

**PROPOSED BUDGET
FISCAL YEAR
2016-2017
SEDONA, ARIZONA**



**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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City of Sedona

City Manager

MEMO

To: Mayor Moriarty & City Council
From: Justin Clifton, City Manager
Subject: **Submittal of City Manager's Proposed Budget**
Date: April 21, 2016

I am pleased to submit to City Council the FY 2016-17 Proposed Budget. The Proposed Budget presents a fiscally sound financial plan that maintains the integrity of the of the City's financial condition while still meeting the high service level demands of the community.

For FY 2016-17, I am submitting a version with recommended decision packages, and a version with additional decision packages that I am seeking additional input before the final decisions are made.

The recommended budget with the undecided decision packages is \$39,112,584. Without the undecided decision packages, the recommended budget is \$38,755,479. The budget is balanced between expenditures, revenues and one-time available fund balances above the policy operating reserve levels.

Capital expenditures represent \$11.2 million or 29% of the total proposed budget. Capital expenditures are financed by using available fund balances – a one-time resource.

The City continues to experience a steady economic recovery, and revenues continue to trend upward. The sales and bed tax revenues have reached and exceeded levels experienced by the City before the recession and economic downturn.

Significant Changes

The significant changes in the FY 2016-17 Proposed Budget are as follows:

- Preliminary implementation of a program budgeting methodology
 - As discussed in the Council Budget Preparation meeting in January, we are starting the first year of an anticipated 3-year implementation of a program budgeting methodology. In the past, the City's budget process utilized the "line item" method of budgeting. This method focuses on how much is spent in each line item (e.g., office supplies, utility costs, equipment repairs, etc.). The program budgeting methodology focuses on the City's goals, the performance measurements in achieving those goals

and the values obtained for the resources utilized.

- In this first year, departments identified each of the significant services and programs that are offered, and the accounting structure has been modified to better account for the revenues and expenditures of those services and programs. This first step will be instrumental in building historical data that can be used in later years for benchmarking performance. As a result, many of the changes from FY16 are a result of a reallocation of resources between program account codes.
- Salary and benefit increases
 - The recommended budget includes a 1.8% cost-of-living adjustment (COLA) and 2.5% merit increases. The COLA is based on the annual Consumer Price Index (CPI) adjustment for the Western Region as of December 2015.
 - In addition, as discussed in the Council Budget Preparation meeting in January, funding has been included for market value adjustments. For each 1% increase in wages, the overall cost to the City is approximately \$90,000. The recommended budget includes \$450,000 as a placeholder and will be distributed based on further review and analysis.
 - Health insurance rates increased approximately 2%.
 - The Arizona State Retirement System (ASRS) rates changed slightly from 11.47% to 11.48%.
 - The Public Safety Personnel Retirement System (PSPRS) rates changed modestly from 25.02% to 25.83%.
 - The City's worker's compensation rates experiences a significant decrease as a result of a drop in our experience modification rating (EMOD). This accounts for approximately \$75,000 in savings.
- Recommended Decision Packages represent approximately \$280,500. Other Decision Packages of approximately \$328,000 have been included but are contingent upon additional input before the final decisions are made. Please see 05 Decision Package Summary sheet for detailed expenditures.
- The budget includes \$285,000 of General Fund FY16 budgeted projects to be carried over to FY17.
- FY17 is an election year, and \$65,100 has been included. Of this amount, \$30,000 represents the election costs associated with the renewal of two franchise agreements. These are 25-year agreements that are due for renewal.
- Based on the commitment to ongoing streets rehabilitation discussed in the Council Budget Preparation meeting in January, the Streets Fund has been limited to rehabilitation and pavement preservation only. This has been increased to \$1.15 million to cover the estimated 4.5 to 5 miles per year necessary to maintain the condition of the City's streets. All other streets-related costs have been moved to the General Fund, including sidewalks, drainage, traffic control, etc. The amount budgeted in the General Fund for FY17 is approximately \$818,000.
- As a result of unexpected increases in bed tax revenues over the past couple of years, the amount designated for destination marketing (55% of bed tax

revenues) has exceeded the amounts budgeted by approximately \$300,000. In case, bed taxes again exceed our estimates, a contingency placeholder has been included in both revenues and expenditures of \$500,000 (\$275,000 for 55% destination marketing amount and \$225,000 for 45% city share).

- Since a decision has not yet been made regarding the trash and recycling program, \$100,000 has been added to the contingency as a placeholder just in case start-up costs are needed.
- The paid parking program has been added with an estimated \$100,000 in revenues and \$90,000 in expenditures.
- An additional \$45,000 has been added for the transit program as an estimate of grant matching requirements for the addition of paratransit services as part of the Verde Lynx transit service. This is a mandate from the FTA and ADOT as a result of the Lynx being reclassified from a commuter route to a fixed route. Staff was very recently made aware of this new mandate and will be scheduling a discussion of the pending changes on a future council agenda.

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: Ronald Budnick, Lou Harper, Charlotte Hosseini, Janice Hudson, John Martinez, Ronald Martinez, Robert O'Donnell and Holly Ploogh. This was the third 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. They also gave input on the various policy recommendations incorporated into the Proposed FY 16-17 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.

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 2016-17 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.

**City of Sedona
 FY16-17 Proposed Budget - Fund Summary
 All Funds**

With Undecided Decision Packages	Beginning Fund Balances	Revenues	Expenditures	Net Other Financing Sources (Uses)	Ending Fund Balances
General Fund	\$9,080,469.00	\$24,408,706.00	\$18,836,236.20	(\$4,232,668.00)	\$10,420,270.80
Streets Fund	\$378,137.79	\$799,000.00	\$1,150,000.00	\$351,000.00	\$378,137.79
Grants & Donations Funds	\$164,184.00	\$420,500.00	\$420,500.00	\$0.00	\$164,184.00
Development Impact Fees Funds	\$2,727,228.00	\$201,000.00	\$2,577,120.00	\$0.00	\$351,108.00
Capital Improvement Fund	\$6,053,968.00	\$965,976.00	\$3,540,326.00	(\$35,000.00)	\$3,444,618.00
Art in Public Places Fund	\$63,048.00	\$0.00	\$0.00	\$35,000.00	\$98,048.00
Wastewater Fund	\$14,792,116.76	\$6,403,864.00	\$12,588,401.80	\$3,881,668.00	\$12,489,246.96
Total All Funds	\$33,259,151.55	\$33,199,046.00	\$39,112,584.00	\$0.00	\$27,345,613.55

City of Sedona
FY16-17 Proposed Budget - Fund Summary
All Funds

Without Undecided Decision Packages	Beginning Fund Balances	Revenues	Expenditures	Net Other Financing Sources (Uses)	Ending Fund Balances
General Fund	\$9,080,469.00	\$24,408,706.00	\$18,508,241.20	(\$4,232,668.00)	\$10,748,265.80
Streets Fund	\$378,137.79	\$799,000.00	\$1,150,000.00	\$351,000.00	\$378,137.79
Grants & Donations Funds	\$164,184.00	\$420,500.00	\$420,500.00	\$0.00	\$164,184.00
Development Impact Fees Funds	\$2,727,228.00	\$201,000.00	\$2,577,120.00	\$0.00	\$351,108.00
Capital Improvement Fund	\$6,053,968.00	\$965,976.00	\$3,540,326.00	(\$35,000.00)	\$3,444,618.00
Art in Public Places Fund	\$63,048.00	\$0.00	\$0.00	\$35,000.00	\$98,048.00
Wastewater Fund	\$14,792,116.76	\$6,403,864.00	\$12,559,291.80	\$3,881,668.00	\$12,518,356.96
Total All Funds	\$33,259,151.55	\$33,199,046.00	\$38,755,479.00	\$0.00	\$27,702,718.55

City of Sedona
FY 2016-17 Proposed Budget
Summary of Decision Package Requests

Personnel Requests

Department	Description	One-Time Costs	Ongoing Costs	Total Request	CBC Recommendation	Comments
General Fund						
Recommended						
Community Development	New position - Chief Building Official	\$ 5,000	\$ 102,080	\$ 107,080	Yes	
Community Development	New file storage system	22,064	(1,000)	21,064	No concerns	
Public Works/Engineering	Jordan Museum electrical upgrade	25,000	-	25,000	No concerns	
Public Works/Engineering	New position - City Maintenance Worker II (80%)	-	44,615	44,615	Yes	
Parks & Recreation	New position - City Maintenance Worker II (20%)	-	10,920	10,920	Yes	
Parks & Recreation	Special events enhancement (partial recommendation)	-	15,000	15,000	Additional research needed	
Police	Position Reclassifications - Two Community Service Officers	-	3,655	3,655	Yes	
Information Technology	Microsoft Office 365 Subscription	15,000	25,000	40,000	No concerns	
Financial Services	Position Reclassification - Budget Analyst	-	13,210	13,210	Yes	
General Fund Subtotal - CM Recommended		\$ 67,064	\$ 213,480	\$ 280,544		
Further Discussion Needed						
Municipal Court	New position - Court Clerk	\$ -	\$ 55,410	\$ 55,410	Additional research needed	Investigate other options - temp?
Police	New position - Police Sergeant	-	115,135	115,135	Yes	Investigate other options
Police	Patrol assigned vehicle program	120,000	-	120,000	Additional research needed	Investigate other options - include other costs (insurance, etc.), need to net with purchases in based budget?
Information Technology	New position - IT Support/Help Desk Technician (10% WW) (partial recommendation)	5,000	32,450	37,450	If adequate funding available	Investigate further - See below for Wastewater Fund portion
General Fund Subtotal - Further Discussion Needed		\$ 125,000	\$ 202,995	\$ 327,995		
Not Recommended						
Public Works/Engineering	Increase admin position from PT to FT	\$ -	\$ 22,263	\$ 22,263	No	
Wastewater	Contractor's Road WW office (Eng. share)	1,250	-	1,250	No concerns	See below for Wastewater Fund portion
Parks & Recreation	Special events (recommending only \$15,000)	-	35,000	35,000	Additional research needed	
Police	New position - PT Communications Specialist	-	11,736	11,736	No	
Police	Community Service Aide Vehicle	25,000	1,500	26,500	No	
Information Technology	New position - IT Support/Help Desk Technician (10% WW) (recommending only \$37,450)	-	34,767	34,767	If adequate funding available	
General Fund Subtotal - Not Recommended		\$ 26,250	\$ 105,266	\$ 131,516		
General Fund Total		\$ 218,314	\$ 521,741	\$ 740,055		

City of Sedona
 FY 2016-17 Proposed Budget
 Summary of Decision Package Requests

Department	Description	One-Time Costs	Ongoing Costs	Total Request	CBC Recommendation	Comments
Wastewater Fund						
Recommended						
Wastewater	Water Truck	\$ 35,000	\$ (5,500)	\$ 29,500	No concerns	
Wastewater	Replacement for 2009 Ford Explorer	35,000	-	35,000	No concerns	
Wastewater	Replacement for 2007 Dodge Ram 2500	35,000	-	35,000	No concerns	
Wastewater Fund Subtotal - CM Recommended		\$ 105,000	\$ (5,500)	\$ 99,500		
Further Discussion Needed						
Wastewater	Wastewater Plant Educational Graphics Project	\$ 25,000	\$ 500	\$ 25,500	Leave up to Council	
Information Technology	New position - IT Support/Help Desk Technician (WW portion) (partial recommendation)	-	3,610	3,610	If adequate funding available	See above for General Fund portion
Wastewater Fund Subtotal - Further Discussion Needed		\$ 25,000	\$ 4,110	\$ 29,110		
Not Recommended						
Wastewater	Contractor's Road WW office	\$ 34,000	\$ -	\$ 34,000	No concerns	See above for General Fund portion
Wastewater	Increase admin position from PT to FT	-	24,883	24,883	No	
Information Technology	New position - IT Support/Help Desk Technician (WW portion) (partial recommendation)	-	3,859	3,859	If adequate funding available	
Wastewater Fund Subtotal - Not Recommended		\$ 34,000	\$ 28,742	\$ 62,742		
Wastewater Fund Total		\$ 164,000	\$ 27,352	\$ 191,352		
CM Recommended Totals		\$ 172,064	\$ 207,980	\$ 380,044		
Further Discussion Totals		\$ 230,000	\$ 197,495	\$ 427,495		
Not Recommended Totals		\$ 60,250	\$ 134,008	\$ 194,258		
Grand Total		\$ 462,314	\$ 539,483	\$ 1,001,797		



City Manager's Office Memo

Date: April 21, 2016

To: Mayor Sandy Moriarty and City Council

Thru: Justin Clifton, City Manager

From: Karen Daines, Assistant City Manager
Cherie Wright, Financial Services Director

RE: Wastewater Fund Analysis – Reduction in Sales Tax Subsidy

On January 7, 2016 the City Council held a budget planning session in preparation for the fiscal year 2017 budget process. During that session, staff recommended that the City reduce its sales tax subsidy to the Wastewater Fund in fiscal year 2017 to achieve the ultimate goal of making the Wastewater Fund financially self-supporting.

The American Water Works Association (AWWA) recommends that utility services are “best provided by autonomous and financially independent utilities. Autonomous service means that the utility does not rely in any substantial way on outside agencies or entities for their financial support.” In other words, a sewer utility fund is a business that provides a service to its ratepayers and, just like a business, the customers should pay for the commodity or service they receive. Rates need to be based on the costs to operate the utility without an outside subsidy. Currently, the General Fund is subsidizing the Wastewater Fund by allocating 30% of the City’s sales tax revenue and retaining 70% in the General Fund. ***In other words, 40% of the wastewater operating revenue is coming from the General Fund.*** In addition, since fiscal year 1989, the General Fund has subsidized the Wastewater Fund with ***over \$104.5 million*** of city sales taxes.

In 2013, the City hired an independent rate consultant to review the existing rate structure and to develop a long-range financial plan for the Wastewater Fund. The 2013-2014 Wastewater Rate Study and Financial Plan, adopted by City Council in May 2014, planned for the 30% subsidy to be reduced to 25% in fiscal year 2018. Based on the most recent fiscal year 2017 revenue projections, accelerating the decrease to the subsidy by one year will allow the General Fund to retain an additional \$776,000 in revenue. This revenue is recommended to be used to augment the streets rehabilitation program and fund additional transfers to the Capital Fund to support future infrastructure projects.

According to the study, in 2019, the Wastewater subsidy would be further reduced to 20%, (80% General Fund – 20% WW Fund) as the Wastewater Fund becomes more self-sufficient and closer to a true use-funded enterprise utility. To that end, the study also recommended reducing the sales tax subsidy to zero by fiscal year 2026-27 when the wastewater debt service is retired.

This memo outlines the changes to the wastewater fund revenue and expenditure forecasts since 2013-2014 which have resulted in stronger than anticipated fund balance and the ability to accelerate the reduction to the subsidy to 25% in fiscal year 2017.

Sales Tax Revenues

Sales tax revenue increases over the past 3 years, exceeded budget by over \$4.3 million dollars. Because the Wastewater Fund receives a percentage of those revenues, its sales tax revenues have exceeded the original projections in the rate study (2013-2014) by \$1.86 million in that same three year period, **resulting in an unanticipated \$1.86 million additional into the Wastewater Fund.**

	Projections in 2013-2014 (Included in 2013 Rate Model) (in millions)	Actuals and FY16 Projection (in millions)	Difference (in millions)
FY14 (35%)	\$4.01	\$4.47	.46
FY15 (30%)	\$3.51	\$4.05	.54
FY16 (30%)	\$3.57	\$4.43	.86
	\$11.09	\$12.95	\$1.86

In FY17, a 25% sales tax transfer is estimated to be \$3.88 million to the wastewater fund. The projection made in 2013-14 when the plan was adopted, was that in FY17, at 30%, the sales tax transfer would be \$3.6 million. Due to the strong growth in sales taxes, a 25% subsidy now, in terms of dollars, is actually more than what was previously projected at 30%.

Wastewater Charges for Service Revenues

The 2013-2014 wastewater rate study and financial plan also set new wastewater rates and forecasted the total revenue associated with those fees over the course of the rate study period. Due to greater than anticipated commercial growth resulting in the collection of greater than anticipated capacity fee revenue, the following chart depicts the unanticipated gains in wastewater revenue, **resulting in an additional \$620,000 into the Wastewater Fund.** Please note that capacity fees, which were the majority of the excess revenues are “one-time” in nature, and cannot be counted on year over year.

	Projections in 2013-2014 (Included in 2013 Rate Model) (in millions)	Actuals and FY16 Projection (in millions)	Difference (in millions)
FY14	\$5.75	\$6.02	.27
FY15	\$6.02	\$6.17	.15
FY16	\$6.29	\$6.49	.20
	\$18.06	\$18.68	\$.62

Annual Debt Service Expenses

The single largest cost associated with the wastewater utility is the annual debt service expense. There is a significant drop in anticipated debt service expenses due to savings realized through the refundings of the 2004 series and 2005 series bonds (lower overall interest rates) since the rate study. When the original forecast and rate study was done, we projected \$25.62 million in debt service payments between FY16 and FY20.

After the refundings, those payments will be \$24.05 million for a ***total savings of \$1.57 million dollars over the five years.***

	Before Refundings (Included in 2013 Rate Model) (in millions)	After Refundings (in millions)	Difference (in millions)
FY16	\$5.82	\$5.40	.42
FY17	\$5.79	\$5.14	.65
FY18	\$4.66	\$4.40	.26
FY19	\$4.66	\$4.43	.26
FY20	\$4.69	\$4.68	0
	\$25.62	\$24.05	\$1.57

Fund Balance and Capital Expenditures

This fund's current fund balance (FY16) is projected to be over \$14 million. For FY16, the operating and debt service reserves are projected to be \$5.9 million, leaving more than \$8.9 million in available fund balance designated for capital projects.

In 2013-2014 it was projected that \$16 million would be needed between FY14 and FY19 to fund pay-as-you-go capital projects for effluent management and plant upgrades. The projections for spending for fiscal years 2014, 2015, and 2016 were \$10.4 million. The actual expenditures for those three years will be closer to \$7.4 million.

The total expenditures for wastewater capital for the period between FY14 and FY19 are now projected to be \$12 million. ***This is \$4 million less than what was anticipated in 2013-2014.***

While the same number of projects and amount of expenditures will be required over the long range forecast, the rate of spending has been done at a slower pace than was projected in 2013-2014 and \$3 million less will be needed through FY19.

Given the additional sales tax contributions to the Wastewater Fund of \$1.86 million, the additional user fees of \$620,000, and the reduced debt service payments of \$1.57 million, ***the overall additional funding available in the Wastewater Fund over the three-five year analysis is \$4.05 million.*** This has resulted in a fund balance and future revenue and expenditure projections that support the accelerated sales tax subsidy reduction.

As an alternative to reducing the sales tax subsidy a year early, the next section discusses the option to instead suspend the 4% rate increase to the monthly sewer fees. Please note the retention of the extra 5% in the General Fund allows the City to fund additional streets rehabilitation projects and allocates funds for future city capital needs. This would not be possible if that revenue continued to be directed to the wastewater fund, however, one of the scenarios below does contemplate both a reduction of the subsidy and a suspension of the 4% rate increase for FY17.

Optional Suspension of Programmed 4% Rate Increase for FY17

The 2013-2014 rate study, adopted by Council, included an annual 4% increase to all the City's sewer rates through FY20 with a 3% increase in FY21 through FY23.

As a result of not only the increase in sales tax collections, but the increase in wastewater revenues and savings from the refunding of the wastewater bonds, the City has developed three scenarios for Council to consider for fiscal year 2017.

Scenario 1 – Reduce the sales tax subsidy to the Wastewater Fund from 30% to 25% and maintain 4% rate increase in FY17.

In order to continue to work towards the goal of making the Wastewater Fund self-sufficient, this scenario reduces the subsidy down from 30% to 25% while maintaining the recommended rate increase of 4% in FY17. This will cover the operating expenditures, debt service, reserve requirements, fund CIP projects and maintain a sustainable fund balance. (See Attachment A)

As was mentioned previously, the 25% sales tax transfer will result in \$3.88 million to the wastewater fund, which is approximately \$280,000 more than was projected in 2013-14 when the plan contemplated a 30% the sales tax transfer. Even though the sales taxes infused into the wastewater fund over the course of the last several years have been significantly higher than projections, and have contributed to the current health of the fund, those additional sales tax transfers are not ongoing sources of revenue. It is the ongoing revenues that must be able to support the fund in the long-term assuming it is the City's goal for the wastewater fund to become a true enterprise.

In order to keep the remaining future sales tax subsidy reductions on track, i.e. to 20% in FY19-20, to 15% in FY22-23 and to 0% by FY26-27, and meet the projected *ongoing revenue goals* set in 2013-14, the wastewater monthly fees would need to be increased in accordance with the adopted schedule. The 3-4% programmed annual rate increases were established as a way to achieve the necessary revenues through lower increases over a period of several years, which is more easily managed by the customers than unanticipated higher increases over an irregular time period.

If we were to implement the 4% rate increase, the impact to customers for FY17 is as follows:

	FY16 Monthly Rate	4% Increase	FY17 Monthly Rate	Annualized Increase
Per residential unit (ERU)	\$56.50	\$2.26	\$58.76	\$27.12
Low flow rate	\$43.94	\$1.76	\$45.70	\$21.12
Low-income residential rate	\$29.74	\$1.19	\$30.93	\$14.28

With that said, the amount of ongoing wastewater revenue needed to sustain the wastewater fund is dependent on future capital needs. We know the current debt service ends in fiscal year 2027, and we can reasonably forecast operating expenses over the next ten years, but we can less reliably predict how much will be needed annually for capital projects or whether or not future debt will be issued to support capital needs. Should capital needs be less than what was forecasted when the rate study was completed in 2013-14, then the revenue needed to support the fund on an ongoing basis *may* be less. If that is the case, currently scheduled rate increases could be lowered or forgone. However, this is something that is unknown at this point.

The City has recently contracted for a wastewater master plan to be completed and the future needs for plant improvements, any new EPA regulations or other potential significant capital, should be determined within the next year. For that reason, we may want to hold off on any decisions to change the rate increases recommended in the 2013-2014 wastewater rate study and financial plan until we have a more up-to-date capital plan and have a better handle on ongoing revenue needs.

In terms of the actual values, in 2013-14 total sewer revenues (monthly fees and capacity fees) were forecasted to bring in \$6.5 million in FY17. This included the 4% monthly rate increase. The current forecast of monthly revenues for FY17, including the 4% increase, is \$6.4 million. Should capacity fees collected be higher than projections, then total wastewater revenues may meet or exceed projections. Otherwise, we are on pace to meet ongoing revenue goals, but not to exceed them, even with the 4% rate increase.

Scenario 2 – Reduce the sales tax subsidy to the Wastewater Fund from 30% to 25%, but no rate increase in FY17.

Scenario 2 continues to slightly work towards the goal of reducing the subsidy but by eliminating the rate increase, it does not contribute to the ultimate goal of self-sufficiency. As with Scenario 1, it will cover the operating expenditures, debt service, reserve requirements, fund CIP projects and maintain a sustainable fund balance. (See Attachment B) The higher than anticipated sales tax collections could reasonably “make up” for the suspended rate increase in FY17 and pay for some “one-time” capital outlay, but the cumulative effect of not applying the 4% increase, by 2027 (over ten years) is a loss of \$300,000 in annual ongoing revenue.

