
<b>Funding Request Type (Ongoing vs. One-Time)</b>	<b>Ongoing (one-time request but salary increases will be ongoing)</b>
<b>Source of Funds (General Funds, Grants or other outside Funding, New Revenue Source(s), Wastewater, etc.)</b>	<b>General Funds/Wastewater Funds</b>

**I Problem/Issue**

<b>a) Does this affect our citizens/customers quality of life?</b>	Yes
<b>If yes, then how:</b>	The City has struggled with staff turnover for a number of years. While adjustments were made in 2013 to positions that were under market or not competitive with comparable positions in similar municipalities, those increases while helping with turnover have solved the problem in all departments. For example, the police department continues to see newer staff members leave for jobs in other jurisdictions with higher pay and benefits packages and lower cost of living levels. Higher level of turnover means that employees on the job have less experience and training. Vacancy rates mean that jobs within the City government are not being done or may be contracted out at higher costs or lower levels of expertise. This directly impacts the quality of service provided to our citizens and customers. At the worst, it impacts the health and safety of our citizens and customers.
<b>b) Is this a traditional government function?</b>	Yes, this involves all functions of City Government.
<b>If it is not a traditional function, why should the City of Sedona deal with it?</b>	
<b>c) History/background of project issue:</b>	During the Great Recession and in the years afterward, employee salary levels were frozen and neither merit nor cost of living increases were given. This was appropriate at a time when the City was reducing the work force, in order to work within the lower revenue levels that were the new reality for the City as an organization. Using a professional wage survey conducted for the City of Cottonwood, Sedona determined that 26 job classifications were substantially

	<p>below the competitive market. City Council authorized adjustments for the FY2014 year which with the exception of upper management positions, adjusted those positions below market to be within 5% of market comparables. Upper management positions (department heads and Assistant City Manager) were adjusted but only to 10-15% below market comparables due to the cost to fund higher increases. In addition to the market adjustments in FY 2014, staff positions received a 1.7% Cost of Living Adjustment (COLA) and, if work performance was satisfactory, a 2.5% merit increase. In FY 2015, City staff positions received a 1.5% Cost of Living, and merit increase, ranging from 0% - 3.5% depending on job performance. For the FY 2016 year, staff is recommending a 1.3% COLA and merit increase, ranging from 0% - 3.5% depending on job performance.</p> <p>This additional pool of funding is to provide management with resources to adjust the salary range for position(s) that are not competitive in the market or adjust a particular outstanding employee's salary within the range for reward and retention purposes.</p>
<b>d)</b>	<b>Does the project/issue relate to the strategic/community plans?</b>
	<b>Strategic Plan: N/A</b>
	<b>Community Plan:</b>
	Yes, in that a strong and qualified City staff will ensure that the priorities and values set forth in the community plan can be met from the City Government's perspective.
	<b>If not in either plan, how does this fit into the City of Sedona's priorities?</b>
<b>e)</b>	<b>Are there environmental implications?</b>
	No.
	<b>If yes, explain:</b>
<b>f)</b>	<b>Cost (include economic/financial analysis) and recommendation as to funding sources (include partnerships):</b>
	Up to \$75,000, with funds used only as needed and justified.
<b>II Risk Analysis</b>	
<b>a)</b>	<b>What happens if this is not done?</b>
	Good and valued employees of the City of Sedona will leave for more lucrative positions with other entities. Open positions will not be filled with the best or even the level of quality candidates that the City prides itself upon. The result will be a reduced level of productivity and quality of service provided.
	<b>What would happen if this is done?</b>

	Good employees may be retained and better quality candidates will be available for filling City vacancies.
b)	<b>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)	<b>Show examples of best practices from other cities, if applicable:</b> Other cities have
<b>III Resources Required</b>	
a)	<b>What departments will be involved in the planning and operation of this project/issue?</b> All Departments <b>Do these departments concur with this priority?</b> Yes
b)	<b>What are the in-house staff requirements?</b> Management in all departments and the Human Resources Manager will need to evaluate request for salary adjustments to ensure that the goals and purpose of the program is met and adjustments and increases are merited. The goal of this program is not to simply increase staff salaries but to target value and increased levels of service for the City.
c)	<b>Are outside consultants needed? Please explain:</b> No.
d)	<b>Are special equipment resources required? Please explain:</b> No.
e)	<b>Are there on-going operation and maintenance costs involved? Please explain:</b> Yes, salary adjustments for existing positions or staff will add to ongoing personnel costs.
<b>IV Implementation</b>	
a)	<b>What is the time frame for completion of plan and implementation for project/issue?</b> As needed, throughout the FY 2016 year.
b)	<b>How will you market/communicate the project/issue to the public?</b> N/A
c)	<b>What performance measures will you use to evaluate the project/issue?</b> Vacancy and staff turnover rates, department productivity, department performance measures and employee evaluations.

<b>IV</b>	<b>Proposed Expenditures</b>	
<b>Line Item Description (One-Time)</b>	<b>Account*</b>	<b>FY 2015-2016 Request</b>
		\$0
		\$0
		\$0
		\$0
<b><u>One-time Expenditures Total: \$0</u></b>		
<b>Line Item Description (On-going)</b>	<b>Account *</b>	<b>FY 2015-2016 Request</b>
Salaries and Wages	Miscellaneous	\$125,000
		\$0
		\$0
		\$0
<b><u>On-going Expenditures Total: \$125,000</u></b>		

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



## HUMAN RESOURCES

### DEPARTMENT DESCRIPTION

The Human Resources Department (HR) implements recruitment procedures, interview processes, and hiring and retention development. Additionally, HR provides information regarding benefits, salary studies, working conditions and relationships, employee development, and safety training and concerns.

HR is responsible for the administration and management of employment and staffing requirements which include: recruitment and selection, interviews and background checks, new employee orientation and continuous follow-up, performance evaluations, equal employment opportunity, employee benefit programs, manager and employee guidance, Federal Labor Standards Act regulations, classification and compensation programs, personnel and HIPPA 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.



- Continue and increase efforts toward reducing the City's workers compensation e-mod rating with additional safety awareness.
- Preserve an open-door policy for all employees, officials, and the public.
- Provide continued, positive support to managers and employees to provide best working environments.
- Continue an increase in HR outreach to peer organizations in order to maintain a strong network of local knowledge and assistance.
- Continue a commitment to excellence in public service and a vision of HR's role in shaping the culture of the organization.
- Continue yearly research on market wages, benefits, and best practices.

### 2014-2015 ACCOMPLISHMENTS

- ✓ Organized recruitment efforts for a new City Manager with a three-day extensive interview process.
- ✓ Implemented a Citywide tour for new employees in instrumental positions.
- ✓ Continued focus to reduce City-wide workers' compensation claims over the last three years.
- ✓ Implemented and expanded online recruitment processes.
- ✓ Assisted in hiring highly qualified employees in key positions.
- ✓ Volunteered and partnered with City employee gratitude program to help expand and continue employee appreciation.
- ✓ Continued and increased visits to departments outside of City Hall for further employee engagement.
- ✓ Organized Employee Wellness Fair at City Hall with continual new vendors and organizations.
- ✓ Continued to provide informative employee assistance during yearly insurance open enrollment process.
- ✓ Assisted with newly restructured Community Development department positions and job description revisions.



### 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.

### 2015-2016 OBJECTIVES

- Continue to improve and simplify the evaluation process for both the employee and the manager with restructured and abridged forms.
- Continue the implementation of employee recognition programs such as birthday anniversary acknowledgements.
- Discover and provide quality in-house training opportunities.
- Continue to retain and attract exceptional employees.
- Continue to strive and maintain a workplace of openness, teamwork, equality, fairness, and continual productivity.

## Did You Know?

- HR fingerprints all new employees, volunteers, and season workers. This fingerprint background check spans a nationwide criminal search in order to ensure employees and volunteers representing the City are screened for public safety issues and compliance.
- HR continually researches and implements best-practice, cost effective recruitment measures such as posting on social media, the City's website, and related associations such as Arizona League of Cities and Towns.



## SIGNIFICANT CHANGES

- Substantial escalation in recruitment efforts due to reassignments, retirements, and resignations.
- Health insurance increases and the impact of employees with dependent care coverage.
- Increases in retirement systems (Arizona State Retirement System and Public Safety Personnel Retirement System).
- Extensive Employee Manual policy revisions.
- Job description revisions in order to remain current and market solvable.
- New extensive seasonal recruitment efforts with Northern Arizona University.
- Revised and updated City of Sedona Safety Manual.

## WORKLOAD INDICATORS

Workload Indicators	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Year to Date	FY 15-16 Proposed
Job applications received	833	550	650	600
Job interviews conducted*	149	164	185	175
New hires	46	57	60	45
Job postings	19	27	50	40
On the job injuries processed			11	6
*approx. applicants interviewed				

## PERFORMANCE MEASURES

Performance Measures	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Estimate	FY 15-16 Proposed
Jobs posted within 24 hours of notice or discharge.	100%	100%	100%	100%
Email and phone call responsiveness	Within a 24-hour timeline	Within a 24-hour timeline	Within a 24-hour timeline	Within a 24-hour timeline

Account Number	Account Description	FY15 Estimated Actuals	FY15 Adopted Budget	FY16 Proposed Budget	Difference FY15	
					Adopted vs. FY16 Proposed	% Difference
10-5221-01-6005	Salary & Wages	\$113,642	\$113,642	\$118,810	\$5,168	5%
10-5221-01-6009	Special Pay	\$0	\$0	\$0	\$0	N/A
10-5221-01-6046	Employee Benefits	\$540	\$540	\$540	\$0	0%
10-5221-01-6125	Direct Payroll Costs	\$9,060	\$9,060	\$9,468	\$408	5%
10-5221-01-6130	Retirement	\$13,738	\$13,738	\$14,196	\$458	3%
10-5221-01-6131	PSPRS Retirement	\$0	\$0	\$0	\$0	N/A
10-5221-01-6134	STD/LTD Insurance	\$409	\$409	\$428	\$19	5%
10-5221-01-6135	Health/Dental/Life Insurance	\$18,378	\$18,378	\$19,438	\$1,060	6%
10-5221-01-6136	Workers Compensation Insurance	\$273	\$273	\$448	\$175	64%
10-5221-01-6137	Unemployment Benefits	\$5,000	\$20,000	\$18,000	-\$2,000	-10%
10-5221-01-6141	Employee Exams	\$4,646	\$4,646	\$6,896	\$2,250	48%
10-5221-01-6210	Printing/Office Supplies	\$0	\$0	\$0	\$0	N/A
10-5221-01-6212	Postage	\$0	\$0	\$0	\$0	N/A
10-5221-01-6243	Safety Programs	\$500	\$500	\$500	\$0	0%
10-5221-01-6405	Professional Services	\$0	\$0	\$0	\$0	N/A
10-5221-01-6447	Recruitment/Relocation	\$1,000	\$1,000	\$8,000	\$7,000	700%
10-5221-01-6450	Legal Fees/Settlements/Deductibles	\$500	\$500	\$500	\$0	0%
10-5221-01-6511	Advertising	\$750	\$1,000	\$1,500	\$500	50%
10-5221-01-6703	Dues/Subscriptions/License	\$650	\$605	\$814	\$209	35%
10-5221-01-6710	Special Programs	\$7,675	\$7,675	\$7,675	\$0	0%
10-5221-01-6750	Training/Staff Development	\$1,500	\$2,000	\$2,000	\$0	0%
<b>Total Human Resources</b>		<b>\$178,261</b>	<b>\$193,966</b>	<b>\$209,213</b>	<b>\$15,247</b>	<b>8%</b>

**CITY OF SEDONA  
PROPOSED 2015-2016 BUDGET  
GENERAL FUND DEPARTMENTS**

Account Number	Account Description	FY 2014 Actuals	FY 2014 Budget	FY 2015 Actuals YTD 1/31/15	2015 Adopted Budget	2016 Detail Description	2016 Requested Budget	2016 Detail Amounts
<b>Human Resources</b>								
10-5221-01-6005	Salary & Wages	113,332	111,595	70,532	113,642		118,810	118,810
10-5221-01-6009	Special Pay						-	-
10-5221-01-6046	Employee Benefits	600	540	350	540		540	540
10-5221-01-6125	Direct Payroll Costs	8,493	8,537	5,636	9,060	% of Wages	9,468	9,468
10-5221-01-6130	Retirement	12,888	12,610	8,361	13,738	% of Wages	14,196	14,196
10-5221-01-6131	PSPRS Retirement	-	-	-	-		-	-
10-5221-01-6134	STD/LTD Insurance	860	711	82	409	% of Wages	428	428
10-5221-01-6135	Health/Dental/Life Insurance	17,297	17,917	10,719	18,378	Premiums per plan election	19,438	19,438
10-5221-01-6136	Workers Compensation Insurance	462	310	218	273	% of Wages	448	448
10-5221-01-6137	Unemployment Benefits	11,649	8,140	-	20,000		18,000	
						Due to an increase in unemployment claims for FY 13/14, HR wants to be prepared for FY 15/16		18,000
10-5221-01-6141	Employee Exams	3,907	4,628	2,710	4,646		6,896	
						Employee and seasonal lifeguard physicals		2,565
						Hepatitis B Vaccinations (complete series)		1,575
						Drug Screening (includes CDL and lifeguards)		900
						CDL Maintenance Expenses - medical exam / license renewal fee		198
						Bilingual Testing		125
						MRO fees for CDL random screening		573
						CDL blood draw collection fee for random screening		300
						Fingerprint Background Checks		660
10-5221-01-6210	Printing/Office Supplies	-	-	-	-		-	-
10-5221-01-6212	Postage	-	-	-	-		-	-
10-5221-01-6241	Automobile Expense	-	-	-	-		-	-
10-5221-01-6243	Safety Programs	525	500	500	500		500	
						Annual subscription to SafePersonnel SDS - Online SDS Management System		500
10-5221-01-6405	Professional Services	-	-	-	-		-	-
10-5221-01-6447	Recruitment/Relocation	-	5,000	-	1,000		8,000	
						Recruitment costs fluctuate depending on attrition		8,000
10-5221-01-6450	Legal Fees/Settlements/Deductibles	-	500	-	500		500	

**CITY OF SEDONA  
PROPOSED 2015-2016 BUDGET  
GENERAL FUND DEPARTMENTS**

Account Number	Account Description	FY 2014 Actuals	FY 2014 Budget	FY 2015 Actuals YTD 1/31/15	2015 Adopted Budget	2016 Detail Description	2016 Requested Budget	2016 Detail Amounts
10-5221-01-6511	Advertising	1,143	1,500	265	1,000	Personnel Board	1,500	500
10-5221-01-6703	Dues/Subscriptions/License	1,054	1,055	643	605	Recruitment cost for various websites, newspapers, etc.	814	1,500
						Hire Right Subscription		140
						AZ Chapter IPMA-HR		120
						Survey Monkey		300
						HR Specialist Newsletter		199
						AZ PRIMA (Risk Mangement)		55
10-5221-01-6710	Special Programs	5,896	7,695	873	7,675		7,675	
						Get Well / Bereavement		500
						Longevity Gifts		695
						Spotlight Awards		125
						Employee of the Year (Plaque and Cash Award)		125
						Employee Appreciation		3,700
						Cake for Retirees / Resignations		80
						New Employee Lunch with City Manager		450
						Volunteer Appreciation Luncheon		2,000
10-5221-01-6732	Office Maintenance							
10-5221-01-6750	Training/Staff Development			546	2,000		2,000	2,000
<b>Subtotal Human Resources Administration</b>		<b>\$ 178,106</b>	<b>\$ 181,238</b>	<b>\$ 101,435</b>	<b>\$ 193,966</b>		<b>\$ 209,213</b>	<b>\$ 209,213</b>

City of Sedona  
Department Supplemental Requests  
2015-2016 Budget

Department	Fund	Page #	Request	On-going	One-Time	City Manager Recommended funding level	Budget Committee Recommended funding level	Note
City Manager	General		Oak Creek Watershed Council	\$35,000		\$0	\$0	
City Manager	General		Trash and Recycling Franchising		\$115,000	\$75,000	\$0	One-Time
City Manager	General		VV Special Needs Transportation	\$30,000		\$25,000	\$25,000	On-going
City Manager	General		Wireless Master Plan		\$60,000	\$60,000	\$60,000	One-Time
<b>Total City Manager</b>				<b>\$65,000</b>	<b>\$175,000</b>	<b>\$160,000</b>	<b>\$85,000</b>	
Community Development	General		2015 Ford Escape	\$2,000	\$24,021	\$26,021	\$26,021	\$2,000 On-going
Community Development	General		Filing System		\$21,320	\$0	\$0	
Community Development	General		Review & Update of Land Development Code		\$276,000	\$100,000	\$100,000	One-Time x 3
Community Development	General		Outdoor Lighting		\$25,000	\$0	\$0	
<b>Total Community Development</b>				<b>\$2,000</b>	<b>\$346,341</b>	<b>\$126,021</b>	<b>\$126,021</b>	
Engineering	General		Automated Locks-Public Restrooms		\$11,000		\$0	
Engineering	General		City Facilities Maintenance Plan Implementation	\$25,000		\$25,000	\$25,000	One-Time
Engineering	General		Concrete Work at City Hall		\$20,000	\$0	\$0	
Engineering	General		Assistant Engineering Position	\$85,000	\$5,000	\$90,000	\$90,000	On-going
Engineering	General		Full Time City Maintenance Worker 2 Position (Part of ongoing expense in Streets)	\$59,200		\$0	\$0	
Engineering	General		Jacobsen Turfcat Mower Replacement		\$22,000	\$0	\$0	
Engineering	General		Jordan Museum Electrical Upgrade		\$25,000	\$0	\$0	
Engineering	General		Police Department Patio Seal & Resurface		\$22,000	\$22,000	\$22,000	One-Time
Engineering	General		Teen Center Flooring Replacement		\$20,000	\$0	\$0	
Engineering	General		Teen Center HVAC Replacement/Upgrade		\$35,000	\$35,000	\$35,000	One-Time
Engineering/Wastewater	General		Purchase of 2015 Ford Escape (50% of budget in Wastewater)		\$11,835	\$0	\$0	
<b>Total Engineering</b>				<b>\$169,200</b>	<b>\$171,835</b>	<b>\$172,000</b>	<b>\$172,000</b>	
Finance	General		Increased Sales Tax Audits		\$45,000	\$0	\$0	
Finance	General		Salary Adjustment Pool (increased \$50k)	\$125,000		\$125,000	\$0	On-going
<b>Total Finance</b>				<b>\$125,000</b>	<b>\$45,000</b>	<b>\$125,000</b>	<b>\$0</b>	
Human Resources	General		Tuition Reimbursement		\$25,000	\$0	\$0	
<b>Total Human Resources</b>				<b>\$0</b>	<b>\$25,000</b>	<b>\$0</b>	<b>\$0</b>	
IT	General		Help Desk Technician	\$79,500	\$4,500	\$0	\$0	
IT/HR	General		Internet Filtering/Monitoring	\$2,000	\$10,000	\$0	\$0	
IT/City Clerk	General		City Council Video Monitor		\$7,500	\$0	\$0	
IT/Comm Dev	General		Paperless Packets, Planning & Zoning Commission	(\$1,565)	\$5,600	\$5,600	\$5,600	One-Time
IT/Municipal Court	General		Electronic Access Control		\$9,500	\$0	\$0	
IT/Police	General		L-3 Body Cameras	\$2,100	\$23,472			
<b>Total IT</b>				<b>\$82,035</b>	<b>\$60,572</b>	<b>\$5,600</b>	<b>\$5,600</b>	
Parks & Rec	General		Ford F-150 Super Cab 4X4 Long Bed		\$26,594	\$0	\$0	
<b>Total Parks &amp; Recreation</b>				<b>\$0</b>	<b>\$26,594</b>	<b>\$0</b>	<b>\$0</b>	

Department	Fund	Page #	Request	On-going	One-Time	City Manager	Budget	Note	
						Recommended	Committee		
						funding level	Recommended		
							funding level		
Police	General		Speed Awareness & Enforcement Program Special Equipment		\$9,043	\$9,043	\$9,043	\$9,043	One-Time
Police	General		Communication Specialist	\$56,630		\$56,630	\$56,630	\$56,630	On-going
<b>Total Police</b>				\$56,630	\$9,043	\$65,673	\$65,673		
<b>Subtotal General Fund</b>				<b>\$499,865</b>	<b>\$859,385</b>	<b>\$654,294</b>	<b>\$454,294</b>		
Engineering	Streets		Work Vehicle Replacement - Streets		\$35,000	\$35,000	\$0	\$0	One-Time
Engineering	Streets		Commercial Wood Chipper	\$650	\$40,000	\$0	\$0	\$0	
Engineering	Streets		Full Time City Maintenance Worker 2 Position (Most of ongoing expense in Engineering)	\$845		\$0	\$0	\$0	
Engineering	Streets		Snow Plow Blade Procurement		\$10,000	\$0	\$0	\$0	
<b>Subtotal Streets Fund</b>				<b>\$1,495</b>	<b>\$85,000</b>	<b>\$35,000</b>	<b>\$0</b>		
Engineering	Capital Impr		Associate Engineering Project Manager	\$90,000	\$5,000	\$95,000	\$95,000	\$95,000	On-Going as needed
<b>Subtotal Capital Improvement Fund</b>				<b>\$90,000</b>	<b>\$5,000</b>	<b>\$95,000</b>	<b>\$95,000</b>		
Wastewater/Engineering	Wastewater		Purchase of 2015 Ford Escape (50% of budget in Engineering)		\$11,835	\$0	\$0	\$0	
Wastewater	Wastewater		Full Time Administrative Position	\$17,600		\$0	\$0	\$0	
Wastewater	Wastewater		Collection System Back-up Generator Replacement	\$60,000		\$0	\$0	\$0	General Needs
Wastewater	Wastewater		Computer Management Systems Upgrade	\$4,000	\$45,000		\$0	\$0	
Wastewater	Wastewater		Major Pump Station Communications Modification	\$200	\$15,000		\$0	\$0	
Wastewater	Wastewater		Odor Control Plan SR 89A MP369	\$25,000	\$35,000	\$0	\$0	\$0	
Wastewater	Wastewater		Sedona Wetlands Preserve Maintenance Program	\$70,000	\$0	\$70,000	\$0	\$0	On-going
Wastewater	Wastewater		Replacement Spectrophotometer -Laboratory		\$9,300		\$0	\$0	
Wastewater	Wastewater		Minor Pump Stations Fresh Water Connections	\$6,000	\$36,000		\$0	\$0	
Wastewater	Wastewater		Minor Pump Stations 3-Phase Conversion	(\$40,000)	\$102,500	\$62,500	\$0	\$0	One-Time
<b>Subtotal Wastewater Fund</b>				<b>\$142,800</b>	<b>\$254,635</b>	<b>\$132,500</b>	<b>\$0</b>		
<b>Total Supplemental Requests</b>				<b>\$734,160</b>	<b>\$1,204,020</b>	<b>\$916,794</b>	<b>\$549,294</b>		



**City of Sedona  
Decision Package  
Fiscal Year 2015-2016**

**Not Recommended**

<b>Project Title:</b>	Tuition Reimbursement
<b>Originating Department and Division:</b>	Human Resources
<b>Funding Request Type (Ongoing vs. One-Time)</b>	One-Time
<b>Source of Funds (General Funds, Grants or other outside Funding, New Revenue Source(s), Wastewater, etc.)</b>	General Funds

**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 and retaining a staff of highly educated and professional employees. The importance of individual growth for each employee is a contributing factor in the growth of the City. Therefore, it is recommended that the City return to a system to encourage employee development through educational reimbursement and training opportunities.

The City recognizes that we increasingly need for our employees to develop their knowledge, skills, and abilities in order to keep pace with the rapid changes in technology, methodologies, and work place diversity.

This decision package would be on presented on a year-to-year budget basis with the purpose of providing educational opportunities for employees to increase their competence in their current position and/or to broaden their career opportunities with the City.

Employee eligibility would include any regular, full-time employee holding an exempt or nonexempt in a benefit-eligible position, and who has successfully completed a one-year probationary period. Additionally, they must remain voluntarily employed with the City for one year past the compensation date or be required to reimburse the City for their tuition reimbursement costs.

Employees who voluntarily elect to terminate their employment with the City (including retirement) must re-pay the City for all tuition benefits paid out to the employee up to twelve months prior to their termination date. The total tuition repayment will be deducted from the employee's final paycheck.