This \$300,000 in annual revenue may or may not be needed at that time. While the ongoing revenues forecasted to be achieved in 2027, even without the 4% rate increase this year, would easily cover projected operational expenses, the amount of additional ongoing revenue needed is also dependent on how many capital projects will be required over the course of the next ten years and beyond. The wastewater master plan, currently in process, will provide those answers but unfortunately those needs are unknown today.

If it turns out that the ongoing revenue needs are lower than what was contemplated, which we should know next year as the master plan is completed, the 3-4% rate increases scheduled in future years could be lowered or eliminated at that time.

Scenario 3 – Maintain the sales tax subsidy to the Wastewater Fund at 30%, but no rate increase in FY17.

Scenario 3 does not work towards the goal of reducing the subsidy from the General Fund or the Wastewater Fund being self-sufficient. As with the other two scenarios, it does cover the operating expenditures, debt service, reserve requirements, fund CIP projects and maintain a sustainable fund balance in FY17 (See Attachment C) but as in the prior scenario the long-term impact given the cumulative effect of decreasing ongoing revenues is unknown. If we do need the ongoing revenues originally forecasted then this does not meet revenue needs (\$300,000 annual shortfall by 2027). This may work to achieve long term revenue goals, but only if operating and capital needs are lower than what was projected in the 2014 wastewater rate study.

Subsidy at 25% with 4% Rate Increase
PROJECTED UTILITY CASH FLOW

ATTACHMENT A

Description	Estimated FY15-16	Projected FY16-17	Projected FY17-18	Projected FY18-19	Projected FY19-20	Projected FY20-21	Projected FY21-22	Projected FY22-23	Projected FY23-24	Projected FY24-25	Projected FY25-26	Projected FY26-27
Rate Increase	4%	4%	4%	4%	4%	3%	3%	3%	0%	0%	0%	0%
Taxes Transferred to WW Fund Rate (\$/ERU-year)	30%	25%	25%	25%	20%	20%	20%	15%	15%	15%	15%	0%
Operating Revenues												
Monthly Fees	\$5,641,100	\$5,866,744	\$6,130,747	\$6,406,631	\$6,694,930	\$6,929,252	\$7,171,776	\$7,422,788	\$7,459,902	\$7,497,201	\$7,534,687	\$7,572,361
City Sales Tax	\$4,435,900	\$3,881,668	\$3,859,261	\$3,936,446	\$3,212,140	\$3,276,383	\$3,341,910	\$2,556,561	\$2,607,693	\$2,659,846	\$2,713,043	\$0
Total Operating Revenues	\$10,077,000	\$9,748,412	\$9,990,008	\$10,343,077	\$9,907,069	\$10,205,635	\$10,513,686	\$9,979,349	\$10,067,595	\$10,157,048	\$10,247,731	\$7,572,361
Operating Expenses	\$3,573,106	\$3,903,569	\$4,020,676	\$4,141,296	\$4,265,535	\$4,393,501	\$4,525,306	\$4,661,066	\$4,800,897	\$4,944,924	\$5,093,272	\$5,246,070
Total Operating Expenses	\$3,573,106	\$3,903,569	\$4,020,676	\$4,141,296	\$4,265,535	\$4,393,501	\$4,525,306	\$4,661,066	\$4,800,897	\$4,944,924	\$5,093,272	\$5,246,070
Net Operating Revenue	\$6,503,894	\$5,844,843	\$5,969,332	\$6,201,781	\$5,641,534	\$5,812,133	\$5,988,380	\$5,318,284	\$5,266,697	\$5,212,123	\$5,154,459	\$2,326,291
Non Operating Revenues												
Interest	\$155,775	\$155,100	\$155,500	\$155,500	\$155,500	\$155,500	\$155,500	\$155,500	\$155,500	\$155,500	\$155,500	\$155,500
Bad Debt on Monthly Fees												
Other Non-op Revenues	\$222,220	\$107,020	\$108,090	\$109,171	\$110,263	\$111,365	\$112,479	\$113,604	\$114,740	\$115,887	\$117,046	\$118,217
Capacity Fees (b)	\$475,000	\$275,000	\$275,000	\$275,000	\$275,000	\$275,000	\$275,000	\$275,000	\$275,000	\$275,000	\$275,000	\$275,000
Total Non Op Revenues	\$852,995	\$537,120	\$538,590	\$539,671	\$540,763	\$541,865	\$542,979	\$544,104	\$545,240	\$546,387	\$547,546	\$548,717
Adjusted Net Income	\$7,356,889	\$6,381,963	\$6,507,922	\$6,741,452	\$6,182,297	\$6,353,999	\$6,531,359	\$5,862,388	\$5,811,937	\$5,758,511	\$5,702,005	\$2,875,007
Total Existing Debt Service	\$5,413,325	\$5,151,325	\$4,414,735	\$4,443,775	\$4,701,775	\$4,701,775	\$4,701,775	\$4,701,775	\$4,701,775	\$4,496,775	\$4,497,050	\$0
Pay-go Project Expenditures	\$4,100,000	\$3,533,508	\$1,345,000	\$3,210,000	\$2,646,500	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
	(\$2,156,436)	(\$2,302,871)	\$748,187	(\$912,323)	(\$1,165,978)	\$652,224	\$829,584	\$160,613	\$110,162	\$261,736	\$204,955	\$1,875,007
Beginning Unrestricted Reserves	\$16,948,553	\$14,792,117	\$12,489,247	\$13,237,434	\$12,325,110	\$11,159,132	\$11,811,356	\$12,640,940	\$12,801,553	\$12,911,715	\$13,173,451	\$13,378,406
Adjustments												
Ending Unrestricted Reserves (c)	\$14,792,117	\$12,489,247	\$13,237,434	\$12,325,110	\$11,159,132	\$11,811,356	\$12,640,940	\$12,801,553	\$12,911,715	\$13,173,451	\$13,378,406	\$15,253,413
Target Reserves (O&M & Capital)	\$5,897,635	\$6,010,132	\$6,028,000	\$6,068,207	\$6,109,620	\$6,152,275	\$6,196,210	\$6,241,464	\$6,288,074	\$6,336,083	\$6,385,532	\$1,748,690
Remaining Available Fund Balance	\$8,894,482	\$6,479,115	\$7,209,433	\$6,256,903	\$5,049,512	\$5,659,081	\$6,444,730	\$6,560,089	\$6,623,641	\$6,837,368	\$6,992,873	\$13,504,723

- a. Monthly fees include .5% growth in consumption each year, sales tax collection increase of 2% each year.
b. The Operating Costs including personnel is increased by 3% each year.
c. Capacity fees are kept flat for this analysis.

Subsidy at 25% with No FY17 Rate Increase
PROJECTED UTILITY CASH FLOW

ATTACHMENT B

Description	Estimated FY15-16	Projected FY16-17	Projected FY17-18	Projected FY18-19	Projected FY19-20	Projected FY20-21	Projected FY21-22	Projected FY22-23	Projected FY23-24	Projected FY24-25	Projected FY25-26	Projected FY26-27
Rate Increase	4%	0%	4%	4%	4%	3%	3%	3%	0%	0%	0%	0%
Taxes Transferred to WW Fund Rate (\$/ERU-year)	30%	25%	25%	25%	20%	20%	20%	15%	15%	15%	15%	0%
Operating Revenues												
Monthly Fees	\$5,641,100	\$5,641,100	\$5,894,950	\$6,160,222	\$6,437,432	\$6,662,742	\$6,895,938	\$7,137,296	\$7,172,983	\$7,208,848	\$7,244,892	\$7,281,116
City Sales Tax	\$4,435,900	\$3,881,668	\$3,859,261	\$3,936,446	\$3,212,140	\$3,276,383	\$3,341,910	\$2,556,561	\$2,607,693	\$2,659,846	\$2,713,043	\$0
Total Operating Revenues	\$10,077,000	\$9,522,768	\$9,754,210	\$10,096,668	\$9,649,572	\$9,939,125	\$10,237,849	\$9,693,858	\$9,780,675	\$9,868,694	\$9,957,935	\$7,281,116
Operating Expenses	\$3,573,106	\$3,903,569	\$4,020,676	\$4,141,296	\$4,265,535	\$4,393,501	\$4,525,306	\$4,661,066	\$4,800,897	\$4,944,924	\$5,093,272	\$5,246,070
Total Operating Expenses	\$3,573,106	\$3,903,569	\$4,020,676	\$4,141,296	\$4,265,535	\$4,393,501	\$4,525,306	\$4,661,066	\$4,800,897	\$4,944,924	\$5,093,272	\$5,246,070
Net Operating Revenue	\$6,503,894	\$5,619,199	\$5,733,534	\$5,955,372	\$5,384,037	\$5,545,624	\$5,712,542	\$5,032,792	\$4,979,778	\$4,923,770	\$4,864,663	\$2,035,046
Non Operating Revenues												
Interest	\$155,775	\$155,100	\$155,500	\$155,500	\$155,500	\$155,500	\$155,500	\$155,500	\$155,500	\$155,500	\$155,500	\$155,500
Bad Debt on Monthly Fees												
Other Non-op Revenues	\$222,220	\$107,020	\$108,090	\$109,171	\$110,263	\$111,365	\$112,479	\$113,604	\$114,740	\$115,887	\$117,046	\$118,217
Capacity Fees (b)	\$475,000	\$275,000	\$275,000	\$275,000	\$275,000	\$275,000	\$275,000	\$275,000	\$275,000	\$275,000	\$275,000	\$275,000
Total Non Op Revenues	\$852,995	\$537,120	\$538,590	\$539,671	\$540,763	\$541,865	\$542,979	\$544,104	\$545,240	\$546,387	\$547,546	\$548,717
Adjusted Net Income	\$7,356,889	\$6,156,319	\$6,272,124	\$6,495,043	\$5,924,800	\$6,087,489	\$6,255,521	\$5,576,896	\$5,525,018	\$5,470,157	\$5,412,209	\$2,583,763
Total Existing Debt Service	\$5,413,325	\$5,151,325	\$4,414,735	\$4,443,775	\$4,701,775	\$4,701,775	\$4,701,775	\$4,701,775	\$4,701,775	\$4,496,775	\$4,497,050	\$0
Pay-go Project Expenditures	\$4,100,000	\$3,533,508	\$1,345,000	\$3,210,000	\$2,646,500	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
	(\$2,156,436)	(\$2,528,515)	\$512,389	(\$1,158,732)	(\$1,423,475)	\$385,714	\$553,746	(\$124,879)	(\$176,757)	(\$26,618)	(\$84,841)	\$1,583,763
Beginning Unrestricted Reserves	\$16,948,553	\$14,792,117	\$12,263,603	\$12,775,992	\$11,617,260	\$10,193,784	\$10,579,498	\$11,133,245	\$11,008,366	\$10,831,608	\$10,804,990	\$10,720,149
Adjustments												
Ending Unrestricted Reserves (c)	\$14,792,117	\$12,263,603	\$12,775,992	\$11,617,260	\$10,193,784	\$10,579,498	\$11,133,245	\$11,008,366	\$10,831,608	\$10,804,990	\$10,720,149	\$12,303,912
Target Reserves (O&M & Capital)	\$5,897,635	\$6,010,132	\$6,028,000	\$6,068,207	\$6,109,620	\$6,152,275	\$6,196,210	\$6,241,464	\$6,288,074	\$6,336,083	\$6,385,532	\$1,748,690
Remaining Available Fund Balance	\$8,894,482	\$6,253,471	\$6,747,991	\$5,549,053	\$4,084,164	\$4,427,223	\$4,937,034	\$4,766,902	\$4,543,534	\$4,468,907	\$4,334,617	\$10,555,222

- a. Monthly fees include .5% growth in consumption each year, sales tax collection increase of 2% each year.
b. The Operating Costs including personnel is increased by 3% each year.
c. Capacity fees are kept flat for this analysis.

Subsidy at 30% with no rate increase in FY17
 PROJECTED UTILITY CASH FLOW

ATTACHMENT C

Description	Estimated FY15-16	Projected FY16-17	Projected FY17-18	Projected FY18-19	Projected FY19-20	Projected FY20-21	Projected FY21-22	Projected FY22-23	Projected FY23-24	Projected FY24-25	Projected FY25-26	Projected FY26-27
Rate Increase	4%	0%	4%	4%	4%	3%	3%	3%	0%	0%	0%	0%
Taxes Transferred to WW Fund	30%	30%	25%	25%	20%	20%	20%	15%	15%	15%	15%	0%
Operating Revenues												
Monthly Fees	\$5,641,100	\$5,641,100	\$5,894,950	\$6,160,222	\$6,437,432	\$6,662,742	\$6,895,938	\$7,137,296	\$7,172,983	\$7,208,848	\$7,244,892	\$7,281,116
City Sales Tax	\$4,435,900	\$4,658,001	\$3,859,261	\$3,936,446	\$3,212,140	\$3,276,383	\$3,341,910	\$2,556,561	\$2,607,693	\$2,659,846	\$2,713,043	\$0
Total Operating Revenues	\$10,077,000	\$10,299,101	\$9,754,210	\$10,096,668	\$9,649,572	\$9,939,125	\$10,237,849	\$9,693,858	\$9,780,675	\$9,868,694	\$9,957,935	\$7,281,116
Operating Expenses	\$3,573,106	\$3,903,569	\$4,020,676	\$4,141,296	\$4,265,535	\$4,393,501	\$4,525,306	\$4,661,066	\$4,800,897	\$4,944,924	\$5,093,272	\$5,246,070
Total Operating Expenses	\$3,573,106	\$3,903,569	\$4,020,676	\$4,141,296	\$4,265,535	\$4,393,501	\$4,525,306	\$4,661,066	\$4,800,897	\$4,944,924	\$5,093,272	\$5,246,070
Net Operating Revenue	\$6,503,894	\$6,395,532	\$5,733,534	\$5,955,372	\$5,384,037	\$5,545,624	\$5,712,542	\$5,032,792	\$4,979,778	\$4,923,770	\$4,864,663	\$2,035,046
Non Operating Revenues												
Interest	\$155,775	\$155,100	\$155,500	\$155,500	\$155,500	\$155,500	\$155,500	\$155,500	\$155,500	\$155,500	\$155,500	\$155,500
Other Non-op Revenues	\$222,220	\$107,020	\$108,090	\$109,171	\$110,263	\$111,365	\$112,479	\$113,604	\$114,740	\$115,887	\$117,046	\$118,217
Capacity Fees (b)	\$475,000	\$275,000	\$275,000	\$275,000	\$275,000	\$275,000	\$275,000	\$275,000	\$275,000	\$275,000	\$275,000	\$275,000
Total Non Op Revenues	\$852,995	\$537,120	\$538,590	\$539,671	\$540,763	\$541,865	\$542,979	\$544,104	\$545,240	\$546,387	\$547,546	\$548,717
Adjusted Net Income	\$7,356,889	\$6,932,652	\$6,272,124	\$6,495,043	\$5,924,800	\$6,087,489	\$6,255,521	\$5,576,896	\$5,525,018	\$5,470,157	\$5,412,209	\$2,583,763
Total Existing Debt Service	\$5,413,325	\$5,151,325	\$4,414,735	\$4,443,775	\$4,701,775	\$4,701,775	\$4,701,775	\$4,701,775	\$4,701,775	\$4,496,775	\$4,497,050	\$0
Pay-go Project Expenditures	\$4,100,000	\$3,533,508	\$1,345,000	\$3,210,000	\$2,646,500	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
	(\$2,156,436)	(\$1,752,181)	\$512,389	(\$1,158,732)	(\$1,423,475)	\$385,714	\$553,746	(\$124,879)	(\$176,757)	(\$26,618)	(\$84,841)	\$1,583,763
Beginning Unrestricted Reserves	\$16,948,553	\$14,792,117	\$13,039,936	\$13,552,325	\$12,393,593	\$10,970,118	\$11,355,832	\$11,909,578	\$11,784,699	\$11,607,942	\$11,581,324	\$11,496,483
Adjustments												
Ending Unrestricted Reserves (c)	\$14,792,117	\$13,039,936	\$13,552,325	\$12,393,593	\$10,970,118	\$11,355,832	\$11,909,578	\$11,784,699	\$11,607,942	\$11,581,324	\$11,496,483	\$13,080,246
Target Reserves (O&M & Capital)	\$5,897,635	\$6,010,132	\$6,028,000	\$6,068,207	\$6,109,620	\$6,152,275	\$6,196,210	\$6,241,464	\$6,288,074	\$6,336,083	\$6,385,532	\$1,748,690
Remaining Available Fund Balance	\$8,894,482	\$7,029,804	\$7,524,325	\$6,325,386	\$4,860,498	\$5,203,556	\$5,713,368	\$5,543,236	\$5,319,868	\$5,245,241	\$5,110,951	\$11,331,555

- a. Monthly fees include .5% growth in consumption each year, sales tax collection increase at 2% a year.
- b. The Operating Costs including personnel is increased by 3% each year.
- c. Capacity fees are kept flat for this analysis.



City of Sedona Capital Improvement Program Fiscal Years – 2017-2022

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, 2016 – June 30, 2017 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 2017 – 2022 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 2017 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 2017-2022 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

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;

Wastewater 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 FY2017 through FY2022 planning process included: Karen Daines, Assistant City Manager; Cherie Wright, Director of Finance; Ray Cota, Chief of Police; Charles Mosley, Director of Wastewater; Audree Juhlin, Director of Community Development; Andy Dickey, City Engineer; Stephen Craver, Engineering Supervisor; Roxanne Holland, Associate Engineer; David Peck, Associate Engineer; 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 for input on relative project priorities and conformance with the Community Plan. 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:

- March 17, 2016 – - Planning and Zoning Commission
 - April 27 & 28, 2016 – – 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 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, and are not part of 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 25% (TBD) 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. The proposed budget includes a further reduction to 25% for FY2017.



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

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

Debt Financing: Current revenues or resources will not always be available for capital improvement projects. When a critical project must be completed various forms of financing may be appropriate. In the cases where debt is used as a financing strategy, consideration will be given first to those capital assets with the longest useful life and/or to those capital assets whose nature makes them comparatively more favorable to finance. Using cash for projects with shorter lives and financing for projects with longer lives facilitates “intergenerational equity,” wherein projects with long useful lives are paid over several generations using the project through debt service payments.

**CITY OF SEDONA
CAPITAL IMPROVEMENT PLAN
FY 2017 - FY 2022
PROJECT LIST BY MAJOR PROGRAM**

PROJECT NAME	Page #	Project #	FY2017	FY2018	FY2019	2017-2019 SUBTOTAL	FY2020	FY2021	FY2022	TOTAL
ART IN PUBLIC PLACES										
Rehabilitation of Schnebly Home Memorial Site Located within Uptown Muni Parking Lot - R		1	\$0	\$0	\$0	\$0	\$50,000	\$0	\$0	\$50,000
Art in the Roundabouts - R		2	\$0	\$0	\$75,000	\$75,000	\$0	\$0	\$75,000	\$150,000
Subtotal			\$0	\$0	\$75,000	\$75,000	\$50,000	\$0	\$75,000	\$200,000
COMMUNITY DEVELOPMENT										
Brewer Road Property - Future Development - R		3	\$302,000	\$101,000	\$151,500	\$554,500	\$0	\$0	\$0	\$554,500
Study possible land uses for the City-owned property at the WW Treatment Plant - R		4	\$0	\$100,000	\$0	\$100,000	\$0	\$0	\$0	\$100,000
Subtotal			\$302,000	\$201,000	\$151,500	\$654,500	\$0	\$0	\$0	\$654,500
PARKS AND RECREATION										
Barbara Antonsen Park (Carryover) - R		5	\$1,214,749	\$0	\$0	\$1,214,749	\$0	\$0	\$0	\$1,214,749
Park Land Acquisition - R		6	\$1,500,000	\$0	\$0	\$1,500,000	\$0	\$0	\$0	\$1,500,000
Chapel Area Neighborhood Park - U		7	\$0	\$0	\$0	\$0	\$0	\$90,000	\$909,000	\$999,000
Shade Structures and Playgrounds - U		8	\$0	\$0	\$0	\$0	\$487,658	\$0	\$0	\$487,658
Concession Stand - R		9	\$0	\$30,000	\$222,200	\$252,200	\$0	\$0	\$0	\$252,200
Fitness Trail - R		10	\$76,236	\$0	\$0	\$76,236		\$0	\$0	\$76,236
Dog Park Upgrade - R		11	\$203,010	\$0	\$0	\$203,010	\$0	\$0	\$0	\$203,010
Bike Skills Park - R		12	\$120,600	\$0	\$0	\$120,600	\$145,000	\$136,000	\$0	\$401,600
Subtotal			\$3,114,595	\$30,000	\$222,200	\$3,366,795	\$632,658	\$226,000	\$909,000	\$5,134,453
POLICE										
Uptown Parking Meters on Main Street		13	\$275,000	\$0	\$0	\$275,000	\$0	\$0	\$0	\$275,000
Shooting Range Improvements - PR		14	\$272,500	\$0	\$0	\$272,500	\$0	\$0	\$0	\$272,500
Police Facility Renovations		15	\$151,500	\$151,500	\$0	\$303,000	\$9,090,000	\$0	\$0	\$9,393,000
Radio Communications Enhancement		16	\$40,000	\$700,000	\$0	\$740,000	\$0	\$0	\$0	\$740,000

**CITY OF SEDONA
CAPITAL IMPROVEMENT PLAN
FY 2017 - FY 2022
PROJECT LIST BY MAJOR PROGRAM**

PROJECT NAME	Page #	Project #	FY2017	FY2018	FY2019	2017-2019 SUBTOTAL	FY2020	FY2021	FY2022	TOTAL
Coffee Pot Drainage Basin - Coffee Pot Road Crossing - PR		32	\$444,250	\$0	\$0	\$444,250	\$0	\$0	\$0	\$444,250
Coffee Pot Drainage Basin - Grasshopper Area - PR		33	\$30,000	\$1,307,700	\$0	\$1,337,700	\$0	\$0	\$0	\$1,337,700
Coffee Pot Drainage Basin - Little Elf Area - PR		34	\$0	\$0	\$1,666,200	\$1,666,200	\$0	\$0	\$0	\$1,666,200
Back O' Beyond Road Low Water Crossing Improvements - PR		35	\$0	\$0	\$0	\$0	\$145,000	\$656,500	\$0	\$801,500
Dry Creek Drainage Basin- SR89A Crossing - U		36	\$0	\$0	\$0	\$0	\$0	\$104,500	\$450,000	\$554,500
View Drive Drainage Improvements - U		37	\$0	\$0	\$0	\$0	\$0	\$0	\$1,814,500	\$1,814,500
Saddle Rock Area Drainage Improvements - U		38	\$0	\$0	\$0	\$0	\$0	\$0	\$1,613,000	\$1,613,000
Brewer Road/Tlaquepaque Drainage Improvements - R		39	\$1,010,000	\$1,010,000	\$0	\$2,020,000	\$0	\$0	\$0	\$2,020,000
Brewer Road Crossing Improvements - R		40	\$150,000	\$707,000	\$0	\$857,000	\$0	\$0	\$0	\$857,000
Juniper Hills Area Drainage - R		41	\$0	\$100,000	\$606,000	\$706,000	\$0	\$0	\$0	\$706,000
Mystic Hills Lift Station Access Improvement - R		42	\$0	\$0	\$0	\$0	\$121,000	\$0	\$0	\$121,000
Storm Drainage Easement Acquisition - R		43	\$50,000	\$0	\$0	\$50,000	\$0	\$0	\$0	\$50,000
Storm Drainage Master Plan Update - PR		44	\$0	\$350,000	\$0	\$350,000	\$0	\$400,000	\$400,000	\$1,150,000
MS4 Storm Water Sampling		45	\$0	\$188,975	\$0	\$188,975	\$0	\$0	\$0	\$188,975
Subtotal			\$1,684,250	\$3,663,675	\$2,272,200	\$7,620,125	\$266,000	\$1,161,000	\$4,277,500	\$13,324,625
Total Projects Non-Wastewater			\$7,654,195	\$5,854,574	\$3,558,720	\$17,067,489	\$12,547,658	\$4,956,500	\$8,791,500	\$43,363,147
WASTEWATER										
WW Master Plan		46	\$150,000	\$20,000	\$220,000	\$390,000	\$220,000		\$320,000	\$930,000
Wastewater Effluent Management		47	\$2,528,508	\$1,275,000	\$2,155,000	\$5,958,508	\$1,356,500	\$0	\$0	\$7,315,008
WWRP Bar Screen and Filter System Upgrades		48	\$350,000	\$50,000	\$650,000	\$1,050,000	\$650,000	\$0	\$0	\$1,700,000

**CITY OF SEDONA
CAPITAL IMPROVEMENT PLAN
FY 2017 - FY 2022
PROJECT LIST BY MAJOR PROGRAM**

PROJECT NAME	Page #	Project #	FY2017	FY2018	FY2019	2017-2019 SUBTOTAL	FY2020	FY2021	FY2022	TOTAL
WWRP Odor Control		49	\$25,000	\$0	\$185,000	\$210,000	\$0	\$0	\$0	\$210,000
WWRP Headworks Replacement		50	\$480,000	\$0	\$0	\$480,000	\$0	\$0	\$0	\$480,000
WWRP Paving		51	\$0	\$0	\$0	\$0	\$420,000	\$0	\$0	\$420,000
		Subtotal	\$3,533,508	\$1,345,000	\$3,210,000	\$8,088,508	\$2,646,500	\$0	\$320,000	\$11,055,008
TOTAL ALL PROJECTS			\$11,187,703	\$7,199,574	\$6,768,720	\$25,155,997	\$15,194,158	\$4,956,500	\$9,111,500	\$54,418,155

R= Restricted Funding

PR - Partially Restricted Funding

U - Unfunded

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CITY OF SEDONA CAPITAL IMPROVEMENT PLAN FY2017 TO FY2022

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

Project Title: Parking Lot

Location: Uptown Parking Lot

Project #: 1

Project Description

Project funding is included in the same year as the proposed addition of a public restroom at the Uptown Municipal Parking Lot. This would contribute to the design and refurbishment of the remnants of the former Schnebly home foundatio at that location. 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. It is anticipated that this would be a partnership with the Historical Society or other group concerned about the historic preservation of this memorial.