	<p>To be approved for reimbursement, the following criteria must be met:</p> <ul style="list-style-type: none"> <li>a.) Courses must be taken for credit from institutions accredited by any of the national or regional accrediting associations recognized by the Secretary of the U.S. Department of Education and must be related to City job classification.</li> <li>b.) Eligible course(s) will result in formal college credit hours.</li> <li>c.) A course taken for pass/fail credit may be approved if an academic grade is not available.</li> <li>d.) Courses will be completed with a grade of “C” or better to qualify for reimbursement.</li> <li>e.) An employee must submit an application for education reimbursement ten (10) days prior to the beginning of a course to their department head and forwarded to Human Resources for final approval.</li> </ul> <p>The City will reimburse for the tuition cost (excluding books, supplies and other costs) of up to twelve (12) credit hours in a single fiscal year for employees seeking an associate’s degree, nine (9) credit hours for a bachelor’s degree and six (6) credit hours for a master’s degree. The maximum reimbursable amount in a fiscal year will be \$5,000 per eligible employee, subject to budget availability.</p> <p>Upon successful completion of the course(s), reimbursement is contingent upon the employee submitting the following documentation to the Human Resources Department:</p> <ul style="list-style-type: none"> <li>a.) A copy of the official grade report or transcript card from the educational institution.</li> <li>b.) An original paid tuition receipt. The receipt should indicate the method of payment, such as by personal check, or credit card.</li> <li>c.) These documents will be submitted within three (3) months after completion of the course(s).</li> </ul> <p>Lastly, the final day of the course shall determine the fiscal year to which the payment or reimbursement will be charged. If the employee receives financial aid, such as a grant, stipend, scholarship, Veteran's Education Assistance, or tuition assistance of any kind, reimbursement shall be permitted only for eligible expenses not covered by these other funds.</p>
	<p><b>b) Is this a traditional government function?</b></p>
	<p>Yes – Cities such as Scottsdale, Tempe, Avondale, Phoenix, and Surprise have similar tuition reimbursement programs.</p>

	<b>If it is not a traditional function, why should the City of Sedona deal with it?</b>
	<b>c) History/background of project issue:</b>
	In 2009, during the recession, the City froze the tuition reimbursement program. Before 2009, an average of three employees per year would utilize the program to further their education.
	<b>d) Does the project/issue relate to the strategic/community plans?</b>
	<b>Strategic Plan:</b>
	Yes – employee excellence
	<b>Community Plan:</b>
	Yes – employee retention
	<b>If not in either plan, how does this fit into the City of Sedona's priorities?</b>
	<b>e) Are there environmental implications?</b>
	No
	<b>If yes, explain:</b>
	<b>f) Cost (include economic/financial analysis) and recommendation as to funding sources (include partnerships):</b>
	\$25,000
<b>II Risk Analysis</b>	
	<b>a) What happens if this is not done?</b>
	Possible employee retention issues.
	<b>What would happen if this is done?</b>
	Further opportunities for highly qualified employees, greater retention, and increased skill sets.
	<b>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.</b>
	<b>c) Show examples of best practices from other cities, if applicable:</b>
	Cities such as Scottsdale, Tempe, Avondale, Phoenix, and Surprise have similar tuition reimbursement programs.
<b>III Resources Required</b>	
	<b>a) What departments will be involved in the planning and operation of this project/issue?</b>
	Human Resources and Finance

	<b>Do these departments concur with this priority?</b>																								
	Yes																								
<b>b)</b>	<b>What are the in-house staff requirements?</b>																								
	One form for initial approval and one form for final tuition reimbursement paperwork.																								
<b>c)</b>	<b>Are outside consultants needed? Please explain:</b>																								
	No																								
<b>d)</b>	<b>Are special equipment resources required? Please explain:</b>																								
	No																								
<b>e)</b>	<b>Are there on-going operation and maintenance costs involved? Please explain:</b>																								
	No																								
<b>IV Implementation</b>																									
<b>a)</b>	<b>What is the time frame for completion of plan and implementation for project/issue?</b>																								
	Ready now																								
<b>b)</b>																									
<b>c)</b>	<b>What performance measures will you use to evaluate the project/issue?</b>																								
	Increased educational opportunities for staff in every City department.																								
<b>IV Proposed Expenditures</b>																									
<table border="1"> <thead> <tr> <th>Line Item Description (One-Time)</th> <th>Account*</th> <th>FY 2015-2016 Request</th> </tr> </thead> <tbody> <tr> <td>10-5221-01-6405</td> <td></td> <td>\$25,000</td> </tr> <tr> <td></td> <td></td> <td>\$0</td> </tr> <tr> <td colspan="3" style="text-align: right;"><b><u>One-time Expenditures Total: \$25,000</u></b></td> </tr> <tr> <th>Line Item Description (On-going)</th> <th>Account *</th> <th>FY 2015-2016 Request</th> </tr> <tr> <td></td> <td></td> <td>\$0</td> </tr> <tr> <td></td> <td></td> <td>\$0</td> </tr> <tr> <td colspan="3" style="text-align: right;"><b><u>On-going Expenditures Total: \$0</u></b></td> </tr> </tbody> </table>		Line Item Description (One-Time)	Account*	FY 2015-2016 Request	10-5221-01-6405		\$25,000			\$0	<b><u>One-time Expenditures Total: \$25,000</u></b>			Line Item Description (On-going)	Account *	FY 2015-2016 Request			\$0			\$0	<b><u>On-going Expenditures Total: \$0</u></b>		
Line Item Description (One-Time)	Account*	FY 2015-2016 Request																							
10-5221-01-6405		\$25,000																							
		\$0																							
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Line Item Description (On-going)	Account *	FY 2015-2016 Request																							
		\$0																							
		\$0																							
<b><u>On-going Expenditures Total: \$0</u></b>																									



**City of Sedona  
Decision Package  
Fiscal Year 2015-2016**

<b>Project Title:</b>	Internet Filtering/Monitoring
<b>Originating Department and Division:</b>	Information Technology
<b>Funding Request Type (Ongoing vs. One-Time)</b>	One-Time
<b>Source of Funds (General Funds, Grants or other outside Funding, New Revenue Source(s), Wastewater, etc.)</b>	General Fund
<b>I Problem/Issue</b>	
<b>a) Does this affect our citizens/customers quality of life?</b>	
	No
	If yes, then how:
<b>b) Is this a traditional government function?</b>	
	Yes
	If it is not a traditional function, why should the City of Sedona deal with it?
<b>c) History/background of project issue:</b>	
	Currently, the city has no system in place to block inappropriate internet usage or to report on potential violations of the city's Internet Acceptable Use Policy. There have been several instances within the past 12 months have that demonstrated the need for such a system. Systems can both block access to potentially inappropriate sites and report on usage, or simply report on usage after the fact.
<b>d) Does the project/issue relate to the strategic/community plans?</b>	
	<b>Strategic Plan:</b>
	No
	<b>Community Plan:</b>
	No
	If not in either plan, how does this fit into the City of Sedona's priorities?
<b>e) Are there environmental implications?</b>	

	No
	If yes, explain:
f)	<b>Cost (include economic/financial analysis) and recommendation as to funding sources (include partnerships):</b>
	Initial purchase and installation: approximately \$10,000.00
<b>II Risk Analysis</b>	
a)	<b>What happens if this is not done?</b>
	Continuing inability to respond to requests for information
	<b>What would happen if this is done?</b>
	Ensure valid use of city resources
b)	<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.</b>
c)	<b>Show examples of best practices from other cities, if applicable:</b>
<b>III Resources Required</b>	
a)	<b>What departments will be involved in the planning and operation of this project/issue?</b>
	Information Technology
	<b>Do these departments concur with this priority?</b>
b)	<b>What are the in-house staff requirements?</b>
	IT staff to research, select, and implement . Other city departments to provide input and guidance on blocking and reporting levels.
c)	<b>Are outside consultants needed? Please explain:</b>
	No
d)	<b>Are special equipment resources required? Please explain:</b>
	No
e)	<b>Are there on-going operation and maintenance costs involved? Please explain:</b>
	Annual maintenance costs for system will be approximately \$2,000.00 starting in FY 2017.
<b>IV Implementation</b>	
a)	<b>What is the time frame for completion of plan and implementation for project/issue?</b>
	System selected and implemented by December 31, 2015.

	<b>b) How will you market/communicate the project/issue to the public?</b>
	N/A
	<b>c) What performance measures will you use to evaluate the project/issue?</b>
	Built in monitoring and reporting features will demonstrate the system's effectiveness.

**IV Proposed Expenditures**

<b>Line Item Description (One-Time)</b>	<b>Account*</b>	<b>FY 2015-2016 Request</b>
Software	10-5224-01-6487	\$10,000.00
		\$0
		\$0
		\$0
<b><u>One-time Expenditures Total: \$10,000</u></b>		
<b>Line Item Description (On-going)</b>	<b>Account *</b>	<b>FY 2015-2016 Request</b>
		\$0
		\$0
		\$0
		\$0
<b><u>On-going Expenditures Total: \$0</u></b>		

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

### 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](http://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.

### 2015-2016 OBJECTIVES

- Expand Electronic Citations program to include all Police Officers in the field and parking enforcement
- Complete upgrade and rollout of new website
- Assist Police Department with implementation of body worn cameras
- Implement web traffic monitoring, filtering, and reporting system
- Expanded use and training for LaserFiche Document Management System
- Implement on-line facility reservations and class registrations, including on-line payments of deposits and fees

### 2014-2015 ACCOMPLISHMENTS

- Completed major upgrade of Police systems including Dispatch, Records, Field Operations, and Mobile Data Computers (MDCs)
- Initiated project to upgrade City's website to support current technologies and provide improved functionality
- Implemented wireless wide-area-network connecting City Hall with Posse Grounds Park and City Maintenance Facility

### Did You Know?

To support the various city departments and functions, the IT Department maintains over 1,000 individual pieces of computer related hardware – computers, tablets, monitors, phones, printers, servers, switches, routers, hubs, cameras, wireless access points, etc. – and over 100 purchased and custom developed software applications.

- Upgraded City's Internet connectivity to support high bandwidth applications and improved reliability
- Developed on-line Building Permit Inquiry and Building Inspection Scheduling system
- Upgraded GIS server and client software, improving speed and data analysis capabilities
- Updated city-wide aerial imagery for GIS
- Upgraded SQL Server Relational Database Management System (RDBMS)

### SIGNIFICANT CHANGES

- Teambuilding efforts within the IT Department to improve communication and teamwork
- Renewed focus on internal customer service, resulting in significant improvements in IT Customer Satisfaction Survey responses compared to previous year

## WORKLOAD INDICATORS

Workload Indicators	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Estimate	FY 15-16 Proposed
Total Help Desk Requests	693	1,000	900	950

## 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	41%	55%	50%	60%
Help Desk Requests resolved within 8 hours	43%	63%	60%	65%
Customer surveys returned with a Technical skills, knowledge, and expertise rating of satisfactory or better	67%	83%	85%	90%



**CITY OF SEDONA  
PROPOSED 2015-16 DEPARTMENT BUDGETS**

Account Number	Account Description	FY15 Estimated Actuals	FY15 Adopted Budget	FY16 Proposed Budget	Difference FY15	
					Adopted vs. FY16 Proposed	% Difference
10-5224-01-6005	Salary & Wages	\$281,156	\$281,156	\$281,923	\$767	0%
10-5224-01-6046	Employee Benefits	\$3,360	\$3,360	\$2,022	-\$1,338	-40%
10-5224-01-6125	Direct Payroll Costs	\$22,637	\$22,637	\$22,610	-\$27	0%
10-5224-01-6130	Retirement	\$34,325	\$34,325	\$33,900	-\$425	-1%
10-5224-01-6134	STD/LTD Insurance	\$1,012	\$1,012	\$1,015	\$3	0%
10-5224-01-6135	Health/Dental/Life Insurance	\$46,096	\$46,096	\$46,668	\$572	1%
10-5224-01-6136	Workers Compensation Insurance	\$4,920	\$4,920	\$2,684	-\$2,236	-45%
10-5224-01-6210	Printing/Office Supplies	\$0	\$0	\$0	\$0	N/A
10-5224-01-6213	Telephone	\$51,000	\$49,375	\$54,715	\$5,340	11%
10-5224-01-6245	Office Equipment - Non Capital	\$6,090	\$0	\$500	\$500	N/A
10-5224-01-6246	Computer Hardware - Non Capita	\$0	\$0	\$0	\$0	N/A
10-5224-01-6405	Professional Services	\$0	\$6,090	\$6,700	\$610	10%
10-5224-01-6431	System Maintenance	\$15,000	\$20,000	\$20,000	\$0	0%
10-5224-01-6436	Software Update	\$245,000	\$250,350	\$277,240	\$26,890	11%
10-5224-01-6703	Dues/Subscriptions/License	\$1,850	\$1,850	\$1,850	\$0	0%
10-5224-01-6750	Training/Staff Development	\$6,500	\$6,500	\$8,990	\$2,490	38%
10-5224-01-6845	Office Equipment	\$0	\$0	\$0	\$0	N/A
10-5224-01-6846	Computer Hardware	\$217,000	\$261,880	\$130,420	-\$131,460	-50%
10-5224-01-6847	Computer Software	\$155,000	\$156,500	\$67,800	-\$88,700	-57%
10-5224-01-6849	Telephone & Radio Equipment	\$0	\$0	\$0	\$0	N/A
<b>Total Information Technology</b>		<b>\$1,090,946</b>	<b>\$1,146,051</b>	<b>\$959,037</b>	<b>-\$187,014</b>	<b>-16%</b>

**CITY OF SEDONA  
PROPOSED 2015-2016 BUDGET  
GENERAL FUND DEPARTMENTS**

Account Number	Account Description	FY 2014 Actuals	FY 2014 Budget	FY 2015 Actuals YTD 1/31/15	2015 Adopted Budget	2016 Detail Description	2016 Requested Budget	2016 Detail Amounts
<b>Information Technology</b>								
10-5224-01-6005	Salary & Wages	281,523	277,718	168,946	281,156		281,923	281,923
10-5224-01-6046	Employee Benefits	3,070	3,360	1,891	3,360		2,022	2,022
10-5224-01-6125	Direct Payroll Costs	21,025	21,245	13,500	22,637	% of Wages	22,610	22,610
10-5224-01-6130	Retirement	32,051	31,382	20,867	34,325	% of Wages	33,900	33,900
10-5224-01-6134	STD/LTD Insurance	1,963	1,577	205	1,012	% of Wages	1,015	1,015
10-5224-01-6135	Health/Dental/Life Insurance	43,408	43,584	26,893	46,096	Premiums per plan election	46,668	46,668
10-5224-01-6136	Workers Compensation Insurance	2,803	5,640	1,280	4,920	% of Wages	2,684	2,684
10-5224-01-6213	Telephone	18,471	21,171	15,275	49,375	PD - Cellular Service for Officer Mobile Computers - \$40/mo X 25 Devices	54,715	12,000
						PD - Network Connection between Sedona PD and AZ DPS		3,300
						EN - Cellular Service for WW Inspector Tablet Computers - \$40/mo X 2 Devices (Allocate 42% to Wastewater)		960
						EN - Cellular Service for WW Inspector Tablet Computers - \$40/mo X 2 Devices (Allocate 42% to Wastewater)		(403)
						IT - City Internet Service (Allocate 10% to Wastewater)		19,800
						IT - City Internet Service (Allocate 10% to Wastewater)		(1,980)
						CD - Cellular Service for Building Inspector and Code Enforcement Tablet Computers - \$40/mo X 3 Devices		1,440
						NEW - EN Cellular Service for Additional WW Inspector Tablet Computer - \$40/mo (Allocate 42% to Wastewater)		480
						NEW - EN Cellular Service for Additional WW Inspector Tablet Computer - \$40/mo (Allocate 42% to Wastewater)		(202)
						IT - Public Wi-Fi Service at City Hall		1,200

**CITY OF SEDONA  
PROPOSED 2015-2016 BUDGET  
GENERAL FUND DEPARTMENTS**

Account Number	Account Description	FY 2014 Actuals	FY 2014 Budget	FY 2015 Actuals YTD 1/31/15	2015 Adopted Budget	2016 Detail Description	2016 Requested Budget	2016 Detail Amounts
						IT - Cellular Service for IT Laptop Computers - \$40/mo X 2 Devices		960
						NEW - PD - Phone-to-Location Mapping Service for City Employee 911 Calls		960
						NEW - PD - Automated Attendant Service for Main Phone Number		1,200
						NEW - PD - 911 Phone System Maintenance		15,000
10-5224-01-6245	Office Equipment - Non Capital				-	Ergonomic Monitor/Keyboard Support	500	500
10-5224-01-6405	Professional Services	5,426	5,440	3,290	6,090		6,700	
10-5224-01-6405	Professional Services					Preventive maintenance for IT Data Center A/C unit		2,860
10-5224-01-6405	Professional Services					Preventive maintenance for IT Data Center UPS		2,190
10-5224-01-6405	Professional Services					Preventive maintenance for IT Data Center Generator		1,650
10-5224-01-6431	System Maintenance	10,997	10,000	9,131	20,000		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	210,559	220,375	198,245	250,350		277,240	
						IT - ESRI (GIS) Software Maintenance		15,500
						IT - Vircom modusGate Anti-Spam System Software Maintenance		1,955
						IT - GroupWise E-Mail System Software Maintenance		4,200
						CC/CA - LaserFiche Document Management System Software Maintenance		3,800
						PD - New World CAD, Records, and Mobile Software Maintenance		85,000
						CA - TimeMatters Case Management System Software Maintenance		1,250

**CITY OF SEDONA  
PROPOSED 2015-2016 BUDGET  
GENERAL FUND DEPARTMENTS**

Account Number	Account Description	FY 2014 Actuals	FY 2014 Budget	FY 2015 Actuals YTD 1/31/15	2015 Adopted Budget	2016 Detail Description	2016 Requested Budget	2016 Detail Amounts
						PD - L-3 In-Car Video Hardware & Software Maintenance		8,500
						PD - APS eCitations Software Maintenance (Remove if eCitations Upgrade is Approved)		4,065
						PD - MDC Communications Hardware & Software Maintenance: NetMotion, Kerio, Kiwi, RSA		4,140
						IT - GWAVA Retain E-Mail Archive System Software Maintenance		2,990
						PD - Milestone Video Security System Software Maintenance		1,750
						PD - VMware Virtual Server Infrastructure Software Maintenance		3,750
						MC - Liberty Court Recording Software Maintenance		690
						PD - Spillmain Regional LE Data Sharing License		1,265
						IT - Springbrook ERP Software Maintenance (Allocate 40% to Wastewater)		28,000
						IT - Sophos Anti-Virus System Software Maintenance		2,990
						CC - Swagit Video Streaming & Broadcasting Service		12,600
						IT - VMWare Virtual Server Infrastructure Software Maintenance		4,950
						PD - Eventide Phone/Radio Recording System Hardware & Software Maintenance		4,140
						FN - ADP		43,000
						HR - EspressoID Employee Badge Printing Software Maintenance		100

**CITY OF SEDONA  
PROPOSED 2015-2016 BUDGET  
GENERAL FUND DEPARTMENTS**

Account Number	Account Description	FY 2014 Actuals	FY 2014 Budget	FY 2015 Actuals YTD 1/31/15	2015 Adopted Budget	2016 Detail Description	2016 Requested Budget	2016 Detail Amounts
						PD - Server Hardware Maintenance - New World Message Switch, Milestone Video Server		6,000
						IT - VaultLogix On-Line Off-Site Data Backup Services		13,200
						IT - Cisco Network & Phone Systems Hardware Maintenance (Allocate 10% to Wastewater)		17,500
						WW - Cisco Network & Phone Hardware Maintenance (Allocate 10% to Wastewater)		(1,750)
						WW - Springbrook ERP (Allocate 40% to Wastewater)		(11,200)
						PD - CrimeMapping Public Crime Statistics Information Web Portal		1,200
						FN - MuniCast		1,995
						EN - AutoCAD Software Maintenance		900
						IT - XIO SAN Hardware and Firmware Maintenance		6,000
						PD - RS2 Electronic Access Control System Software Maintenance		2,200
						IT - AirWatch Mobile Device Management (MDM) Software License for 30 Devices		1,560
						WW - Server Maintenance (Allocate 100% to Wastewater)		(500)
						WW - Server Maintenance (Allocate 100% to Wastewater)		500
						IT - NEW - Firewall Enhancements: Add Intrusion Prevention, URL Filtering, and Anti-Malware		5,000
10-5224-01-6703	Dues/Subscriptions/License	2,371	1,850	1,469	1,850		1,850	

**CITY OF SEDONA  
PROPOSED 2015-2016 BUDGET  
GENERAL FUND DEPARTMENTS**

Account Number	Account Description	FY 2014 Actuals	FY 2014 Budget	FY 2015 Actuals YTD 1/31/15	2015 Adopted Budget	2016 Requested Budget	2016 Detail Description	2016 Detail Amounts
							Microsoft Developer Subscription	850
							Website Security Certificates	850
							Domain Name Registrations	150
10-5224-01-6750	Travel and Training	-		66		8,990	LL - AGIC Conference - September 2015	250
							LL - ESRI Online Training - TBD	1,295
							CH - Microsoft Training - TBD	2,500
							JS - Springbrook Conference - May 2016	1,950
					6,500		DG - Cisco Training - TBD	2,995
10-5224-01-6845	Office Equipment							
10-5224-01-6846	Computer Hardware	66,113	88,260	188,769	261,880	130,420		
							NEW - EN - Tablet Computer for WW Inspector (Allocate 42% to Wastewater)	4,000
							REFRESH PC - FINANCE	6,250
							REFRESH PC - CITY MANAGER	3,750
							REFRESH PC - ENGINEERING	5,000
							REFRESH PC - COMMUNITY DEVELOPMENT	1,250
							REFRESH PC - IT	-
							REFRESH PC - POLICE DEPARTMENT	22,500
							REFRESH PC - CITY ATTORNEY	2,500
							REFRESH PC - RECREATION	1,250
							REFRESH PC - WASTEWATER ADMINISTRATION	-
							REFRESH PC - HUMAN RESOURCES	2,500
							NEW - EN - Tablet Computer for WW Inspector (Allocate 42% to Wastewater)	(1,680)
							REFRESH PC - COURT	-

**CITY OF SEDONA  
PROPOSED 2015-2016 BUDGET  
GENERAL FUND DEPARTMENTS**

Account Number	Account Description	FY 2014 Actuals	FY 2014 Budget	FY 2015 Actuals YTD 1/31/15	2015 Adopted Budget	2016 Detail Description	2016 Requested Budget	2016 Detail Amounts
						REFRESH PC - WASTEWATER OPERATIONS		-
						REFRESH SERVER - IT - Replace One Virtual Infrastructure "Host" Server		8,500
						CARRYOVER - PD - E-Citations Devices for Parking and Add In-Car E-Citations Capability for Officers		35,000
						REFRESH PC - CITY CLERK		1,250
						REFRESH EQUIPMENT - IT TABLET COMPUTERS		1,600
						REFRESH EQUIPMENT - PD REPLACE SECURE NETWORK ACCESS TOKENS		5,000
						NEW - CC - Dual Monitors for City Clerk		300
						NEW - CD - Computer for Economic Development Manager		1,650
						NEW - EN - Additional Computers for Maintenance Yard Staff		3,300
						REFRESH LAPTOP - PRESENTATIONS		5,100
						REFRESH LAPTOP - WW ADMINISTRATION		3,400
						REFRESH LAPTOP - WW ADMINISTRATION (Allocate 100% to Wastewater)		(3,400)
						NEW - CC - Reposition Staff Presentation PC/Monitor Connection		2,500
						NEW - EN - iPad Tablet for Engineering Supervisor		800

**CITY OF SEDONA  
PROPOSED 2015-2016 BUDGET  
GENERAL FUND DEPARTMENTS**

Account Number	Account Description	FY 2014 Actuals	FY 2014 Budget	FY 2015 Actuals YTD 1/31/15	2015 Adopted Budget	2016 Detail Description	2016 Requested Budget	2016 Detail Amounts
						UPGRADE - EN - Upgrade Network Switch at Maintenance Yard to Support Additional Computers		1,500
						NEW - PD - Lobby Phone for Public Use with Interface to Dispatch Phone System		1,500
						UPGRADE - PD - Mugshot Camera with Records System Integration		1,500
						NEW - Tablets for P&Z Commissioners - CM Recommended Supplemental		5,600
						UPGRADE - IT - Increase Data Storage Capacity to Accommodate Increased Demand		8,000
10-5224-01-6847	Computer Software	13,677	15,675	91,980	156,500		67,800	
						UPGRADE - PD - Phone/Radio Recording Server OS Upgrade		5,000
						NEW - EN - Additional GIS Desktop Software License (\$300/yr Maintenance starting FY 2017)		1,300
						CARRYOVER - PD - E-Citations Software and Add Licenses for Parking and Officers		35,000
						NEW - IT Network Log File Management		500
						UPGRADE - IT - Adobe Acrobat Licenses		5,000
						CARRYOVER - IT - Complete Vision Internet Website and Content Management System Upgrade		10,500
						NEW - IT - Ten "Read Only" User Licenses for LaserFiche Document Management System		3,000
						UPGRADE - EN - Full AutoCAD License (upgrade from "Infrastructure" license)		7,500



CITY OF SEDONA  
 PROPOSED 2015-2016 BUDGET  
 GENERAL FUND DEPARTMENTS

Account Number	Account Description	FY 2014 Actuals	FY 2014 Budget	FY 2015 Actuals YTD 1/31/15	2015 Adopted Budget	2016 Detail Description	2016 Requested Budget	2016 Detail Amounts
	Subtotal Information Technology	\$ 713,457	\$ 747,277	\$ 741,807	\$ 1,146,051		\$ 959,037	\$ 959,037