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. It would seem to make sense to do this at the same time as the construction of a public restroom which is proposed at the same site. Should that project be able to be accelerated, this piece would also be accelerated.

Category	Funding Source	Carryover/ New	Prior Yrs	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Design	Percent for Arts	New	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Construction	Percent for Arts	New	\$0	\$0	\$0	\$0	\$50,000	\$0	\$0	\$50,000
Total Budget			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$50,000

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

CITY OF SEDONA CAPITAL IMPROVEMENT PLAN FY2016 TO FY2021

Project Title: Art in the Roundabouts

Location: SR 179 Corridor

Project #: 2

Project Description

To continue adding public art for beautification of SR179. The Schnebly Roundabout public art piece was the last to be installed, in FY16. A future project is scheduled for 2022, assuming that Percent for Arts funds can be accumulated to cover the cost.

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 SR179 and SR89A are highly visible locations in the City. Both of the existing 89A roundabouts have had art installed and there are three others on SR 179 that could be candidates for installing artwork.



Category	Funding Source	Carryover/ New	Prior Yrs	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Public Art	Percent for Arts	New	\$0	\$0	\$0	\$65,000	\$0	\$0	\$65,000	\$130,000
Construction	Percent for Arts	New	\$0	\$0	\$0	\$10,000	\$0	\$0	\$10,000	\$20,000
Total Budget			\$0	\$0	\$0	\$75,000	\$0	\$0	\$75,000	\$150,000

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

CITY OF SEDONA CAPITAL IMPROVEMENT PLAN FY2016 TO FY2021

Project Title: Master Plan and Development for Brewer Road Property

Location: Brewer Road

Project #: 3

Project Description

Create a Master Plan to guide future development and operations at the new City-owned property, and begin to construct whatever improvements are decided upon. The development of a conceptual plan for the site included a significant public participation component and was presented to the City Council in January 2016. Next steps include demolition of one building, and retaining consultant services to help take the approved concept and refining it to develop a full design plan for the site. Funds are also included for some 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. Funding in 2017 covers design and in 2018 covers some future construction. There will be operational impacts and budgetary implications to the operating budget due to additional demands for event planning, parks maintenance, utilities, commodities, etc. Those have not yet been identified but could be significant

Project Justification

The City purchased the "Old Ranger Station" on Brewery Road in 2014, and has now developed a conceptual plan for the site. This conceptual plan reflects the future community vision for this property as a community park but needs to be further refined and an actual design plan developed with more specificity. Some remediation of the site and significant site improvements will need to be done to make the community vision come to fruition.

Category	Funding Source	Carryover/ New	Prior Yrs	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Study	CFD Funds	Carryover	\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$5,000
Design	CFD Funds	Carryover	\$0	\$100,000	\$0	\$0	\$0	\$0	\$0	\$100,000
Construction/ Environmental	CFD Funds	Carryover	\$50,000	\$200,000	\$100,000	\$150,000	\$0	\$0	\$0	\$500,000
Arts	CFD Funds	Carryover	\$0	\$2,000	\$1,000	\$1,500	\$0	\$0	\$0	\$4,500
Total Budget			\$55,000	\$302,000	\$101,000	\$151,500	\$0	\$0	\$0	\$609,500

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

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

Project Description

This project would fund a study to explore the various land use options and conduct feasibility analyses 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.

Project Justification

Various land use alternatives for available City-owned land at the Wastewater Treatment Plant were discussed a number of 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. In 2014 the then City Manager formed a citizen work group to discuss possible land use options after accepting the the Effluent Optimization Study findings which showed the City should have approximately 200 developable acres after the effluent disposal strategies are implemented over the next few years. The work group findings and recommendations will be provided to the consultant in order to conduct further economic and other feasibility analyses. A broader public outreach effort would also be incorporated in order to develop recommendations regarding those and other various land-use options. This project could provide positive economic benefits to the City of Sedona.

Category	Funding Source	Carryover/ New	Prior Yrs	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Study	Capital Reserves	New	\$0	\$0	\$100,000	\$0	\$0	\$0	\$0	\$100,000
Total Budget			\$0	\$0	\$100,000	\$0	\$0	\$0	\$0	\$100,000

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 FY2017 TO FY20122

Project Title: Parks Land Acquisition

Project #: 6

Location: TBD

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, an event venue, etc. This establishes the appropriation authority should Council decide to purchase something. If the funds set aside for park property acquisition are not expended in FY17, 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 FY17 or beyond.



Category	Funding Source	Carryover/ New	Prior Yrs	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Land	Dev't Impact Fees	Carryover	\$0	\$1,500,000		\$0	\$0	\$0	\$0	\$1,500,000
Total Budget			\$0	\$1,500,000	\$0	\$0	\$0	\$0	\$0	\$1,500,000

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 FY2017 TO FY2022

Project Title: Shade Structures and Playgrounds

Location: Posse Grounds Park Playground Area & Multiuse Field

Project #: 8

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 for a significant portion of the project. 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 Yrs	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Design		New	\$30,630	\$0	\$0	\$0	\$0	\$0	\$0	\$30,630
Construction		New	\$0	\$0	\$0	\$0	\$338,937	\$0	\$0	\$338,937
Construction	Outside Funding	New	\$0	\$0	\$0	\$0	\$100,000	\$0	\$0	\$100,000
Contingency		New	\$0	\$0	\$0	\$0	\$43,893	\$0	\$0	\$43,893
Arts		New	\$0	\$0	\$0	\$0	\$4,828	\$0	\$0	\$4,828
Total Budget			\$30,630	\$0	\$0	\$0	\$487,658	\$0	\$0	\$518,288

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 FY2017 TO FY2022

Project Title: Concession Stand

Location: Posse Grounds Park

Project #: 9

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 Yrs	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Design	Development Impact Fees	New	\$0	\$0	\$30,000	\$0	\$0	\$0	\$0	\$30,000
Construction	Development Impact Fees	New	\$0	\$0	\$0	\$220,000	\$0	\$0	\$0	\$220,000
Arts	Development Impact Fees	New	\$0	\$0	\$0	\$2,200	\$0	\$0	\$0	\$2,200
Total Budget			\$0	\$0	\$30,000	\$222,200	\$0	\$0	\$0	\$252,200

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 FY2017 TO FY2022

Project Title: Fitness Trail

Location: Posse Grounds Park

Project #: 10

Project Description

The City applied for a grant through Arizona State Parks and was awarded that grant in February of 2016. Money will be used to 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 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, allowed the City to leverage a small contribution (in this case for design and a small construction contribution) and acquire up to \$75,236 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 Yrs	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Design	General Fund	New	\$3,140	\$0	\$0	\$0	\$0	\$0	\$0	\$3,140
Construction	Dev Impact Fee	Carryover	\$0	\$860	\$0	\$0	\$0	\$0	\$0	\$860
Construction	Outside Funding	Carryover	\$0	\$75,376	\$0	\$0	\$0	\$0	\$0	\$75,376
Total Budget			\$3,140	\$76,236	\$0	\$0	\$0	\$0	\$0	\$79,376

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 FY2017 TO FY2022

Project Title: Uptown Parking Meters on Main Street
Project #: 13

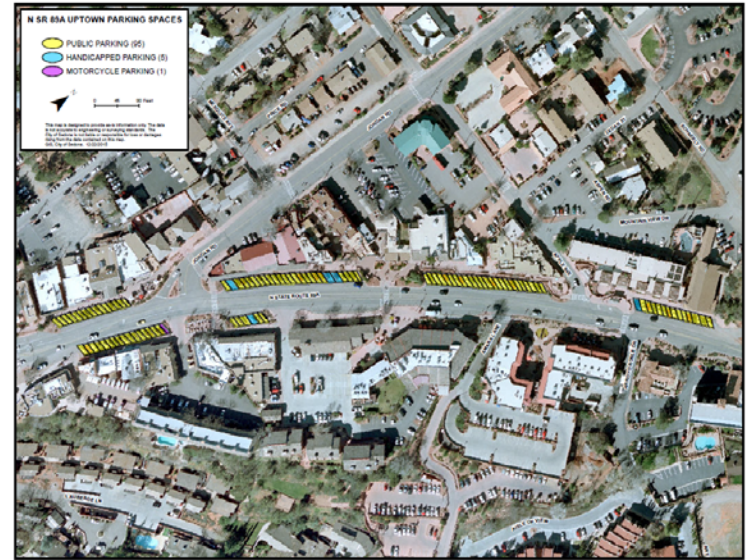
Location: Uptown

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 provided recommendations that the City should establish public parking agreements with private property owners for the establishment of a pool of public parking locations throughout the Uptown area, improving wayfinding signage, adding visitor-friendly signage (minimize tow away signs), improving lighting and pedestrian access to more remote lots, and ultimately implementing time restricted and/or paid parking programs. The consultants 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 Yrs	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Equipment	Capital Reserves	Carryover	\$0	\$275,000	\$0	\$0	\$0	\$0	\$0	\$275,000
Study	General Fund	New	\$26,000	\$0	\$0	\$0	\$0	\$0	\$0	\$26,000
Total Budget			\$26,000	\$275,000	\$0	\$0	\$0	\$0	\$0	\$301,000

Total Operating Impacts							
Personnel Costs	\$30,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000
Materials & Supplies	\$15,750	\$27,000	\$27,000	\$27,000	\$27,000	\$27,000	\$21,000
Contractual Services	\$17,250	\$23,000	\$23,000	\$23,000	\$23,000	\$23,000	\$23,000
Totals	\$63,000	\$90,000	\$90,000	\$90,000	\$90,000	\$90,000	\$84,000

CITY OF SEDONA CAPITAL IMPROVEMENT PLAN FY2017 TO FY2022

Project Title: Shooting Range/Training Facility Improvements

Location: N/A

Project #: 14

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 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 has been renovated 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 Reclamation Plant or the recreational wetlands. Such improvements to the facility would create opportunities to provide training space for other city department.



Category	Funding Source	Carryover/ New	Prior Yrs	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Study	Capital Reserves	New	\$20,000	\$0	\$0	\$0	\$0	\$0	\$0	\$20,000
Design	Capital Reserves	New	\$0	\$5,000	\$0	\$0	\$0	\$0	\$0	\$5,000
Construction	Devt Impact Fees		\$95,000	\$0	\$0	\$0	\$0	\$0	\$0	\$95,000
Design	Capital Reserves	Carryover	\$0	\$15,000	\$0	\$0	\$0	\$0	\$0	\$15,000
Arts	Capital Reserves	New	\$3,750	\$2,500	\$0	\$0	\$0	\$0	\$0	\$6,250
Construction	Capital Reserves	New	\$230,000	\$200,000	\$0	\$0	\$0	\$0	\$0	\$430,000
Construction	PD RICO	New	\$30,000	\$25,000	\$0	\$0	\$0	\$0	\$0	\$55,000
Equipment	PANT RICO	New	\$75,000	\$25,000	\$0	\$0	\$0	\$0	\$0	\$100,000
Total Budget			\$453,750	\$272,500	\$0	\$0	\$0	\$0	\$0	\$726,250

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 FY2017 TO FY2022

Project Title: Police Facility Renovations

Location: 100 Roadrunner Drive

Project #: 15

Project Description

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 design-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 accomodation of various support functions. A space needs analysis showed that the department should be operating in a facility of at least 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 Yrs	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Study	Capital Reserves	New	\$8,000	\$0	\$0	\$0	\$0	\$0	\$0	\$8,000
Construction	Capital Reserves	New	\$150,000	\$150,000	\$150,000	\$0	\$9,000,000	\$0	\$0	\$9,450,000
Percent for Arts	Capital Reserves	New	\$1,500	\$1,500	\$1,500	\$0	\$90,000	\$0	\$0	\$94,500
Total Budget			\$159,500	\$151,500	\$151,500	\$0	\$9,090,000	\$0	\$0	\$9,552,500

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 FY2017 TO FY2022

Project Title: Police Radio System Enhancement

Location: 100 Roadrunner Drive

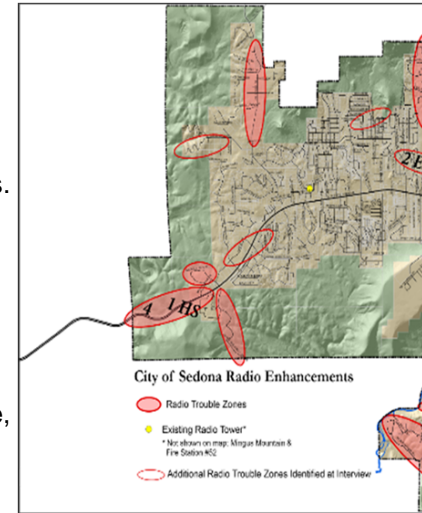
Project #: 16

Project Description

Enhance radio system to improve radio transmitting and receiving of police radio communications. Identify and recommend various alternatives to ensure that the radio system will meet current and future interoperability requirements.

Project Justification

A vital resource to any public safety organization is reliable and effective radio communications. Department personnel have experienced on-going problems with transmitting and receiving radio communications. Improvements have been made to the system based on recommendations from a system assessment study along with planned upgrading of other system components. The Sedona Fire District is completing additional improvements to the radio communications infrastructure which are scheduled to be completed by April 2016. Complete evaluation of improved radio transmitting and receiving communications will be undertaken during the remainder of FY2016. Should radio communications problems continue, the alternative recommendation of implementing a digital/analog P25 radio system will need to be considered for funding.



Category	Funding Source	Carryover/ New	Prior Yrs	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	Total
System Study	Capital Reserves	Carryover	\$50,000	\$0	\$0	\$0	\$0	\$0	\$0	\$50,000
Equipment	Capital Reserves	Carryover	\$71,000	\$40,000	\$0	\$0	\$0	\$0	\$0	\$111,000
Equipment	Capital Reserves	New	\$0	\$0	\$700,000	\$0	\$0	\$0	\$0	\$700,000
Total Budget			\$40,000	\$40,000	\$700,000	\$0	\$0	\$0	\$0	\$861,000

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 FY2017 TO FY2022

Project Title: Uptown Pedestrian Access Improvements

Location: Uptown

Project #: 17

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.



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. The design of this project was completed in FY15 and FY16. Construction is expected to begin in FY16 and be complete in FY17.

Category	Funding Source	Carryover/ New	Prior Yrs	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Design	Capital Reserves	Carryover	\$170,000	\$4,000	\$0	\$0	\$0	\$0	\$0	\$174,000
Construction	Devt Impact Fees	Carryover	\$0	\$550,000	\$0	\$0	\$0	\$0	\$0	\$550,000
Construction	Capital Reserves	New	\$0	\$250,000	\$0	\$0	\$0	\$0	\$0	\$250,000
Construction	Capital Reserves	New	\$200,000	\$0	\$0	\$0	\$0	\$0	\$0	\$200,000
Construction	Outside Sources	Carryover	\$0	\$50,000	\$0	\$0	\$0	\$0	\$0	\$50,000
Art	Capital Reserves	New	\$2,000	\$8,500	\$0	\$0	\$0	\$0	\$0	\$10,500
Total Budget			\$372,000	\$862,500	\$0	\$0	\$0	\$0	\$0	\$1,234,500

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 FY2017 TO FY2022

Project Title: SR 89A Landscape Improvements

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

Project #: 18

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 include 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 has shown a decrease in maintenance required including herbicide use. The FY 17 construction will improve the aesthetic character of the western entrance to the City. The FY 17 design and FY 18 construction will improve the aesthetic character of between Upper Red Rock Loop Road and Dry Creek Road

Category	Funding Source	Carryover/ New	Prior Yrs	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Construction	Capital Reserves	New	\$175,000	\$260,000	\$300,000	\$0	\$0	\$0	\$0	\$735,000
Arts	Capital Reserves	New	\$1,750	\$2,600	\$3,000	\$0	\$0	\$0	\$0	\$7,350
Design	Dev't Impact Fees	New	\$20,000	\$30,000	\$0	\$0	\$0	\$0	\$0	\$50,000
Total Budget			\$196,750	\$292,600	\$303,000	\$0	\$0	\$0	\$0	\$792,350

Total Operating Impacts						
Personnel Costs	\$0	\$0	\$0	\$0	\$0	\$0
Materials & Supplies	\$0	\$150	\$300	\$300	\$300	\$300
Contractual Services	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$0	\$150	\$300	\$300	\$300	\$300

CITY OF SEDONA CAPITAL IMPROVEMENT PLAN FY2017 TO FY2022

Project Title: Jordan Road Sidewalk Extension
Project #: 19
Location: Jordan Road between Schnebly Road and Mesquite Road intersection (east side)

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 Road 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 Road).

Category	Funding Source	Carryover/ New	Prior Yrs	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Construction	Devt Impact Fees	New	\$0	\$33,000	\$0	\$0	\$0	\$0	\$0	\$33,000
Design	Devt Impact Fees	New	\$38,000	\$0	\$0	\$0	\$0	\$0	\$0	\$38,000
Construction	Devt Impact Fees	Carryover	\$41,000	\$25,000	\$0	\$0	\$0	\$0	\$0	\$25,000
Arts	Devt Impact Fees	New	\$410	\$250	\$0	\$0	\$0	\$0	\$0	\$250
Total Budget			\$79,410	\$58,250	\$0	\$0	\$0	\$0	\$0	\$96,250

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

CITY OF SEDONA CAPITAL IMPROVEMENT PLAN FY2017 TO FY2022

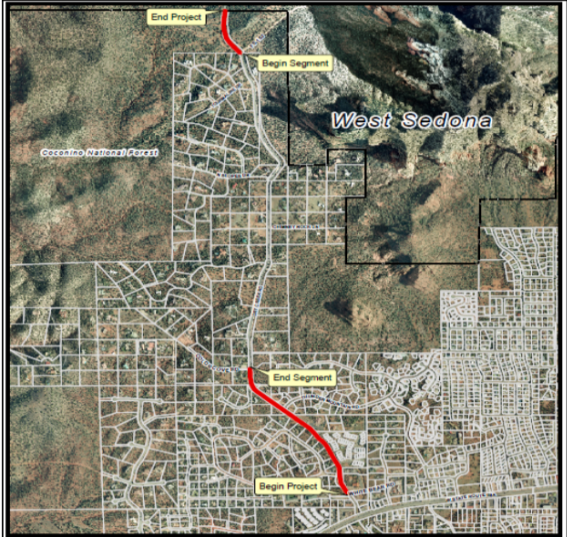
Project Title: Dry Creek Road Overlay
Project #: 20
Location: Dry Creek Road

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 Council of Governments (NACOG).