City of Sedona  
Department Supplemental Requests  
2015-2016 Budget

Department	Fund	Page #	Request			City Manager	Budget	Note
				On-going	One-Time	Recommended funding level	Committee Recommended funding level	
City Manager	General		Oak Creek Watershed Council	\$35,000		\$0	\$0	
City Manager	General		Trash and Recycling Franchising		\$115,000	\$75,000	\$0	One-Time
City Manager	General		VV Special Needs Transportation	\$30,000		\$25,000	\$25,000	On-going
City Manager	General		Wireless Master Plan		\$60,000	\$60,000	\$60,000	One-Time
<b>Total City Manager</b>				<b>\$65,000</b>	<b>\$175,000</b>	<b>\$160,000</b>	<b>\$85,000</b>	
Community Development	General		2015 Ford Escape	\$2,000	\$24,021	\$26,021	\$26,021	\$2,000 On-going
Community Development	General		Filing System		\$21,320	\$0	\$0	
Community Development	General		Review & Update of Land Development Code		\$276,000	\$100,000	\$100,000	One-Time x 3
Community Development	General		Outdoor Lighting		\$25,000	\$0	\$0	
<b>Total Community Development</b>				<b>\$2,000</b>	<b>\$346,341</b>	<b>\$126,021</b>	<b>\$126,021</b>	
Engineering	General		Automated Locks-Public Restrooms		\$11,000		\$0	
Engineering	General		City Facilities Maintenance Plan Implementation	\$25,000		\$25,000	\$25,000	One-Time
Engineering	General		Concrete Work at City Hall		\$20,000	\$0	\$0	
Engineering	General		Assistant Engineering Position	\$85,000	\$5,000	\$90,000	\$90,000	On-going
Engineering	General		Full Time City Maintenance Worker 2 Position (Part of ongoing expense in Streets)	\$59,200		\$0	\$0	
Engineering	General		Jacobsen Turfcat Mower Replacement		\$22,000	\$0	\$0	
Engineering	General		Jordan Museum Electrical Upgrade		\$25,000	\$0	\$0	
Engineering	General		Police Department Patio Seal & Resurface		\$22,000	\$22,000	\$22,000	One-Time
Engineering	General		Teen Center Flooring Replacement		\$20,000	\$0	\$0	
Engineering	General		Teen Center HVAC Replacement/Upgrade		\$35,000	\$35,000	\$35,000	One-Time
Engineering/Wastewater	General		Purchase of 2015 Ford Escape (50% of budget in Wastewater)		\$11,835	\$0	\$0	
<b>Total Engineering</b>				<b>\$169,200</b>	<b>\$171,835</b>	<b>\$172,000</b>	<b>\$172,000</b>	
Finance	General		Increased Sales Tax Audits		\$45,000	\$0	\$0	
Finance	General		Salary Adjustment Pool (increased \$50k)	\$125,000		\$125,000	\$0	On-going
<b>Total Finance</b>				<b>\$125,000</b>	<b>\$45,000</b>	<b>\$125,000</b>	<b>\$0</b>	
Human Resources	General		Tuition Reimbursement		\$25,000	\$0	\$0	
<b>Total Human Resources</b>				<b>\$0</b>	<b>\$25,000</b>	<b>\$0</b>	<b>\$0</b>	
IT	General		Help Desk Technician	\$79,500	\$4,500	\$0	\$0	
IT/HR	General		Internet Filtering/Monitoring	\$2,000	\$10,000	\$0	\$0	
IT/City Clerk	General		City Council Video Monitor		\$7,500	\$0	\$0	
IT/Comm Dev	General		Paperless Packets, Planning & Zoning Commission	(\$1,565)	\$5,600	\$5,600	\$5,600	One-Time
IT/Municipal Court	General		Electronic Access Control		\$9,500	\$0	\$0	
IT/Police	General		L-3 Body Cameras	\$2,100	\$23,472	\$0	\$0	
<b>Total IT</b>				<b>\$82,035</b>	<b>\$60,572</b>	<b>\$5,600</b>	<b>\$5,600</b>	
Parks & Rec	General		Ford F-150 Super Cab 4X4 Long Bed		\$26,594	\$0	\$0	
<b>Total Parks &amp; Recreation</b>				<b>\$0</b>	<b>\$26,594</b>	<b>\$0</b>	<b>\$0</b>	

Department	Fund	Page #	Request	On-going	One-Time	City Manager Recommended funding level	Budget		Note
							Committee Recommended funding level		
Police	General		Speed Awareness & Enforcement Program		\$9,043	\$9,043	\$9,043		One-Time
Police	General		Special Equipment						
			Communication Specialist	\$56,630		\$56,630	\$56,630		On-going
			<b>Total Police</b>	\$56,630	\$9,043	\$65,673	\$65,673		
			<b>Subtotal General Fund</b>	<b>\$499,865</b>	<b>\$859,385</b>	<b>\$654,294</b>	<b>\$454,294</b>		
Engineering	Streets		Work Vehicle Replacement - Streets		\$35,000	\$35,000	\$0		One-Time
Engineering	Streets		Commercial Wood Chipper	\$650	\$40,000	\$0	\$0		
Engineering	Streets		Full Time City Maintenance Worker 2 Position (Most of ongoing expense in Engineering)	\$845		\$0	\$0		
Engineering	Streets		Snow Plow Blade Procurement		\$10,000	\$0	\$0		
			<b>Subtotal Streets Fund</b>	<b>\$1,495</b>	<b>\$85,000</b>	<b>\$35,000</b>	<b>\$0</b>		
Engineering	Capital Impr		Associate Engineering Project Manager	\$90,000	\$5,000	\$95,000	\$95,000		On-Going as needed
			<b>Subtotal Capital Improvement Fund</b>	<b>\$90,000</b>	<b>\$5,000</b>	<b>\$95,000</b>	<b>\$95,000</b>		
Wastewater/Engineering	Wastewater		Purchase of 2015 Ford Escape (50% of budget in Engineering)		\$11,835	\$0	\$0		
Wastewater	Wastewater		Full Time Administrative Position	\$17,600		\$0	\$0		
Wastewater	Wastewater		Collection System Back-up Generator Replacement	\$60,000		\$0	\$0		General Needs
Wastewater	Wastewater		Computer Management Systems Upgrade	\$4,000	\$45,000		\$0		
Wastewater	Wastewater		Major Pump Station Communications Modification	\$200	\$15,000		\$0		
Wastewater	Wastewater		Odor Control Plan SR 89A MP369	\$25,000	\$35,000	\$0	\$0		
Wastewater	Wastewater		Sedona Wetlands Preserve Maintenance Program	\$70,000	\$0	\$70,000	\$0		On-going
Wastewater	Wastewater		Replacement Spectrophotometer -Laboratory		\$9,300		\$0		
Wastewater	Wastewater		Minor Pump Stations Fresh Water Connections	\$6,000	\$36,000		\$0		
Wastewater	Wastewater		Minor Pump Stations 3-Phase Conversion	(\$40,000)	\$102,500	\$62,500	\$0		One-Time
			<b>Subtotal Wastewater Fund</b>	<b>\$142,800</b>	<b>\$254,635</b>	<b>\$132,500</b>	<b>\$0</b>		
			<b>Total Supplemental Requests</b>	<b>\$734,160</b>	<b>\$1,204,020</b>	<b>\$916,794</b>	<b>\$549,294</b>		



**City of Sedona  
Decision Package  
Fiscal Year 2015-2016**

<b>Project Title:</b>	IT Support/Help Desk Technician
<b>Originating Department and Division:</b>	Information Technology
<b>Funding Request Type (Ongoing vs. One-Time)</b>	<b>Ongoing</b>
<b>Source of Funds (General Funds, Grants or other outside Funding, New Revenue Source(s), Wastewater, act.)</b>	<b>General Fund</b>

**I Problem/Issue**

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

Yes

**If yes, then how:**

Limited resources in the Information Technology department can cause delays in implementing new systems or resolving complex issues. These delays can have a negative impact on citizens/customers when city staff is unable to respond to requests or provide information or when systems and services are unavailable.

**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 Information Technology department has consisted of 3 employees, plus one GIS Analyst, for over 10 years. While the total number of city employees has remained fairly constant over that time, the number and type of systems and applications supported has grown considerably. Systems that did not exist only a few years ago include video security, electronic security access, wireless networking, e-Citations, tablet computers, mobile access, and e-mail archiving. The IT Department now supports over 1,000 individual pieces of hardware and over 100 software applications, much of which has been purchased or developed within the past 2 years.

All positions within IT provide Help Desk support to city staff, which can often consume 50% or more of an average workday.

	<p>There is also the need for succession planning, especially as it relates to the extensive institutional knowledge of the city’s Network Administrator. This employee has been with the city for over 20 years and efforts should begin now to transfer knowledge and train a successor.</p> <p>While there is no generally accepted formula for determining the optimal size of an IT department, the Gartner Group reported in 2013 that the average across all industries was 5%, or 5 IT staff for every 100 employees. Not including the GIS Analyst position, the city’s IT department has operated at an average of 2.6% for over 10 years. With the addition of a Help Desk Support Technician, the ratio will be approximately 3.4% (or 4.3% if including the GIS Analyst).</p> <p>For the calendar year 2014, the IT Department received over 1,000 Help Desk requests, or an average of more than 20 per week, with more than 70% being addressed by the Network Administrator or the IT Manager.</p>
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	<b>d) Does the project/issue relate to the strategic/community plans?</b>
	<b>Strategic Plan: No</b>
	<b>Community Plan: No</b>
	<b>If not in either plan, how does this fit into the City of Sedona's priorities?</b>

	<b>e) Are there environmental implications?</b>
	No
	<b>If yes, explain:</b>

	<b>f) Cost (include economic/financial analysis) and recommendation as to funding sources (include partnerships):</b>
	<p>Salary: \$50,000/year</p> <p>Benefits: \$29,500/year (conservative estimate using highest possible costs to city)</p> <p>From Computerworld 2014 Salary Survey: “Help Desk/Technical Support Specialist” = \$51,295 (national average), \$58,500 (government average)</p> <p>Computer and other equipment: \$4,500.00</p>

<b>II Risk Analysis</b>	
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	<b>a) What happens if this is not done?</b>
	Technology related projects and complex issues and upgrades take longer than necessary to implement and resolve. Existing staff continue to devote a large

	percentage of time to Help Desk related activities.
	<b>What would happen if this is done?</b>
	Projects and solutions could be implemented faster and more time could be devoted to long-range planning and strategic decision making. City staff would see faster resolution of Help Desk issues and technology requests. Senior IT staff would spend more time analyzing industry trends, evaluating emerging technologies, and implementing innovative solutions.
	<b>Provide contingency analysis if applicable (provide key assumptions and dependencies).</b>
b)	<b>Assumptions - Something the City of Sedona has no control over.</b> <b>Dependencies - Something the City of Sedona may have control over. Major factor in what the City of Sedona is trying to accomplish.</b>
c)	<b>Show examples of best practices from other cities, if applicable:</b>
	When comparing Sedona to other Arizona cities with a similar population, it appears that Sedona has an average sized IT staff. However, when comparing Sedona to other cities with a tourism driven economy, it is clear that more IT resources are needed to provide the level of service required. Cottonwood – 3 in IT for 2015 Show Low – 2 in IT 2015 Coolidge – 3 in IT plus 1 GIS for 2015 Paradise Valley – 3 in IT for 2015 (FY15 budget include \$100K for “GIS Strategic Plan”) Chino Valley – 2 in IT for 2015 Flagstaff – 14 in IT for 2015 (pop. 65,800) Heber City UT – Contracted IT in 2015 (with a note for “Additional Hours”) Steamboat Springs CO – 7 in IT for 2015 Durango CO – 10 in IT for 2015 (pop. 16,800) Vail CO – 6 in IT for 2015 (pop. 5,300)
<b>III Resources Required</b>	
a)	<b>What departments will be involved in the planning and operation of this project/issue?</b>
	Information Technology, Human Resources
	<b>Do these departments concur with this priority?</b>
	Yes
b)	<b>What are the in-house staff requirements?</b>
	HR – Recruitment and hiring of new employee IT – Interviewing candidates and training of new employee
c)	<b>Are outside consultants needed? Please explain:</b>
	No
d)	<b>Are special equipment resources required? Please explain:</b>
	No

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?
	New employee on staff by December 31, 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?
	IT Help Desk statistics will demonstrate improved response time to user requests. Annual IT survey will show increased staff satisfaction with IT customer service, project support, and bringing more innovation to the organization

**IV Proposed Expenditures**

Line Item Description (One-Time)	Account*	FY 2015-2016 Request
Computer Hardware	10-5224-01-6486	\$2,500.00
Computer Software	10-5224-01-6487	\$1,000.00
Office Equipment-NonCapital	10-5224-01-6245	\$1,000.00
		\$0
<b><u>One-time Expenditures Total: \$4,500.00</u></b>		
Line Item Description (On-going)	Account *	FY 2015-2016 Request
Salaries & Wages	10-5224-01-6005	\$50,000.00
Benefits	various	\$29,500.00
		\$0
		\$0
<b><u>On-going Expenditures Total: \$79,500.00</u></b>		

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

## 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.

## 2015-2016 OBJECTIVES

- Continue to reduce the number of outstanding warrants.
- Improve payment collections on outstanding receivables.
- Improve the Court's professional appearance through replacement of old furniture and accessories and designing a more efficient work environment.

## 2014-2015 ACCOMPLISHMENTS

While remaining separate and independent branches of government, the Court and the City Attorney's Office through the new City Prosecutor have worked to more efficiently resolve pending criminal cases from the pretrial stage to the sentencing stage. The effect of implementing more streamlined procedures results in reduced court appearances by the parties.

### Did You Know?

Overview of cases filed with Court (approximate):

7/1/13 – 3/11/14

Criminal 98; Criminal Traffic and Civil Traffic 639;

Parking 120; Injunctions against Harassment 16;

Orders of Protection 13

7/1/14 – 3/11/15

Criminal 55; Criminal Traffic and Civil Traffic 1051;

Parking 104; Injunctions against Harassment 35;

Orders of Protection 10

## SIGNIFICANT CHANGES

The Court is now fully staffed. The staff continues to increase their knowledge through training and experience.



**CITY OF SEDONA  
PROPOSED 2015-16 DEPARTMENT BUDGETS**

Account Number	Account Description	FY15 Estimated Actuals	FY15 Adopted Budget	FY16 Proposed Budget	Difference FY15	
					Adopted vs. FY16 Proposed	% Difference
10-5520-01-6005	Salary & Wages	\$170,000	\$172,580	\$115,419	-\$57,161	-33%
10-5520-01-6006	Overtime	\$0	\$0	\$0	\$0	N/A
10-5520-01-6010	Temp/Part-Time Wages	\$10,000	\$10,000	\$66,468	\$56,468	565%
10-5520-01-6046	Employee Benefits	\$700	\$0	\$1,200	\$1,200	N/A
10-5520-01-6125	Direct Payroll Costs	\$14,354	\$14,354	\$14,361	\$7	0%
10-5520-01-6130	Retirement	\$18,500	\$19,381	\$19,654	\$273	1%
10-5520-01-6134	STD/LTD Insurance	\$621	\$621	\$633	\$12	2%
10-5520-01-6135	Health/Dental/Life Insurance	\$40,000	\$41,893	\$47,495	\$5,602	13%
10-5520-01-6136	Workers Compensation Insurance	\$550	\$402	\$629	\$227	56%
10-5520-01-6210	Printing/Office Supplies	\$0	\$0	\$0	\$0	N/A
10-5520-01-6215	Gas & Oil	\$0	\$0	\$0	\$0	N/A
10-5520-01-6225	Service Charges	\$0	\$0	\$0	\$0	N/A
10-5520-01-6405	Professional Services	\$3,000	\$3,000	\$4,000	\$1,000	33%
10-5520-01-6436	Software Update	\$7,250	\$7,250	\$7,250	\$0	0%
10-5520-01-6450	Legal Fees/Settlements/Deductibles	\$29,000	\$29,000	\$30,000	\$1,000	3%
10-5520-01-6703	Dues/Subscriptions/License	\$1,600	\$1,600	\$1,600	\$0	0%
10-5520-01-6712	Jury Remunerations	\$300	\$300	\$300	\$0	0%
10-5520-01-6750	Training/Staff Development	\$2,000	\$2,500	\$2,500	\$0	0%
<b>Total Municipal Court</b>		<b>\$297,875</b>	<b>\$302,881</b>	<b>\$311,509</b>	<b>\$8,628</b>	<b>3%</b>

**CITY OF SEDONA  
PROPOSED 2015-2016 BUDGET  
GENERAL FUND DEPARTMENTS**

Account Number	Account Description	FY 2014 Actuals	FY 2014 Budget	FY 2015		2016 Requested Budget	2016 Detail Description	2016 Detail Amounts
				Actuals YTD 1/31/15	2015 Adopted Budget			
<b>Municipal Court</b>								
10-5520-01-6005	Salary & Wages	165,815	191,959	92,117	172,581			115,419
10-5520-01-6006	Overtime	81	-	-	-			-
10-5520-01-6010	Temp/Part-Time Wages	4,661	16,097	5,840	10,000			66,468
10-5520-01-6046	Employee Benefits	1,100	720	700	-			1,200
10-5520-01-6125	Direct Payroll Costs	12,598	15,916	7,902	14,354	% of Wages		14,361
10-5520-01-6130	Retirement	17,273	21,691	10,597	19,381	% of Wages		19,654
10-5520-01-6134	STD/LTD Insurance	776	1,317	68	621	% of Wages		633
10-5520-01-6135	Health/Dental/Life Insurance	37,164	22,916	20,072	41,892	Premiums per plan elections		47,495
10-5520-01-6136	Workers Compensation Insurance	218	578	280	402	% of Wages		629
10-5520-01-6210	Printing/Office Supplies			633				
10-5520-01-6215	Gas & Oil							
10-5520-01-6225	Service Charges				-			
10-5520-01-6244	Office Furniture - Non Capital							
10-5520-01-6405	Professional Services	4,349	3,000	1,899	3,000	Interpreters; Security After CM mtgs, remove security Automatic Adjustment		4,000 (10,000) 1,000
10-5520-01-6436	Software Update	6,000	7,250	3,196	7,250	Lease payments on 5 computers, 1 laptop; 1 printer		7,250 7,250
10-5520-01-6450	Legal Fees/Settlements/Deductibles	19,840	29,000	5,013	29,000	Split between two contracted attorneys Automatic Adjustment		30,000 29,000 1,000
10-5520-01-6703	Dues/Subscriptions/License	1,246	1,600	539	1,600	Lexus Nexis increases		1,600 1,600
10-5520-01-6712	Jury Remunerations			-	300			300 - 300
10-5520-01-6730	Maint & Improvement							
10-5520-01-6750	Training/Staff Development			75	2,500			2,500 2,500
10-5520-01-6846	Computer Hardware - Court							
<b>Subtotal Municipal Court</b>								
<b>Administration</b>		<b>\$ 271,121</b>	<b>\$ 312,044</b>	<b>\$ 148,931</b>	<b>\$ 302,881</b>			<b>\$ 311,509</b>
								<b>\$ 311,509</b>

City of Sedona  
Department Supplemental Requests  
2015-2016 Budget

Department	Fund	Page #	Request			City Manager	Budget	Note
				On-going	One-Time	Recommended funding level	Committee Recommended funding level	
City Manager	General		Oak Creek Watershed Council	\$35,000		\$0	\$0	
City Manager	General		Trash and Recycling Franchising		\$115,000	\$75,000	\$0	One-Time
City Manager	General		VV Special Needs Transportation	\$30,000		\$25,000	\$25,000	On-going
City Manager	General		Wireless Master Plan		\$60,000	\$60,000	\$60,000	One-Time
<b>Total City Manager</b>				<b>\$65,000</b>	<b>\$175,000</b>	<b>\$160,000</b>	<b>\$85,000</b>	
Community Development	General		2015 Ford Escape	\$2,000	\$24,021	\$26,021	\$26,021	\$2,000 On-going
Community Development	General		Filing System		\$21,320	\$0	\$0	
Community Development	General		Review & Update of Land Development Code		\$276,000	\$100,000	\$100,000	One-Time x 3
Community Development	General		Outdoor Lighting		\$25,000	\$0	\$0	
<b>Total Community Development</b>				<b>\$2,000</b>	<b>\$346,341</b>	<b>\$126,021</b>	<b>\$126,021</b>	
Engineering	General		Automated Locks-Public Restrooms		\$11,000		\$0	
Engineering	General		City Facilities Maintenance Plan Implementation	\$25,000		\$25,000	\$25,000	One-Time
Engineering	General		Concrete Work at City Hall		\$20,000	\$0	\$0	
Engineering	General		Assistant Engineering Position	\$85,000	\$5,000	\$90,000	\$90,000	On-going
Engineering	General		Full Time City Maintenance Worker 2 Position (Part of ongoing expense in Streets)	\$59,200		\$0	\$0	
Engineering	General		Jacobsen Turfcat Mower Replacement		\$22,000	\$0	\$0	
Engineering	General		Jordan Museum Electrical Upgrade		\$25,000	\$0	\$0	
Engineering	General		Police Department Patio Seal & Resurface		\$22,000	\$22,000	\$22,000	One-Time
Engineering	General		Teen Center Flooring Replacement		\$20,000	\$0	\$0	
Engineering	General		Teen Center HVAC Replacement/Upgrade		\$35,000	\$35,000	\$35,000	One-Time
Engineering/Wastewater	General		Purchase of 2015 Ford Escape (50% of budget in Wastewater)		\$11,835	\$0	\$0	
<b>Total Engineering</b>				<b>\$169,200</b>	<b>\$171,835</b>	<b>\$172,000</b>	<b>\$172,000</b>	
Finance	General		Increased Sales Tax Audits		\$45,000	\$0	\$0	
Finance	General		Salary Adjustment Pool (increased \$50k)	\$125,000		\$125,000	\$0	On-going
<b>Total Finance</b>				<b>\$125,000</b>	<b>\$45,000</b>	<b>\$125,000</b>	<b>\$0</b>	
Human Resources	General		Tuition Reimbursement		\$25,000	\$0	\$0	
<b>Total Human Resources</b>				<b>\$0</b>	<b>\$25,000</b>	<b>\$0</b>	<b>\$0</b>	
IT	General		Help Desk Technician	\$79,500	\$4,500	\$0	\$0	
IT/HR	General		Internet Filtering/Monitoring	\$2,000	\$10,000	\$0	\$0	
IT/City Clerk	General		City Council Video Monitor		\$7,500	\$0	\$0	
IT/Comm Dev	General		Paperless Packets, Planning & Zoning Commission	(\$1,565)	\$5,600	\$5,600	\$5,600	One-Time
IT/Municipal Court	General		Electronic Access Control		\$9,500	\$0	\$0	
IT/Police	General		L-3 Body Cameras	\$2,100	\$23,472	\$0	\$0	
<b>Total IT</b>				<b>\$82,035</b>	<b>\$60,572</b>	<b>\$5,600</b>	<b>\$5,600</b>	
Parks & Rec	General		Ford F-150 Super Cab 4X4 Long Bed		\$26,594	\$0	\$0	
<b>Total Parks &amp; Recreation</b>				<b>\$0</b>	<b>\$26,594</b>	<b>\$0</b>	<b>\$0</b>	

Department	Fund	Page #	Request	On-going	One-Time	City Manager Recommended funding level	Budget		Note
							Committee Recommended funding level	Committee Recommended funding level	
Police	General		Speed Awareness & Enforcement Program		\$9,043	\$9,043	\$9,043		One-Time
Police	General		Special Equipment						
Police	General		Communication Specialist	\$56,630		\$56,630	\$56,630		On-going
			<b>Total Police</b>	\$56,630	\$9,043	\$65,673	\$65,673		
			<b>Subtotal General Fund</b>	<b>\$499,865</b>	<b>\$859,385</b>	<b>\$654,294</b>	<b>\$454,294</b>		
Engineering	Streets		Work Vehicle Replacement - Streets		\$35,000	\$35,000	\$0		One-Time
Engineering	Streets		Commercial Wood Chipper	\$650	\$40,000	\$0	\$0		
Engineering	Streets		Full Time City Maintenance Worker 2 Position (Most of ongoing expense in Engineering)	\$845		\$0	\$0		
Engineering	Streets		Snow Plow Blade Procurement		\$10,000	\$0	\$0		
			<b>Subtotal Streets Fund</b>	<b>\$1,495</b>	<b>\$85,000</b>	<b>\$35,000</b>	<b>\$0</b>		
Engineering	Capital Impr		Associate Engineering Project Manager	\$90,000	\$5,000	\$95,000	\$95,000		On-Going as needed
			<b>Subtotal Capital Improvement Fund</b>	<b>\$90,000</b>	<b>\$5,000</b>	<b>\$95,000</b>	<b>\$95,000</b>		
Wastewater/Engineering	Wastewater		Purchase of 2015 Ford Escape (50% of budget in Engineering)		\$11,835	\$0	\$0		
Wastewater	Wastewater		Full Time Administrative Position	\$17,600		\$0	\$0		
Wastewater	Wastewater		Collection System Back-up Generator Replacement	\$60,000		\$0	\$0		General Needs
Wastewater	Wastewater		Computer Management Systems Upgrade	\$4,000	\$45,000		\$0		
Wastewater	Wastewater		Major Pump Station Communications Modification	\$200	\$15,000		\$0		
Wastewater	Wastewater		Odor Control Plan SR 89A MP369	\$25,000	\$35,000	\$0	\$0		
Wastewater	Wastewater		Sedona Wetlands Preserve Maintenance Program	\$70,000	\$0	\$70,000	\$0		On-going
Wastewater	Wastewater		Replacement Spectrophotometer -Laboratory		\$9,300		\$0		
Wastewater	Wastewater		Minor Pump Stations Fresh Water Connections	\$6,000	\$36,000		\$0		
Wastewater	Wastewater		Minor Pump Stations 3-Phase Conversion	(\$40,000)	\$102,500	\$62,500	\$0		One-Time
			<b>Subtotal Wastewater Fund</b>	<b>\$142,800</b>	<b>\$254,635</b>	<b>\$132,500</b>	<b>\$0</b>		
			<b>Total Supplemental Requests</b>	<b>\$734,160</b>	<b>\$1,204,020</b>	<b>\$916,794</b>	<b>\$549,294</b>		