Category	Funding Source	Carryover/ New	Prior Yrs	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Design	Capital Reserves	Carryover	\$0	\$50,000	\$0	\$0	\$0	\$0	\$0	\$50,000
Design	Grant	New	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Construction	Grant	New	\$0	\$0	\$371,657	\$0	\$0	\$0	\$0	\$371,657
Construction	Capital Reserves	New	\$0	\$0	\$178,243	\$0	\$0	\$0	\$0	\$178,243
Arts	Capital Reserves	New	\$0	\$0	\$5,499	\$0	\$0	\$0	\$0	\$5,499
Total Budget			\$0	\$50,000	\$555,399	\$0	\$0	\$0	\$0	\$605,399

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

CITY OF SEDONA CAPITAL IMPROVEMENT PLAN FY2017 TO FY2022

Project Title: Sanborn Drive/Thunder Mountain Road Overlay
Project #: 21
Location: Sanborn Drive/Thunder Mountain Road

Project Description

The project will include a mill and overlay, with minor shoulder widening. The segment of Sanborn Drive/Thunder Mountain Road 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 Yrs	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Design	Capital Reserves	New	\$0	\$151,000	\$0	\$0	\$0	\$0	\$0	\$151,000
Construction	Grant	New	\$0	\$0	\$0	\$371,657	\$0	\$0	\$0	\$371,657
Construction	Capital Reserves	New	\$0	\$0	\$0	\$210,343	\$0	\$0	\$0	\$210,343
Arts	Capital Reserves	New	\$0	\$0	\$0	\$5,820	\$0	\$0	\$0	\$5,820
Total Budget			\$0	\$151,000	\$0	\$587,820	\$0	\$0	\$0	\$738,820

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

CITY OF SEDONA CAPITAL IMPROVEMENT PLAN FY2017 TO FY2022

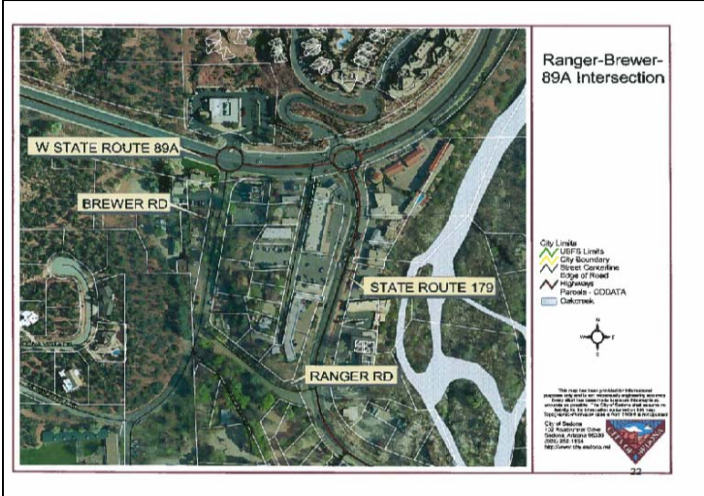
Project Title: Ranger Road - Brewer Road - SR 89A Intersection
Project #: 22
Location: Ranger Road - Brewer Road - SR 89A Intersection

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 Yrs	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	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	\$20,000	\$0
Contractual Services	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$0	\$0	\$0	\$0	\$20,000	\$0

CITY OF SEDONA CAPITAL IMPROVEMENT PLAN FY2017 TO FY2022

Project Title: Uptown Public Restroom Improvements - Uptown Parking Lot
Project #: 23
Location: Schnebly Road & Cedar Street (260 Schnebly Rd)

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 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 Yrs	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Construction Mgmt		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	\$20,000	\$0	\$0	\$20,000
Construction		New	\$0	\$0	\$0	\$0	\$100,000	\$0	\$0	\$100,000
Arts		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	\$0	\$200	\$0
Contractual Services	\$0	\$0	\$0	\$0	\$2,500	\$0
Totals	\$0	\$0	\$0	\$0	\$2,700	\$0

CITY OF SEDONA CAPITAL IMPROVEMENT PLAN FY2017 TO FY2022

Project Title: Uptown Public Restroom Improvements - Hitching Post
Project #: 24
Location: Adjacent to Jordan Road & Mesquite Avenue

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 specifications 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 Yrs	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Construction Mgmt		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	\$20,000	\$0	\$0	\$20,000
Construction		New	\$0	\$0	\$0	\$0	\$100,000	\$0	\$0	\$100,000
Arts		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	\$0	\$200	\$200
Contractual Services	\$0	\$0	\$0	\$0	\$2,500	\$2,500
Totals	\$0	\$0	\$0	\$0	\$2,700	\$2,700

CITY OF SEDONA CAPITAL IMPROVEMENT PLAN FY2017 TO FY2022

Project Title: Transportation Study
Project #: 25
Location: Citywide

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. The FY17-22 construction funds are allocated to accommodate projects recommended in the study. Initially, projects are expected to be small in scope but have a large impact on the needs of the City's overall transportation system.

Category	Funding Source	Carryover/ New	Prior Yrs	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Study	Capital Reserves	New	\$50,000	\$0	\$0	\$0	\$0	\$0	\$0	\$50,000
Study	Capital Reserves	Carryover	\$0	\$200,000	\$0	\$0	\$0	\$0	\$0	\$200,000
Construction	Capital Reserves	New	\$0	\$100,000	\$250,000	\$250,000	\$0	\$0	\$0	\$600,000
Total Budget			\$50,000	\$300,000	\$250,000	\$250,000	\$0	\$0	\$0	\$850,000

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 FY2017 TO FY2022

Project Title: Cathedral Rock Trail Head
Project #: 26
Location: Back O'Beyond Road

Project Description

The Back O' Beyond Trailhead, created and maintained by the US Forest Service, is a popular access point to Cathedral Rock. The project will include designing and constructing additional parking on a small piece of property adjacent to the National Forest.

Project Justification

The existing trailhead parking lot has limited parking, and therefore, often overflows, with parking spilling over along Back O' Beyond Road. Back O' Beyond Road is narrow and does not have sufficient width to safely accommodate on-street parking.



Category	Funding Source	Carryover/ New	Prior Yrs	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Study	Capital Reserves	New	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Design	Capital Reserves	New	\$25,000	\$0	\$0	\$0	\$0	\$0	\$0	\$25,000
Construction	Capital Reserves	New	\$75,000	\$100,000	\$0	\$0	\$0	\$0	\$0	\$175,000
Arts	Capital Reserves	New	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Budget			\$100,000	\$100,000	\$0	\$0	\$0	\$0	\$0	\$200,000

Total Operating Impacts							
Personnel Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Materials & Supplies	\$0	\$2,000	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$0	\$2,000	\$0	\$0	\$0	\$0	\$0

CITY OF SEDONA CAPITAL IMPROVEMENT PLAN FY2017 TO FY2022

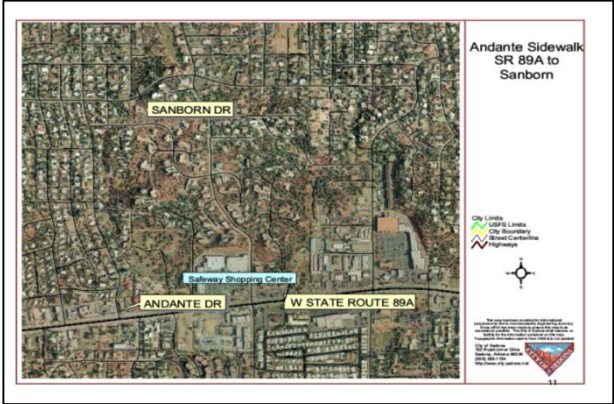
Project Title: Andante Sidewalk
Project #: 27
Location: Andante Road SR 89A to Sanborn Drive

Project Description

Construct sidewalk and related storm drainage along Andante from SR 89A intersection to Sanborn 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 Yrs	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Construction Mgmt.		New	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land		New	\$0	\$0	\$0	\$0	\$0	\$10,000	\$0	\$10,000
Design		New	\$0	\$0	\$0	\$0	\$175,000	\$0	\$0	\$175,000
Construction		New	\$0	\$0	\$0	\$0	\$0	\$1,100,000	\$0	\$1,100,000
Arts		New	\$0	\$0	\$0	\$0	\$0	\$11,000	\$0	\$11,000
Total Budget			\$0	\$0	\$0	\$0	\$175,000	\$1,121,000	\$0	\$1,296,000

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

CITY OF SEDONA CAPITAL IMPROVEMENT PLAN FY2017 TO FY2022

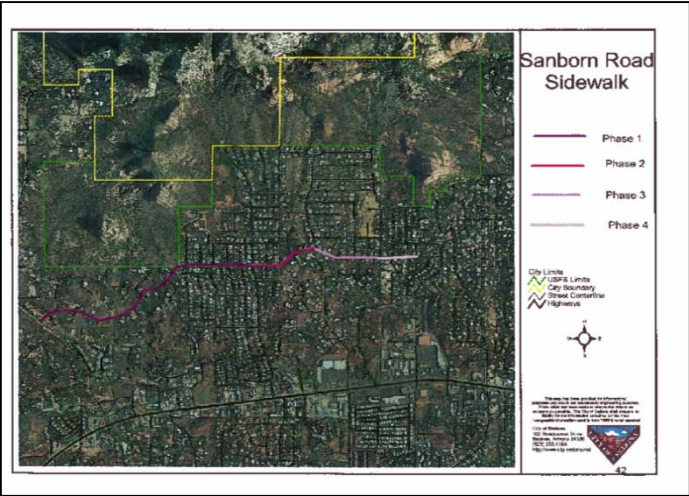
Project Title: Sanborn Drive Sidewalk
Project #: 28
Location: See Description

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 motorized vehicular traffic along the roadway is among the more heavily travelled roads in the City although it is in a residential area. This road is used by 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 Yrs	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Contingency		New	\$0	\$0	\$0	\$0	\$0	\$0	\$250,000	\$250,000
Design		New	\$0	\$0	\$0	\$0	\$0	\$300,000	\$0	\$300,000
Land		New	\$0	\$0	\$0	\$0	\$0	\$30,000	\$0	\$30,000
Construction		New	\$0	\$0	\$0	\$0	\$0	\$0	\$3,000,000	\$3,000,000
Arts		New	\$0	\$0	\$0	\$0	\$0	\$0	\$30,000	\$30,000
Total Budget			\$0	\$0	\$0	\$0	\$0	\$330,000	\$3,280,000	\$3,610,000

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

CITY OF SEDONA CAPITAL IMPROVEMENT PLAN FY2017 TO FY2022

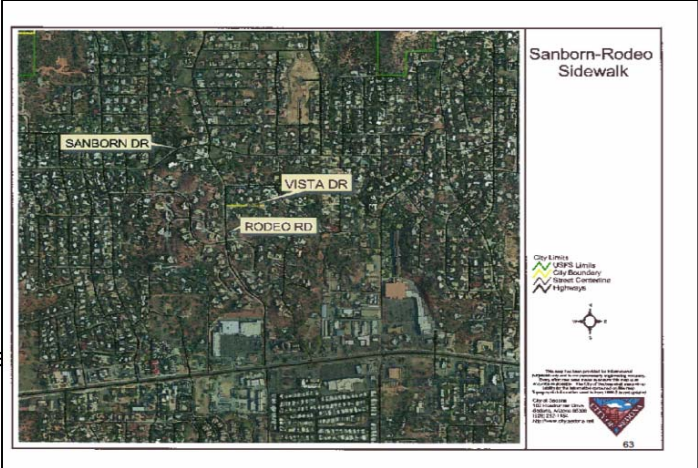
Project Title: Rodeo Road Sidewalk Project
Project #: 29
Location: See Description

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 Yrs	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Design		New	\$0	\$0	\$0	\$0	\$60,000	\$0	\$0	\$60,000
Construction		New	\$0	\$0	\$0	\$0	\$200,000	\$0	\$0	\$200,000
Arts		New	\$0	\$0	\$0	\$0	\$2,000	\$0	\$0	\$2,000
			\$0	\$0	\$0	\$0	\$262,000	\$0	\$0	\$262,000

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

CITY OF SEDONA CAPITAL IMPROVEMENT PLAN FY2017 TO FY2022

Project Title: Chapel Road Sidewalk

Location: Chapel Road

Project #: 30

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. A road pavement overlay project was completed in FY14.

Category	Funding Source	Carryover/ New	Prior Yrs	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Design		New	\$0	\$0	\$0	\$0	\$140,000	\$0	\$0	\$140,000
Environmental		New	\$0	\$0	\$0	\$0	\$15,000	\$0	\$0	\$15,000
Arts		New	\$0	\$0	\$0	\$0	\$10,000	\$0	\$0	\$10,000
Construction		New	\$0	\$0	\$0	\$0	\$1,000,000	\$0	\$0	\$1,000,000
Total Budget			\$0	\$0	\$0	\$0	\$1,165,000	\$0	\$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 FY2017 TO FY2022

Project Title: Coffee Pot Drainage Basin - Grasshopper Area Drainage **Location:** Grasshopper Lane
Project #: 33

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 also be in FY18. 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 Stormwater 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 Stormwater Master Plan as CP-C6,C7, with portions of private property between the two projects.



GRASSHOPPER AREA DRAINAGE

Drainage



Category	Funding Source	Carryover/ New	Prior Yrs	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Design	Capital Reserves	New	\$0	\$0	\$25,000	\$0	\$0	\$0	\$0	\$25,000
Arts	Capital Reserves	New	\$0	\$0	\$12,700	\$0	\$0	\$0	\$0	\$12,700
Construction	Yavapai County Flood Control	New	\$0	\$0	\$300,000	\$0	\$0	\$0	\$0	\$300,000
Construction	Capital Reserves	New	\$0	\$0	\$970,000	\$0	\$0	\$0	\$0	\$970,000
Land	Capital Reserves	New	\$0	\$30,000	\$0	\$0	\$0	\$0	\$0	\$30,000
Total Budget			\$0	\$30,000	\$1,307,700	\$0	\$0	\$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 FY2017 TO FY2022

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

Location: Little Elf Drive

Project #: 34

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. The design in FY19 is for construction phase services. Construction would also be in FY19.

Project Justification

The 2005 Stormwater 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 Stormwater Master Plan as CP-C8.



LITTLE ELF AREA DRAINAGE

Drainage



Category	Funding Source	Carryover/Ne w	Prior Yrs	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Design	Capital Reserves	New	\$0	\$0	\$0	\$30,000	\$0	\$0	\$0	\$30,000
Arts	Capital Reserves	New	\$0	\$0	\$0	\$16,200	\$0	\$0	\$0	\$16,200
Construction	Development Impact Fees	New	\$0	\$0	\$0	\$40,000	\$0	\$0	\$0	\$40,000
	Yavapai County Flood Control	New	\$0	\$0	\$0	\$310,000	\$0	\$0	\$0	\$310,000
Construction	Capital Reserves	New	\$0	\$0	\$0	\$1,270,000	\$0	\$0	\$0	\$1,270,000
Total Budget			\$0	\$0	\$0	\$1,666,200	\$0	\$0	\$0	\$1,666,200

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 FY2017 TO FY2022

Project Title: Back O' Beyond Road Low Water Crossing Improvements
Project #: 35

Location: Back O' Beyond Road

Project Description

Development of plans, specifications and cost estimate to eliminate one low water crossing 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 for the Cathedral Rock Trailhead Parking Area and some private residential parcels. During large monsoon storms, this area is routinely isolated. From a public safety standpoint, trailhead parking area ingress and egress is important. This project provides drainage improvements not shown in the Stormwater Master Plan.



Category	Funding Source	Carryover/New	Prior Yrs	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Design	Yavapai County Flood Control	New	\$0	\$0	\$0	\$0	\$125,000	\$0	\$0	\$125,000
Land		New	\$0	\$0	\$0	\$0	\$20,000	\$0	\$0	\$20,000
Arts		New	\$0	\$0	\$0	\$0	\$0	\$6,500	\$0	\$6,500
Construction		New	\$0	\$0	\$0	\$0	\$0	\$350,000	\$0	\$350,000
Construction	Yavapai County Flood Control	New	\$0	\$0	\$0	\$0	\$0	\$300,000	\$0	\$300,000
Total Budget			\$0	\$0	\$0	\$0	\$145,000	\$656,500	\$0	\$801,500

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

CITY OF SEDONA CAPITAL IMPROVEMENT PLAN FY2017 TO FY2022

Project Title: View Drive Drainage Improvements

Location: View Drive Area

Project #: 37

Project Description

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

Project Justification

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



Category	Funding Source	Carryover/ New	Prior Yrs	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	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		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
Totals	\$0	\$0	\$0	\$0	\$0	\$1,500

CITY OF SEDONA CAPITAL IMPROVEMENT PLAN FY2017 TO FY2022

Project Title: Saddle Rock Drainage Improvements

Location: Saddle Rock Area

Project #: 38

Project Description

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

Project Justification

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



Category	Funding Source	Carryover/ New	Prior Yrs	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	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		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 FY2017 TO FY2022

Project Title: Brewer/Tlaquepaque Drainage Improvements

Project #: 39

Location: Brewer Road/Tlaquepaque Area

Project Description

This project funds design and construction of storm drainage improvements for the Brewer Road/Tlaquepaque area per the 2005 Stormwater Master Plan. Prior year costs represent Phase III (crossings/bridges), FY17 includes the lower reach of the Phase IV channel improvements, and FY18 includes the upper reach of the Phase IV channel improvements. 1/3 of prior year costs, and 1/4 of the FY17 and FY18 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 Stormwater Master Plan as a high priority. This project is identified in the Stormwater Master Plan as SP-C1,C2. Portions of this project also include improvements on private property.



Category	Funding Source	Carryover/ New	Prior Yrs	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Design	Coconino County Flood Control	New	\$250,000	\$0	\$0	\$0	\$0	\$0	\$0	\$250,000
Design	Coconino County Flood Control	Carryover	\$20,000	\$0	\$0	\$0	\$0	\$0	\$0	\$20,000
Construction	Coconino County Flood Control	New	\$426,667	\$750,000	\$750,000	\$0	\$0	\$0	\$0	\$1,926,667
Construction	Outside Sources	New	\$213,333	\$250,000	\$0	\$0	\$0	\$0	\$0	\$463,333
Construction	Outside Sources	New	\$0	\$0	\$250,000	\$0	\$0	\$0	\$0	\$250,000
Arts	Coconino County Flood Control	New	\$6,400	\$10,000	\$10,000	\$0	\$0	\$0	\$0	\$26,400
Total Budget			\$916,400	\$1,010,000	\$1,010,000	\$0	\$0	\$0	\$0	\$2,936,400

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

CITY OF SEDONA CAPITAL IMPROVEMENT PLAN FY2017 TO FY2022

Project Title: Brewer Road Crossing Improvements

Location: Brewer Road at Soldier Wash

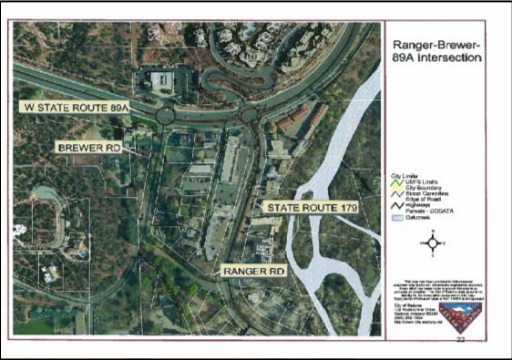
Project #: 40

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 Yrs	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Design	Coconino County Flood Control	New	\$0	\$150,000	\$0	\$0	\$0	\$0	\$0	\$150,000
Arts	Coconino County Flood Control	New	\$0	\$0	\$7,000	\$0	\$0	\$0	\$0	\$7,000
Construction	Coconino County Flood Control	New	\$0	\$0	\$700,000	\$0	\$0	\$0	\$0	\$700,000
Total Budget			\$0	\$150,000	\$707,000	\$0	\$0	\$0	\$0	\$857,000

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

CITY OF SEDONA CAPITAL IMPROVEMENT PLAN FY2017 TO FY2022

Project Title: Juniper Hills Area Drainage Improvements

Location: Juniper Lane

Project #: 41

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 Stormwater 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 Stormwater 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 Yrs	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Design	Coconino County Flood Control	New	\$0	\$0	\$100,000	\$0	\$0	\$0	\$0	\$100,000
Arts	Coconino County Flood Control	New	\$0	\$0	\$0	\$6,000	\$0	\$0	\$0	\$6,000
Construction	Coconino County Flood Control	New	\$0	\$0	\$0	\$600,000	\$0	\$0	\$0	\$600,000
Total Budget			\$0	\$0	\$100,000	\$606,000	\$0	\$0	\$0	\$706,000

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

CITY OF SEDONA CAPITAL IMPROVEMENT PLAN FY2017 TO FY2022

Project Title: Mystic Hills Lift Station Access Improvement
Project #: 42
Location: West Mallard Drive

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 Stormwater 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 Yrs	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	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	Coconino County Flood Control	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	\$0	\$1,500	\$1,500
Contractual Services	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$0	\$0	\$0	\$0	\$1,500	\$1,500

CITY OF SEDONA CAPITAL IMPROVEMENT PLAN FY2017 TO FY2022

Project Title: Storm Drainage Easement Acquisition

Location: City-Wide

Project #: 43

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 prior years, these funds were used for survey related to AAA Industrial Area drainage, and for acquisition of a drainage channel along Coffee Pot Drive adjacent to the Casita Bonita Condos development. Staff expects these funds to be necessary in FY17 for acquisition of easements within the Grasshopper Lane area of the Coffee Pot Basin, and possibly for the Phase 4 area of Soldier Wash.



Category	Funding Source	Carryover/ New	Prior Yrs	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Land	Devt Impact Fees	Carryover	\$15,000	\$50,000	\$0	\$0	\$0	\$0	\$0	\$65,000
Total Budget			\$15,000	\$50,000	\$0	\$0	\$0	\$0	\$0	\$65,000

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 FY2017 TO FY2022

Project Title: Stormwater Master Plan Update

Location: City-Wide

Project #: 44

Project Description

Complete an update of the 2005 Stormwater 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 FY21, the Master Plan would be again updated to include remapping the floodplains changed by previous storm drainage improvement projects. The FY21-22 construction funds are allocated to accomodate projects recommended in the study, in the Coconino County area. This is due to already having projects designated from the current Stormwater Master Plan for this time period. At this time we expect these projects to be small in scope.

Category	Funding Source	Carryover/ New	Prior Yrs	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Study	Capital Reserves	New	\$0	\$0	\$175,000	\$0	\$0	\$75,000	\$75,000	\$325,000
Construction	Coconino County Flood Control		\$0	\$0	\$0	\$0	\$0	\$250,000	\$250,000	\$500,000
Study	Coconino County Flood Control	New	\$0	\$0	\$175,000	\$0	\$0	\$75,000	\$75,000	\$325,000
Total Budget			\$0	\$0	\$350,000	\$0	\$0	\$400,000	\$400,000	\$1,150,000

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

CITY OF SEDONA CAPITAL IMPROVEMENT PLAN FY2017 TO FY2022

Project Title: MS4 Storm Water Sampling
Project #: 45
Location: Along Oak Creek within the City limits



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 waterway. 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 Yrs	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Design	Capital Reserves	New	\$0	\$0	\$40,000	\$0	\$0	\$0	\$0	\$40,000
Construction	Capital Reserves	New	\$0	\$0	\$147,500	\$0	\$0	\$0	\$0	\$147,500
Arts	Capital Reserves	New	\$0	\$0	\$1,475	\$0	\$0	\$0	\$0	\$1,475
Total Budget			\$0	\$0	\$188,975	\$0	\$0	\$0	\$0	\$188,975

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

CITY OF SEDONA CAPITAL IMPROVEMENT PLAN FY2017 TO FY2022

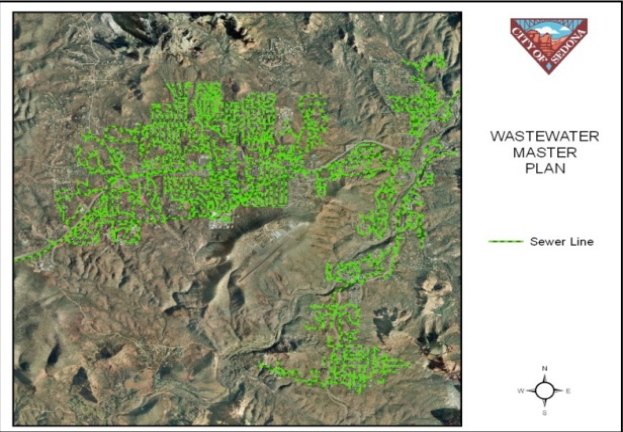
Project Title: WW Master Plan
Project #: 46
Location: Citywide

Project Description

This project would update the Wastewater Master Plan for the collection system. The Master Plan will define final service areas, identify inefficiencies in the collection system, and recommend upgrades of the collection system. The Master Plan will be complete in FY17.

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 FY22 are for a 5-year update to the master plan, which will be minor. The funds allocated in FY18-FY22 for design and construction are place holders for recommendations that stem from the completion of the Master Plan.



Category	Funding Source	Carryover/ New	Prior Yrs	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Master Plan	WW Revenue	New	\$50,000	\$0	\$0	\$0	\$0	\$0	\$100,000	\$150,000
Master Plan	WW Revenue	Carryover	\$0	\$150,000	\$0	\$0	\$0	\$0	\$0	\$150,000
Design	WW Revenue	New	\$0	\$0	\$20,000	\$20,000	\$20,000	\$0	\$20,000	\$80,000
Construction	WW Revenue	New	\$0	\$0	\$0	\$200,000	\$200,000	\$0	\$200,000	\$600,000
Total Budget			\$50,000	\$150,000	\$20,000	\$220,000	\$220,000	\$0	\$320,000	\$980,000

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 FY201 TO FY2022

Project Title: Wastewater Effluent Management

Project #: 47

Location: Wastewater Reclamation Plant (WWRP)

Project Description

Projects in FY17 include Equipping Wells 1 & 2. Drilling and Equipping of Injection Wells 3 and 4 will occur in FY17/18. Well 5 is scheduled for design and construction in FY19-FY20. 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

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 FY22 and FY27. Wells 1 and 2 were drilled in FY14 and FY15, respectively, and are currently being equipped. The FY17 Construction Carryover and Design Carryover line items represent funds necessary to complete the equipping of Wells 1 and 2. FY17 New Design line items represent balancing of the FY17 budget and will include beginning design of Wells 3 and 4. FY18 design funds are for completing design of Wells 3 and 4 and for post-design services during construction of Wells 3 and 4. FY19 and FY20 New Design line items are for design and post-design services for Wells 3, 4 and 5. Construction of Wells 1 and 2 will be complete in FY17. Wells 3 and 4 will be completed FY18-FY19 and Well 5 will be completed in FY20



Category	Funding Source	Carryover/ New	Prior Yrs	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Construction	WW Revenue	Carryover	\$2,057,686	\$2,044,270	\$0	\$0	\$0	\$0	\$0	\$4,101,956
Construction	WW Revenue	New	\$744,527	\$0	\$1,000,000	\$2,000,000	\$1,256,500	\$0	\$0	\$5,001,027
Environmental	WW Revenue	Carryover	\$3,355	\$100,000	\$25,000	\$25,000	\$0	\$0	\$0	\$153,355
Design	WW Revenue	Carryover	\$703,871	\$103,038	\$0	\$0	\$0	\$0	\$0	\$806,909
Design	WW Revenue	New	\$182,312	\$0	\$250,000	\$130,000	\$100,000	\$0	\$0	\$662,312
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			\$5,349,750	\$2,528,508	\$1,275,000	\$2,155,000	\$1,356,500	\$0	\$0	\$12,664,758

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 FY2017 TO FY2022

Project Title: WWRP Bar Screen and Filter System Upgrades
Project #: 48
Location: Wastewater Reclamation Plant (WWRP)

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

Project Justification
 Replacement parts for the existing headworks barscreens are becoming more difficult to find as it has become obsolete. This results in long down-times several times a year (2 months each time) when the equipment fails.
 This project also includes an upgrade to the existing sand filter system in FY18 and FY19/20. The filters currently operating were a part of the original WWRP construction. Recently, wastewater operation staff has seen a decrease in the efficiency of the filters. The design will include looking at different technologies in choosing a replacement for the filters.



Category	Funding Source	Carryover/ New	Prior Yrs	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Design	WW Revenue	New	\$50,000	\$0	\$50,000	\$0	\$0	\$0	\$0	\$100,000
Construction	WW Revenue	New	\$100,000	\$0	\$0	\$650,000	\$650,000	\$0	\$0	\$1,400,000
Construction	WW Revenue	Carryover	\$0	\$300,000	\$0	\$0	\$0	\$0	\$0	\$300,000
Contingency	WW Revenue	New	\$0	\$50,000	\$0	\$0	\$0	\$0	\$0	\$50,000
Total Budget			\$150,000	\$350,000	\$50,000	\$650,000	\$650,000	\$0	\$0	\$1,850,000

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 FY2017 TO FY2022

Project Title: WWRP Odor Control
Project #: 49
Location: Wastewater Reclamation Plant (WWRP)

Project Description

This project includes evaluation of odor levels at areas known to have odor problems at the WWRP. The evaluation will determine the source and magnitude of the odor issues. Potential sources include the manholes at the entrance to the WWRP, the headworks area, and the digester. Funds allocated in FY19 represent improvements to the existing odor control unit, as recommended from the evaluation.

Project Justification

The existing odor control unit at the WWRP is rated for a flow of 0.9 million gallons per day. Current average daily flows of 1.2 million gallons exceed this rating. With new upgrades to the digester and increasing daily flows, odor from various processes have increased.



Category	Funding Source	Carryover/ New	Prior Yrs	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Evaluation	WW Revenue	New	\$0	\$25,000	\$0	\$0	\$0	\$0	\$0	\$25,000
Design	WW Revenue	New	\$0	\$0	\$0	\$20,000	\$0	\$0	\$0	\$20,000
Construction	WW Revenue	New	\$0	\$0	\$0	\$150,000	\$0	\$0	\$0	\$150,000
Contingency	WW Revenue	New	\$0	\$0	\$0	\$15,000	\$0	\$0	\$0	\$15,000
Total Budget			\$0	\$25,000	\$0	\$185,000	\$0	\$0	\$0	\$210,000

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 FY2017 TO FY2022

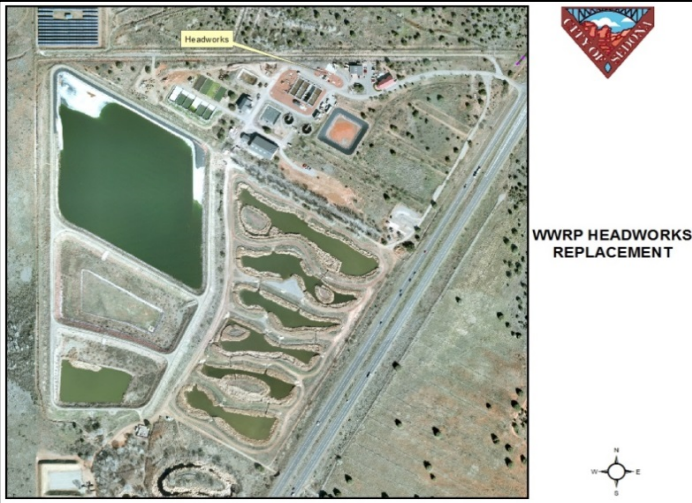
Project Title: WWRP Headworks Replacement
Project #: 50
Location: Wastewater Reclamation Plant (WWRP)

Project Description

This project provides design and construction for rebuilding the concrete headworks channels and coating the Parshall Flume metering station at the headworks.

Project Justification

The headworks Parshall Flume metering station and concrete channels were a part of the original construction of the WWRP. The area receives an average daily flow of raw wastewater influent of 1.2 million gallons per day. Influent is naturally high in hydrogen sulfide gas, which is highly corrosive. The concrete channels have been deteriorating for many years. In 2014, the damaged concrete channels were patched and coated to preserve the life of the channels. The coating is now separating and further deterioration is occurring. This project will include rebuilding the concrete channels and providing new coating to prevent/slow future deterioration. The coatings on the Parshall Flume appear to be in good condition; however, this project will further evaluate the coatings at the metering station, and any repairs needed will be implemented.



Category	Funding Source	Carryover/ New	Prior Yrs	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Design	WW Revenue	New	\$0	\$40,000	\$0	\$0	\$0	\$0	\$0	\$40,000
Construction	WW Revenue	New	\$0	\$400,000	\$0	\$0	\$0	\$0	\$0	\$400,000
Contingency	WW Revenue	New	\$0	\$40,000	\$0	\$0	\$0	\$0	\$0	\$40,000
Total Budget			\$0	\$480,000	\$0	\$0	\$0	\$0	\$0	\$480,000

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 FY2017 TO FY2022

Project Title: WWRP Paving
Project #: 51
Location: Wastewater Reclamation Plant (WWRP)

Project Description

This project provides milling and overlay of the asphalt access roads and parking areas at the Wastewater Reclamation Plant. Design for the project will be completed in-house.

Project Justification

Several construction projects throughout the plant have required asphalt roadways to be excavated and patched. Deterioration of parking areas and the driveway has been observed and continues to progressively worsen. This project will provide mill and overlay of all asphalt areas. The funding for this project has been allocated for FY20, when major projects which may further damage existing asphalt will be complete.



Category	Funding Source	Carryover/ New	Prior Yrs	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Design	WW Revenue	New	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Construction	WW Revenue	New	\$0	\$0	\$0	\$0	\$400,000	\$0	\$0	\$400,000
Contingency	WW Revenue	New	\$0	\$0	\$0	\$0	\$20,000	\$0	\$0	\$20,000
Total Budget			\$0	\$0	\$0	\$0	\$420,000	\$0	\$0	\$420,000

Total Operating Impacts						
Personnel Costs	\$0	\$0	\$0	\$0	\$0	\$0
Materials & Supplies	\$0	\$0	\$0	\$0	\$26,000	\$0
Contractual Services	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$0	\$0	\$0	\$0	\$26,000	\$0

City of Sedona
FY16-17 Proposed Budget - General Fund Summary
General Fund

67% of year completed

With Undecided Decision Packages	FY17 Projected	FY16 Budget	FY17 Incr. over FY16 Budget	FY16 Est. Actuals	FY17 Incr. over FY16 Est.	FY16 Est. over/ (under) budget	FY16 Thru Feb	FY16 YTD % of Est.	FY15 Actuals	FY14 Actuals
General Fund - Beginning Fund Balance	\$9,080,469.00	\$13,071,000.00	-31%	\$12,763,823.84	-29%	(\$307,176.16)	\$12,763,823.84	100%	\$17,513,171.97	\$14,295,776.00
General Fund - Revenues										
Taxes*	\$19,514,930.00	\$12,919,000.00	51%	\$14,447,100.00	35%	\$1,528,100.00	\$8,320,582.41	58%	\$13,012,765.50	\$10,950,872.70
Contingent Bed Taxes	\$550,000.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00
In Lieu Fees	\$406,000.00	\$400,000.00	2%	\$400,000.00	2%	\$0.00	\$0.00	0%	\$439,948.71	\$905,468.07
Intergovernmental	\$2,892,701.00	\$2,760,231.00	5%	\$2,800,281.00	3%	\$40,050.00	\$1,846,211.16	66%	\$2,705,158.89	\$2,565,350.92
Other Revenues	\$1,045,075.00	\$905,600.00	15%	\$984,645.00	6%	\$79,045.00	\$659,743.16	67%	\$1,033,134.76	\$1,113,985.85
Total General Fund Revenues	\$24,408,706.00	\$16,984,831.00	44%	\$18,632,026.00	31%	\$1,647,195.00	\$10,826,536.73	58%	\$17,191,007.86	\$15,535,677.54
General Fund - Expenditures										
General Government	\$6,608,236.20	\$6,439,704.00	3%	\$6,486,862.00	2%	(\$47,158.00)	\$3,748,545.44	58%	\$5,629,201.77	\$5,220,570.86
Public Safety	\$5,038,212.00	\$4,305,333.00	17%	\$4,092,139.00	23%	\$213,194.00	\$2,568,241.21	63%	\$3,992,116.57	\$3,554,547.06
Public Works & Streets	\$2,016,088.00	\$914,925.00	120%	\$806,685.00	150%	\$108,240.00	\$474,552.56	59%	\$724,652.20	\$695,665.52
Culture & Recreation	\$1,831,415.00	\$1,859,823.00	-2%	\$1,790,343.00	2%	\$69,480.00	\$1,362,329.53	76%	\$1,710,272.27	\$1,631,613.41
Economic Development	\$1,734,919.00	\$1,543,100.00	12%	\$1,814,909.00	-4%	(\$271,809.00)	\$1,633,109.00	90%	\$1,462,609.00	\$550,853.32
Debt Service	\$707,366.00	\$763,057.00	-7%	\$843,417.00	-16%	(\$80,360.00)	\$475,253.74	56%	\$763,603.18	\$866,983.71
Contingencies	\$900,000.00	\$250,000.00	260%	\$0.00	∞	\$250,000.00	\$0.00	N/A	\$0.00	\$0.00
Total General Fund Expenditures	\$18,836,236.20	\$16,075,942.00	17%	\$15,834,355.00	19%	\$241,587.00	\$10,262,031.48	65%	\$14,282,454.99	\$12,520,233.88
General Fund - Other Financing Sources (Uses)										
Transfers from Other Funds	\$0.00	\$286,000.00	-100%	\$0.00	N/A	(\$286,000.00)	\$0.00	N/A	\$176,469.00	\$167,253.31
Transfers to Other Funds	(\$4,232,668.00)	(\$506,500.00)	736%	(\$506,500.00)	736%	\$0.00	(\$253,248.98)	50%	(\$7,834,370.00)	(\$1,845,000.00)
Refunding Bonds Issued	\$0.00	\$9,300,000.00	-100%	\$8,030,000.00	-100%	(\$1,270,000.00)	\$8,030,000.00	100%	\$0.00	\$1,879,699.00
Payment to Refunded Bond Escrow Agent	\$0.00	(\$9,300,000.00)	-100%	(\$7,934,739.00)	-100%	\$1,365,261.00	(\$7,934,738.86)	100%	\$0.00	\$0.00
Total General Fund Other Financing Sources	(\$4,232,668.00)	(\$220,500.00)	1820%	(\$411,239.00)	929%	(\$190,739.00)	(\$157,987.84)	38%	(\$7,657,901.00)	\$201,952.31

City of Sedona
FY16-17 Proposed Budget - General Fund Summary
General Fund

67% of year completed

With Undecided Decision Packages	FY17 Projected	FY16 Budget	FY17 Incr. over FY16 Budget	FY16 Est. Actuals	FY17 Incr. over FY16 Est.	FY16 Est. over/ (under) budget	FY16 Thru Feb	FY16 YTD % of Est.	FY15 Actuals	FY14 Actuals
General Fund - Ending Fund Balances										
Operating Reserve**	\$8,614,435.10			\$7,495,469.00						
Debt Service Reserve***	\$1,300,000.00			\$1,300,000.00						
Balance for Capital Improvement Projects	\$505,835.70			\$6,069,786.84						
Budget Carryovers				\$285,000.00						
Remaining Available Fund Balance	\$0.00			\$0.00						
Total General Fund Total Ending Fund Balances	\$10,420,270.80	\$13,759,389.00	-24%	\$15,150,255.84	-31%	\$907,692.84	\$13,170,341.25	87%	\$12,763,823.84	\$17,513,171.97

* Full city sales tax amount to be recorded in General Fund and subsidy to Wastewater Fund to be recorded as a transfer in FY17.

** Operating reserve is 50% of operating expenditures.

***\$500,000 higher debt service in FY18 and FY19, \$300,000 reserved to adjust for ongoing debt service levels of \$1M for FY20 and after.

City of Sedona
FY16-17 Proposed Budget - General Fund Summary
General Fund

67% of year completed

Without Undecided Decision Packages	FY17 Projected	FY16 Budget	FY17 Incr. over FY16 Budget	FY16 Est. Actuals	FY17 Incr. over FY16 Est.	FY16 Est. over/ (under) budget	FY16 Thru Feb	FY16 YTD % of Est.	FY15 Actuals	FY14 Actuals
General Fund - Beginning Fund Balance	\$9,080,469.00	\$13,071,000.00	-31%	\$12,763,823.84	-29%	(\$307,176.16)	\$12,763,823.84	100%	\$17,513,171.97	\$14,295,776.00
General Fund - Revenues										
Taxes*	\$19,514,930.00	\$12,919,000.00	51%	\$14,447,100.00	35%	\$1,528,100.00	\$8,320,582.41	58%	\$13,012,765.50	\$10,950,872.70
Contingent Bed Taxes	\$550,000.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00
In Lieu Fees	\$406,000.00	\$400,000.00	2%	\$400,000.00	2%	\$0.00	\$0.00	0%	\$439,948.71	\$905,468.07
Intergovernmental	\$2,892,701.00	\$2,760,231.00	5%	\$2,800,281.00	3%	\$40,050.00	\$1,846,211.16	66%	\$2,705,158.89	\$2,565,350.92
Other Revenues	\$1,045,075.00	\$905,600.00	15%	\$984,645.00	6%	\$79,045.00	\$659,743.16	67%	\$1,033,134.76	\$1,113,985.85
Total General Fund Revenues	\$24,408,706.00	\$16,984,831.00	44%	\$18,632,026.00	31%	\$1,647,195.00	\$10,826,536.73	58%	\$17,191,007.86	\$15,535,677.54
General Fund - Expenditures										
General Government	\$6,515,376.20	\$6,439,704.00	1%	\$6,486,862.00	0%	(\$47,158.00)	\$3,748,545.44	58%	\$5,629,201.77	\$5,220,570.86
Public Safety	\$4,803,077.00	\$4,305,333.00	12%	\$4,092,139.00	17%	\$213,194.00	\$2,568,241.21	63%	\$3,992,116.57	\$3,554,547.06
Public Works & Streets	\$2,016,088.00	\$914,925.00	120%	\$806,685.00	150%	\$108,240.00	\$474,552.56	59%	\$724,652.20	\$695,665.52
Culture & Recreation	\$1,831,415.00	\$1,859,823.00	-2%	\$1,790,343.00	2%	\$69,480.00	\$1,362,329.53	76%	\$1,710,272.27	\$1,631,613.41
Economic Development	\$1,734,919.00	\$1,543,100.00	12%	\$1,814,909.00	-4%	(\$271,809.00)	\$1,633,109.00	90%	\$1,462,609.00	\$550,853.32
Debt Service	\$707,366.00	\$763,057.00	-7%	\$843,417.00	-16%	(\$80,360.00)	\$475,253.74	56%	\$763,603.18	\$866,983.71
Contingencies	\$900,000.00	\$250,000.00	260%	\$0.00	∞	\$250,000.00	\$0.00	N/A	\$0.00	\$0.00
Total General Fund Expenditures	\$18,508,241.20	\$16,075,942.00	15%	\$15,834,355.00	17%	\$241,587.00	\$10,262,031.48	65%	\$14,282,454.99	\$12,520,233.88
General Fund - Other Financing Sources (Uses)										
Transfers from Other Funds	\$0.00	\$286,000.00	-100%	\$0.00	N/A	(\$286,000.00)	\$0.00	N/A	\$176,469.00	\$167,253.31
Transfers to Other Funds	(\$4,232,668.00)	(\$506,500.00)	736%	(\$506,500.00)	736%	\$0.00	(\$253,248.98)	50%	(\$7,834,370.00)	(\$1,845,000.00)
Refunding Bonds Issued	\$0.00	\$9,300,000.00	-100%	\$8,030,000.00	-100%	(\$1,270,000.00)	\$8,030,000.00	100%	\$0.00	\$1,879,699.00
Payment to Refunded Bond Escrow Agent	\$0.00	(\$9,300,000.00)	-100%	(\$7,934,739.00)	-100%	\$1,365,261.00	(\$7,934,738.86)	100%	\$0.00	\$0.00
Total General Fund Other Financing Sources	(\$4,232,668.00)	(\$220,500.00)	1820%	(\$411,239.00)	929%	(\$190,739.00)	(\$157,987.84)	38%	(\$7,657,901.00)	\$201,952.31

**City of Sedona
 FY16-17 Proposed Budget - General Fund Summary
 General Fund**

67% of year completed

Without Undecided Decision Packages	FY17 Projected	FY16 Budget	FY17 Incr. over FY16 Budget	FY16 Est. Actuals	FY17 Incr. over FY16 Est.	FY16 Est. over/ (under) budget	FY16 Thru Feb	FY16 YTD % of Est.	FY15 Actuals	FY14 Actuals
General Fund - Ending Fund Balances										
Operating Reserve**	\$8,450,437.60			\$7,495,469.00						
Debt Service Reserve***	\$1,300,000.00			\$1,300,000.00						
Balance for Capital Improvement Projects	\$997,828.20			\$6,069,786.84						
Budget Carryovers				\$285,000.00						
Remaining Available Fund Balance	\$0.00			\$0.00						
Total General Fund Total Ending Fund Balances	\$10,748,265.80	\$13,759,389.00	-22%	\$15,150,255.84	-29%	\$907,692.84	\$13,170,341.25	87%	\$12,763,823.84	\$17,513,171.97

* Full city sales tax amount to be recorded in General Fund and subsidy to Wastewater Fund to be recorded as a transfer in FY17.

** Operating reserve is 50% of operating expenditures.

***\$500,000 higher debt service in FY18 and FY19, \$300,000 reserved to adjust for ongoing debt service levels of \$1M for FY20 and after.

City of Sedona
FY16-17 Proposed Budget - Revenues & Other Financing Sources Summary
General Fund

67% of year completed

Revenue Category	FY17 Projected	FY16 Budget	FY17 Incr. over FY16 Budget	FY16 Est. Actuals	FY17 Incr. over FY16 Est.	FY16 Est. over/ (under) budget	FY16 Thru Feb	FY16 YTD % of Est.	FY15 Actuals	FY14 Actuals
General Fund - Revenues										
City Sales Taxes*	\$15,526,670.00	\$9,567,000.00	62%	\$10,563,300.00	47%	\$996,300.00	\$6,400,928.97	61%	\$9,589,002.54	\$8,114,951.11
Bed Taxes	\$3,172,200.00	\$2,580,000.00	23%	\$3,079,800.00	3%	\$499,800.00	\$1,512,835.41	49%	\$2,659,289.60	\$2,097,290.28
Contingent Bed Taxes	\$550,000.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00
In Lieu Fees	\$406,000.00	\$400,000.00	2%	\$400,000.00	2%	\$0.00	\$0.00	0%	\$439,948.71	\$905,468.07
Franchise Fees	\$816,060.00	\$772,000.00	6%	\$804,000.00	2%	\$32,000.00	\$406,818.03	51%	\$764,473.36	\$738,631.31
State Shared Sales Taxes	\$979,400.00	\$958,000.00	2%	\$957,700.00	2%	(\$300.00)	\$623,854.60	65%	\$916,720.62	\$873,125.93
Urban Revenue Sharing	\$1,273,001.00	\$1,207,731.00	5%	\$1,207,731.00	5%	\$0.00	\$805,154.08	67%	\$1,214,314.56	\$1,118,082.37
Vehicle License Taxes	\$620,300.00	\$594,500.00	4%	\$591,850.00	5%	(\$2,650.00)	\$394,613.13	67%	\$534,404.41	\$508,518.76
Other Intergovernmental	\$20,000.00	\$0.00	∞	\$43,000.00	-53%	\$43,000.00	\$22,589.35	53%	\$39,719.30	\$65,623.86
Licenses and Permits	\$455,975.00	\$353,100.00	29%	\$452,925.00	1%	\$99,825.00	\$368,817.16	81%	\$487,952.13	\$464,690.38
Charges for Services	\$120,800.00	\$65,650.00	84%	\$100,710.00	20%	\$35,060.00	\$57,507.73	57%	\$105,254.96	\$73,451.88
Fines and Forfeitures	\$243,000.00	\$144,000.00	69%	\$145,000.00	68%	\$1,000.00	\$73,637.32	51%	\$178,290.45	\$136,996.94
Other Revenues	\$225,300.00	\$342,850.00	-34%	\$286,010.00	-21%	(\$56,840.00)	\$159,780.95	56%	\$261,637.22	\$438,846.65
Total General Fund Revenues	\$24,408,706.00	\$16,984,831.00	44%	\$18,632,026.00	31%	\$1,647,195.00	\$10,826,536.73	58%	\$17,191,007.86	\$15,535,677.54
General Fund - Other Financing Sources										
Transfers from Other Funds	\$0.00	\$286,000.00	-100%	\$0.00	N/A	(\$286,000.00)	\$0.00	N/A	\$176,469.00	\$167,253.31
Refunding Bonds Issued	\$0.00	\$9,300,000.00	-100%	\$8,030,000.00	-100%	(\$1,270,000.00)	\$8,030,000.00	100%	\$0.00	\$1,879,699.00
Total General Fund Other Financing Sources	\$0.00	\$9,586,000.00	-100%	\$8,030,000.00	-100%	(\$1,556,000.00)	\$8,030,000.00	100%	\$176,469.00	\$2,046,952.31
GRAND TOTAL	\$24,408,706.00	\$26,570,831.00	-8%	\$26,662,026.00	-8%	\$91,195.00	\$18,856,536.73	71%	\$17,367,476.86	\$17,582,629.85

*Full city sales tax amount to be recorded in General Fund and subsidy to Wastewater Fund to be recorded as a transfer in FY17.