**City of Sedona  
Decision Package  
Fiscal Year 2015-2016**

<b>Project Title:</b>	Electronic Access Control for Municipal Court
<b>Originating Department and Division:</b>	Municipal Court / Information Technology
<b>Funding Request Type (Ongoing vs. One-Time)</b>	<b>One-Time</b>
<b>Source of Funds(General Funds, Grants or other outside Funding, New Revenue Source(s), Wastewater, ect.)</b>	<b>General Fund</b>
<b>I Problem/Issue</b>	
a)	<b>Does this affect our citizens/customers quality of life?</b>
	No
	<b>If yes, then how:</b>
b)	<b>Is this a traditional government function?</b>
	Yes
	<b>If it is not a traditional function, why should the City of Sedona deal with it?</b>
c)	<b>History/background of project issue:</b>
	In FY 2013, the city replaced a failing and out-of-date secure access system for the Police Department, utilizing employee ID badges already in use with the city's Time and Attendance system. This upgraded system provides much greater control, management, and oversight, as well as increased security. With the funds available at the time, the city was able to expand this system beyond PD to include the Vultee Conference Room, the City Clerk's office, Community Development, H/R and Finance, and IT. At this time, the Municipal Court would like to expand the system to include the entrances to their offices to realize the benefits of keyless access and improved security. The court has been using individual keypad door locks which require continual repair and/or replacement.
d)	<b>Does the project/issue relate to the strategic/community plans?</b>
	<b>Strategic Plan:</b>

	<b>Community Plan:</b>
	<b>If not in either plan, how does this fit into the City of Sedona's priorities?</b>
	<b>e) Are there environmental implications?</b>
	No
	<b>If yes, explain:</b>
	<b>f) Cost (include economic/financial analysis) and recommendation as to funding sources (include partnerships):</b>
	Option 1: Includes 3 Doors In/Out of Court Offices - \$9,500.00 Option 2: Includes 2 Main Doors In/Out of Court Offices - \$7,500.00  For option 2, the door providing direct access form the court offices to the courtroom would become an "entrance only" door. That is, court staff could enter the courtroom directly from their offices, but would exit through either the front door or the employee only exit and regain entry to their offices through one of the secured doors.
<b>II Risk Analysis</b>	
	<b>a) What happens if this is not done?</b>
	Court continues to deal with door hardware repairs and replacements resulting in less than optimal security. Continued reliance on tracking and accounting for physical keys, and an inability to track and monitor physical access to court offices.
	<b>What would happen if this is done?</b>
	The court would recognize all of the benefits of keyless access, including increased security, tracking and monitoring, and consistency with other secured city facilities.
	<b>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.</b>
	<b>c) Show examples of best practices from other cities, if applicable:</b>
<b>III Resources Required</b>	
	<b>a) What departments will be involved in the planning and operation of this project/issue?</b>
	Municipal Court and Information Technology
	<b>Do these departments concur with this priority?</b>

	Yes																																		
<b>b) What are the in-house staff requirements?</b>																																			
	Information Technology will work with outside contractors to install and configure the system.																																		
<b>c) Are outside consultants needed? Please explain:</b>																																			
	Outside contractors are utilized due to the complex nature of the cabling and hardware requirements of such systems.																																		
<b>d) Are special equipment resources required? Please explain:</b>																																			
	No																																		
<b>e) Are there on-going operation and maintenance costs involved? Please explain:</b>																																			
	No																																		
<b>IV Implementation</b>																																			
<b>a) What is the time frame for completion of plan and implementation for project/issue?</b>																																			
	Within the first or second quarter of Fiscal Year 2016																																		
<b>b) How will you market/communicate the project/issue to the public?</b>																																			
	N/A																																		
<b>c) What performance measures will you use to evaluate the project/issue?</b>																																			
	N/A																																		
<b>IV Proposed Expenditures</b>																																			
<table border="1"> <thead> <tr> <th>Line Item Description (One-Time)</th> <th>Account*</th> <th>FY 2015-2016 Request</th> </tr> </thead> <tbody> <tr> <td>Option 1</td> <td>10-5224-01-6847</td> <td>\$9,500</td> </tr> <tr> <td>Option 2</td> <td>10-5224-01-6847</td> <td>\$7,500</td> </tr> <tr> <td></td> <td></td> <td>\$0</td> </tr> <tr> <td></td> <td></td> <td>\$0</td> </tr> <tr> <td colspan="3" style="text-align: center;"><b><u>One-time Expenditures Total: \$9,500 or \$7,500</u></b></td> </tr> <tr> <th>Line Item Description (On-going)</th> <th>Account *</th> <th>FY 2015-2016 Request</th> </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>\$0</td> </tr> </tbody> </table>			Line Item Description (One-Time)	Account*	FY 2015-2016 Request	Option 1	10-5224-01-6847	\$9,500	Option 2	10-5224-01-6847	\$7,500			\$0			\$0	<b><u>One-time Expenditures Total: \$9,500 or \$7,500</u></b>			Line Item Description (On-going)	Account *	FY 2015-2016 Request			\$0			\$0			\$0			\$0
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		\$0																																	
		\$0																																	
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		\$0																																	

	<u>On-going Expenditures Total: \$0</u>
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**\*Full account string including fund, department/division number, and account number.**



## 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.

### **2015-2016 OBJECTIVES**

- Host a successful daytime 4<sup>th</sup> of July event.
- Bring back AYSO to Sedona
- Bring back Grasshopper Basketball
- Complete construction and operate/program the new Bike Skills Park.
- Continue to offer and enhance teen programming and partnerships with school clubs.
- Improve upon the success of Tinsel Town and Holiday Central Sedona.
- Seek new grant and sponsorship opportunities

### **ACCOMPLISHMENTS 2014-2015**

- ✓ Held three brand new teen-focused events including Teen Laser Tag, Spring Fling and Club Scene (a partnership with Sound Bites Grill).
- ✓ Added *The Posse* Summer Camp, Lego Engineering Summer Camp and British Soccer Camp to our summer lineup. All are brand new.
- ✓ Recipient of Good Sports Equipment grant.

### **Did You Know?**

The Parks & Recreation department hosts a multitude of community events during the year. This year the department hosted six events in July alone!



### **ACCOMPLISHMENTS continued**

- ✓ Added new events to Tinsel Town including a night filled with toboggan ride, live music and outdoor movie screen.
- ✓ Opened the new Splash Park at Sunset Park.
- ✓ Worked with a Citizen Engagement Group to create policy surrounding Alcohol on City Property.

### **SIGNIFICANT CHANGES**

- Office relocated to Posse Grounds Park.
- Administrative Assistant became full time employee.
- Pickleball courts added to Posse Grounds.

## WORKLOAD INDICATORS

Workload Indicators	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Actual/Estimate	FY 15-16 Proposed
Adult Summer Softball League Participants	200	200	200 (Estimate)	200
Celebration of Spring Attendees	1303	1300	1300 (Estimate)	1300
Swim Lessons Conducted	212	226	166(Actual)/200(Estimate)	220
Community Camp Out Participants	54	89	44(Sept.'14)/90(June '15)	90
Laser Light Show and Concert Attendees	3000	4000	1400 (Actual)	3000
A Dog's Day Out in the Park Attendees	86 dogs	140 dogs	95 dogs (Actual)	140 dogs
Pumpkin Splash Attendees	225	300	300 (Actual)	320
Breakfast with Santa Attendees	389	300	500 (Actual)	500

## PERFORMANCE MEASURE

Performance Measures	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Estimate	FY 15-16 Proposed
Number of Volunteers	50	66	67	69
Outside Funding/Contributions Secured	\$19,295	\$31,679	\$27,791	\$28,000

**CITY OF SEDONA  
PROPOSED 2015-16 DEPARTMENT BUDGETS**

Account Number	Account Description	FY15 Estimated Actuals	FY15 Adopted Budget	FY16 Proposed Budget	Difference FY15	
					Adopted vs. FY16 Proposed	% Difference
10-5242-02-6005	Salary & Wages	\$78,000	\$80,095	\$54,963	-\$25,132	-31%
10-5242-02-6006	Overtime	\$500	\$500	\$1,000	\$500	100%
10-5242-02-6010	Temp/Part-Time Wages	\$200	\$0	\$0	\$0	N/A
10-5242-02-6045	Uniform Allowance	\$0	\$0	\$0	\$0	N/A
10-5242-02-6046	Employee Benefits	\$1,300	\$0	\$1,860	\$1,860	N/A
10-5242-02-6125	Direct Payroll Costs	\$5,745	\$5,745	\$4,450	-\$1,295	-23%
10-5242-02-6130	Retirement	\$8,711	\$8,711	\$6,671	-\$2,040	-23%
10-5242-02-6134	STD/LTD Insurance	\$263	\$263	\$198	-\$65	-25%
10-5242-02-6135	Health/Dental/Life Insurance	\$16,500	\$15,295	\$14,095	-\$1,200	-8%
10-5242-02-6136	Workers Compensation Insurance	\$1,500	\$1,329	\$2,678	\$1,349	102%
10-5242-02-6214	Uniform Expenses	\$3,000	\$3,000	\$3,000	\$0	0%
10-5242-02-6410	Commission Support	\$0	\$0	\$0	\$0	N/A
10-5242-02-6511	Advertising	\$600	\$600	\$600	\$0	0%
10-5242-02-6703	Dues/Subscriptions/License	\$450	\$885	\$885	\$0	0%
10-5242-02-6750	Training/Staff Development	\$2,000	\$3,300	\$3,300	\$0	0%
<b>Subtotal Parks &amp; Rec Admin</b>		<b>\$118,769</b>	<b>\$119,723</b>	<b>\$93,700</b>	<b>-\$26,023</b>	<b>-22%</b>
10-5242-23-6005	Salary & Wages	\$32,768	\$32,768	\$34,257	\$1,489	5%
10-5242-23-6006	Overtime	\$0	\$1,000	\$1,000	\$0	0%
10-5242-23-6010	Temp/Part-Time Wages	\$6,100	\$6,100	\$6,850	\$750	12%
10-5242-23-6046	Employee Benefits	\$1,600	\$0	\$750	\$750	N/A
10-5242-23-6125	Direct Payroll Costs	\$3,074	\$3,074	\$3,383	\$309	10%
10-5242-23-6130	Retirement	\$3,953	\$3,953	\$4,172	\$219	6%
10-5242-23-6134	STD/LTD Insurance	\$118	\$118	\$123	\$5	4%
10-5242-23-6135	Health/Dental/Life Insurance	\$5,575	\$5,575	\$5,870	\$295	5%
10-5242-23-6136	Workers Compensation Insurance	\$1,400	\$1,237	\$2,091	\$854	69%
10-5242-23-6210	Printing/Office Supplies	\$0	\$0	\$0	\$0	N/A
10-5242-23-6213	Telephone	\$1,100	\$1,100	\$1,100	\$0	0%
10-5242-23-6231	Grounds Maintenance	\$3,500	\$4,500	\$500	-\$4,000	-89%
10-5242-23-6243	Spec Supplies/Safety Equip/Emg	\$200	\$200	\$200	\$0	0%
10-5242-23-6405	Professional Services	\$10,000	\$12,500	\$12,500	\$0	0%
10-5242-23-6505	Rent	\$2,000	\$2,000	\$2,000	\$0	0%
10-5242-23-6511	Advertising	\$10,113	\$9,113	\$9,113	\$0	0%
10-5242-23-6530	Utilities	\$0	\$0	\$0	\$0	N/A
10-5242-23-6703	Dues/Subscriptions/License	\$200	\$200	\$200	\$0	0%
10-5242-23-6710	Special Programs	\$5,000	\$3,000	\$8,600	\$5,600	187%
10-5242-23-6711	Special Events	\$86,300	\$89,300	\$89,300	\$0	0%

**CITY OF SEDONA  
PROPOSED 2015-16 DEPARTMENT BUDGETS**

Account Number	Account Description	FY15 Estimated Actuals	FY15 Adopted Budget	FY16 Proposed Budget	Difference FY15	
					Adopted vs. FY16 Proposed	% Difference
10-5242-23-6750	Training/Staff Development	\$0	\$0	\$0	\$0	N/A
10-5242-23-6857	Improvements-City Owned Proper	\$8,300	\$8,300	\$0	-\$8,300	-100%
	<b>Subtotal Recreation Programs</b>	<b>\$181,301</b>	<b>\$184,038</b>	<b>\$182,009</b>	<b>-\$2,029</b>	<b>-1%</b>
10-5242-25-6005	Salary & Wages	\$32,768	\$32,768	\$55,370	\$22,602	69%
10-5242-25-6006	Overtime	\$1,000	\$0	\$0	\$0	N/A
10-5242-25-6010	Temp/Part-Time Wages	\$70,186	\$70,186	\$63,030	-\$7,156	-10%
10-5242-25-6045	Uniform Allowance	\$0	\$0	\$0	\$0	N/A
10-5242-25-6046	Employee Benefits	\$0	\$0	\$1,350	\$1,350	N/A
10-5242-25-6125	Direct Payroll Costs	\$7,976	\$7,976	\$9,290	\$1,314	16%
10-5242-25-6130	Retirement	\$5,000	\$3,953	\$6,700	\$2,747	69%
10-5242-25-6134	STD/LTD Insurance	\$118	\$118	\$199	\$81	69%
10-5242-25-6135	Health/Dental/Life Insurance	\$5,575	\$5,575	\$11,774	\$6,199	111%
10-5242-25-6136	Workers Compensation Insurance	\$3,523	\$3,523	\$6,233	\$2,710	77%
10-5242-25-6214	Uniform Expenses	\$1,800	\$1,800	\$1,800	\$0	0%
10-5242-25-6224	Chemicals	\$10,000	\$10,000	\$15,000	\$5,000	50%
10-5242-25-6230	Building Maintenance	\$400	\$400	\$400	\$0	0%
10-5242-25-6235	Equipment Repair	\$1,000	\$1,000	\$1,000	\$0	0%
10-5242-25-6243	Spec Supplies/Safety Equip/Emg	\$500	\$500	\$500	\$0	0%
10-5242-25-6248	Machinery & Equipment-Non Capi	\$5,000	\$5,000	\$10,000	\$5,000	100%
10-5242-25-6405	Professional Services	\$0	\$500	\$500	\$0	0%
10-5242-25-6530	Utilities	\$17,500	\$17,500	\$17,500	\$0	0%
10-5242-25-6703	Dues/Subscriptions/License	\$450	\$450	\$500	\$50	11%
10-5242-25-6710	Special Programs	\$1,500	\$1,500	\$1,500	\$0	0%
	<b>Subtotal Swimming Pool</b>	<b>\$164,296</b>	<b>\$162,749</b>	<b>\$202,646</b>	<b>\$39,897</b>	<b>25%</b>
	<b>Total Parks &amp; Recreation</b>	<b>\$464,366</b>	<b>\$466,510</b>	<b>\$478,355</b>	<b>\$11,845</b>	<b>3%</b>

**CITY OF SEDONA  
PROPOSED 2015-2016 BUDGET  
GENERAL FUND DEPARTMENTS**

Account Number	Account Description	FY 2014 Actuals	FY 2014 Budget	FY 2015 Actuals YTD 1/31/15	2015 Adopted Budget	2016 Detail Description	2016 Requested Budget	2016 Detail Amounts
<b>Parks &amp; Recreation</b>								
10-5242-02-6005	Salary & Wages	57,706	59,331	40,589	80,095		54,963	54,963
10-5242-02-6006	Overtime	735	500	286	500		1,000	1,000
10-5242-02-6046	Employee Benefits	360	-	613	-		1,860	1,860
10-5242-02-6125	Direct Payroll Costs	4,409	3,085	3,545	5,745		4,450	4,450
10-5242-02-6130	Retirement	6,469	4,557	4,973	8,711		6,671	6,671
10-5242-02-6134	STD/LTD Insurance	411	319	49	263		198	198
10-5242-02-6135	Health/Dental/Life Insurance	10,905	7,722	11,321	15,295		14,095	14,095
10-5242-02-6136	Workers Compensation Insurance	61	112	903	1,329		2,678	2,678
10-5242-02-6214	Uniform Expenses	3,100	3,000	341	3,000		3,000	2,400
						Staff uniforms for special events and recreation admin uniforms		600
						Volunteer Park Rangers uniforms		2,400
10-5242-02-6410	Commission Support	-	100			Commission no longer exists for this department		-
10-5242-02-6511	Advertising	601	600	223	600		600	600
						Volunteer Park Rangers annual budget		600
10-5242-02-6703	Dues/Subscriptions/License	444	885	185	885		885	885
						Arizona Parks and Recreation Association and National Parks and Recreation memberships for all of staff members.		885
10-5242-02-6710	Special Programs		-					
10-5242-02-6750	Training/Staff Development			906	3,300	APRA Conference, Admin best practices training, aquatic training and lifeguard re-certifications	3,300	3,300
	<b>Subtotal Parks &amp; Rec Administration</b>	<b>\$ 85,201</b>	<b>\$ 80,211</b>	<b>\$ 63,934</b>	<b>\$ 119,723</b>		<b>\$ 93,700</b>	<b>\$ 93,700</b>

**Parks & Recreation**

**CITY OF SEDONA  
PROPOSED 2015-2016 BUDGET  
GENERAL FUND DEPARTMENTS**

Account Number	Account Description	FY 2014 Actuals	FY 2014 Budget	FY 2015 Actuals YTD 1/31/15	2015 Adopted Budget	2016 Detail Description	2016 Requested Budget	2016 Detail Amounts
10-5242-23-6005	Salary & Wages	32,723	32,789	18,283	32,768		34,257	34,257
10-5242-23-6006	Overtime	-	-	-	-		1,000	1,000
10-5242-23-6010	Temp/Part-Time Wages	4,592	2,640	3,815	6,100		6,850	6,850
10-5242-23-6046	Employee Benefits	-	-	831	-		750	750
10-5242-23-6130	Direct Payroll Costs	2,757	2,710	2,010	3,074	% of Wages	3,383	3,383
10-5242-23-6135	Retirement	3,773	3,705	2,309	3,953	% of Wages	4,172	4,172
10-5242-23-6134	STD/LTD Insurance	235	193	23	118	% of Wages	123	123
10-5242-23-6135	Health/Dental/Life Insurance	5,264	5,837	3,213	5,575	Premium per plan election	5,870	5,870
10-5242-23-6136	Workers Compensation Insurance	3,423	1,306	909	1,237	% of Wages	2,091	2,091
10-5242-23-6213	Telephone	777	1,100	275	1,100	Staff cell phones	1,100	1,100
10-5242-23-6231	Grounds Maintenance	1,791	500	-	4,500		500	
						chalk for striping fields for sports groups		500
						Decision Package: Two additional pickleball courts		4,000
						Decision Package project completed, one time pay out		(4,000)
10-5242-23-6243	Spec Supplies/Safety Equip/Emg	6	200	-	200		200	
						Recreation programs first aid		200
10-5242-23-6405	Professional Services	8,742	12,500	4,539	12,500		12,500	
						Independent Contractors that teach workshops and classes throughout the year.		12,500
10-5242-23-6505	Rent	1,569	2,000	563	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	6,254	6,000	3,964	9,113		9,113	
						Radio commercials, colored adv, Money in the Mail, flyers for all annual special events.		9,113
						Transfer \$5,500 from 6711 to cover advertising special events		5,500
10-5242-23-6530	Utilities	-	3,000	-	-		-	-
10-5242-23-6703	Dues/Subscriptions/License	30	200	162	200		200	
						Aquatic Exercise Association memberships for water aerobics instructors, umpire ASA schooling.		200
10-5242-23-6710	Special Programs	1,474	1,360	2,210	3,000		8,600	

**CITY OF SEDONA  
PROPOSED 2015-2016 BUDGET  
GENERAL FUND DEPARTMENTS**

Account Number	Account Description	FY 2014 Actuals	FY 2014 Budget	FY 2015 Actuals YTD 1/31/15	2015 Adopted Budget	2016 Detail Description	2016 Requested Budget	2016 Detail Amounts
						Recreation special programs, classes, workshops.		3,000
						Grasshopper Basketball		4,600
						Summer camp		1,000
10-5242-23-6711	Special Events	22,087	26,800	48,615	89,300		89,300	
						To continue special events with the department		89,300
						Moved \$5500 to Advertising for special events		(5,500)
<hr/>								
10-5242-23-6857	Improvements-City Owned Property	-		7,969	8,300		-	-
	<b>Subtotal Recreation Programs</b>	<b>\$ 95,497</b>	<b>\$ 102,840</b>	<b>\$ 99,690</b>	<b>\$ 183,038</b>		<b>\$ 182,009</b>	<b>\$ 182,009</b>
<hr/>								
<b>Swimming Pool</b>								
10-5242-25-6005	Salary & Wages	33,074	32,788	19,836	32,768		55,370	55,370
10-5242-25-6006	Overtime	87	-	8	1,000		-	-
10-5242-25-6010	Temp/Part-Time Wages	58,811	72,420	39,116	70,186		63,030	63,030
10-5242-25-6046	Employee Benefits			19			1,350	1,350
10-5242-25-6125	Direct Payroll Costs	6,995	8,507	4,946	7,976	% of Wages	9,290	9,290
10-5242-25-6130	Retirement	4,945	3,705	4,467	3,953	% of Wages	6,700	6,700
10-5242-25-6134	STD/LTD Insurance	292	193	43	118	% of Wages	199	199
10-5242-25-6135	Health/Dental/Life Insurance	5,246	5,837	3,284	5,575	Premium per plan election	11,774	11,774
10-5242-25-6136	Workers Compensation Insurance	4,635	4,098	2,732	3,523	% of Wages	6,233	6,233
10-5242-25-6214	Uniform Expenses	1,732	1,800	90	1,800	All lifeguard uniforms	1,800	1,800
10-5242-25-6224	Chemicals	15,060	10,000	6,444	10,000		15,000	
						Chemical cost increases		5,000
						All necessary chemicals for pool operations for one year.		10,000
10-5242-25-6230	Building Maintenance	14	400	-	400		400	
						Office, locker room cleaning supplies.		400
10-5242-25-6235	Equipment Repair	138	1,000	96	1,000		1,000	
						Fixing any broken equipment (heaters, pumps, vacuume, etc)		1,000
10-5242-25-6243	Spec Supplies/Safety Equip/Emg	712	500	188	500		500	

**CITY OF SEDONA  
PROPOSED 2015-2016 BUDGET  
GENERAL FUND DEPARTMENTS**

Account Number	Account Description	FY 2014 Actuals	FY 2014 Budget	FY 2015 Actuals YTD 1/31/15	2015 Adopted Budget	2016 Detail Description	2016 Requested Budget	2016 Detail Amounts
						First Aid, backboards, face masks, OSHA compliancy requirements.		500
10-5242-25-6248	Machinery & Equipment-Non Capital	3,694	5,000	4,259	5,000		10,000	
						Replacing old equipment like heaters, lane lines, pool cover reel, mechanical equipment.		5,000
						Covering extra cost of new equipment and maintenance		5,000
10-5242-25-6405	Professional Services	-	500	-	500		500	
						Contracted pool services such as chemical balancing issues.		500
10-5242-25-6530	Utilities	13,274	18,500	2,992	17,500		17,500	
						Gas, electric, water bill for one year of pool operations.		17,500
10-5242-25-6703	Dues/Subscriptions/License	397	450	-	450	Health permit for pool.	500	450
						Increased cost of permit		50
10-5242-25-6710	Special Programs	1,287	1,500	339	1,500		1,500	
						Swim lesson report cards, registration paperwork, aerobics equipment, aerobics passes (printing fee), aerobics events.		1,500
	<b>Subtotal Swimming Pool</b>	<b>\$ 150,393</b>	<b>\$ 167,198</b>	<b>\$ 88,859</b>	<b>\$ 163,749</b>		<b>\$ 202,646</b>	<b>\$ 202,646</b>
	<b>Total Parks &amp; Recreation Program</b>	<b>\$ 331,091</b>	<b>\$ 350,249</b>	<b>\$ 252,483</b>	<b>\$ 466,510</b>		<b>\$ 478,355</b>	<b>\$ 478,355</b>