City of Sedona
FY16-17 Proposed Budget - Expenditures & Other Financing Uses Summary
General Fund

67% of year completed

With Undecided Decision Packages	FY17 Requested	FY16 Budget	FY17 Incr. over FY16 Budget	FY16 Est. Actuals	FY17 Incr. over FY16 Est.	FY16 Est. (over)/ under budget	FY16 Thru Feb	FY16 YTD % of Est.	FY15 Actuals	FY14 Actuals
General Fund - Expenditures										
10-5210 - City Council	\$78,585.00	\$77,543.00	1%	\$74,586.00	5%	\$2,957.00	\$38,378.89	51%	\$66,994.80	\$53,561.15
10-5220 - City Manager's Office	\$1,016,875.00	\$854,638.00	19%	\$746,523.00	36%	\$108,115.00	\$465,091.95	62%	\$704,983.16	\$696,482.69
10-5221 - Human Resources	\$221,080.00	\$209,213.00	6%	\$217,713.00	2%	(\$8,500.00)	\$129,149.46	59%	\$191,431.82	\$178,026.09
10-5222 - Financial Services	\$536,465.00	\$460,954.00	16%	\$474,345.00	13%	(\$13,391.00)	\$289,277.78	61%	\$416,550.46	\$448,474.56
10-5224 - Information Technology	\$1,193,777.20	\$968,467.00	23%	\$877,134.00	36%	\$91,333.00	\$631,359.20	72%	\$1,058,766.06	\$713,457.28
10-5230 - City Attorney's Office	\$534,455.00	\$504,523.00	6%	\$498,931.00	7%	\$5,592.00	\$317,288.42	64%	\$490,735.64	\$458,932.24
10-5240 - City Clerk's Office	\$297,719.00	\$218,770.00	36%	\$226,632.00	31%	(\$7,862.00)	\$137,048.89	60%	\$243,828.63	\$226,817.95
10-5242 - Parks & Recreation	\$550,457.00	\$484,324.00	14%	\$456,966.00	20%	\$27,358.00	\$288,684.92	63%	\$454,463.85	\$331,091.20
10-5245 - General Services	\$4,971,845.00	\$4,230,206.00	18%	\$4,747,938.00	5%	(\$517,732.00)	\$3,409,780.47	72%	\$3,889,467.09	\$3,082,134.41
10-5310 - Community Development	\$1,626,691.00	\$1,469,385.00	11%	\$1,246,729.00	30%	\$222,656.00	\$760,861.16	61%	\$1,054,198.87	\$924,555.41
10-5320 - Public Works & Engineering	\$3,128,398.00	\$2,345,922.00	33%	\$2,222,218.00	41%	\$123,704.00	\$1,274,475.13	57%	\$1,792,583.68	\$1,842,844.82
10-5510 - Police	\$4,304,779.00	\$3,946,488.00	9%	\$3,734,021.00	15%	\$212,467.00	\$2,326,896.02	62%	\$3,626,766.88	\$3,292,219.89
10-5520 - Municipal Court	\$375,110.00	\$305,509.00	23%	\$310,619.00	21%	(\$5,110.00)	\$193,739.19	62%	\$291,684.05	\$271,120.69
Total General Fund Expenditures	\$18,836,236.20	\$16,075,942.00	17%	\$15,834,355.00	19%	\$241,587.00	\$10,262,031.48	65%	\$14,282,454.99	\$12,519,718.38
General Fund - Other Financing Uses										
10-5245 - General Services - Payment to Ref. Bond Escrow Agent	\$0.00	\$9,300,000.00	-100%	\$7,934,739.00	-100%	\$1,365,261.00	\$7,934,738.86	100%	\$0.00	\$0.00
10-5245 - General Services - Transfer to Streets Fund	\$351,000.00	\$506,500.00	-31%	\$506,500.00	-31%	\$0.00	\$253,248.98	50%	\$0.00	\$0.00
10-5245 - General Services - Transfer to Wastewater Fund	\$3,881,668.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00
10-5245 - General Services - Transfer to Grants Fund	\$0.00	\$0.00	N/A	\$0.00	N/A	\$0.00	\$0.00	N/A	\$0.00	\$1,845,000.00
10-5245 - General Services - Transfer to Capital Projects Fund	\$0.00	\$0.00	N/A	\$0.00	N/A	\$0.00	\$0.00	N/A	\$7,834,370.00	\$0.00
Total General Fund Other Financing Uses	\$4,232,668.00	\$9,806,500.00	-57%	\$8,441,239.00	-50%	\$1,365,261.00	\$8,187,987.84	97%	\$7,834,370.00	\$1,845,000.00
GRAND TOTAL	\$23,068,904.20	\$25,882,442.00	-11%	\$24,275,594.00	-5%	\$1,606,848.00	\$18,450,019.32	76%	\$22,116,824.99	\$14,364,718.38

City of Sedona
FY16-17 Proposed Budget - Expenditures & Other Financing Uses Summary
General Fund

67% of year completed

Without Undecided Decision Packages	FY17 Requested	FY16 Budget	FY17 Incr. over FY16 Budget	FY16 Est. Actuals	FY17 Incr. over FY16 Est.	FY16 Est. (over)/ under budget	FY16 Thru Feb	FY16 YTD % of Est.	FY15 Actuals	FY14 Actuals
General Fund - Expenditures										
10-5210 - City Council	\$78,585.00	\$77,543.00	1%	\$74,586.00	5%	\$2,957.00	\$38,378.89	51%	\$66,994.80	\$53,561.15
10-5220 - City Manager's Office	\$1,016,875.00	\$854,638.00	19%	\$746,523.00	36%	\$108,115.00	\$465,091.95	62%	\$704,983.16	\$696,482.69
10-5221 - Human Resources	\$221,080.00	\$209,213.00	6%	\$217,713.00	2%	(\$8,500.00)	\$129,149.46	59%	\$191,431.82	\$178,026.09
10-5222 - Financial Services	\$536,465.00	\$460,954.00	16%	\$474,345.00	13%	(\$13,391.00)	\$289,277.78	61%	\$416,550.46	\$448,474.56
10-5224 - Information Technology	\$1,156,327.20	\$968,467.00	19%	\$877,134.00	32%	\$91,333.00	\$631,359.20	72%	\$1,058,766.06	\$713,457.28
10-5230 - City Attorney's Office	\$534,455.00	\$504,523.00	6%	\$498,931.00	7%	\$5,592.00	\$317,288.42	64%	\$490,735.64	\$458,932.24
10-5240 - City Clerk's Office	\$297,719.00	\$218,770.00	36%	\$226,632.00	31%	(\$7,862.00)	\$137,048.89	60%	\$243,828.63	\$226,817.95
10-5242 - Parks & Recreation	\$550,457.00	\$484,324.00	14%	\$456,966.00	20%	\$27,358.00	\$288,684.92	63%	\$454,463.85	\$331,091.20
10-5245 - General Services	\$4,971,845.00	\$4,230,206.00	18%	\$4,747,938.00	5%	(\$517,732.00)	\$3,409,780.47	72%	\$3,889,467.09	\$3,082,134.41
10-5310 - Community Development	\$1,626,691.00	\$1,469,385.00	11%	\$1,246,729.00	30%	\$222,656.00	\$760,861.16	61%	\$1,054,198.87	\$924,555.41
10-5320 - Public Works & Engineering	\$3,128,398.00	\$2,345,922.00	33%	\$2,222,218.00	41%	\$123,704.00	\$1,274,475.13	57%	\$1,792,583.68	\$1,842,844.82
10-5510 - Police	\$4,069,644.00	\$3,946,488.00	3%	\$3,734,021.00	9%	\$212,467.00	\$2,326,896.02	62%	\$3,626,766.88	\$3,292,219.89
10-5520 - Municipal Court	\$319,700.00	\$305,509.00	5%	\$310,619.00	3%	(\$5,110.00)	\$193,739.19	62%	\$291,684.05	\$271,120.69
Total General Fund Expenditures	\$18,508,241.20	\$16,075,942.00	15%	\$15,834,355.00	17%	\$241,587.00	\$10,262,031.48	65%	\$14,282,454.99	\$12,519,718.38
General Fund - Other Financing Uses										
10-5245 - General Services - Payment to Ref. Bond Escrow Agent	\$0.00	\$9,300,000.00	-100%	\$7,934,739.00	-100%	\$1,365,261.00	\$7,934,738.86	100%	\$0.00	\$0.00
10-5245 - General Services - Transfer to Streets Fund	\$351,000.00	\$506,500.00	-31%	\$506,500.00	-31%	\$0.00	\$253,248.98	50%	\$0.00	\$0.00
10-5245 - General Services - Transfer to Wastewater Fund	\$3,881,668.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00
10-5245 - General Services - Transfer to Grants Fund	\$0.00	\$0.00	N/A	\$0.00	N/A	\$0.00	\$0.00	N/A	\$0.00	\$1,845,000.00
10-5245 - General Services - Transfer to Capital Projects Fund	\$0.00	\$0.00	N/A	\$0.00	N/A	\$0.00	\$0.00	N/A	\$7,834,370.00	\$0.00
Total General Fund Other Financing Uses	\$4,232,668.00	\$9,806,500.00	-57%	\$8,441,239.00	-50%	\$1,365,261.00	\$8,187,987.84	97%	\$7,834,370.00	\$1,845,000.00
GRAND TOTAL	\$22,740,909.20	\$25,882,442.00	-12%	\$24,275,594.00	-6%	\$1,606,848.00	\$18,450,019.32	76%	\$22,116,824.99	\$14,364,718.38

City of Sedona
 FY16-17 Proposed Budget - Streets Fund Summary
 Streets Fund

67% of year completed

	FY17 Projected	FY16 Budget	FY17 Incr. over FY16 Budget	FY16 Est. Actuals	FY17 Incr. over FY16 Est.	FY16 Est. over/ (under) budget	FY16 Thru Feb	FY16 YTD % of Est.	FY15 Actuals	FY14 Actuals
Streets Fund - Beginning Fund Balance	\$378,137.79	\$115,000.00	229%	\$374,026.79	1%	\$259,026.79	\$374,026.79	100%	\$0.00	\$0.00
Streets Fund - Revenues										
Intergovernmental	\$799,000.00	\$782,238.00	2%	\$902,300.00	-11%	\$120,062.00	\$572,400.85	63%	\$857,363.24	\$780,913.45
Other Revenues	\$0.00	\$0.00	N/A	\$0.00	N/A	\$0.00	\$0.00	N/A	\$4,735.82	\$0.00
Total Streets Fund Revenues	\$799,000.00	\$782,238.00	2%	\$902,300.00	-11%	\$120,062.00	\$572,400.85	63%	\$862,099.06	\$780,913.45
Streets Fund - Expenditures										
General Administration	\$0.00	\$123,320.00	-100%	\$123,320.00	-100%	\$0.00	\$68,248.55	55%	\$146,093.54	\$130,895.21
Road & Drainage Rehab	\$1,150,000.00	\$796,774.00	44%	\$796,774.00	44%	\$0.00	\$64,421.00	8%	\$67,600.91	\$1,279,868.64
Right-of-Way Maintenance	\$0.00	\$313,582.00	-100%	\$313,582.00	-100%	\$0.00	\$100,374.79	32%	\$167,882.06	\$271,196.32
Traffic Signals	\$0.00	\$171,013.00	-100%	\$171,013.00	-100%	\$0.00	\$57,937.18	34%	\$106,495.76	\$117,380.23
Total Streets Fund Expenditures	\$1,150,000.00	\$1,404,689.00	-18%	\$1,404,689.00	-18%	\$0.00	\$290,981.52	21%	\$488,072.27	\$1,799,340.40
Streets Fund - Other Financing Sources (Uses)										
Transfers from Other Funds	\$351,000.00	\$506,500.00	-31%	\$506,500.00	-31%	\$0.00	\$253,249.98	50%	\$0.00	\$1,018,426.95
Total Streets Fund Other Financing Sources	\$351,000.00	\$506,500.00	-31%	\$506,500.00	-31%	\$0.00	\$253,249.98	50%	\$0.00	\$1,018,426.95

City of Sedona
FY16-17 Proposed Budget - Streets Fund Summary
Streets Fund

67% of year completed

	FY17 Projected	FY16 Budget	FY17 Incr. over FY16 Budget	FY16 Est. Actuals	FY17 Incr. over FY16 Est.	FY16 Est. over/ (under) budget	FY16 Thru Feb	FY16 YTD % of Est.	FY15 Actuals	FY14 Actuals
Streets Fund - Ending Fund Balances										
Restricted Reserve**	\$378,137.79			\$378,137.79						
Remaining Available Fund Balance										
Total Streets Fund Total Ending Fund Balances	\$378,137.79	(\$951.00)	-39862%	\$378,137.79	0%	\$379,088.79	\$908,696.10	240%	\$374,026.79	\$0.00

* Restricted is minimum of 10% and maximum of 50% of budgeted expenditures.

City of Sedona
FY16-17 Proposed Budget - Wastewater Fund Summary
Wastewater Fund

67% of year completed

With Undecided Decision Packages	FY17 Projected	FY16 Budget	FY17 Incr. over FY16 Budget	FY16 Est. Actuals	FY17 Incr. over FY16 Est.	FY16 Est. over/ (under) budget	FY16 Thru Feb	FY16 YTD % of Est.	FY15 Actuals	FY14 Actuals
Wastewater Fund - Beginning Fund Balance	\$14,792,116.76	\$17,491,500.00	-15%	\$16,948,553.07	-13%	(\$542,946.93)	\$16,948,553.07	100%	\$17,974,920.46	\$17,347,570.00
Wastewater Fund - Revenues										
Charges for Services	\$5,901,144.00	\$5,963,600.00	-1%	\$5,674,200.00	4%	(\$289,400.00)	\$3,782,349.65	67%	\$5,496,406.20	\$5,323,589.01
Capacity Fees	\$275,000.00	\$275,000.00	0%	\$475,000.00	-42%	\$200,000.00	\$407,551.80	86%	\$533,053.50	\$484,099.51
Other Revenues	\$227,720.00	\$235,750.00	-3%	\$344,895.00	-34%	\$109,145.00	\$77,520.72	22%	\$137,118.41	\$224,946.79
Total Wastewater Fund Revenues	\$6,403,864.00	\$6,474,350.00	-1%	\$6,494,095.00	-1%	\$19,745.00	\$4,267,422.17	66%	\$6,166,578.11	\$6,032,635.31
Wastewater Fund - Expenditures										
Wastewater Administration	\$264,764.00	\$376,868.00	-30%	\$423,935.00	-38%	(\$47,067.00)	\$249,614.14	59%	\$473,773.38	\$350,794.04
Wastewater Operations	\$2,611,224.00	\$2,589,148.00	1%	\$2,333,044.31	12%	\$256,103.69	\$1,169,640.37	50%	\$2,160,158.33	\$2,076,806.62
Utility Billing	\$347,580.00	\$395,539.00	-12%	\$392,926.00	-12%	\$2,613.00	\$265,177.08	67%	\$407,241.89	\$386,718.84
Departmental Allocations	\$435,960.80	\$285,847.00	53%	\$280,669.00	55%	\$5,178.00	\$173,825.50	62%	\$234,402.20	\$177,481.47
Capital Projects	\$3,677,548.00	\$8,298,545.00	-56%	\$4,242,532.00	-13%	\$4,056,013.00	\$3,058,079.74	72%	\$2,282,764.50	\$2,641,016.81
Debt Service	\$5,151,325.00	\$5,413,325.00	-5%	\$5,413,325.00	-5%	\$0.00	\$2,709,972.50	50%	\$5,846,892.72	\$4,479,467.71
Contingencies	\$100,000.00	\$100,000.00	0%	\$0.00	∞	\$100,000.00	\$0.00	N/A	\$0.00	\$0.00
Total Wastewater Fund Expenditures	\$12,588,401.80	\$17,459,272.00	-28%	\$13,086,431.31	-4%	\$4,372,840.69	\$7,626,309.33	58%	\$11,405,233.02	\$10,112,285.49
Wastewater Fund - Other Financing Sources (Uses)										
City Sales Taxes*	\$0.00	\$4,109,000.00	-100%	\$4,435,900.00	-100%	\$326,900.00	\$2,739,845.26	62%	\$4,024,053.02	\$4,478,073.98
Transfers from Other Funds	\$3,881,668.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00
Transfers to Other Funds	\$0.00	\$90,000.00	-100%	\$0.00	N/A	(\$90,000.00)	\$0.00	N/A	\$88,234.50	\$83,626.66
Refunding Bonds Issued	\$0.00	\$0.00	N/A	\$0.00	N/A	\$0.00	\$0.00	N/A	\$10,390,000.00	\$7,905,300.00
Payment to Refunded Bond Escrow Agent	\$0.00	\$0.00	N/A	\$0.00	N/A	\$0.00	\$0.00	N/A	(\$10,290,000.00)	(\$7,760,000.00)
Total Wastewater Fund Other Financing Sources	\$3,881,668.00	\$4,199,000.00	-8%	\$4,435,900.00	-12%	\$236,900.00	\$2,739,845.26	62%	\$4,212,287.52	\$4,707,000.64

City of Sedona
FY16-17 Proposed Budget - Wastewater Fund Summary
Wastewater Fund

67% of year completed

With Undecided Decision Packages	FY17 Projected	FY16 Budget	FY17 Incr. over FY16 Budget	FY16 Est. Actuals	FY17 Incr. over FY16 Est.	FY16 Est. over/ (under) budget	FY16 Thru Feb	FY16 YTD % of Est.	FY15 Actuals	FY14 Actuals
Wastewater Fund - Ending Fund Balances										
Operating Reserve**	\$1,301,189.60			\$1,191,035.44						
Debt Service Reserve***	\$4,708,942.40			\$4,706,599.56						
Remaining Available Fund Balance	\$6,479,114.96			\$8,894,481.76						
Total Wastewater Fund Total Ending Fund Balances	\$12,489,246.96	\$10,705,578.00	17%	\$14,792,116.76	-16%	(\$4,659,142.62)	\$16,329,511.17	110%	\$16,948,553.07	\$17,974,920.46

* Full city sales tax amount to be recorded in General Fund and subsidy to Wastewater Fund to be recorded as a transfer in FY17.

** Operating reserve is 50% of operating expenditures.

***\$500,000 higher debt service in FY18 and FY19, \$300,000 reserved to adjust for ongoing debt service levels of \$1M for FY20 and after.

City of Sedona
FY16-17 Proposed Budget - Wastewater Fund Summary
Wastewater Fund

67% of year completed

Without Undecided Decision Packages	FY17 Projected	FY16 Budget	FY17 Incr. over FY16 Budget	FY16 Est. Actuals	FY17 Incr. over FY16 Est.	FY16 Est. over/ (under) budget	FY16 Thru Feb	FY16 YTD % of Est.	FY15 Actuals	FY14 Actuals
Wastewater Fund - Beginning Fund Balance	\$14,792,116.76	\$17,491,500.00	-15%	\$16,948,553.07	-13%	(\$542,946.93)	\$16,948,553.07	100%	\$17,974,920.46	\$17,347,570.00
Wastewater Fund - Revenues										
Charges for Services	\$5,901,144.00	\$5,963,600.00	-1%	\$5,674,200.00	4%	(\$289,400.00)	\$3,782,349.65	67%	\$5,496,406.20	\$5,323,589.01
Capacity Fees	\$275,000.00	\$275,000.00	0%	\$475,000.00	-42%	\$200,000.00	\$407,551.80	86%	\$533,053.50	\$484,099.51
Other Revenues	\$227,720.00	\$235,750.00	-3%	\$344,895.00	-34%	\$109,145.00	\$77,520.72	22%	\$137,118.41	\$224,946.79
Total Wastewater Fund Revenues	\$6,403,864.00	\$6,474,350.00	-1%	\$6,494,095.00	-1%	\$19,745.00	\$4,267,422.17	66%	\$6,166,578.11	\$6,032,635.31
Wastewater Fund - Expenditures										
Wastewater Administration	\$264,764.00	\$376,868.00	-30%	\$423,935.00	-38%	(\$47,067.00)	\$249,614.14	59%	\$473,773.38	\$350,794.04
Wastewater Operations	\$2,585,724.00	\$2,589,148.00	0%	\$2,333,044.31	11%	\$256,103.69	\$1,169,640.37	50%	\$2,160,158.33	\$2,076,806.62
Utility Billing	\$347,580.00	\$395,539.00	-12%	\$392,926.00	-12%	\$2,613.00	\$265,177.08	67%	\$407,241.89	\$386,718.84
Departmental Allocations	\$432,350.80	\$285,847.00	51%	\$280,669.00	54%	\$5,178.00	\$173,825.50	62%	\$234,402.20	\$177,481.47
Capital Projects	\$3,677,548.00	\$8,298,545.00	-56%	\$4,242,532.00	-13%	\$4,056,013.00	\$3,058,079.74	72%	\$2,282,764.50	\$2,641,016.81
Debt Service	\$5,151,325.00	\$5,413,325.00	-5%	\$5,413,325.00	-5%	\$0.00	\$2,709,972.50	50%	\$5,846,892.72	\$4,479,467.71
Contingencies	\$100,000.00	\$100,000.00	0%	\$0.00	∞	\$100,000.00	\$0.00	N/A	\$0.00	\$0.00
Total Wastewater Fund Expenditures	\$12,559,291.80	\$17,459,272.00	-28%	\$13,086,431.31	-4%	\$4,372,840.69	\$7,626,309.33	58%	\$11,405,233.02	\$10,112,285.49
Wastewater Fund - Other Financing Sources (Uses)										
City Sales Taxes*	\$0.00	\$4,109,000.00	-100%	\$4,435,900.00	-100%	\$326,900.00	\$2,739,845.26	62%	\$4,024,053.02	\$4,478,073.98
Transfers from Other Funds	\$3,881,668.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00
Transfers to Other Funds	\$0.00	\$90,000.00	-100%	\$0.00	N/A	(\$90,000.00)	\$0.00	N/A	\$88,234.50	\$83,626.66
Refunding Bonds Issued	\$0.00	\$0.00	N/A	\$0.00	N/A	\$0.00	\$0.00	N/A	\$10,390,000.00	\$7,905,300.00
Payment to Refunded Bond Escrow Agent	\$0.00	\$0.00	N/A	\$0.00	N/A	\$0.00	\$0.00	N/A	(\$10,290,000.00)	(\$7,760,000.00)
Total Wastewater Fund Other Financing Sources	\$3,881,668.00	\$4,199,000.00	-8%	\$4,435,900.00	-12%	\$236,900.00	\$2,739,845.26	62%	\$4,212,287.52	\$4,707,000.64

City of Sedona
FY16-17 Proposed Budget - Wastewater Fund Summary
Wastewater Fund

67% of year completed

Without Undecided Decision Packages	FY17 Projected	FY16 Budget	FY17 Incr. over FY16 Budget	FY16 Est. Actuals	FY17 Incr. over FY16 Est.	FY16 Est. over/ (under) budget	FY16 Thru Feb	FY16 YTD % of Est.	FY15 Actuals	FY14 Actuals
Wastewater Fund - Ending Fund Balances										
Operating Reserve**	\$1,291,486.27			\$1,191,035.44						
Debt Service Reserve***	\$4,708,942.40			\$4,706,599.56						
Remaining Available Fund Balance	\$6,517,928.29			\$8,894,481.76						
Total Wastewater Fund Total Ending Fund Balances	\$12,518,356.96	\$10,705,578.00	17%	\$14,792,116.76	-15%	(\$4,659,142.62)	\$16,329,511.17	110%	\$16,948,553.07	\$17,974,920.46

* Full city sales tax amount to be recorded in General Fund and subsidy to Wastewater Fund to be recorded as a transfer in FY17.