City of Sedona  
Department Supplemental Requests  
2015-2016 Budget

Department	Fund	Page #	Request	On-going	One-Time	City Manager Recommended funding level	Budget Committee Recommended funding level	Note
City Manager	General		Oak Creek Watershed Council	\$35,000		\$0	\$0	
City Manager	General		Trash and Recycling Franchising		\$115,000	\$75,000	\$0	One-Time
City Manager	General		VV Special Needs Transportation	\$30,000		\$25,000	\$25,000	On-going
City Manager	General		Wireless Master Plan		\$60,000	\$60,000	\$60,000	One-Time
<b>Total City Manager</b>				<b>\$65,000</b>	<b>\$175,000</b>	<b>\$160,000</b>	<b>\$85,000</b>	
Community Development	General		2015 Ford Escape	\$2,000	\$24,021	\$26,021	\$26,021	\$2,000 On-going
Community Development	General		Filing System		\$21,320	\$0	\$0	
Community Development	General		Review & Update of Land Development Code		\$276,000	\$100,000	\$100,000	One-Time x 3
Community Development	General		Outdoor Lighting		\$25,000	\$0	\$0	
<b>Total Community Development</b>				<b>\$2,000</b>	<b>\$346,341</b>	<b>\$126,021</b>	<b>\$126,021</b>	
Engineering	General		Automated Locks-Public Restrooms		\$11,000		\$0	
Engineering	General		City Facilities Maintenance Plan Implementation	\$25,000		\$25,000	\$25,000	One-Time
Engineering	General		Concrete Work at City Hall		\$20,000	\$0	\$0	
Engineering	General		Assistant Engineering Position	\$85,000	\$5,000	\$90,000	\$90,000	On-going
Engineering	General		Full Time City Maintenance Worker 2 Position (Part of ongoing expense in Streets)	\$59,200		\$0	\$0	
Engineering	General		Jacobsen Turfcut Mower Replacement		\$22,000	\$0	\$0	
Engineering	General		Jordan Museum Electrical Upgrade		\$25,000	\$0	\$0	
Engineering	General		Police Department Patio Seal & Resurface		\$22,000	\$22,000	\$22,000	One-Time
Engineering	General		Teen Center Flooring Replacement		\$20,000	\$0	\$0	
Engineering	General		Teen Center HVAC Replacement/Upgrade		\$35,000	\$35,000	\$35,000	One-Time
Engineering/Wastewater	General		Purchase of 2015 Ford Escape (50% of budget in Wastewater)		\$11,835	\$0	\$0	
<b>Total Engineering</b>				<b>\$169,200</b>	<b>\$171,835</b>	<b>\$172,000</b>	<b>\$172,000</b>	
Finance	General		Increased Sales Tax Audits		\$45,000	\$0	\$0	
Finance	General		Salary Adjustment Pool (increased \$50k)	\$125,000		\$125,000	\$0	On-going
<b>Total Finance</b>				<b>\$125,000</b>	<b>\$45,000</b>	<b>\$125,000</b>	<b>\$0</b>	
Human Resources	General		Tuition Reimbursement		\$25,000	\$0	\$0	
<b>Total Human Resources</b>				<b>\$0</b>	<b>\$25,000</b>	<b>\$0</b>	<b>\$0</b>	
IT	General		Help Desk Technician	\$79,500	\$4,500	\$0	\$0	
IT/HR	General		Internet Filtering/Monitoring	\$2,000	\$10,000	\$0	\$0	
IT/City Clerk	General		City Council Video Monitor		\$7,500	\$0	\$0	
IT/Comm Dev	General		Paperless Packets, Planning & Zoning Commission	(\$1,565)	\$5,600	\$5,600	\$5,600	One-Time
IT/Municipal Court	General		Electronic Access Control		\$9,500	\$0	\$0	
IT/Police	General		L-3 Body Cameras	\$2,100	\$23,472			
<b>Total IT</b>				<b>\$82,035</b>	<b>\$60,572</b>	<b>\$5,600</b>	<b>\$5,600</b>	
Parks & Rec	General		Ford F-150 Super Cab 4X4 Long Bed		\$26,594	\$0	\$0	
<b>Total Parks &amp; Recreation</b>				<b>\$0</b>	<b>\$26,594</b>	<b>\$0</b>	<b>\$0</b>	

Department	Fund	Page #	Request	On-going	One-Time	City Manager	Budget	Note	
						Recommended	Committee		
						funding level	Recommended		
							funding level		
Police	General		Speed Awareness & Enforcement Program Special Equipment		\$9,043	\$9,043	\$9,043	\$9,043	One-Time
Police	General		Communication Specialist	\$56,630		\$56,630	\$56,630	\$56,630	On-going
<b>Total Police</b>				\$56,630	\$9,043	\$65,673	\$65,673		
<b>Subtotal General Fund</b>				<b>\$499,865</b>	<b>\$859,385</b>	<b>\$654,294</b>	<b>\$454,294</b>		
Engineering	Streets		Work Vehicle Replacement - Streets		\$35,000	\$35,000	\$0	\$0	One-Time
Engineering	Streets		Commercial Wood Chipper	\$650	\$40,000	\$0	\$0	\$0	
Engineering	Streets		Full Time City Maintenance Worker 2 Position (Most of ongoing expense in Engineering)	\$845		\$0	\$0	\$0	
Engineering	Streets		Snow Plow Blade Procurement		\$10,000	\$0	\$0	\$0	
<b>Subtotal Streets Fund</b>				<b>\$1,495</b>	<b>\$85,000</b>	<b>\$35,000</b>	<b>\$0</b>		
Engineering	Capital Impr		Associate Engineering Project Manager	\$90,000	\$5,000	\$95,000	\$95,000	\$95,000	On-Going as needed
<b>Subtotal Capital Improvement Fund</b>				<b>\$90,000</b>	<b>\$5,000</b>	<b>\$95,000</b>	<b>\$95,000</b>		
Wastewater/Engineering	Wastewater		Purchase of 2015 Ford Escape (50% of budget in Engineering)		\$11,835	\$0	\$0	\$0	
Wastewater	Wastewater		Full Time Administrative Position	\$17,600		\$0	\$0	\$0	
Wastewater	Wastewater		Collection System Back-up Generator Replacement	\$60,000		\$0	\$0	\$0	General Needs
Wastewater	Wastewater		Computer Management Systems Upgrade	\$4,000	\$45,000		\$0	\$0	
Wastewater	Wastewater		Major Pump Station Communications Modification	\$200	\$15,000		\$0	\$0	
Wastewater	Wastewater		Odor Control Plan SR 89A MP369	\$25,000	\$35,000	\$0	\$0	\$0	
Wastewater	Wastewater		Sedona Wetlands Preserve Maintenance Program	\$70,000	\$0	\$70,000	\$0	\$0	On-going
Wastewater	Wastewater		Replacement Spectrophotometer -Laboratory		\$9,300		\$0	\$0	
Wastewater	Wastewater		Minor Pump Stations Fresh Water Connections	\$6,000	\$36,000		\$0	\$0	
Wastewater	Wastewater		Minor Pump Stations 3-Phase Conversion	(\$40,000)	\$102,500	\$62,500	\$0	\$0	One-Time
<b>Subtotal Wastewater Fund</b>				<b>\$142,800</b>	<b>\$254,635</b>	<b>\$132,500</b>	<b>\$0</b>		
<b>Total Supplemental Requests</b>				<b>\$734,160</b>	<b>\$1,204,020</b>	<b>\$916,794</b>	<b>\$549,294</b>		



**City of Sedona  
Decision Package  
Fiscal Year 2015-2016**

**Not Recommended**

<b>Project Title:</b>	Purchase of a new 2015 F150 Super Cab 4X4 Long Bed
<b>Date:</b>	2/11/15
<b>Originating Department:</b>	Parks and Recreation
<b>I Problem/Issue</b>	
a)	<b>Does this affect our citizens/customers quality of life?</b>
	Yes
	<b>If yes, then how:</b>
	<p>There is currently no vehicle assigned to the Parks and Recreation department. The Parks and Recreation department is unique in that while half of the job is accomplished behind the desk, the other half is completed out in the field. Equipment/supplies for event set up and tear down is frequently being transported around the city. Our supplies are kept at two locations within Posse Ground Park, at the maintenance yard on Contractor Road, at the community pool and other locations off site such as City Hall. The moving of odd shaped and large supplies is a normal occurrence. The Parks department borrows vehicles from the Maintenance department when they are available. Obviously, the Maintenance staff need their trucks as they are busy traveling all over the city as well. When we are able to borrow their vehicles it is not ideal as the beds are usually filled with equipment (cones, shovels, tool boxes, etc.) that are necessary for the Maintenance Department. It would be much more efficient to have an empty vehicle, ready for use that does not require clean out time from the Maintenance staff. When a Maintenance vehicle is not available the Parks and Recreation department uses their own personal vehicles in the field. Please see photographs. The Parks and Recreation department would greatly benefit from obtaining a work vehicle that would be used to transport large items for events and decorations, as well as daily travels to City Hall to drop off money at the Finance department and get the mail. Currently the department employees are receiving an allowance for mileage. If a truck were obtained for the department's use this allowance could be eliminated.</p>
b)	<b>Is this a traditional government function?</b>
	Yes
	<b>If it is not a traditional function, why should the City of Sedona deal with it?</b>
c)	<b>History/background of project issue:</b>
	In the past, this department included the maintenance staff. The parks were their priority and the events calendar was small. Presently the two departments are now separate and have different priorities and are located in different areas of the

	<p>city. In July of 2014 the Parks and Recreation department was relocated from City Hall to Posse Grounds Park creating the need for staff to make daily drives back and forth from the park to City Hall for meetings and money drop off/mail pick up. The Parks and Recreation department has also increased its events over the years making the set up and tear down of events a normal monthly occurrence. In July alone, there are six different events the department hosts! The department is also very involved in the decorating of Holiday Central. Having a department vehicle would be a great benefit to Parks and Recreation.</p>
<b>d)</b>	<b>Does the project/issue relate to the strategic/community plans?</b>
	<b>Strategic Plan:</b> N/A
	<b>Community Plan:</b> Parks, Recreation, and Open Space Policies, pg. 86 1. Provide and support community events, festivals, and programs that offer a variety of opportunities for social interaction and contribute to a sense of community.
	<b>If not in either plan, how does this fit into the City of Sedona's priorities?</b>
	Parks and Recreation Master Plan, pg. 43, Community Value 3: Programs & Services: Provide balance and consistency in delivery of programs and services by meeting the needs of the diverse community. Pg. 117, 3.9 Strategic Action Plan, Strategy 1.5 Maintain, improve and expand the parks and recreation system of facilities and services responsibly as a reflection of community priorities and values.
<b>e)</b>	<b>Are there environmental implications?</b>
	No
	<b>If yes, explain:</b>
<b>f)</b>	<b>Cost (include economic/financial analysis) and recommendation as to funding sources (include partnerships):</b>
	<p>After receiving the 2014 price lists for the Statewide Vehicle Purchase Contracts the base price plus sales tax, EPA Tire Charge and Delivery Charge for the vehicle was determined to be as follows:</p> <p>2015 F150 Super Cab 4X4 Long Bed (short box 6.5', and wheelbase of 145") at Sanderson Ford (the lowest cost Ford dealership listed) \$23,078.00 base price + \$1,834.70 (7.95%) sales tax + \$5.00 EPA charge + \$250.00 delivery charge = \$25,167.70</p> <p>An additional expense would be \$1,426.36 for the purchase and installation of a light bar.</p> <p>The Delivery fee could be eliminated if two staff members drove to the dealership</p>

	<p>location in Phoenix and picked the vehicle up.</p> <p>Therefore, the estimated cost to purchase a 2015 F150 Super Cab 4X4 Long Bed is as follows:          \$25,167.70 Purchase price          + \$1,426.36 Purchase and installation of light bar          \$26,594.06 Total estimated cost</p>
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**II Risk Analysis**

a)	<b>What happens if this is not done?</b>
	The Parks and Recreation department would continue to receive a travel allowance and use their own personal vehicles for traveling to City Hall. Parks and Recreation would continue to borrow vehicles from maintenance when they can be spared.
	<b>What would happen if this is done?</b>
	The Parks and Recreation department would increase its efficiency in set up and breakdown of events. The need to provide the Parks and Recreation staff with vehicle allowances could be eliminated.

b)	<p><b>Provide contingency analysis if applicable (provide key assumptions and dependencies).</b>  <b>Assumptions - Something the City of Sedona has no control over.</b>  <b>Dependencies - Something the City of Sedona may have control over. Major factor in what the City of Sedona is trying to accomplish.</b></p>
	For the Parks & Recreation department there is a direct correlation between our department's efficiency and access to maintenance vehicles in ready to use condition. If the department had a designated work vehicle the ease and efficiency in set-up and breakdown of events would increase.

c)	<b>Show examples of best practices from other cities, if applicable:</b>

**III Resources Required**

a)	<b>What departments will be involved in the planning and operation of this project/issue?</b>
	Parks and Recreation
	<b>Do these departments concur with this priority?</b>
	Yes

b)	<b>What are the in-house staff requirements?</b>
	N/A

c)	<b>Are outside consultants needed? Please explain:</b>
	N/A

d)	<b>Are special equipment resources required? Please explain:</b>
	N/A

e)	<b>Are there on-going operation and maintenance costs involved? Please explain:</b>
	Yes, there would be future vehicle repair costs.

**IV Implementation**

a)	<b>What is the time frame for completion of plan and implementation for project/issue?</b>
	In Fiscal year 2016.

b)	<b>How will you market/communicate the project/issue to the public?</b>
	N/A

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

**IV Proposed Expenditures**

Line Item	FY 2012-2013	FY 2013-2014	FY 2014-2015	FY 2015-2016
Bid Price	\$0	\$0	\$0	\$23,078.00
Tire Tax				\$5.00
Sales Tax (7.95%)				\$1,834.70
Transportation Fee				\$250.00
Light Bar				\$1426.36
<b><u>Fiscal Year Totals:</u></b>				\$26,594.06

**Expenditures Total: \$26,594.06**



**Government Fleet Sales Manager**

Joe Sanchez (480) 212-4765

[joesanchez@chapmanchoice.com](mailto:joesanchez@chapmanchoice.com)

Department Fax (480) 212-0426

Date: February 12, 2015

Customer: City of Sedona

Line Item/State Contract #: X1C / ADSPO12-016662

Vehicle Description: 2015 F150 Super Cab 4X2 Long Bed

With 5.0L FFV V8 Gas Engine

**Base Bid Price** \$21,543.00

Upgrade Options

1 5.0L FFV V8 Engine	682.00
2 Cruise Control	Standard on Contract
3 Trailer Tow Package	422.00
4 36 Gallon Fuel Tank	166.00
5 Power Equipment Group	Standard on Contract
6 Window Tint	265.00
7	
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18	
19	
20	

\$1,535.00

**Bid Price (with options)** **\$23,078.00**

Tire Tax 5.00

Sales Tax (7.95%) 1,834.70

**Ford Extended Service Plan**

Transportation Fee \$250.00

Total Delivered Price \$25,167.70

Notes:

==> \_\_\_\_\_

Dealer: F71174

2015 F-150

Page: 1 of 1

Order No: 8585 Priority: D1 Ord FIN: QF312 Order Type: 5B Price Level: 530

Ord Code: 100A Cust/Flt Name: SEDONA PO Number:

RETAIL DLR INV RETAIL DLR INV

X1C F150 4X2 S/C \$30590 \$28372.00 53A TRAILER TOW PKG \$495 \$422.00

163.7" WBASE 655 EXT RANGE TANK 195 166.00

YZ OXFORD WHITE 85A POWER EQUIP GRP 1170 998.00

C CLOTH 40/20/40 SP DLR ACCT ADJ (1320.00)

G GRAY INTERIOR SP FLT ACCT CR (412.00)

100A EQUIP GRP FUEL CHARGE 10.88

.XL SERIES B4A NET INV FLT OPT NC 7.00

.SELECTSHIFT DEST AND DELIV 1195 1195.00

.17"SILVER STEEL TOTAL BASE AND OPTIONS 34670 30312.88

99F 5.0L V8 FFV ENG 800 682.00 XL BASE DISCT PEG & TT (500) (426.00)

446 ELEC 6-SPD AUTO TOTAL 34170 29886.88

.245/70R-17 A/S \*THIS IS NOT AN INVOICE\*

X27 3.31 REG AXLE NC NC

7000# GVWR

50S CRUISE CONTROL 225 192.00

F1=Help F2=Return to Order

F3/F12=Veh Ord Menu

F4=Submit F5=Add to Library

S099 - PRESS F4 TO SUBMIT

QC060671



Blackhills Auto Electric  
 951 Blackhills Dr.  
 Cottonwood, AZ 86326  
 928-634-4159

Date: 02/13/2015 08:18:43

Customer: City of Sedona  
 sedona az

Home: 282-7098

Mobile:

Work:

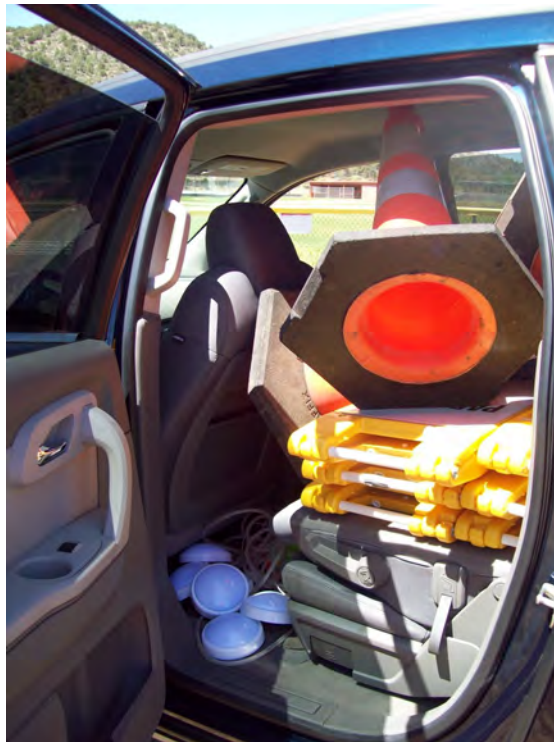
Email: egeorge@sedonaaz.gov

For: 2015 Ford F-250 Super Duty 6.2L Eng Lariat

TYPE	DESCRIPTION	PART #	QTY	PRICE	RATE	HOURS	LINE TOTAL
Parts	Led hideaways		4.0	\$106.92	-	-	\$427.68
Parts	Mini led light bar lo-profile		1.0	\$389.61	-	-	\$389.61
Labor	wire hideaway leds and install in light housings	-	-	-	\$70.00	4.0	\$280.00
Labor	install light bar and wire light bar to switch inside vehicle	-	-	-	\$70.00	3.0	\$210.00
Sublet / Misc	shipping	-	-	-	-	-	\$35.00

Labor:	\$525.00
Parts:	\$817.29
Shop Supplies:	\$7.00
Hazardous Materials:	\$0.00
Labor Taxes:	\$0.00
Parts Taxes:	\$77.07
<b>TOTAL:</b>	<b>\$1,426.36</b>

Customer Signature: \_\_\_\_\_



## DEPARTMENT DESCRIPTION

To provide professional law enforcement, traffic safety 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.

## 2015-2016 OBJECTIVES

- Actively seek out grant opportunities to supplement proactive public safety activities.
- Evaluate and assess becoming the primary Public Safety Answering Point (PSAP) for 9-1-1 calls within the City of Sedona.
- Create and implement new programs and activities focused on personnel development, performance accountability and succession planning.
- Explore the development of partnerships with area public safety agencies to expand the police shooting range into a regional public safety training facility.
- Successfully complete funded police department projects in the approved City Capital Improvement Program.
- Develop and implement a community advisory committee that would provide input into the shaping of police department policies and training as well as enabling the department to enhance community trust through the open exchange of ideas and concerns on police related issues.
- 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.
- In partnership with the Human Resources Department and other organizations, assess and analysis various factors contributing the employee turnover and develop recommendations to enhance employee retention.
- Develop and recommend strategies to address police department facility enhancement needs.
- Secure funding for the recommendations made in the Police Radio Communications Needs Assessment Study.
- In partnership with the Community Development Department and other organizations, develop minimum police department traffic control personnel requirements for special events that impact traffic flows on streets and highways.
- Conduct at least one emergency disaster exercise with the Sedona Fire District and other City Departments.
- Provide training to all department personnel that focus on the topics of cultural diversity, procedural justice, trust and legitimacy, and de-escalation of force as it relates to carrying out public safety responsibilities, field incidents and interaction with the community.

## 2014-2015 ACCOMPLISHMENTS

- ✓ Reduced traffic collisions overall by nearly 6.3% in 2014 as compared to the number of collisions occurring in 2013.
- ✓ Reduced injury traffic collision by almost 27% in 2014 as compared to the number of injury traffic collisions occurring in 2013.
- ✓ Part 1 Crimes (homicide, forcible rape, robbery aggravated assault, burglary, larceny, motor vehicle theft, and arson) as reported to the State of Arizona and U.S. Department of Justice were reduced 7.14% in 2014 as compared to Part 1 Crimes that occurred in 2013.
- ✓ Completed the replacement and upgrading of CAD/Records/Mobile systems and equipment to meet current technology requirements and mandated security protocols.
- ✓ Completed critical safety improvements to the police shooting range.
- ✓ Obtained \$50,000 in RICO funds from Yavapai County regional drug task force to fund improvements to the police shooting range.
- ✓ Completed a space needs assessment for the police department facility which recommended significant improvements to appropriately house and facilitate police department personnel,

functions and tasks.

- ✓ Conducted a Police Citizen Academy and participated in the City's Citizen Academy to enhance community interaction.
- ✓ Recruited, hired and trained 1 police officer, 2 Communication Specialists, 1 Community Service Aide, and 1 Animal Control Officer.
- ✓ Recruited and trained 6 new police volunteers.
- ✓ Provided recognition for employee and volunteer accomplishments through the Sedona Masonic Lodge Police Employee of the Year Awards, Sedona Elks Club First Responders Recognition Awards, Clarkdale Moose Lodge First Responders Appreciation Dinner and MADD Recognition Awards.
- ✓ Held appreciation lunch for members of the police department who currently serve or are veterans of the United States military armed forces.
- ✓ Reached full authorized staffing levels for Communication Specialist and Police Officer positions.
- ✓ Provided hands-on and scenario-based critical skills training for department personnel in emergency vehicle operations, active shooter incidents, and high-risk field incidents.
- ✓ Implemented new short-term special assignments for police officers to develop supervisory, investigative, and administrative skills, knowledge and experience.
- ✓ Utilized the City's Citizen Engagement Program to provide insight and feedback on enforcement and education efforts for the new city ordinance on the use of electronic communication devices while driving.
- ✓ Successfully renewed animal sheltering services contract with the Humane Society of Sedona.
- ✓ Police volunteers donated over 3000 hours to provide prisoner/evidence transportation, house watch, crime/traffic scene assistance and special event services.

## **SIGNIFICANT CHANGES**

- Revised the functions of the full-time Animal Control Officer position into two separate part-time positions to enhance effectiveness of animal control and property/evidence control tasks.
- One tenured sworn officer, two tenured civilian employees, and one part-time civilian employee left employment from the police department.