** Operating reserve is 50% of operating expenditures.

***\$500,000 higher debt service in FY18 and FY19, \$300,000 reserved to adjust for ongoing debt service levels of \$1M for FY20 and after.

City of Sedona
FY16-17 Proposed Budget - Revenues & Other Financing Sources Summary
Wastewater Fund

67% of year completed

Revenue Category	FY17 Projected	FY16 Budget	FY17 Incr. over FY16 Budget	FY16 Est. Actuals	FY17 Incr. over FY16 Est.	FY16 Est. over/ (under) budget	FY16 Thru Feb	FY16 YTD % of Est.	FY15 Actuals	FY14 Actuals
Wastewater Fund - Revenues										
Monthly Fees	\$5,446,480.00	\$5,512,000.00	-1%	\$5,237,000.00	4%	(\$275,000.00)	\$3,490,898.35	67%	\$5,065,785.96	\$4,932,395.43
Stand-by Fees	\$420,264.00	\$405,600.00	4%	\$404,100.00	4%	(\$1,500.00)	\$269,361.75	67%	\$400,800.49	\$359,907.20
Capacity Fees	\$275,000.00	\$275,000.00	0%	\$475,000.00	-42%	\$200,000.00	\$407,551.80	86%	\$533,053.50	\$484,099.51
Environmental Penalty Fees	\$34,400.00	\$46,000.00	-25%	\$33,100.00	4%	(\$12,900.00)	\$22,089.55	67%	\$29,819.75	\$31,286.38
Other Revenues	\$227,720.00	\$235,750.00	-3%	\$344,895.00	-34%	\$109,145.00	\$77,520.72	22%	\$137,118.41	\$224,946.79
Total Wastewater Fund Revenues	\$6,403,864.00	\$6,474,350.00	-1%	\$6,494,095.00	-1%	\$19,745.00	\$4,267,422.17	66%	\$6,166,578.11	\$6,032,635.31
Wastewater Fund - Other Financing Sources										
City Sales Taxes*	\$0.00	\$4,109,000.00	-100%	\$4,435,900.00	-100%	\$326,900.00	\$2,739,845.26	62%	\$4,024,053.02	\$4,478,073.98
Transfers from Other Funds	\$3,881,668.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00
Total Wastewater Fund Other Financing Sources	\$3,881,668.00	\$4,109,000.00	-6%	\$4,435,900.00	-12%	\$326,900.00	\$2,739,845.26	62%	\$4,024,053.02	\$4,478,073.98
GRAND TOTAL	\$10,285,532.00	\$10,583,350.00	-3%	\$10,929,995.00	-6%	\$346,645.00	\$7,007,267.43	64%	\$10,190,631.13	\$10,510,709.29

*Full city sales tax amount to be recorded in General Fund and subsidy to Wastewater Fund to be recorded as a transfer in FY17.

City of Sedona
FY16-17 Proposed Budget - Expenditures & Other Financing Uses Summary
Wastewater Fund

67% of year completed

With Undecided Decision Packages	FY17 Requested	FY16 Budget	FY17 Incr. over FY16 Budget	FY16 Est. Actuals	FY17 Incr. over FY16 Est.	FY16 Est. (over)/ under budget	FY16 Thru Feb	FY16 YTD % of Est.	FY15 Actuals	FY14 Actuals
Wastewater Fund - Expenditures										
10-5220 - City Manager's Office	\$47,950.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00
10-5221 - Human Resources	\$19,440.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00
10-5222 - Financial Services	\$406,520.00	\$395,539.00	3%	\$392,926.00	3%	\$2,613.00	\$265,177.08	67%	\$407,241.89	\$386,718.84
10-5224 - Information Technology	\$87,577.80	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00
10-5230 - City Attorney's Office	\$21,090.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00
10-5240 - City Clerk's Office	\$12,650.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00
10-5230 - Public Works & Engineering	\$3,800,661.00	\$8,329,591.00	-54%	\$4,271,210.00	-11%	\$4,058,381.00	\$3,068,797.51	72%	\$2,282,764.50	\$1,088,969.81
10-5250 - Wastewater Administration	\$5,516,089.00	\$5,890,193.00	-6%	\$5,837,260.00	-6%	\$52,933.00	\$2,959,586.64	51%	\$6,843,392.10	\$4,830,261.75
10-5250 - Wastewater Departmental Allocations	\$0.00	\$254,801.00	-100%	\$251,991.00	-100%	\$2,810.00	\$163,107.73	65%	\$234,402.20	\$177,481.47
10-5252 - Wastewater Capital	\$65,200.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00
10-5253 - Wastewater Operations	\$2,611,224.00	\$2,589,148.00	1%	\$2,333,044.31	12%	\$256,103.69	\$1,169,640.37	50%	\$2,160,158.33	\$2,076,806.62
Total Wastewater Fund Expenditures	\$12,588,401.80	\$17,459,272.00	-28%	\$13,086,431.31	-4%	\$4,372,840.69	\$7,626,309.33	58%	\$11,927,959.02	\$8,560,238.49
Wastewater Fund - Other Financing Uses										
10-5252 - Wastewater Capital - Transfer to General Fund	\$0.00	\$90,000.00	-100%	\$0.00	N/A	\$90,000.00	\$0.00	N/A	\$88,234.50	\$83,626.66
Total Wastewater Fund Other Financing Uses	\$0.00	\$90,000.00	-100%	\$0.00	N/A	\$90,000.00	\$0.00	N/A	\$88,234.50	\$83,626.66
GRAND TOTAL	\$12,588,401.80	\$17,549,272.00	-28%	\$13,086,431.31	-4%	\$4,462,840.69	\$7,626,309.33	58%	\$12,016,193.52	\$8,643,865.15

City of Sedona
FY16-17 Proposed Budget - Expenditures & Other Financing Uses Summary
Wastewater Fund

67% of year completed

Without Undecided Decision Packages	FY17 Requested	FY16 Budget	FY17 Incr. over FY16 Budget	FY16 Est. Actuals	FY17 Incr. over FY16 Est.	FY16 Est. (over)/ under budget	FY16 Thru Feb	FY16 YTD % of Est.	FY15 Actuals	FY14 Actuals
Wastewater Fund - Expenditures										
10-5220 - City Manager's Office	\$47,950.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00
10-5221 - Human Resources	\$19,440.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00
10-5222 - Financial Services	\$406,520.00	\$395,539.00	3%	\$392,926.00	3%	\$2,613.00	\$265,177.08	67%	\$407,241.89	\$386,718.84
10-5224 - Information Technology	\$83,967.80	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00
10-5230 - City Attorney's Office	\$21,090.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00
10-5240 - City Clerk's Office	\$12,650.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00
10-5230 - Public Works & Engineering	\$3,800,661.00	\$8,329,591.00	-54%	\$4,271,210.00	-11%	\$4,058,381.00	\$3,068,797.51	72%	\$2,282,764.50	\$1,088,969.81
10-5250 - Wastewater Administration	\$5,516,089.00	\$5,890,193.00	-6%	\$5,837,260.00	-6%	\$52,933.00	\$2,959,586.64	51%	\$6,843,392.10	\$4,830,261.75
10-5250 - Wastewater Departmental Allocations	\$0.00	\$254,801.00	-100%	\$251,991.00	-100%	\$2,810.00	\$163,107.73	65%	\$234,402.20	\$177,481.47
10-5252 - Wastewater Capital	\$65,200.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00
10-5253 - Wastewater Operations	\$2,585,724.00	\$2,589,148.00	0%	\$2,333,044.31	11%	\$256,103.69	\$1,169,640.37	50%	\$2,160,158.33	\$2,076,806.62
Total Wastewater Fund Expenditures	\$12,559,291.80	\$17,459,272.00	-28%	\$13,086,431.31	-4%	\$4,372,840.69	\$7,626,309.33	58%	\$11,927,959.02	\$8,560,238.49
Wastewater Fund - Other Financing Uses										
10-5252 - Wastewater Capital - Transfer to General Fund	\$0.00	\$90,000.00	-100%	\$0.00	N/A	\$90,000.00	\$0.00	N/A	\$88,234.50	\$83,626.66
Total Wastewater Fund Other Financing Uses	\$0.00	\$90,000.00	-100%	\$0.00	N/A	\$90,000.00	\$0.00	N/A	\$88,234.50	\$83,626.66
GRAND TOTAL	\$12,559,291.80	\$17,549,272.00	-28%	\$13,086,431.31	-4%	\$4,462,840.69	\$7,626,309.33	58%	\$12,016,193.52	\$8,643,865.15

City of Sedona
FY16-17 Proposed Budget - Fund Summary
Other Funds

	Grants & Donations Funds	Development Impact Fees Funds	Capital Improvements Fund	Art in Public Places Fund
Beginning Fund Balance	\$164,184.00	\$2,727,228.00	\$6,053,968.00	\$63,048.00
Revenues				
Developer Impact Fees	\$0.00	\$191,000.00	\$0.00	\$0.00
Intergovernmental	\$80,000.00	\$0.00	\$665,976.00	\$0.00
Donations	\$40,500.00	\$0.00	\$300,000.00	\$0.00
Other Revenues	\$0.00	\$10,000.00	\$0.00	\$0.00
Contingent Grants/Donations	\$300,000.00	\$0.00	\$0.00	\$0.00
Total Revenues	\$420,500.00	\$201,000.00	\$965,976.00	\$0.00
Expenditures				
Heritage Grant - Wetlands Viewing Pier	\$30,000.00	\$0.00	\$0.00	\$0.00
Parks Events/Sponsorships	\$30,000.00	\$0.00	\$0.00	\$0.00
Parks - AWFT	\$5,500.00	\$0.00	\$0.00	\$0.00
Parks - Military Park	\$5,000.00	\$0.00	\$0.00	\$0.00
Sinagua Property Connection	\$0.00	\$30,000.00	\$0.00	\$0.00
Capital Improvement Projects	\$50,000.00	\$2,547,120.00	\$3,540,326.00	\$0.00
Contingency	\$300,000.00	\$0.00	\$0.00	\$0.00
Total Expenditures	\$420,500.00	\$2,577,120.00	\$3,540,326.00	\$0.00
Other Financing Sources (Uses)				
Transfers from Other Funds	\$0.00	\$0.00	\$0.00	\$35,000.00
Transfers to Other Funds	\$0.00	\$0.00	(\$35,000.00)	\$0.00
Total Other Financing Sources	\$0.00	\$0.00	(\$35,000.00)	\$35,000.00
Ending Fund Balances	\$164,184.00	\$351,108.00	\$3,444,618.00	\$98,048.00

CITY COUNCIL

DEPARTMENT DESCRIPTION

The Mayor and City Councilors are elected at large and consist of seven members. The Mayor presides over the City Council meetings. The City Council is mostly responsible for policies and 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.

2016-2017 OBJECTIVES

- ❖ Continue to work toward achievements within the Council's top priorities.
- ❖ Mitigation of traffic and parking issues in Sedona.
- ❖ Accelerated storm water management.
- ❖ Construction of Barbara Antonsen Memorial Park.
- ❖ Continue efforts at outreach through social media, website, written reports, and other means.
- ❖ Citywide Wireless Master Plan.
- ❖ Assess the feasibility of franchising trash hauling and recycling services.
- ❖ Implement Economic Development Plan.
- ❖ Citywide Cultural and Arts Plan.
- ❖ Western Gateway and Schnebly Hill Community Facilities Areas.
- ❖ Brewer Road Master Plan.
- ❖ Comprehensive, Citywide, Multi-modal Transportation Study.

Did You Know?

The Mayor's seat and 4 City Council seats will be filled during the Fall 2016 election cycle. The Mayor's seat and 1 City Council seat are 2-year terms, and the remaining 3 City Council seats are 4-year terms.

2015-2016 ACCOMPLISHMENTS

- ❖ Approved a balanced budget.
- ❖ Approved a Human Rights Ordinance.
- ❖ Approved a Street Performers Program.
- ❖ Approved a contract for construction of Bike Skills Park.
- ❖ Added a Moment of Art at the beginning of the first City Council meeting each month.
- ❖ Continued accelerated improvements to storm water drainage system.
- ❖ Hosted the 6th Annual Citizens Academy.
- ❖ Continued outreach through social media (Facebook and Twitter) and enhancements to the City's website.
- ❖ Approved refinancing of the City's Series 2007 general fund debt resulting in gross savings of more than \$1,100,000.
- ❖ Approved a Household Hazardous Materials Disposal event.
- ❖ Approved the Soldiers Pass Community Facilities Area.

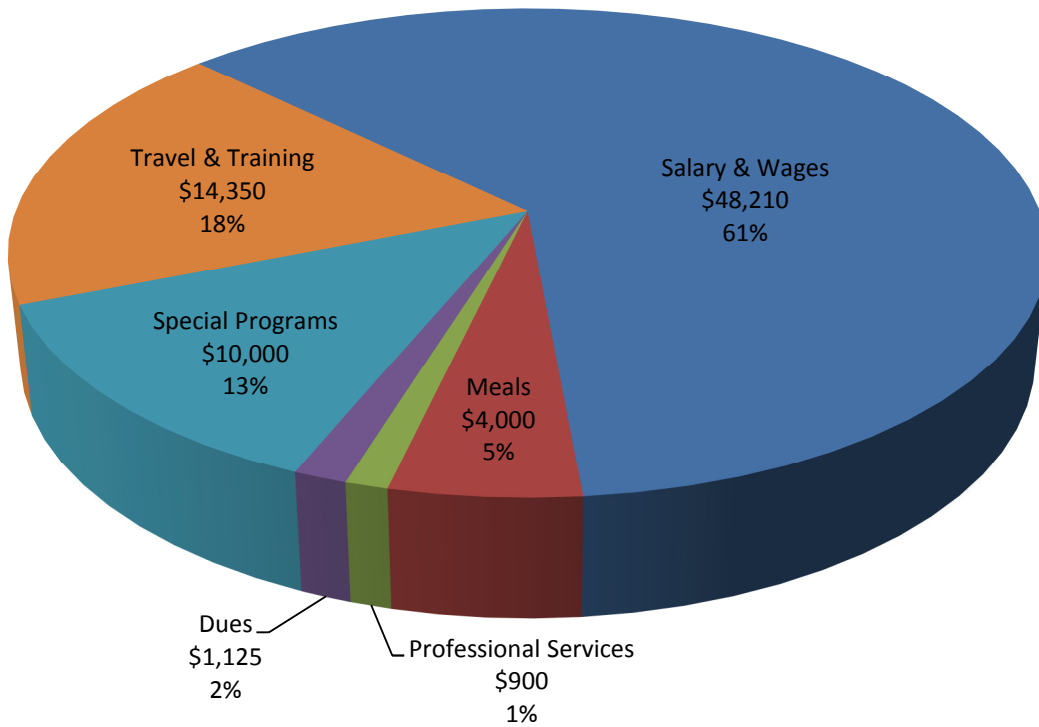
SIGNIFICANT CHANGES

- ❖ Councilor Angela LeFevre resigned.
- ❖ City Council appointed Tom Lamkin to replace Councilor Angela LeFevre.

Workload Indicators/Performance Metrics

	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Projected	FY 16-17 Projected
City Council Communications Reviewed	201	154	170	160
Public Meetings Held	79	67	74	70
Rating of Sedona as a Place to Live	N/A	N/A	N/A	N/A
Approval of the City's Overall Direction	N/A	N/A	N/A	N/A

FY2017 Expenses



City of Sedona
 FY16-17 Proposed Budget - Program Summary
 City Council

67% of year completed

Program	FY17 Requested	FY16 Budget	FY17 Incr. over FY16 Budget	FY16 Est. Actuals	FY17 Incr. over FY16 Est.	FY16 Est. (over)/under budget	FY16 Thru Feb	FY16 YTD % of Est.	FY15 Actuals	FY14 Actuals
General Fund										
10-5210-01 - General Administration	\$78,585.00	\$77,543.00	1%	\$74,586.00	5%	\$2,957.00	\$38,378.89	51%	\$66,994.80	\$53,561.15
General Fund Total	\$78,585.00	\$77,543.00	1%	\$74,586.00	5%	\$2,957.00	\$38,378.89	51%	\$66,994.80	\$53,561.15

City of Sedona
 FY16-17 Proposed Budget - Expenditure Summary
 City Council

67% of year completed

Cost Category	FY17 Requested	FY16 Budget	FY17 Incr. over FY16 Budget	FY16 Est. Actuals	FY17 Incr. over FY16 Est.	FY16 Est. (over)/under budget	FY16 Thru Feb	FY16 YTD % of Est.	FY15 Actuals	FY14 Actuals	Explanation of Changes
General Fund											
10-5210-01 - General Administration											
Personnel	\$48,210.00	\$48,418.00	0%	\$46,711.00	3%	\$1,707.00	\$26,870.05	58%	\$44,381.97	\$43,992.33	Decrease: Reduced workers compensation rates Current year under budget due to one councillor declining salary increase
Supplies & Services	\$30,375.00	\$29,125.00	4%	\$27,875.00	9%	\$1,250.00	\$11,508.84	41%	\$22,612.83	\$9,568.82	Increase: Increase in professional services for election year (\$750), correction of AZ Forward dues (\$500) Current year under budget due to savings in travel and training
General Administration Total	\$78,585.00	\$77,543.00	1%	\$74,586.00	5%	\$2,957.00	\$38,378.89	51%	\$66,994.80	\$53,561.15	
General Fund Total	\$78,585.00	\$77,543.00	1%	\$74,586.00	5%	\$2,957.00	\$38,378.89	51%	\$66,994.80	\$53,561.15	

**City of Sedona
 FY16-17 Proposed Budget - Positions/Allocations
 City Council**

Position	FTE
Councillor	6.00
Mayor	1.00
Total	7.00

Org Unit	Org Description	FTE
General Fund		
10-5210-01	General Administration	7.00
General Fund Total		7.00

City of Sedona
 FY16-17 Proposed Budget - Line Item Detail
 City Council Department

67% of year completed

Account Number	Account Description	FY17 Requested	FY16 Budget	FY17 Incr. over FY16 Budget	FY16 Est. Actuals	FY17 Incr. over FY16 Est.	FY16 Est. (over)/ under budget	FY16 Thru Feb	FY16 YTD % of Est.	FY15 Actuals	FY14 Actuals	FY17 Requested - Details		
												Amount	Description	
General Fund - General Administration														
10-5210-01-6005	Salary & Wages	\$44,400.00	\$44,400.00	0%	\$42,800.00	4%	\$1,600.00	\$24,675.00	58%	\$40,500.00	\$40,200.00			
10-5210-01-6125	FICA	\$3,400.00	\$3,397.00	0%	\$3,290.00	3%	\$107.00	\$1,901.05	58%	\$3,354.59	\$3,236.20			
10-5210-01-6136	Workers Compensation Insurance	\$410.00	\$621.00	-34%	\$621.00	-34%	\$0.00	\$294.00	47%	\$527.38	\$556.13			
	General Administration - Personnel Costs Subtotal	\$48,210.00	\$48,418.00	0%	\$46,711.00	3%	\$1,707.00	\$26,870.05	58%	\$44,381.97	\$43,992.33			
10-5210-01-6024	Meals	\$4,000.00	\$4,000.00	0%	\$3,500.00	14%	\$500.00	\$1,907.32	54%	\$5,168.50	\$3,285.21			
												\$4,000.00	Unchanged from prior year	
10-5210-01-6244	Office Furniture - Non Capital	\$0.00	\$0.00	N/A	\$0.00	N/A	\$0.00	\$0.00	N/A	\$1,769.58	\$0.00			
10-5210-01-6405	Professional Services	\$900.00	\$150.00	500%	\$150.00	500%	\$0.00	\$89.64	60%	\$805.99	\$0.00			
												\$900.00	Council portrait, business cards, nametags, nameplates (election year)	
10-5210-01-6703	Dues/Subscriptions/License	\$1,125.00	\$625.00	80%	\$1,125.00	0%	(\$500.00)	\$1,000.00	89%	\$500.00	\$10.00			
												\$1,125.00	AZ Forward Dues are \$1,000 not \$500	
10-5210-01-6710	Special Programs	\$10,000.00	\$10,000.00	0%	\$10,000.00	0%	\$0.00	\$3,717.44	37%	\$6,728.43	\$6,273.61			
												\$10,000.00	Unchanged from prior year	
10-5210-01-6750	Travel & Training	\$14,350.00	\$14,350.00	0%	\$13,100.00	10%	\$1,250.00	\$4,794.44	37%	\$7,640.33	\$0.00			
												\$14,350.00	Unchanged from prior year	
	General Administration - Supplies & Services Costs Subtotal	\$30,375.00	\$29,125.00	4%	\$27,875.00	9%	\$1,250.00	\$11,508.84	41%	\$22,612.83	\$9,568.82			
	General Fund - General Administration Total	\$78,585.00	\$77,543.00	1%	\$74,586.00	5%	\$2,957.00	\$38,378.89	51%	\$66,994.80	\$53,561.15			
	General Fund Personnel Costs Subtotal	\$48,210.00	\$48,418.00	0%	\$46,711.00	3%	\$1,707.00	\$26,870.05	58%	\$44,381.97	\$43,992.33			
	General Fund Supplies & Services Costs Subtotal	\$30,375.00	\$29,125.00	4%	\$27,875.00	9%	\$1,250.00	\$11,508.84	41%	\$22,612.83	\$9,568.82			
	General Fund Total	\$78,585.00	\$77,543.00	1%	\$74,586.00	5%	\$2,957.00	\$38,378.89	51%	\$66,994.80	\$53,561.15			

CITY CLERK

DEPARTMENT DESCRIPTION

The City Clerk's Department is responsible for the following program areas:

- City Council
- Elections
- Records
- Permits, Licenses, & Registrations
- Customer Relations
- Green Team
- Grants

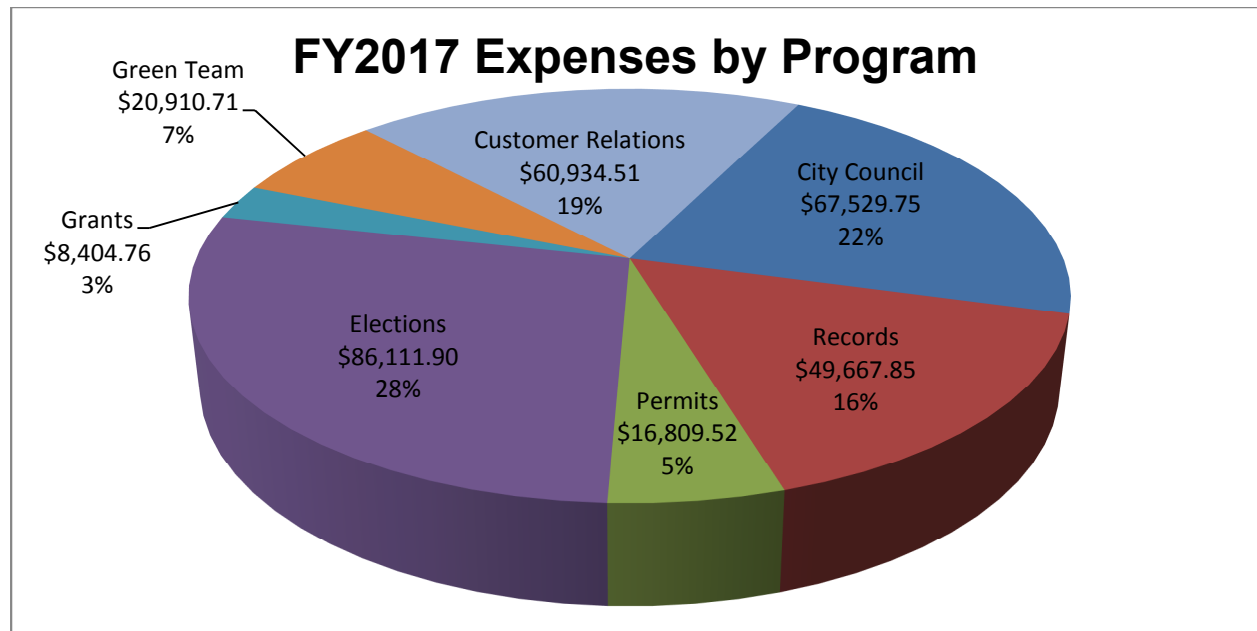
Did you know?
The Municipal Clerk is the oldest public servant profession and is worldwide! The City Clerk has become the hub of government. The office of City Clerk is the direct link between the residents of the community and their government

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.