## WORKLOAD INDICATORS

<b>Workload Indicators</b>	<b>FY 12-13 Actual</b>	<b>FY 13-14 Actual</b>	<b>FY 14-15 Estimate</b>	<b>FY 15-16 Proposed</b>
Traffic collisions	255	252	250	240
Public initiated calls for service	5,743	6,231	6,300	6,600
Officer initiated calls for service	6,535	6,340	7,000	7,300
Total calls received by dispatch	25,773	30,877	32,000	33,000

## PERFORMANCE MEASURES

<b>Performance Measures</b>	<b>FY 12-13 Actual</b>	<b>FY 13-14 Actual</b>	<b>FY 14-15 Estimate</b>	<b>FY 15-16 Proposed</b>
Maintain a response time of 5 minutes or less 90% of the time to emergency calls	73%	80.6%	85%	88%
Reduce traffic collisions by 5% annually	-9%	-1.17%	-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

Account Number	Account Description	FY15 Estimated Actuals	FY15 Adopted Budget	FY16 Proposed Budget	Difference FY15	
					Adopted vs. FY16 Proposed	% Difference
10-5510-01-6005	Salary & Wages	\$231,406	\$231,406	\$246,624	\$15,218	7%
10-5510-01-6006	Overtime	\$10	\$0	\$23,617	\$23,617	N/A
10-5510-01-6010	Temp/Part-Time Wages	\$0	\$0	\$0	\$0	N/A
10-5510-01-6045	Uniform Allowance	\$1,920	\$1,920	\$1,920	\$0	0%
10-5510-01-6125	Direct Payroll Costs	\$7,500	\$12,601	\$8,258	-\$4,343	-34%
10-5510-01-6130	Retirement	\$40,000	\$25,944	\$31,223	\$5,279	20%
10-5510-01-6131	PSPRS Retirement	\$22,399	\$22,399	\$53,621	\$31,222	139%
10-5510-01-6134	STD/LTD Insurance	\$1,378	\$1,378	\$2,194	\$816	59%
10-5510-01-6135	Health/Dental/Life Insurance	\$30,802	\$30,802	\$32,835	\$2,033	7%
10-5510-01-6136	Workers Compensation Insurance	\$8,766	\$8,766	\$14,311	\$5,545	63%
10-5510-01-6141	Employee Exams	\$100	\$0	\$0	\$0	N/A
10-5510-01-6210	Printing/Office Supplies	\$0	\$0	\$0	\$0	N/A
10-5510-01-6212	Postage	\$50	\$50	\$50	\$0	0%
10-5510-01-6213	Telephone	\$1,800	\$1,800	\$2,240	\$440	24%
10-5510-01-6214	Uniform Expenses	\$1,500	\$1,500	\$1,500	\$0	0%
10-5510-01-6215	Gas & Oil	\$5,500	\$6,669	\$6,669	\$0	0%
10-5510-01-6241	Automobile Expense	\$1,800	\$1,800	\$1,800	\$0	0%
10-5510-01-6243	Spec Supplies/Safety Equip/Emg	\$1,500	\$2,000	\$3,000	\$1,000	50%
10-5510-01-6244	Office Furniture - Non Capital	\$0	\$0	\$1,500	\$1,500	N/A
10-5510-01-6405	Professional Services	\$0	\$0	\$0	\$0	N/A
10-5510-01-6703	Dues/Subscriptions/License	\$6,915	\$6,915	\$8,190	\$1,275	18%
10-5510-01-6705	Public Information Program	\$4,000	\$4,000	\$5,000	\$1,000	25%
10-5510-01-6709	Miscellaneous	\$0	\$0	\$0	\$0	N/A
10-5510-01-6730	Maint & Improvement	\$0	\$0	\$0	\$0	N/A
10-5510-01-6750	Training/Staff Development	\$34,500	\$34,500	\$38,875	\$4,375	13%
10-5510-01-6840	Motor Vehicles	\$0	\$0	\$0	\$0	N/A
	<b>Subtotal Police Administration</b>	<b>\$401,846</b>	<b>\$394,450</b>	<b>\$483,427</b>	<b>\$88,977</b>	<b>23%</b>
10-5510-43-6005	Salary & Wages	\$1,150,000	\$1,314,691	\$1,267,570	-\$47,121	-4%
10-5510-43-6006	Overtime	\$200,000	\$114,173	\$118,304	\$4,131	4%
10-5510-43-6010	Temp/Part-Time Wages	\$7,500	\$0	\$75,989	\$75,989	N/A
10-5510-43-6045	Uniform Allowance	\$20,000	\$23,040	\$22,080	-\$960	-4%
10-5510-43-6046	Employee Benefits	\$6,000	\$6,000	\$6,000	\$0	0%
10-5510-43-6125	Direct Payroll Costs	\$23,956	\$23,956	\$27,033	\$3,077	13%
10-5510-43-6130	Retirement	\$0	\$0	\$8,957	\$8,957	N/A
10-5510-43-6131	PSPRS Retirement	\$330,319	\$330,319	\$363,368	\$33,049	10%
10-5510-43-6134	STD/LTD Insurance	\$12,441	\$12,441	\$13,115	\$674	5%

Account Number	Account Description	FY15 Estimated Actuals	FY15 Adopted Budget	FY16 Proposed Budget	Difference FY15	
					Adopted vs. FY16 Proposed	% Difference
10-5510-43-6135	Health/Dental/Life Insurance	\$272,000	\$273,841	\$278,943	\$5,102	2%
10-5510-43-6136	Workers Compensation Insurance	\$90,000	\$55,613	\$92,509	\$36,896	66%
10-5510-43-6141	Employee Exams	\$2,000	\$4,460	\$4,560	\$100	2%
10-5510-43-6210	Printing/Office Supplies	\$0	\$0	\$0	\$0	N/A
10-5510-43-6212	Postage	\$350	\$350	\$350	\$0	0%
10-5510-43-6213	Telephone	\$1,125	\$1,125	\$2,565	\$1,440	128%
10-5510-43-6214	Uniform Expenses	\$12,000	\$17,140	\$28,500	\$11,360	66%
10-5510-43-6215	Gas & Oil	\$63,977	\$63,977	\$63,977	\$0	0%
10-5510-43-6235	Equipment Repair	\$3,500	\$4,725	\$6,300	\$1,575	33%
10-5510-43-6241	Automobile Expense	\$37,000	\$37,000	\$37,000	\$0	0%
10-5510-43-6243	Spec Supplies/Safety Equip/Emg	\$4,500	\$5,300	\$2,200	-\$3,100	-58%
10-5510-43-6249	Radio & Phone Equip-Non Capita	\$600	\$500	\$4,700	\$4,200	840%
10-5510-43-6251	Firearms & Training Equipment	\$20,000	\$25,540	\$26,900	\$1,360	5%
10-5510-43-6703	Dues/Subscriptions/License	\$1,770	\$1,770	\$4,440	\$2,670	151%
10-5510-43-6709	Miscellaneous	\$1,976	\$1,976	\$2,026	\$50	3%
10-5510-43-6840	Motor Vehicles	\$95,000	\$95,000	\$0	-\$95,000	-100%
10-5510-43-6849	Telephone & Radio Equipment	\$0	\$0	\$0	\$0	N/A
	<b>Subtotal Patrol</b>	<b>\$2,356,014</b>	<b>\$2,412,937</b>	<b>\$2,457,386</b>	<b>\$44,449</b>	<b>2%</b>
10-5510-44-6005	Salary & Wages	\$121,264	\$121,264	\$124,987	\$3,723	3%
10-5510-44-6006	Overtime	\$12,126	\$12,126	\$12,472	\$346	3%
10-5510-44-6045	Uniform Allowance	\$1,920	\$1,920	\$1,920	\$0	0%
10-5510-44-6125	Direct Payroll Costs	\$2,021	\$2,021	\$2,066	\$45	2%
10-5510-44-6131	PSPRS Retirement	\$32,677	\$32,677	\$35,655	\$2,978	9%
10-5510-44-6134	STD/LTD Insurance	\$1,231	\$1,231	\$1,262	\$31	3%
10-5510-44-6135	Health/Dental/Life Insurance	\$24,579	\$24,579	\$26,282	\$1,703	7%
10-5510-44-6136	Workers Compensation Insurance	\$8,500	\$5,311	\$8,606	\$3,295	62%
10-5510-44-6210	Printing/Office Supplies	\$0	\$0	\$0	\$0	N/A
10-5510-44-6212	Postage	\$500	\$500	\$500	\$0	0%
10-5510-44-6213	Telephone	\$1,320	\$1,320	\$1,760	\$440	33%
10-5510-44-6215	Gas & Oil	\$7,500	\$8,248	\$8,248	\$0	0%
10-5510-44-6241	Automobile Expense	\$1,500	\$2,100	\$2,100	\$0	0%
10-5510-44-6243	Spec Supplies/Safety Equip/Emg	\$3,000	\$4,260	\$4,160	-\$100	-2%
10-5510-44-6703	Dues/Subscriptions/License	\$4,028	\$4,028	\$4,038	\$10	0%
10-5510-44-6705	Public Information Program	\$1,200	\$1,200	\$1,200	\$0	0%
10-5510-44-6709	Miscellaneous	\$600	\$600	\$600	\$0	0%
10-5510-44-6720	Community Service Contracts	\$5,000	\$5,000	\$16,000	\$11,000	220%

Account Number	Account Description	FY15 Estimated Actuals	FY15 Adopted Budget	FY16 Proposed Budget	Difference FY15	
					Adopted vs. FY16 Proposed	% Difference
10-5510-44-6840	Motor Vehicles	\$0	\$0	\$45,000	\$45,000	N/A
	<b>Subtotal Investigations</b>	<b>\$228,966</b>	<b>\$228,385</b>	<b>\$296,856</b>	<b>\$68,471</b>	<b>30%</b>
10-5510-45-6005	Salary & Wages	\$308,926	\$308,926	\$339,835	\$30,909	10%
10-5510-45-6006	Overtime	\$30,193	\$30,193	\$12,667	-\$17,526	-58%
10-5510-45-6010	Temp/Part-Time Wages	\$500	\$0	\$0	\$0	N/A
10-5510-45-6045	Uniform Allowance	\$3,000	\$3,960	\$3,960	\$0	0%
10-5510-45-6046	Employee Benefits	\$0	\$0	\$2,410	\$2,410	N/A
10-5510-45-6125	Direct Payroll Costs	\$24,059	\$24,059	\$28,190	\$4,131	17%
10-5510-45-6130	Retirement	\$36,750	\$36,750	\$42,707	\$5,957	16%
10-5510-45-6134	STD/LTD Insurance	\$1,087	\$1,087	\$1,223	\$136	13%
10-5510-45-6135	Health/Dental/Life Insurance	\$81,911	\$81,911	\$88,843	\$6,932	8%
10-5510-45-6136	Workers Compensation Insurance	\$1,200	\$725	\$1,282	\$557	77%
10-5510-45-6141	Employee Exams	\$200	\$660	\$710	\$50	8%
10-5510-45-6213	Telephone	\$300	\$300	\$300	\$0	0%
10-5510-45-6214	Uniform Expenses	\$22,000	\$0	\$0	\$0	N/A
10-5510-45-6235	Equipment Repair	\$0	\$31,000	\$36,944	\$5,944	19%
10-5510-45-6249	Radio & Phone Equip-Non Capita	\$1,210	\$1,210	\$1,110	-\$100	-8%
10-5510-45-6703	Dues/Subscriptions/License	\$1,706	\$1,706	\$1,706	\$0	0%
10-5510-45-6849	Telephone & Radio Equipment	\$0	\$0	\$0	\$0	N/A
	<b>Subtotal Communications</b>	<b>\$513,042</b>	<b>\$522,487</b>	<b>\$561,887</b>	<b>\$39,400</b>	<b>8%</b>
10-5510-46-6005	Salary & Wages	\$20,000	\$38,562	\$0	-\$38,562	-100%
10-5510-46-6006	Overtime	\$3,000	\$0	\$0	\$0	N/A
10-5510-46-6010	Temp Part-Time Wages	\$0	\$0	\$23,374	\$23,374	N/A
10-5510-46-6045	Uniform Allowance	\$0	\$960	\$960	\$0	0%
10-5510-46-6125	Direct Payroll Costs	\$3,142	\$3,142	\$1,917	-\$1,225	-39%
10-5510-46-6130	Retirement	\$2,500	\$4,764	\$2,874	-\$1,890	-40%
10-5510-46-6134	STD/LTD Insurance	\$139	\$139	\$84	-\$55	-40%
10-5510-46-6135	Health/Dental/Life Insurance	\$1,000	\$12,657	\$0	-\$12,657	-100%
10-5510-46-6136	Workers Compensation Insurance	\$800	\$1,689	\$827	-\$862	-51%
10-5510-46-6212	Postage	\$200	\$500	\$500	\$0	0%
10-5510-46-6213	Telephone	\$300	\$300	\$360	\$60	20%
10-5510-46-6215	Gas & Oil	\$500	\$3,000	\$3,000	\$0	0%
10-5510-46-6241	Automobile Expense	\$500	\$1,500	\$1,500	\$0	0%
10-5510-46-6243	Spec Supplies/Safety Equip/Emg	\$500	\$500	\$500	\$0	0%
10-5510-46-6703	Dues/Subscriptions/License	\$60	\$60	\$60	\$0	0%
10-5510-46-6709	Miscellaneous	\$500	\$1,000	\$1,000	\$0	0%



Account Number	Account Description	FY15 Estimated Actuals	FY15 Adopted Budget	FY16 Proposed Budget	Difference FY15	
					Adopted vs. FY16 Proposed	% Difference
<b>Subtotal Animal Control</b>		<b>\$33,141</b>	<b>\$68,773</b>	<b>\$36,956</b>	<b>-\$31,817</b>	<b>-46%</b>
10-5510-47-6005	Salary & Wages	\$0	\$0	\$0	\$0	N/A
10-5510-47-6125	Direct Payroll Costs	\$0	\$0	\$0	\$0	N/A
10-5510-47-6131	PSPRS Retirement	\$0	\$0	\$0	\$0	N/A
10-5510-47-6134	STD/LTD Insurance	\$0	\$0	\$0	\$0	N/A
10-5510-47-6135	Health/Dental/Life Insurance	\$0	\$0	\$0	\$0	N/A
10-5510-47-6136	Workers Compensation Insurance	\$0	\$0	\$0	\$0	N/A
10-5510-47-6213	Telephone	\$300	\$300	\$300	\$0	0%
10-5510-47-6215	Gas & Oil	\$3,000	\$3,000	\$3,000	\$0	0%
10-5510-47-6241	Automobile Expense	\$1,000	\$1,000	\$1,000	\$0	0%
10-5510-47-6703	Dues/Subscriptions/License	\$65	\$65	\$65	\$0	0%
<b>Subtotal School Resource Officer</b>		<b>\$4,365</b>	<b>\$4,365</b>	<b>\$4,365</b>	<b>\$0</b>	<b>0%</b>
10-5510-81-6005	Salary & Wages	\$54,704	\$54,704	\$56,618	\$1,914	3%
10-5510-81-6006	Overtime	\$13,000	\$5,470	\$5,662	\$192	4%
10-5510-81-6010	Temp/Part-Time Wages	\$30,000	\$22,200	\$0	-\$22,200	-100%
10-5510-81-6045	Uniform Allowance	\$960	\$960	\$960	\$0	0%
10-5510-81-6046	Employee Benefits	\$0	\$0	\$0	\$0	N/A
10-5510-81-6125	Direct Payroll Costs	\$3,500	\$2,617	\$948	-\$1,669	-64%
10-5510-81-6130	Retirement	\$0	\$0	\$0	\$0	N/A
10-5510-81-6131	PSPRS Retirement	\$16,000	\$14,843	\$16,357	\$1,514	10%
10-5510-81-6134	STD/LTD Insurance	\$558	\$558	\$577	\$19	3%
10-5510-81-6135	Health/Dental/Life Insurance	\$8,277	\$8,277	\$8,191	-\$86	-1%
10-5510-81-6136	Workers Compensation Insurance	\$6,800	\$3,368	\$3,898	\$530	16%
10-5510-81-6215	Gas & Oil	\$0	\$0	\$0	\$0	N/A
10-5510-81-6241	Automobile Expense	\$0	\$0	\$0	\$0	N/A
10-5510-81-6243	Spec Supplies/Safety Equip/Emg	\$6,000	\$10,900	\$10,900	\$0	0%
10-5510-81-6703	Dues/Subscriptions/License	\$0	\$0	\$0	\$0	N/A
10-5510-81-6709	Miscellaneous	\$1,500	\$1,500	\$1,500	\$0	0%
<b>Subtotal STEP</b>		<b>\$141,299</b>	<b>\$125,397</b>	<b>\$105,611</b>	<b>-\$19,786</b>	<b>-16%</b>
<b>Total Police Department</b>		<b>\$3,678,673</b>	<b>\$3,756,794</b>	<b>\$3,946,488</b>	<b>\$189,694</b>	<b>5%</b>

**CITY OF SEDONA  
PROPOSED 2015-2016 BUDGET  
GENERAL FUND DEPARTMENTS**

Account Number	Account Description	FY 2014 Actuals	FY 2014 Budget	FY 2015 Actuals YTD 1/31/15	2015 Adopted Budget	2016 Detail Description	2016 Requested Budget	2016 Detail Amounts
<b>Police Department</b>								
<b>General Administration</b>								
10-5510-01-6005	Salary & Wages	221,069	301,778	142,177	231,406		246,624	246,624
10-5510-01-6006	Overtime	-	121	8	-		23,617	23,617
10-5510-01-6045	Uniform Allowance	1,920	2,880	1,920	1,920		1,920	1,920
10-5510-01-6125	Direct Payroll Costs	4,554	12,737	3,801	12,601		8,258	8,258
10-5510-01-6130	Retirement	13,509	25,815	22,461	25,944	% of Wages	31,223	31,223
10-5510-01-6131	PSPRS Retirement	35,116	31,143	13,133	22,399	% of Wages	53,621	53,621
10-5510-01-6134	STD/LTD Insurance	1,107	2,570	79	1,378	% of Wages	2,194	2,194
10-5510-01-6135	Health/Dental/Life Insurance	26,372	35,553	17,949	30,801	Premiums per plan elections	32,835	32,835
10-5510-01-6136	Workers Compensation Insurance	13,191	13,332	6,647	8,766	% of Wages	14,311	14,311
10-5510-01-6210	Printing/Office Supplies			92				
10-5510-01-6212	Postage	-	50	-	50		50	
10-5510-01-6212	Postage					Overnight shipping		50
10-5510-01-6213	Telephone	2,542	2,640	733	1,800	Cell phones for Chief and Commander	2,240	1,800
						Upgrade for Chief and Cmdr		440
10-5510-01-6214	Uniform Expenses	947	1,500	-	1,500		1,500	
10-5510-01-6214	Uniform Expenses					Volunteer uniforms		1,500
10-5510-01-6215	Gas & Oil	4,795	6,669	2,226	6,669		6,669	
10-5510-01-6215	Gas & Oil					Fuel costs		6,669
10-5510-01-6241	Automobile Expense	1,575	1,800	778	1,800		1,800	
						Maintenance and repair of Admin vehicles		1,800
10-5510-01-6243	Spec Supplies/Safety Equip/Emg	799	2,000	201	2,000	Awards program for medals, plaques, ribbons, etc	3,000	2,000
10-5510-01-6243	Spec Supplies/Safety Equip/Emg					Add'l cost for medals and pins		1,000
10-5510-01-6244	Office Furniture - Non Capital	2,000	2,000	-			1,500	
						Office Chair replacements		1,500
10-5510-01-6405	Professional Services			-	-		-	
						Automatic Adjustment		-
10-5510-01-6703	Dues/Subscriptions/License	6,661	6,740	5,223	6,915		8,190	
						Policy Manual annual subscription fee		5,000
						AACOP Dues for Chief and Commander		500
						Nat'l Assoc of Town Watch Dues (from Volunteer program)		25

**CITY OF SEDONA  
PROPOSED 2015-2016 BUDGET  
GENERAL FUND DEPARTMENTS**

Account Number	Account Description	FY 2014 Actuals	FY 2014 Budget	FY 2015 Actuals YTD 1/31/15	2015 Adopted Budget	2016 Detail Description	2016 Requested Budget	2016 Detail Amounts
						IACP Membership		140
						FBINA Membership for Chief		100
						Login IACP-Net		800
						Notary Membership due 2018		-
						AZ Emergency Services		50
						1033 Defense Program		250
						Increase IACPNet dues		75
						Increase in FBINA Membership		10
						Increase in IACP Membership		30
						Increase in NNO Dues		10
						Rotary Membership for chief		950
						Increase AACOP Dues		25
						Police Executive Research Forum - Subscribing Membership		225
10-5510-01-6705	Public Information Program	1,494	4,000	2,416	4,000		5,000	
						Public Safety Programs, Ads, Brochures, Resource Materials, Advertising		2,000
						National Night Out		1,400
						Volunteer Appreciation Barbeque		300
						Police Dept Citizens' Academy supplies		300
						NNO Increase Cost		1,000
10-5510-01-6730	Maint & Improvement							
10-5510-01-6750	Training/Staff Development			23,772	34,500		38,875	
						Training/staff development for department		34,500
						Dispatch 911 Training Course for new dispatcher		1,375
						Explorers Competition		3,000
10-5510-01-6840	Motor Vehicles	33,200	35,000					
	<b>Subtotal Police General Administration</b>	<b>\$ 370,851</b>	<b>\$ 488,328</b>	<b>\$ 243,616</b>	<b>\$ 394,449</b>		<b>\$ 483,427</b>	<b>\$ 483,427</b>
<b>Police Department</b>								
<b>Patrol</b>								
10-5510-43-6005	Salary & Wages	967,494	1,132,714	699,662	1,314,692		1,267,570	1,267,570
10-5510-43-6005	Salary & Wages							
10-5510-43-6006	Overtime	199,179	105,122	107,941	114,173		118,304	118,304

**CITY OF SEDONA  
PROPOSED 2015-2016 BUDGET  
GENERAL FUND DEPARTMENTS**

Account Number	Account Description	FY 2014 Actuals	FY 2014 Budget	FY 2015		2016 Requested Budget	2016 Detail Description	2016 Detail Amounts
				Actuals YTD 1/31/15	2015 Adopted Budget			
10-5510-43-6010	Temp/Part-Time Wages	17,677		8,037		75,989		75,989
10-5510-43-6046	Employee Benefits	5,750	6,000	3,250	6,000	6,000		6,000
10-5510-43-6045	Uniform Allowance	11,770	20,160	18,970	23,040	22,080		22,080
10-5510-43-6125	Direct Payroll Costs	18,979	17,675	13,362	23,956	27,033		27,033
10-5510-43-6130	Retirement	-	-	213	-	8,957	% of Wages	8,957
10-5510-43-6131	PSPRS Retirement	223,962	227,854	198,430	330,319	363,368	% of Wages	363,368
10-5510-43-6134	STD/LTD Insurance	4,150	10,495	4,273	12,441	13,115	% of Wages	13,115
10-5510-43-6135	Health/Dental/Life Insurance	184,245	247,601	139,185	273,841	278,943	Premiums per plan elections	278,943
10-5510-43-6136	Workers Compensation Insurance	80,060	60,180	45,466	55,613	92,509	% of Wages	92,509
10-5510-43-6141	Employee Exams	7,014	4,460	643	4,460	4,560		
							AZ POST sworn physicals - fee increase from \$158 to \$300	1,200
							Polygraph examinations	900
							Psychological examinations - fee increase to \$340 from \$250	1,360
							Officer Testing and Promotional Exams	1,000
							Increase in price for polygraph exam	100
10-5510-43-6210	Printing/Office Supplies	1,711		-				
10-5510-43-6212	Postage	36	350	65	350	350		
							Shipping of Repair Items - radar units, L3, weapons, etc	350
10-5510-43-6213	Telephone	320	225	531	1,125	2,565		
							Sergeant cell phone	225
							Lieutenant cell phone	900
							Add'l 4 lines for Patrol and phones	1,440
10-5510-43-6214	Uniform Expenses	24,625	25,840	7,771	17,140	28,500		
							New sworn employees - uniforms, badges, weapons, radio, etc	9,400
							NARTA PT uniforms	300
							Ballistic vest 5-year replacement: Cota, Hudspeth, Hunt	3,300
							Badge repair / modifications	500
							Police Uniform patches	600
							SWAT uniforms / ballistic gear	2,700
							Bike Patrol Uniforms	2,000
							Additional 2 new sworn employees - anticipated vacancies	9,400

**CITY OF SEDONA  
PROPOSED 2015-2016 BUDGET  
GENERAL FUND DEPARTMENTS**

Account Number	Account Description	FY 2014 Actuals	FY 2014 Budget	FY 2015 Actuals YTD 1/31/15	2015 Adopted Budget	2016 Detail Description	2016 Requested Budget	2016 Detail Amounts
						Additional 2 new NARTA PT uniforms - anticipated vacancies		300
10-5510-43-6215	Gas & Oil	52,959	63,977	35,155	63,977		63,977	
						Fuel cost for patrol vehicles		63,977
10-5510-43-6235	Equipment Repair	2,137	5,000	571	4,725		6,300	
						Bike maintenance		500
						L3 Maintenance and supplies		2,000
						Radar gun annual certification		1,000
						Radar gun repair costs		1,000
						Lidar unit certification - every 2 years		-
						New - Firearms Repair		1,000
						Increase to radar gun annual certifications		800
10-5510-43-6241	Automobile Expense	24,187	37,000	15,886	37,000		37,000	
						Patrol vehicles including motorcycles		35,000
						Transferred from STEP for motorcycles		2,000
10-5510-43-6243	Spec Supplies/Safety Equip/Emg	594	1,000	1,821	5,300		2,200	
						Vehicle safety - traffic wands, traffic vests, first aid supplies		1,000
						Power flares		300
						New Police Bike		900
10-5510-43-6249	Radio & Phone Equip-Non Capita	364	1,000	567	500	Replacement batteries for portable radios	4,700	2,000
						Portable radio supplies and accessories		500
						Motorola Roadster II Bluetooth devices for patrol vehicles		2,200
10-5510-43-6251	Tactical-Firearms	41,033	42,090	8,805	25,540		26,900	
						Ammunition		16,000
						Pepper Spray replacements (replace every 2 years)		-
						SWAT ammunition		500
						Taser supplies		4,000
						Targets		400
						Range supplies		1,000

**CITY OF SEDONA  
PROPOSED 2015-2016 BUDGET  
GENERAL FUND DEPARTMENTS**

Account Number	Account Description	FY 2014 Actuals	FY 2014 Budget	FY 2015 Actuals YTD 1/31/15	2015 Adopted Budget	2016 Detail Description	2016 Requested Budget	2016 Detail Amounts
						Simunitions Ammunition / Supplies		1,000
						Increase to ammunition costs		4,000
10-5510-43-6703	Dues/Subscriptions/License	1,336	1,770	1,256	1,770		4,440	
						LexisNexis (ARS) Law Books for officers - yearly		1,200
						NAFTO membership		40
						International (6) and National (3) ID Checking Guides		280
						Patrol bike membership dues		250
						Increase ID Checking Guides		70
						K-9 Narcotic/Patrol Annual Recert - new		800
						PoliceOne Academy Online Training - new		1,700
						Increase LexisNexis ARS Law Books		100
10-5510-43-6709	Miscellaneous	1,188	1,976	1,098	1,976	Tow charges	2,026	1,400
						Porta-potty Monthly Cleaning (Range)		576
						additional charge for tax on Porta-potty		50
10-5510-43-6840	Motor Vehicles	54,895	55,000	88,927	95,000		-	
10-5510-43-6840	Motor Vehicles							-
10-5510-43-6840	Motor Vehicles							-
10-5510-43-6848	Machinery & Equipment	-	-	-	-		-	-
	<b>Subtotal Police Patrol</b>	<b>\$ 1,925,665</b>	<b>\$ 2,067,489</b>	<b>\$ 1,401,885</b>	<b>\$ 2,412,938</b>		<b>\$ 2,457,386</b>	<b>\$ 2,457,386</b>
<b>Police Department</b>								
<b>Investigations</b>								
10-5510-44-6005	Salary & Wages	122,583	106,418	70,126	121,264		124,987	124,987
10-5510-44-6006	Overtime	23,180	8,518	6,604	12,126		12,472	12,472
10-5510-44-6045	Uniform Allowance	1,920	1,920	1,920	1,920		1,920	1,920

**CITY OF SEDONA  
PROPOSED 2015-2016 BUDGET  
GENERAL FUND DEPARTMENTS**

Account Number	Account Description	FY 2014 Actuals	FY 2014 Budget	FY 2015		2016 Requested Budget	2016 Detail Description	2016 Detail Amounts
				Actuals YTD 1/31/15	2015 Adopted Budget			
10-5510-44-6125	Direct Payroll Costs	2,066	1,667	1,187	2,021		2,066	2,066
10-5510-44-6130	Retirement		-	-	-	% of Wages	-	-
10-5510-44-6131	PSPRS Retirement	26,954	21,486	19,182	32,677	% of Wages	35,655	35,655
10-5510-44-6134	STD/LTD Insurance	679	1,094	100	1,231	% of Wages	1,262	1,262
10-5510-44-6135	Health/Dental/Life Insurance	22,692	22,775	14,328	24,579	Premiums per plan elections	26,282	26,282
10-5510-44-6136	Workers Compensation Insurance	8,814	5,674	4,244	5,311	% of Wages	8,606	8,606
10-5510-44-6210	Printing/Office Supplies							
10-5510-44-6212	Postage	96	500	-	500		500	
						Found Property Returns		500
10-5510-44-6213	Telephone	1,894	1,788	681	1,320			
						Detective Cell Phone Upgrades	1,760	1,320 440
10-5510-44-6215	Gas & Oil	7,471	8,248	3,223	8,248			
						Gasoline @ \$4 per gallon	8,248	8,248
10-5510-44-6233	Equipment & Other Rental							
10-5510-44-6241	Automobile Expense	4,538	2,100	527	2,100		2,100	
						Investigations		2,100
10-5510-44-6243	Spec Supplies/Safety Equip/Emg	5,022	5,440	1,565	4,260		4,160	
						Drug Test Kits		200
						Evidence Supplies		1,700
						Nitrile Gloves		500
						DNA Kits - restocking supply		40
						Latent Fingerprint Kits/Supplies		340
						Digital cameras for patrol officers		600
						Digital recorders for patrol officers		480
						Drying cabinet filters - replacement cycle 2 years		-
						Air Filtration filters (property room) - replacement cycle 2 years		-
						Increased costs of evidence supplies		300
10-5510-44-6703	Dues/Subscriptions/License	3,966	4,088	3,099	4,028		4,038	
						Experian (Credit checks & monthly fees)		350
						RMIN		150
						Accurint		700
						Stericycle - biological disposal (rate increase)		440
						Leads OnLine		2,238
						IAPE - International Assoc Property / Evidence		50

**CITY OF SEDONA  
PROPOSED 2015-2016 BUDGET  
GENERAL FUND DEPARTMENTS**

Account Number	Account Description	FY 2014 Actuals	FY 2014 Budget	FY 2015 Actuals YTD 1/31/15	2015 Adopted Budget	2016 Detail Description	2016 Requested Budget	2016 Detail Amounts
						IAFCI -International Assoc of Finance Crime Investigators		100
						Increase IAFCI Membership		10
10-5510-44-6705	Public Information Program	-	1,200	659	1,200		1,200	
						Sex Offender Notification Flyers/postage		1,200
10-5510-44-6709	Miscellaneous	220	644	194	600		600	
						Subpeona/Preindictment Charges		600
10-5510-44-6720	Community Service Contracts	5,000	5,000	5,000	5,000		16,000	
						TIP contract		2,500
						YFAC contract		2,500
						Verde Valley Sanctuary - new contract		5,000
						Northern Arizona Restorative Justice - new contract		6,000
10-5510-44-6840	Motor Vehicles	33,200	40,000	-	-		45,000	
						Replacement of detective vehicle		45,000
	<b>Subtotal Police Investigations</b>	<b>\$ 270,295</b>	<b>\$ 238,560</b>	<b>\$ 132,639</b>	<b>\$ 228,385</b>		<b>\$ 296,856</b>	<b>\$ 296,856</b>
<b>Police Department</b>								
<b>Communications</b>								
10-5510-45-6005	Salary & Wages	291,517	300,982	176,535	308,926		339,835	339,835
10-5510-45-6005	Salary & Wages							
10-5510-45-6006	Overtime	29,416	36,384	19,809	30,193		12,667	12,667
10-5510-45-6010	Temp/Part-Time Wages		-	504			-	-
10-5510-45-6046	Employee Benefits						-	-
10-5510-45-6045	Uniform Allowance	3,167	3,000	3,000	3,960		6,370	6,370
10-5510-45-6125	Direct Payroll Costs	23,843	25,809	16,040	24,059		28,190	28,190
10-5510-45-6130	Retirement	36,400	38,122	24,242	36,750	% of Wages	42,707	42,707
10-5510-45-6131	PSPRS Retirement	-		-			-	-
10-5510-45-6134	STD/LTD Insurance	1,655	2,410	238	1,087	% of Wages	1,223	1,223
10-5510-45-6135	Health/Dental/Life Insurance	66,818	66,622	42,683	81,911	Premiums per plan elections	88,843	88,843
10-5510-45-6136	Workers Compensation Insurance	1,226	938	594	725	% of Wages	1,282	1,282
10-5510-45-6141	Employee Exams	329	660	-	660	2 Civilian Physicals @ 180 2 Civilian Polygraphs @ 150	710	360 300
						Increase in fee for polygraph exam		50
10-5510-45-6213	Telephone			92	300			



**CITY OF SEDONA  
PROPOSED 2015-2016 BUDGET  
GENERAL FUND DEPARTMENTS**

Account Number	Account Description	FY 2014 Actuals	FY 2014 Budget	FY 2015 Actuals YTD 1/31/15	2015 Adopted Budget	2016 Detail Description	2016 Requested Budget	2016 Detail Amounts
						Tech Services Supervisor Cell Phone	300	300
10-5510-45-6214	Uniform Expenses				-			
10-5510-45-6235	Equipment Repair	20,749	21,000	18,070	31,000	Generator (Includes Misc Supplies)	36,944	1,000
						Increase in Radio Service Contract per IGA - 3 yr graduated amt		4,944
						Radio Service Contract Repair Cost for Generator		30,000 1,000
10-5510-45-6249	Radio & Phone Equip-Non Capita	1,684	1,622		910		1,110	
						Headsets		400
						Wireless / battery interface		500
						Rechargeable batteries for headsets		210
10-5510-45-6703	Dues/Subscriptions/License	1,430	1,952	410	1,706			
						9-1-1 Magazine	1,706	30
						NENA		564
						APCO (Supervisor only)		92
						Language Line		1,020
10-5510-45-6732	Office Maintenance							
10-5510-45-6849	Telephone & Radio Equipment	-	4,000	-	-			
<b>Subtotal Police Communications</b>		<b>\$ 478,234</b>	<b>\$ 503,501</b>	<b>\$ 302,217</b>	<b>\$ 522,187</b>		<b>\$ 561,887</b>	<b>\$ 561,887</b>

**Police Department**

**Animal Control**

10-5510-46-6005	Salary & Wages	36,342	38,804	7,340	38,562		-	-
10-5510-46-6006	Overtime	177	2,798	-	-		-	-
10-5510-46-6010	Temp/Part-Time Wages			2,310			23,374	23,374
10-5510-46-6046	Employee Benefits			-			-	-
10-5510-46-6045	Uniform Allowance	960	960	-	960		960	960
10-5510-46-6125	Direct Payroll Costs	3,101	3,183	856	3,142		1,917	1,917
10-5510-46-6130	Retirement	4,030	4,701	1,147	4,764	% of Wages	2,874	2,874
10-5510-46-6131	PSPRS Retirement			0			-	-
10-5510-46-6134	STD/LTD Insurance	213	309	10	139	% of Wages	84	84
10-5510-46-6135	Health/Dental/Life Insurance	11,726	11,833	991	12,657	Premiums per plan election	-	-
10-5510-46-6136	Workers Compensation Insurance	1,387	1,012	265	1,689	% of Wages	827	827
10-5510-46-6210	Printing/Office Supplies			0				

**CITY OF SEDONA  
PROPOSED 2015-2016 BUDGET  
GENERAL FUND DEPARTMENTS**

Account Number	Account Description	FY 2014 Actuals	FY 2014 Budget	FY 2015 Actuals YTD 1/31/15	2015 Adopted Budget	2016 Detail Description	2016 Requested Budget	2016 Detail Amounts
10-5510-46-6212	Postage	24	500	-	500		500	
						Rabies Head Shipping to State Lab		500
10-5510-46-6213	Telephone	313	288	147	300		360	
						ACO Cell Phone		360
10-5510-46-6215	Gas & Oil	1,510	3,000	98	3,000		3,000	3,000
10-5510-46-6241	Automobile Expense	1,162	1,500	46	1,500		1,500	
						Basic maintenance		1,500
10-5510-46-6243	Spec Supplies/Safety Equip/Emg	422	500		500		500	
						ACO supplies: traps, catch poles, snake containers, etc		500
10-5510-46-6703	Dues/Subscriptions/License	-	60	35	60		60	
						ARACEAA - Assoc of Rabies Animal Control Enforcement Agents of AZ		25
						NACA - Natl Animal Control Assoc		35
10-5510-46-6709	Miscellaneous	-	1,000	140	1,000		1,000	
						Animal charges, vet, etc		1,000
<b>Subtotal Police Animal Control</b>		<b>\$ 61,367</b>	<b>\$ 70,448</b>	<b>\$ 13,385</b>	<b>\$ 68,773</b>		<b>\$ 36,956</b>	<b>\$ 36,956</b>

**Police Department**

**School Resource Officer**

10-5510-47-6005	Salary & Wages					Accounted for in Program 43	-	-
10-5510-47-6046	Employee Benefits					Accounted for in Program 43	-	-
10-5510-47-6045	Uniform Allowance					Accounted for in Program 43	-	-
10-5510-47-6125	Direct Payroll Costs					Accounted for in Program 43	-	-
10-5510-47-6131	PSPRS Retirement					Accounted for in Program 43	-	-
10-5510-47-6134	STD/LTD Insurance					Accounted for in Program 43	-	-
10-5510-47-6135	Health/Dental/Life Insurance					Accounted for in Program 43	-	-
10-5510-47-6136	Workers Compensation Insurance					Accounted for in Program 43	-	-
10-5510-47-6210	Printing/Office Supplies						-	-
10-5510-47-6213	Telephone	264	288	166	300		300	-
						SRO Cell Phone		300
10-5510-47-6215	Gas & Oil	2,881	3,000	599	3,000		3,000	-
						Gasoline		3,000
10-5510-47-6241	Automobile Expense	32	1,000		1,000		1,000	-
						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		65	-
						AZSRO		25

**CITY OF SEDONA  
PROPOSED 2015-2016 BUDGET  
GENERAL FUND DEPARTMENTS**

Account Number	Account Description	FY 2014 Actuals	FY 2014 Budget	FY 2015 Actuals YTD 1/31/15	2015 Adopted Budget	2016 Detail Description	2016 Requested Budget	2016 Detail Amounts
						NASRO		40
	<b>Subtotal Police School Resource Officer</b>	<b>\$ 3,177</b>	<b>\$ 4,353</b>	<b>\$ 765</b>	<b>\$ 4,365</b>		<b>\$ 4,365</b>	<b>\$ 4,365</b>
	<b>Subtotal PANT Officer (program no longer used)</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ -</b>		<b>\$ -</b>	<b>\$ -</b>
<b>Police Department</b>								
<b>S.T.E.P.</b>								
10-5510-81-6005	Salary & Wages	55,982	53,093	32,568	54,704		56,618	56,618
10-5510-81-6006	Overtime	15,967	4,969	10,034	5,470		5,662	5,662
10-5510-81-6010	Temp/Part-Time Wages	14,978	44,994	18,530	22,200		-	-
10-5510-81-6046	Employee Benefits	-	-	-	-		-	-
10-5510-81-6045	Uniform Allowance	960	960	960	960		960	960
10-5510-81-6125	Direct Payroll Costs	2,084	4,284	2,225	2,617		-	-
10-5510-81-6130	Retirement	-	-	285	-		948	948
10-5510-81-6131	PSPRS Retirement	13,250	10,853	10,541	14,843	% of Wages	16,357	16,357
10-5510-81-6134	STD/LTD Insurance	321	520	53	558	% of Wages	577	577
10-5510-81-6135	Health/Dental/Life Insurance	7,645	7,412	4,523	8,277	Premiums per plan elections	8,191	8,191
10-5510-81-6136	Workers Compensation Insurance	4,418	5,088	3,354	3,368	% of Wages	3,898	3,898
10-5510-81-6215	Gas & Oil	-	-	-	-		-	-
10-5510-81-6241	Automobile Expense	-	-	-	-		-	-
10-5510-81-6243	Spec Supplies/Safety Equip/Emg	348	11,400	1,602	10,900		10,900	
						DRE / Intoxilyzer supplies		400
						Phlebotomy supplies		500
						STEP Misc supplies (traffic investigations)		10,000
10-5510-81-6709	Miscellaneous	1,057	1,500	-	1,500		1,500	
						Blood draws at the ER		1,500
	<b>Subtotal Police S.T.E.P.</b>	<b>\$ 117,010</b>	<b>\$ 145,073</b>	<b>\$ 84,675</b>	<b>\$ 125,397</b>		<b>\$ 105,611</b>	<b>\$ 105,611</b>
	<b>Total Police Department</b>	<b>\$ 3,226,599</b>	<b>\$ 3,517,752</b>	<b>\$ 2,179,182</b>	<b>\$ 3,756,494</b>		<b>\$ 3,946,488</b>	<b>\$ 3,946,488</b>

City of Sedona  
Department Supplemental Requests  
2015-2016 Budget

Department	Fund	Page #	Request			City Manager	Budget	Note
				On-going	One-Time	Recommended funding level	Committee Recommended funding level	
City Manager	General		Oak Creek Watershed Council	\$35,000		\$0	\$0	
City Manager	General		Trash and Recycling Franchising		\$115,000	\$75,000	\$0	One-Time
City Manager	General		VV Special Needs Transportation	\$30,000		\$25,000	\$25,000	On-going
City Manager	General		Wireless Master Plan		\$60,000	\$60,000	\$60,000	One-Time
<b>Total City Manager</b>				<b>\$65,000</b>	<b>\$175,000</b>	<b>\$160,000</b>	<b>\$85,000</b>	
Community Development	General		2015 Ford Escape	\$2,000	\$24,021	\$26,021	\$26,021	\$2,000 On-going
Community Development	General		Filing System		\$21,320	\$0	\$0	
Community Development	General		Review & Update of Land Development Code		\$276,000	\$100,000	\$100,000	One-Time x 3
Community Development	General		Outdoor Lighting		\$25,000	\$0	\$0	
<b>Total Community Development</b>				<b>\$2,000</b>	<b>\$346,341</b>	<b>\$126,021</b>	<b>\$126,021</b>	
Engineering	General		Automated Locks-Public Restrooms		\$11,000		\$0	
Engineering	General		City Facilities Maintenance Plan Implementation	\$25,000		\$25,000	\$25,000	One-Time
Engineering	General		Concrete Work at City Hall		\$20,000	\$0	\$0	
Engineering	General		Assistant Engineering Position	\$85,000	\$5,000	\$90,000	\$90,000	On-going
Engineering	General		Full Time City Maintenance Worker 2 Position (Part of ongoing expense in Streets)	\$59,200		\$0	\$0	
Engineering	General		Jacobsen Turfcat Mower Replacement		\$22,000	\$0	\$0	
Engineering	General		Jordan Museum Electrical Upgrade		\$25,000	\$0	\$0	
Engineering	General		Police Department Patio Seal & Resurface		\$22,000	\$22,000	\$22,000	One-Time
Engineering	General		Teen Center Flooring Replacement		\$20,000	\$0	\$0	
Engineering	General		Teen Center HVAC Replacement/Upgrade		\$35,000	\$35,000	\$35,000	One-Time
Engineering/Wastewater	General		Purchase of 2015 Ford Escape (50% of budget in Wastewater)		\$11,835	\$0	\$0	
<b>Total Engineering</b>				<b>\$169,200</b>	<b>\$171,835</b>	<b>\$172,000</b>	<b>\$172,000</b>	
Finance	General		Increased Sales Tax Audits		\$45,000	\$0	\$0	
Finance	General		Salary Adjustment Pool (increased \$50k)	\$125,000		\$125,000	\$0	On-going
<b>Total Finance</b>				<b>\$125,000</b>	<b>\$45,000</b>	<b>\$125,000</b>	<b>\$0</b>	
Human Resources	General		Tuition Reimbursement		\$25,000	\$0	\$0	
<b>Total Human Resources</b>				<b>\$0</b>	<b>\$25,000</b>	<b>\$0</b>	<b>\$0</b>	
IT	General		Help Desk Technician	\$79,500	\$4,500	\$0	\$0	
IT/HR	General		Internet Filtering/Monitoring	\$2,000	\$10,000	\$0	\$0	
IT/City Clerk	General		City Council Video Monitor		\$7,500	\$0	\$0	
IT/Comm Dev	General		Paperless Packets, Planning & Zoning Commission	(\$1,565)	\$5,600	\$5,600	\$5,600	One-Time
IT/Municipal Court	General		Electronic Access Control		\$9,500	\$0	\$0	
IT/Police	General		L-3 Body Cameras	\$2,100	\$23,472	\$0	\$0	
<b>Total IT</b>				<b>\$82,035</b>	<b>\$60,572</b>	<b>\$5,600</b>	<b>\$5,600</b>	
Parks & Rec	General		Ford F-150 Super Cab 4X4 Long Bed		\$26,594	\$0	\$0	
<b>Total Parks &amp; Recreation</b>				<b>\$0</b>	<b>\$26,594</b>	<b>\$0</b>	<b>\$0</b>	

Department	Fund	Page #	Request	On-going	One-Time	City Manager Recommended funding level	Budget Committee Recommended funding level	Note
Police	General		Speed Awareness & Enforcement Program		\$9,043	\$9,043	\$9,043	One-Time
Police	General		Special Equipment					
Police	General		Communication Specialist	\$56,630		\$56,630	\$56,630	On-going
<b>Total Police</b>				\$56,630	\$9,043	\$65,673	\$65,673	
<b>Subtotal General Fund</b>				<b>\$499,865</b>	<b>\$859,385</b>	<b>\$654,294</b>	<b>\$454,294</b>	
Engineering	Streets		Work Vehicle Replacement - Streets		\$35,000	\$35,000	\$0	One-Time
Engineering	Streets		Commercial Wood Chipper	\$650	\$40,000	\$0	\$0	
Engineering	Streets		Full Time City Maintenance Worker 2 Position (Most of ongoing expense in Engineering)	\$845		\$0	\$0	
Engineering	Streets		Snow Plow Blade Procurement		\$10,000	\$0	\$0	
<b>Subtotal Streets Fund</b>				<b>\$1,495</b>	<b>\$85,000</b>	<b>\$35,000</b>	<b>\$0</b>	
Engineering	Capital Impr		Associate Engineering Project Manager	\$90,000	\$5,000	\$95,000	\$95,000	On-Going as needed
<b>Subtotal Capital Improvement Fund</b>				<b>\$90,000</b>	<b>\$5,000</b>	<b>\$95,000</b>	<b>\$95,000</b>	
Wastewater/Engineering	Wastewater		Purchase of 2015 Ford Escape (50% of budget in Engineering)		\$11,835	\$0	\$0	
Wastewater	Wastewater		Full Time Administrative Position	\$17,600		\$0	\$0	
Wastewater	Wastewater		Collection System Back-up Generator Replacement	\$60,000		\$0	\$0	General Needs
Wastewater	Wastewater		Computer Management Systems Upgrade	\$4,000	\$45,000		\$0	
Wastewater	Wastewater		Major Pump Station Communications Modification	\$200	\$15,000		\$0	
Wastewater	Wastewater		Odor Control Plan SR 89A MP369	\$25,000	\$35,000	\$0	\$0	
Wastewater	Wastewater		Sedona Wetlands Preserve Maintenance Program	\$70,000	\$0	\$70,000	\$0	On-going
Wastewater	Wastewater		Replacement Spectrophotometer -Laboratory		\$9,300		\$0	
Wastewater	Wastewater		Minor Pump Stations Fresh Water Connections	\$6,000	\$36,000		\$0	
Wastewater	Wastewater		Minor Pump Stations 3-Phase Conversion	(\$40,000)	\$102,500	\$62,500	\$0	One-Time
<b>Subtotal Wastewater Fund</b>				<b>\$142,800</b>	<b>\$254,635</b>	<b>\$132,500</b>	<b>\$0</b>	
<b>Total Supplemental Requests</b>				<b>\$734,160</b>	<b>\$1,204,020</b>	<b>\$916,794</b>	<b>\$549,294</b>	



**City of Sedona  
Decision Package  
Fiscal Year 2015-2016**

**Recommended  
contingent on  
receiving grant**

<b>Project Title:</b>	Speed Awareness and Enforcement Program
<b>Originating Department and Division:</b>	Police
<b>Funding Request Type (Ongoing vs. One-Time)</b>	<b>One-Time</b>
<b>Source of Funds (General Funds, Grants or other outside Funding, New Revenue Source(s), Wastewater, ect.)</b>	

**I Problem/Issue**

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

Yes

**If yes, then how:**

Motorists who drive on our roadways in excess of posted speed limits or at a speed that is not reasonable or prudent create a safety hazard for other motorists, pedestrians and bicyclists.

**b) Is this a traditional government function? Yes**

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 continually receives complaints from residents, visitors and businesses about speeding vehicles on SR 89A, SR 179 and neighborhood streets. These complaints had been often followed by assigning a police officer to monitor a specific location for violators and issuing traffic citations as appropriate.

In 2011, the police department was awarded a grant from the Governor's Office of Highway Safety to purchase a variable message and radar speed display/detection trailer to enhance its efforts to conduct both speed awareness and enforcement activities. The original grant request was for two trailers but grant funding was only approved for one. The Sedona City Council subsequently approved funding for the police department to purchase the additional trailer.

Since 2011, the police department has deployed these trailers on many occasions for traffic safety awareness activities, speed detection data collection, roadway closures, special events and emergency incident messages. The trailers have worked extremely well in areas where there is sufficient roadway shoulder for their placement.

The police department would like to expand the use of this technology to other streets and roadways within the city where the placement of the trailers is not possible or is unsafe. A grant proposal for the purchase of portable speed display/detections signs has been submitted to the

	<p>Governor's Office of Highway Safety for consideration. This grant process is highly competitive and although matching funds are not required, GOHS representatives indicated that grant proposals that showed some level of monetary contribution would be viewed more favorably.</p> <p>As such, the grant proposal indicated that the City of Sedona would provide for 25% of the capital outlay costs. This amounts to \$9,043.00</p>
	<b>d) Does the project/issue relate to the strategic/community plans?</b>
	<b>Strategic Plan:</b>
	<b>Community Plan:</b>
	<b>If not in either plan, how does this fit into the City of Sedona's priorities?</b>
	City-wide traffic safety has been included in the City Council priorities for FY 2015-16.
	<b>e) Are there environmental implications? No</b>
	<b>If yes, explain:</b>
	<b>f) Cost (include economic/financial analysis) and recommendation as to funding sources (include partnerships):</b>
	One-time cost of \$9,043
<b>II Risk Analysis</b>	
	<b>a) What happens if this is not done?</b>
	Police Department would be limited in its ability to conduct speed awareness and enforcement activities through the use of appropriate technology in various areas of the city.
	<b>What would happen if this is done?</b>
	Police Department would have the ability to deploy force-multiplying technology to assist in addressing speeding problems in all areas of the city.
	<b>Provide contingency analysis if applicable (provide key assumptions and dependencies).</b>
	<b>b) Assumptions - Something the City of Sedona has no control over.</b>
	<b>Dependencies - Something the City of Sedona may have control over. Major factor in what the City of Sedona is trying to accomplish.</b>
	<b>c) Show examples of best practices from other cities, if applicable:</b>
<b>III Resources Required</b>	
	<b>a) What departments will be involved in the planning and operation of this project/issue?</b>
	Public Works/Engineering
	<b>Do these departments concur with this priority?</b>
	Yes

	<b>b) What are the in-house staff requirements?</b>
	Personnel will need to be trained in the installation of the signs and how to program/access its data collection capabilities.
	<b>c) Are outside consultants needed? Please explain: No</b>
	<b>d) Are special equipment resources required? Please explain: No</b>
	<b>e) Are there on-going operation and maintenance costs involved? Please explain:</b>
	The first year costs of online data collection/management software is included in the purchase price. Annual cost for the online software application for each sign is \$600. The online software does not need to be installed on the sign to collect data and can be transferred between signs.

**IV Implementation**

	<b>a) What is the time frame for completion of plan and implementation for project/issue?</b>
	GOHS grant funding for the project, if approved, would be available October 1, 2015.
	<b>b) How will you market/communicate the project/issue to the public?</b>
	A news article would be developed for publishing in the Red Rock News explaining the need and purposes of the program. The police department web page would be updated to include information on the program.
	<b>c) What performance measures will you use to evaluate the project/issue?</b>
	Performance measures have been included in the GOHS grant proposal.

**IV Proposed Expenditures**

Line Item Description (One-Time)	Account*	FY 2015-2016 Request
Special Equipment/Safety Supplies	10-5510-43-6243	\$9,043
		\$0
		\$0
		\$0
<b>One-time Expenditures Total: \$9,043</b>		
Line Item Description (On-going)	Account *	FY 2015-2016 Request
		\$0
		\$0
		\$0
		\$0



	<b><u>On-going Expenditures Total: \$0</u></b>
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**\*Full account string including fund, department/division number, and account number.**



City of Sedona  
 Decision Package  
 Fiscal Year 2015-2016

**Recommended  
 after a complete  
 review of the  
 communication  
 division**

<b>Project Title:</b>	Communications Specialist (Full-time)
<b>Originating Department and Division:</b>	Police Department
<b>Funding Request Type (Ongoing vs. One-Time)</b>	<b>On-going</b>
<b>Source of Funds (General Funds, Grants or other outside Funding, New Revenue Source(s), Wastewater, etc.)</b>	<b>General Fund</b>
<b>I Problem/Issue</b>	
<b>a) Does this affect our citizens/customers quality of life? Yes</b>	
	<p>If yes, then how: The Sedona Police Department is currently a secondary PSAP (Public Safety Answering Point) for 9-1-1 in Sedona. We operate two consoles for dispatching. . The Communications Specialist is expected to handle the 9-1-1 calls, the non-emergency telephone calls, the radio traffic for and from officers, and walk-ins to the front lobby. During peak hours this is very difficult for one person to handle when there are simultaneous events occurring. Present staffing of six full-time Communications Specialists makes covering vacations, educational opportunities and special assignment duties almost impossible without having our personnel work overtime. Continual overtime assignments eventually leads to fatigue and degrades the efficiency of the current staff and has the potential to lead to errors in judgment that could affect officers and the general public. The addition of one Communications Specialist alleviates the overtime issues while enhancing service to the public by allowing more than one Communications Specialist to be on-duty during the busiest times of the day. Communications Specialists would also be able to attend training and educational seminars thus upgrading their professional skills and as a consequence enhance the level of service to our citizens and our officers.</p>
<b>b) Is this a traditional government function? Yes</b>	
<b>If it is not a traditional function, why should the City of Sedona deal with it?</b>	
<b>c) History/background of project issue:</b>	
	<p>Prior to 2010 and the turndown of the economy, the Communications Center had seven authorized positions. The seventh position had been frozen and then eliminated for subsequent fiscal years. At that time the number of officers was also reduced, but staffing for patrol officers and Community Service Aides (Uptown traffic and parking) has recovered and is now back to a</p>

	<p>higher number than in 2010. The number of Dispatcher is still at only 6 authorized positions even with the increased workload. There is a need to have two dispatchers on duty during peak times. This includes evening hours, weekends and holidays. With seven dispatchers we can schedule two dispatchers for 112 hours a week rather than just 78 hours a week and ensure that there is appropriate staffing in the Communications Center.</p> <p>The Communications Center is tasked with receiving calls from the public and dispatching the appropriate police response and/or referring those calls or transferring them to the appropriate jurisdiction. It has been traditional the Communications Center is not only the first point of contact for reporting crime, traffic accidents or requesting police assistance, but also serves as a central switchboard for the entire Department and the entire City after hours.</p> <p>The Communications Center also serves as a source of information for the public for weather and road conditions during times of severe weather, status updates during emergency events and in general call to inquire about many other City functions. All of these non-criminal activity calls still need to be handled with the courtesy and efficiency expected by the citizens and often constitute a larger percentage of the call volume received in the Communications Center. While answering these calls the Communications Specialist has to be alert for 9-1-1 calls, radio calls from officers and also monitoring radio traffic from other agencies. It is not uncommon during certain times of each day for a Communications Specialist to be talking to one caller and have two on hold and be handling radio traffic at the same time.</p> <p>In addition the sole dispatcher on-duty is responsible for portions of record keeping duties such as entering warrants and confirming active warrants for other agencies. After normal business hours the Communications Specialist is also responsible for handling the needs of citizens who walk into the front lobby seeking assistance.</p>
	<b>d) Does the project/issue relate to the strategic/community plans? Yes</b>
	<b>Strategic Plan:</b>
	<b>Community Plan:</b> Although the Community Plan does not list public safety as an overall goal, the vision and goals specified in the plan can be adversely impacted by poor and/or deficient public safety services.
	<b>If not in either plan, how does this fit into the City of Sedona's priorities?</b>
	Similarly, the City of Sedona priorities can be adversely impacted if effective public safety services are not present in the community.
	<b>e) Are there environmental implications? No</b>
	<b>If yes, explain:</b>
	<b>f) Cost (include economic/financial analysis) and recommendation as to funding sources (include partnerships):</b>
<b>II</b>	<b>Risk Analysis</b>
	<b>a) What happens if this is not done?</b> The Police Department would continue to operate the Communications Center with the minimum staffing of one Dispatcher per 12-hour shift. Fatigue and burnout may arise which may lead to turnover. Not being able to manage the workload with multiple 9-1-1 calls, non-emergency phone calls and radio dispatching is very stressful for one

	<p>person. This can ultimately lead to a liability for the City in not properly answering and handling emergency situations and/or requests for service. Vacation requests and/or sick days will cause a hardship on the remaining staff that will be required to work the overtime on days off and/or work 12-hour shifts solo.</p>
	<p><b>What would happen if this is done?</b> With the addition of another Communications Specialist there is the ability to provide a minimum staffing of two Dispatchers in the Communications Center for 112 hrs of 168 hrs per week. The scheduling would be designed to maximize coverage during peak work hours. Communications Specialists can take advantage of continuing educational opportunities as well as proficiency training. The advantages have a positive effect on the service we are able to provide to the citizens and businesses of Sedona, other governmental agencies and the Police Department as a whole.</p>
	<p><b>Provide contingency analysis if applicable (provide key assumptions and dependencies).</b></p> <p><b>Assumptions - Something the City of Sedona has no control over.</b> The Police Department cannot control the number of calls for service or the phone inquiries that come into the Communications Center during an emergency or over any given period of time. As Sedona is marketed as a tourist destination the number of calls will continue to increase.</p> <p><b>b) Dependencies - Something the City of Sedona may have control over. Major factor in what the City of Sedona is trying to accomplish.</b> The Police Department would be able to staff the Communications Center with an adequate number of personnel at critical times, allow personnel to take planned vacation time and follow through on scheduled training assignments. Additionally, the Department would be able to minimize the need to call in a dispatcher on overtime and reduce the stress placed on personnel to fill staffing voids.</p>
	<p><b>c) Show examples of best practices from other cities, if applicable:</b></p> <p>Other Cities with 9-1-1 responsibilities, dispatching for their City Police and City Fire Departments (not part of a Regional Communications Center) and having a similar population base:</p> <p>Camp Verde Marshall's Office – 8 dispatchers and one supervisor. Police (3 L.E. agencies)  Cottonwood Police Department – 14 dispatchers, 3 supervisors. Police &amp; Fire (3 Fire Departments – Cottonwood, Clarkdale &amp; Jerome Fire)  Coolidge Police Department – 7 dispatchers and one supervisor. Police &amp; Fire  Show Low Police Department – 10 dispatchers: one manager and two supervisors. Police, Fire/EMS (for 4 Fire Districts)  Payson Police Department – 9 dispatchers and one supervisor. Police &amp; Fire</p>
<p><b>III Resources Required</b></p>	
	<p><b>a) What departments will be involved in the planning and operation of this project/issue?</b>  The Communications/Records Division within the Police Department</p>
	<p><b>Do these departments concur with this priority?</b> Yes</p>
	<p><b>b) What are the in-house staff requirements?</b> Technical Services Supervisor would supervisor this additional person in Communications.</p>
	<p><b>c) Are outside consultants needed? Please explain:</b> No</p>

	d)	<b>Are special equipment resources required? Please explain:</b> Dispatcher headset (individually issued equipment)																																				
	e)	<b>Are there on-going operation and maintenance costs involved? Please explain:</b> Wages and benefits for a full-time employee – estimated total \$56,630																																				
<b>IV Implementation</b>																																						
	a)	<b>What is the time frame for completion of plan and implementation for project/issue?</b> Immediate																																				
	b)	<b>How will you market/communicate the project/issue to the public?</b> Update the Police Department webpage																																				
	c)	<b>What performance measures will you use to evaluate the project/issue?</b> The ability to provide minimum staffing of two Dispatchers for 112 hrs of the 168 hrs of the week. The ability to answer each 9-1-1 call within 2 rings, the ability to answer administrative phone lines within three rings and the ability to dispatch emergency situations to officers within 60 seconds or transfer to the appropriate dispatching agency as such. These are all best practice standards as set forth by APCO/NENA (The Association of Public Safety Communications Officials/National Emergency Number Association). The ability to send all Dispatchers to continuing training and professional development training on a regular basis.																																				
<b>IV Proposed Expenditures</b>																																						
<table border="1"> <thead> <tr> <th>Line Item Description (One-Time)</th> <th>Account*</th> <th>FY 2015-2016 Request</th> </tr> </thead> <tbody> <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>\$0</td> </tr> <tr> <td colspan="3" style="text-align: right;"><b>One-time Expenditures Total: \$0</b></td> </tr> <tr> <th>Line Item Description (On-going)</th> <th>Account *</th> <th>FY 2015-2016 Request</th> </tr> <tr> <td>Communications Specialist Wages</td> <td>10-5510-45-6005</td> <td>\$32,094</td> </tr> <tr> <td>C.S. Overtime</td> <td>10-5510-45-6006</td> <td>\$6,000</td> </tr> <tr> <td>C.S. Uniform Allowance</td> <td>10-5510-45-6045</td> <td>\$500</td> </tr> <tr> <td>Employee Related Costs</td> <td></td> <td>\$23,436</td> </tr> <tr> <td colspan="3" style="text-align: right;"><b>On-going Expenditures Total: \$56,630</b></td> </tr> </tbody> </table>			Line Item Description (One-Time)	Account*	FY 2015-2016 Request			\$0			\$0			\$0			\$0	<b>One-time Expenditures Total: \$0</b>			Line Item Description (On-going)	Account *	FY 2015-2016 Request	Communications Specialist Wages	10-5510-45-6005	\$32,094	C.S. Overtime	10-5510-45-6006	\$6,000	C.S. Uniform Allowance	10-5510-45-6045	\$500	Employee Related Costs		\$23,436	<b>On-going Expenditures Total: \$56,630</b>		
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\*Full account string including fund, department/division number, and account number.



**City of Sedona  
Decision Package  
Fiscal Year 2015-2016**

**Not Recommended**

<b>Project Title:</b>	L3 Body Camera
<b>Originating Department and Division:</b>	Police Department
<b>Funding Request Type (Ongoing vs. One-Time)</b>	Ongoing
<b>Source of Funds(General Funds, Grants or other outside Funding, New Revenue Source(s), Wastewater, etc.)</b>	General Fund
<b>I Problem/Issue</b>	
<b>a) Does this affect our citizens/customers quality of life?</b>	Yes
<b>If yes, then how:</b>	Police officers are tasked with accurately documenting all contacts with the public to include witnesses, victims, persons of interest, suspects, etc. Body cameras would complement and work in conjunction with the existing in-car camera system by allowing audio-video to be obtained from more locations that just the street.
<b>b) Is this a traditional government function?</b>	Yes
<b>If it is not a traditional function, why should the City of Sedona deal with it?</b>	
<b>c) History/background of project issue:</b>	<p>With the advent of new and improved technology including but not limited to digital cameras, audio recorders, in-car video systems, cellphone audio and video, the community, prosecutors, defense attorneys and the courts have come to expect photos, as well as audio and video recordings to support the officer's investigation and recommendations for charging and convicting suspects for a crime.</p> <p>Body camera systems allow officers to digitally record their interactions with citizens both inside and outside of buildings because the unit is a standalone. It is not dependent on the vehicle recording system to capture video; therefore it will not fail like the current L3 audio mic when it gets too far away from the base i.e. line of sight to the vehicle.</p>

	<b>d) Does the project/issue relate to the strategic/community plans?</b>
	<b>Strategic Plan:</b>
	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.
	<b>Community Plan:</b>
	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.
	<b>If not in either plan, how does this fit into the City of Sedona's priorities?</b>
	<b>e) Are there environmental implications?</b>
	N/A
	<b>If yes, explain:</b>
	<b>f) Cost (include economic/financial analysis) and recommendation as to funding sources (include partnerships):</b>
	Twenty-eight (28) body cameras with charging/docking stations; all power and network cables; server switch; 8Tb of additional server memory; first year maintenance included; onsite installation and training: \$23,472
<b>II Risk Analysis</b>	
	<b>a) What happens if this is not done?</b>
	Officers will continue to document interactions with the public using digital cameras, handheld audio recorders and in-car camera systems.  The in-car camera/audio system only records in close proximity to the vehicle for interactions that occur outdoors or near a police vehicle that has the L-3 system installed i.e. a traffic stop on a roadway, at an accident scene, a disturbance in a parking lot, etc. The audio mic does not have the bandwidth to transmit from inside of a building when the in-car recorder is in operation. Currently no video capability exists away from the vehicle, such as inside of a building or beyond the line of sight of the vehicle itself.
	<b>What would happen if this is done?</b>
	Officers would have the ability to record at any time or place when interacting with the public. After returning to the station, the video would be downloaded to the L3 server and attached to the L3 case file which already is being done with the in-car videos and the booking room videos. Evidentiary copies of the video would then be provided to the City and/or County prosecutors.  Body camera video has proven at many police agencies across the United

	<p>States to increase conviction rates by capturing crimes as they occur; i.e. foot pursuits of fleeing suspects, physical fights in progress, suspect damaging an item, victim injuries, etc. Prosecutors and jurors favor the incontestable evidence a recording often provides in court.</p> <p>Another benefit of body cameras has been the reported drops in complaints against officers and use of force incidents. Officers know they are being recorded and tend to act professionally on a more consistent basis.</p>
b)	<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.</b></p>
	<p>Assumptions – Sedona receives over 3 million visitors each year including a large transient population due to the proximity to several state highways. The Sedona Police Department and law enforcement agencies across the United States are tasked with thoroughly documenting interactions with the public that may result in a criminal conviction.</p> <p>Dependencies – Our goal is to increase Officer and Citizen safety by accurately and thoroughly documenting case investigations and public contacts in the hopes of increasing successful prosecution rates.</p>
c)	<p><b>Show examples of best practices from other cities, if applicable:</b></p>
	<p>In a report from Department of Justice, COPS division, as of July 2013 sixty-three (63) police agencies across the United States utilize body worn video devices. Many police-accountability activists urge that all officers be required to wear body cams at all times while on duty. Various forms of legislation about the use of body cams are being introduced around the United States as well as in Arizona.</p> <p>Arizona agencies that utilize body camera systems include Maricopa County Sheriff’s Office, Mesa Police Department, the Flagstaff Police Department and others. A recent high profile case involving body camera video was the shooting and subsequent death of Flagstaff Police Officer Tyler Stewart. The video captured by the officer’s body camera during the altercation provided valuable information for the investigating officers as to what happened and who shot Officer Stewart.</p> <p>According to the PERF (Police Executive Research Forum) report published in 2014, those agencies who have deployed body camera systems:</p> <ul style="list-style-type: none"> <li>• “...helped assure the public that an agency is serious about transparency and officer accountability...”</li> <li>• “The public has an expectation that that they will be filmed and are themselves filming us”.</li> <li>• “Often people do not even notice the presence of the cameras.”</li> <li>• “After testing out body-worn cameras, the overwhelming response from</li> </ul>



	officers was that the cameras increased their professionalism because they knew that everything they said and did was being recorded.”
<b>III Resources Required</b>	
a)	<b>What departments will be involved in the planning and operation of this project/issue?</b>
	Police Department, Information Technology (IT)
	<b>Do these departments concur with this priority?</b>
	Yes
b)	<b>What are the in-house staff requirements?</b>
	Police staff to coordinate update of software on the existing L3 video server and install hardware used to charge body camera batteries and offload video to the L3 server. IT staff to provide remote and onsite access to the server.
c)	<b>Are outside consultants needed? Please explain:</b>
	L3 technical support staff
d)	<b>Are special equipment resources required? Please explain:</b>
	None
e)	<b>Are there on-going operation and maintenance costs involved? Please explain:</b>
	Annual maintenance fee for each device
<b>IV Implementation</b>	
a)	<b>What is the time frame for completion of plan and implementation for project/issue?</b>
	Order equipment by August 2015
b)	<b>How will you market/communicate the project/issue to the public?</b>
	Press Release – directed to general public, residents and visitors to promote new functionality and continued officer and community safety initiatives.
c)	<b>What performance measures will you use to evaluate the project/issue?</b>
	Device ease of use to charge and offload body camera video; improve criminal investigations and subsequent charging due to body camera video of interactions with witnesses, victims and suspects; higher levels of professionalism from the officers; reduction of citizen complaints; reduction of use of force complaints.

<b>IV Proposed Expenditures</b>		
<b>Line Item Description (One-Time)</b>	<b>Account*</b>	<b>FY 2015-2016 Request</b>
28 Body cameras, charging/docking stations, additional server memory, installation & training	10-5224-01-6846	\$23,472
		\$0
		\$0
		\$0
<b><u>One-time Expenditures Total: \$23,472</u></b>		
<b>Line Item Description (On-going)</b>	<b>Account *</b>	<b>FY 2015-2016 Request</b>
Annual maintenance fee – 1 <sup>st</sup> year included \$75 per device for subsequent years	10-5224-01-6436	\$2,100
		\$0
		\$0
		\$0
<b><u>On-going Expenditures Total: \$2,100</u></b>		

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

## The L-3 Mobile-Vision Body Worn Camera System

The L-3 HD Body Worn Camera is the newest generation of HD wearable police camera designed specifically for organizations, or individuals that need to video document their actions. The L-3 HD Body Worn Camera easily clips to a police uniform to record the actions of the wearer and those around them. Vital evidence is captured to assist in reporting and for later use in court. The L-3 HD Body Worn Camera works exclusively with your existing industry leading L-3 Digital Evidence Pro digital evidence management system to securely store and manage video files automatically. The L-3 DEP software utilizes a Digital Signature process that marks each video with a digital hash certificate to prove that the video has not been altered.

The L-3 HD Body Worn Camera is the first high-performance, wearable HD video camera that is the ideal device to capture and provide compelling, forensic video evidence. Officers and other law enforcement personnel will love its combination of speed/functionality, ease-of-use, and security.

The L-3 HD Body Worn Camera is a small, lightweight, self-contained video recorder, about the size of a pager that can easily be worn on the uniform. The L-3 HD Body Worn Camera was built to make operation simple.

### Additional key features include:

- HD resolution 1280 x 720
- Recording Speed 30 fps
- Recording Time of 4 hours in HD
- Date and Time Stamp included in meta data
- Mute on/off button
- Trace feature
- Still Camera
- 72° Field of View
- H.264 video compression
- 16GB non removable internal storage
- Multi unit docking station for uploads and charging
- Fully integrated with DES software
- Enhanced security, image quality and low light capability
- Ability to record video while charging

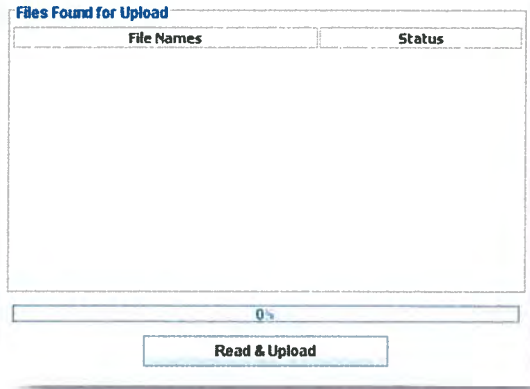


Historically, the uploading and management of video from Officer Worn cameras has been awkward and time consuming as compared to video evidence management for in-car systems. The L-3 Mobile-Visions management of the Body Worn video within our Digital Evidence Pro back office system; eliminates the issue of how to store video evidence from Officer Worn cameras.

This Proposal specifies the work requirements (if any) necessary to successfully implement the L-3 HD Body Worn Camera device with the L-3 Mobile-Vision In Car Video back office application, Servers and Archiving Workstations (DE Pro).

### Simple uploading of Files

Eliminate the cumbersome manual copy to PC process. L-3 Mobile-Vision provides a simple system for uploading of files from the L-3 HD Body Worn Camera to the server from any LAN/WAN connected PC in the Department's network.



Simply log into the Digital Evidence Pro application from any LAN/WAN connected PC, press read, and upload. The application will automatically identify the unit and prompt the user with a pull down menu of Officers.

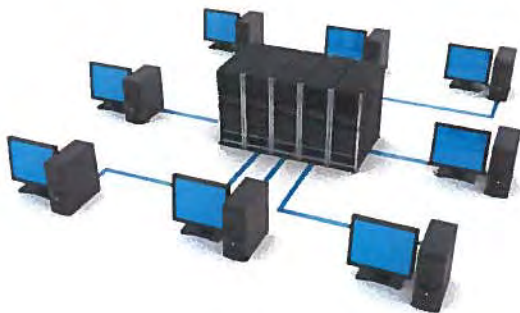
The user merely selects the appropriate Officer and the system takes over from there. The files are automatically transferred and categorized on the server for future use.

The L-3 Mobile-Vision Digital Evidence Pro System **automatically manages, stores, archives and**

**purges the video** in a central server. In this process the evidence is automatically managed throughout its lifecycle to ensure that video is easily accessed yet never compromised or lost.

### Easily Search and Access of Video

Once video evidence is has been uploaded to the Server, it is available via any of the LAN connected PCs on the Agency network. The access is secure with all activity restricted, verified and recorded. Searches are performed through simple "browser based" web interface and case relevant "Key Data".



The user simply logs onto any of the agency's LAN connected PCs and searches for an incident by key data (i.e. officer's name, date, time or other relevant data). An equally simple, embedded play application provides video playback controls that operate like a VCR. Functions include: view play, FF, RW and pause. Again

the solution is browser based and no special client software is required.



Mobile-Vision, Inc.

# QUOTE

90 Fanny Rd, Boonton, NJ 07005  
T. 800-336-8475 F. 973-257-3024

Number 193656249  
Date February 20, 2015

**Sold To**

**Sedona Police Department**  
Michele Stover  
100 Roadrunner Drive  
Sedona, AZ 86336-3710

Phone 928-203-5171  
Fax 928-204-7808

**Ship To**

**Sedona Police Department**  
Michele Stover  
100 Roadrunner Drive  
Sedona, AZ 86336-3710

Phone 928-203-5171  
Fax 928-204-7808

Salesperson	P.O. Number	Ship Via	Terms
Valerie McKenna		None	Net 30

Line	Qty	SKU	Description	Unit Price	Ext.Price	Comments
1	28	BWVKITODCAMSYS	BodyVISION camera system, includes camera, docking station, power supply, spring clip, VLP2 mic cables, USB charging cable, and 1 year warranty.	\$399.00	\$11,172.00	
2	28	MVD-CAT5E-PATCH	Cable, patch, ethernet Ethernet patch cable	\$2.00	\$0.00	
3	7	BWVKITODL3ADP4	BodyVISION 4 station power supply	\$120.00	\$840.00	
4	1	LSCMPSWH24P	Dell 24 port GB switch	\$499.00	\$499.00	
5	1	LSESA12B08T	8TB Dell SAS JBOD w/SAS cable, 3U	\$5,568.00	\$5,568.00	
6	1	LSCMPSASH810	Dell PCI-e RAID 6 SAS Card, half-height	\$738.00	\$738.00	
7	1	MVD-DEP-BT2	Solution Configuration / Training: System build out and configuration plus 1 day (on-site) training	\$4,450.00	\$4,450.00	
8	1	LSCMP-1GB-NIC2	Broadcom 5720 DUAL PORT 1GB NIC card	\$155.00	\$155.00	

Signing below is in lieu of a formal Purchase Order.  
Your signature will authorize acceptance of both pricing and product:

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

<b>SubTotal</b>	<b>23,422.00</b>
<b>Tax</b>	TBD
<b>S&amp;H</b>	50.00
<b>Total</b>	<b>23,472.00</b>

L-3 Shipping Terms are FOB Boonton, NJ. By signing below you agree to waive your shipping terms and ship this order FOB Boonton, NJ.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

Quotation is valid for 60 days from date issued. These commodities, technology or software were exported from the United States in accordance with the Export Administration regulations. Diversion contrary to US law is prohibited.  
State/local Fees and Taxes are not included.

## Michele Stover - RE: Quote for 28 BodyVision

---

**From:** "Mckenna, Valerie @ PRG - MVI" <valerie.mckenna@l-3com.com>  
**To:** Michele Stover <MStover@sedonaaz.gov>  
**Date:** 2/20/2015 1:38 PM  
**Subject:** RE: Quote for 28 BodyVision

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For the BodyVision Cameras, Maintenance must be ordered at time of purchase.

BodyVision comes with a 1 year warranty.

EMA for 1 additional Year is \$75 per Camera

or

EMA for 2 additional Years is \$150.00

---

**From:** Michele Stover [mailto:MStover@sedonaaz.gov]  
**Sent:** Friday, February 20, 2015 3:34 PM  
**To:** Mckenna, Valerie @ PRG - MVI  
**Subject:** Re: Quote for 28 BodyVision

Hi Valerie,

What is the typical annual Maintenance fee for this equipment?

Michele

### *Michele Stover*

Technical Services Supervisor  
 Sedona Police Department  
 100 Roadrunner Drive  
 Sedona, AZ 86336  
 Office (928) 203-5171  
 Fax (928) 282-0622  
[MStover@SedonaAZ.gov](mailto:MStover@SedonaAZ.gov)

>>> "Mckenna, Valerie @ PRG - MVI" <[valerie.mckenna@l-3com.com](mailto:valerie.mckenna@l-3com.com)> 2/20/2015 12:15 PM >>>

Hi Michelle

Attached is a quote for 28 BodyVision cameras with 8TB JBOD, and On Site Installation.

If you have any questions, please feel free to call me or Travis Marshall our Enterprise Solutions Architect at 800-336-8475 x 419

Sincerely,



Valerie McKenna  
Sr. Account Manager  
P: 1-800-336-8475 ext. 115

"The First Choice of First Responders".

Check out our new [On-Line Support Center](#) where many product questions can be answered quickly.

<http://www.l-3com.com/mv>