SIGNIFICANT CHANGES

- Took over processing of Liquor License and Special Event Applications.
- Took over grants coordination.



CITY CLERK PROGRAM AREAS

❖ CITY COUNCIL - Total Program Expenses \$67,529.75 (22%)

This program area includes agendas, packets, minutes, action item lists, proclamations, Open Meeting Law compliance, processing of ordinances and resolutions, processing of applications for voluntary service on City Boards & Commissions, and general City Council support.

2016-2017 Objectives

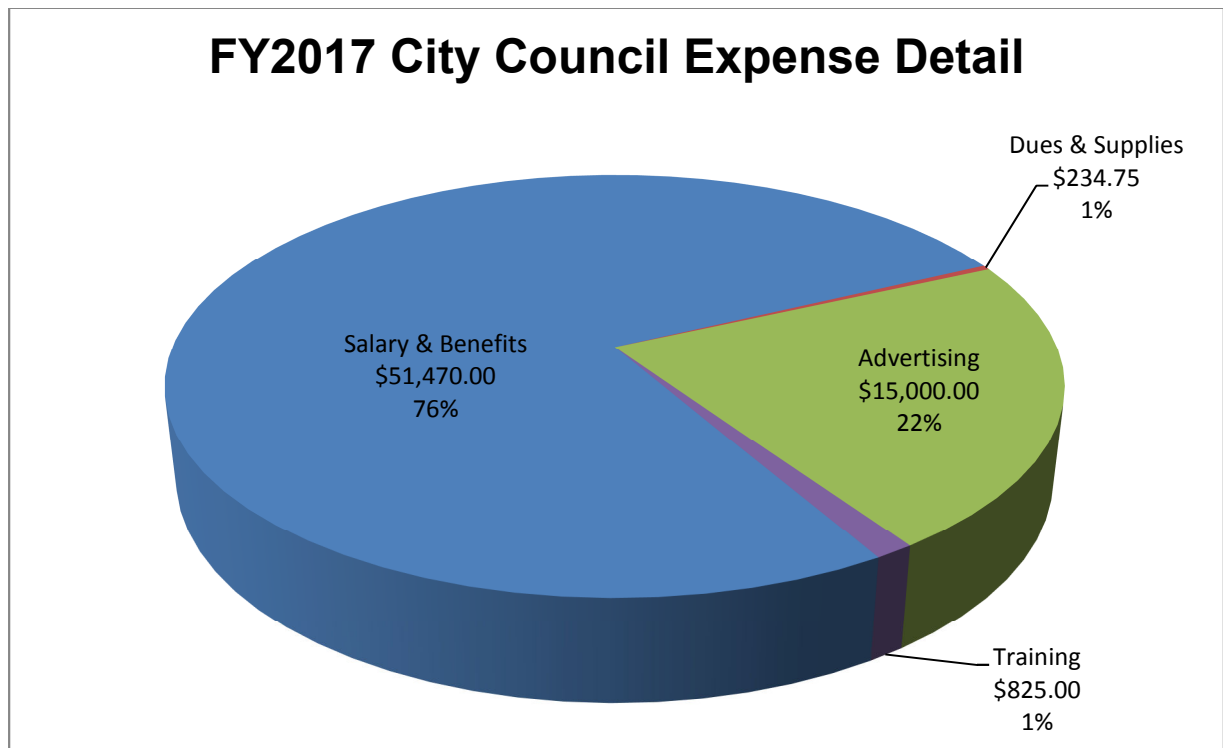
- Provide training for incoming City Councilors.
- Provide Council support.
- Complete agendas, packets, minutes, action item lists, and proclamations in an accurate and timely fashion.
- Process ordinances, resolutions, and applications for voluntary service on City Boards & Commissions.

2015-2016 Accomplishments

- Completed updates and revisions to the Council Rules of Procedure.

Workload Indicators/Performance Metrics

	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Projected	FY 16-17 Projected
City Council Agendas Posted	79	67	74	70
Ordinances Processed	20	17	15	15
Resolutions Processed	40	35	33	30
Number of City Council Meetings Attended with Minutes Completed	79	67	74	70



❖ **ELECTIONS - Total Program Expenses \$86,111.90 (28%)**

This program area includes conducting regular & special Municipal Elections, accepting campaign finance filings, and assisting Yavapai and Coconino Counties with elections.

2016-2017 Objectives

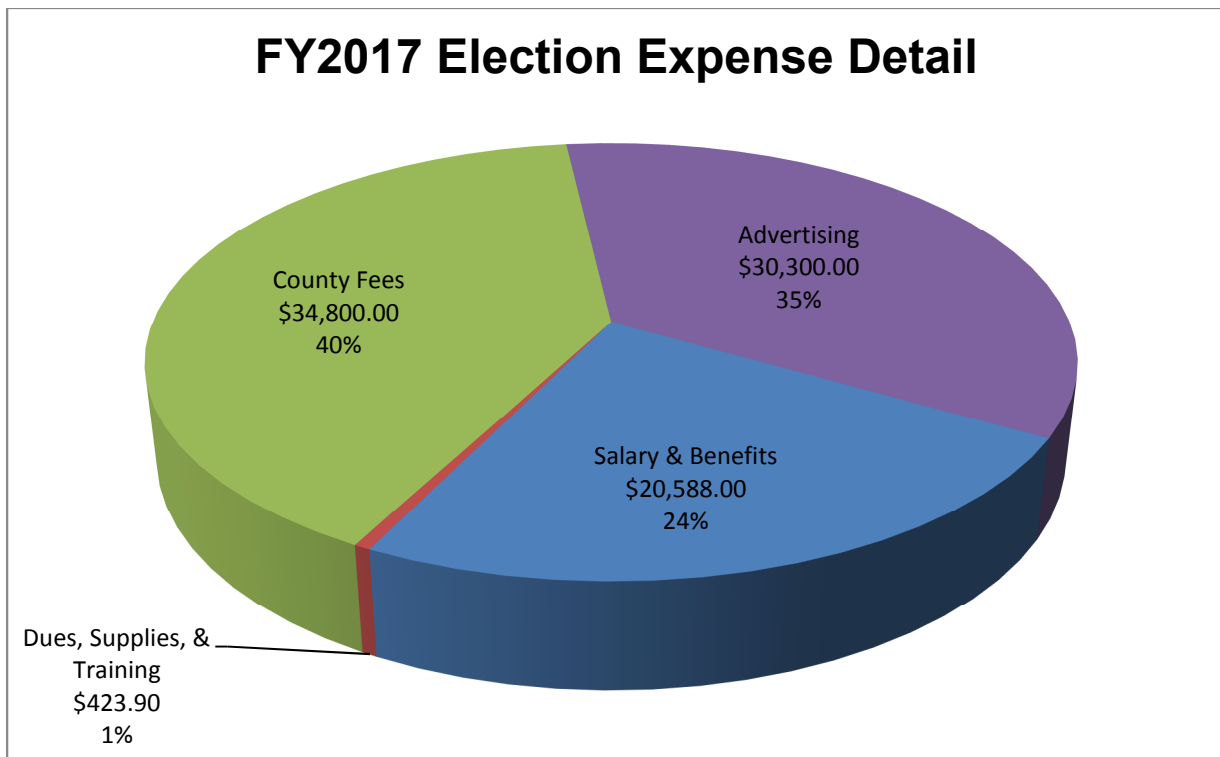
- Prepare packets for City Council candidates.
- Conduct election(s) for City Council and APS and UNS Franchise Extensions.
- Ensure filing of campaign finance filings.

2015-2016 Accomplishments

- Served as an early voting location for Coconino County.
- Provided ballot drop boxes for Coconino and Yavapai Counties.
- Performed identification verification for conditional provisional voters for Coconino and Yavapai Counties.

Workload Indicators/Performance Metrics

	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Projected	FY 16-17 Projected
Number of City Elections	1	2	0	2



❖ **CUSTOMER RELATIONS - Total Program Expenses \$60,934.51 (19%)**

This program area includes acting as receptionist for the City, face-to-face customer service, acting as the gatekeeper for Sedona Citizens Connect, accepting claims against the City and service of other legal documents, administering oaths of office, processing incoming and outgoing mail, notarization, and other duties.

2016-2017 Objectives

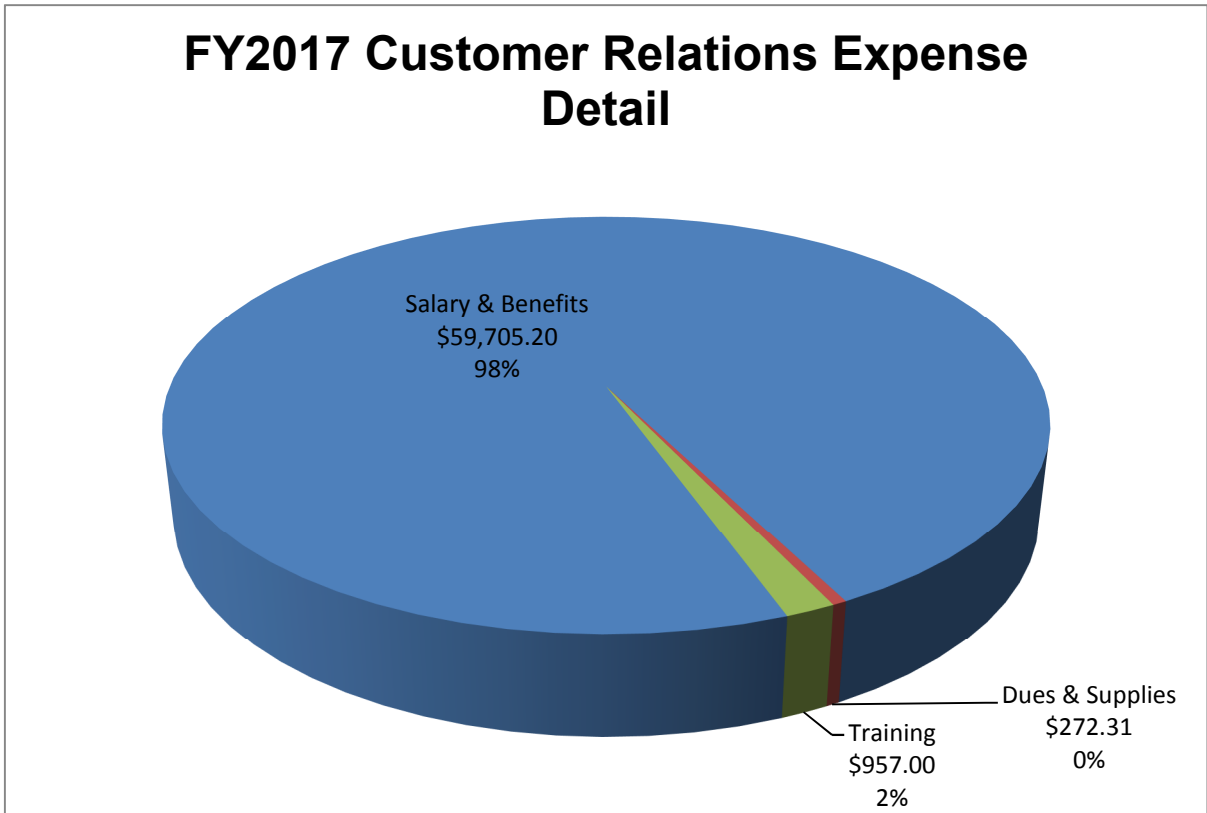
- Act as the gatekeeper for Sedona Citizens Connect, monitor issues for completion, and suggest enhancements.
- Deliver claims to the City Attorney's office in a timely fashion.
- Ensure high level of customer satisfaction for both internal and external customers.

2015-2016 Accomplishments

- Served on advisory team for City of Sedona website upgrades.
- Acted as gatekeeper for Sedona Citizens Connect. Took a more active approach on monitoring of issues, increased response rate, and reduced closure time from an average of 48 days to 13 days.

Workload Indicators/Performance Metrics

	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Projected	FY 16-17 Projected
Sedona Citizens Connect Issues Processed	N/A	142	200	240
Sedona Citizens Connect Average Days to Close an Issue	N/A	48	13	10
Customer Satisfaction	N/A	N/A	N/A	N/A



❖ **RECORDS - Total Program Expenses \$49,667.85 (16%)**

This program area includes preservation, research, providing access to Sedona’s records, recording of legal documents, and maintaining the City Code and Land Development Code.

2016-2017 Objectives

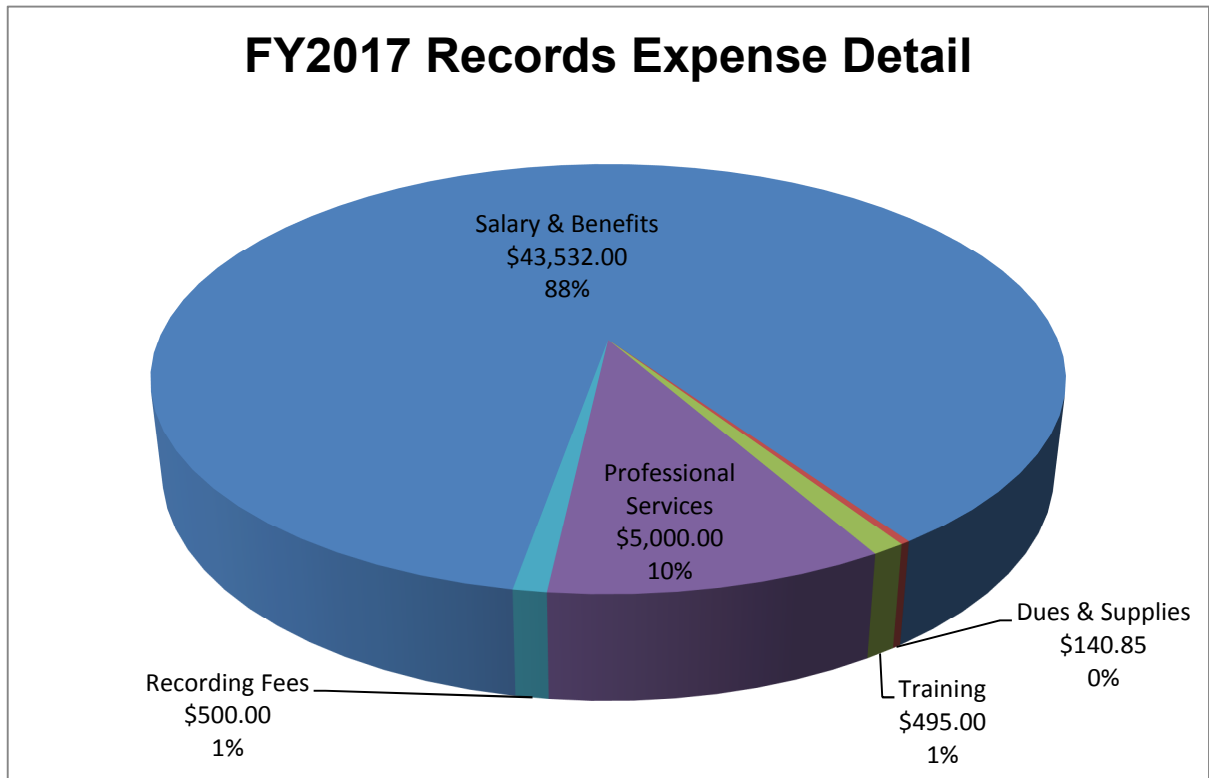
- Continue improvements to the records archive and management system.
- Ensure records requests are fulfilled in a timely nature.

2015-2016 Accomplishments

- Fulfilled 100% of the records requests received.

Workload Indicators/Performance Metrics

	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Projected	FY 16-17 Projected
Records Requests Processed	N/A	N/A	N/A	75



❖ **Green Team - Total Program Expenses \$20,910.71 (7%)**

This program area includes coordination of citywide electronics and household hazardous waste recycling events, coordination of City Hall recycling and composting programs, and other City environmental policies and sustainability related initiatives.

2016-2017 Objectives

- Coordinate annual electronics recycling event for the public.

2015-2016 Accomplishments

- Coordinated an annual electronics recycling and household hazardous waste disposal event for the public.

Workload Indicators/Performance Metrics

	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Projected	FY 16-17 Projected
Electronics Recycling (weight in pounds)	N/A	N/A	10,843	N/A
Household Hazardous Waste (weight in pounds)	N/A	N/A	4,948	N/A

No expense detail graph is provided due to this comprising only about 7% of City Clerk Department budget.

❖ **Permits, Licenses, & Registrations - Total Program Expenses \$16,809.52 (5%)**

This program area includes Peddler/Solicitor Permits, Civil Union Registrations, and Liquor License and Special Event Applications.

2016-2017 Objectives

- Process Peddler/Solicitor Permits within 14 days of application.
- Process Liquor License and Special Event Applications according to required deadlines.

2015-2016 Accomplishments

- Took over Liquor License and Special Event Application processing from Community Development Department.

Workload Indicators/Performance Metrics

	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Projected	FY 16-17 Projected
Permits, Licenses, & Registrations Processed	N/A	N/A	N/A	40

No expense detail graph is provided due to this comprising only about 5% of City Clerk Department budget.

❖ **Grants - Total Program Expenses \$8,404.76 (3%)**

This new program area includes identifying grant opportunities, coordinating and submitting applications, ensuring adherence to grant terms, and grant follow-up.

2016-2017 Objectives

- Identify and pursue grant opportunities.
- Ensure adherence of existing grants to required terms and complete grant follow-up.

Workload Indicators/Performance Metrics

	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Projected	FY 16-17 Projected
Grants Processed	N/A	N/A	N/A	5

No expense detail graph is provided due to this comprising only about 3% of City Clerk Department budget.

City of Sedona
 FY16-17 Proposed Budget - Program Summary
 City Clerk's Office

67% of year completed

Program	FY17 Requested	FY16 Budget	FY17 Incr. over FY16 Budget	FY16 Est. Actuals	FY17 Incr. over FY16 Est.	FY16 Est. (over)/under budget	FY16 Thru Feb	FY16 YTD % of Est.	FY15 Actuals	FY14 Actuals
General Fund										
10-5240-01 - General Administration	\$297,719.00	\$218,770.00	36%	\$226,632.00	31%	(\$7,862.00)	\$137,048.89	60%	\$243,848.63	\$226,817.95
General Fund Total	\$297,719.00	\$218,770.00	36%	\$226,632.00	31%	(\$7,862.00)	\$137,048.89	60%	\$243,848.63	\$226,817.95
Wastewater Fund										
59-5240-01 - General Administration	\$12,650.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00
Wastewater Fund Total	\$12,650.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00
GRAND TOTALS										
General Administration	\$310,369.00	\$218,770.00	42%	\$226,632.00	37%	(\$7,862.00)	\$137,048.89	60%	\$243,848.63	\$226,817.95
Grand Totals	\$310,369.00	\$218,770.00	42%	\$226,632.00	37%	(\$7,862.00)	\$137,048.89	60%	\$243,848.63	\$226,817.95

City of Sedona
 FY16-17 Proposed Budget - Expenditure Summary
 City Clerk's Office

67% of year completed

Cost Category	FY17 Requested	FY16 Budget	FY17 Incr. over FY16 Budget	FY16 Est. Actuals	FY17 Incr. over FY16 Est.	FY16 Est. (over)/ under budget	FY16 Thru Feb	FY16 YTD % of Est.	FY15 Actuals	FY14 Actuals	Explanation of Changes
General Fund											
10-5240-01 - General Administration											
Personnel	\$205,880.00	\$192,501.00	7%	\$200,763.00	3%	(\$8,262.00)	\$127,843.65	64%	\$185,962.06	\$182,249.94	Increase: Includes merit and COLA increases plus correction for current year budget calculation error Current year under budgeted due to calculation error
Supplies & Services	\$91,839.00	\$26,269.00	250%	\$25,869.00	255%	\$400.00	\$9,205.24	36%	\$57,886.57	\$44,568.01	Increase: Added election costs including franchise agreement renewals (\$65,100)
General Administration Total	\$297,719.00	\$218,770.00	36%	\$226,632.00	31%	(\$7,862.00)	\$137,048.89	60%	\$243,848.63	\$226,817.95	
General Fund Total	\$297,719.00	\$218,770.00	36%	\$226,632.00	31%	(\$7,862.00)	\$137,048.89	60%	\$243,848.63	\$226,817.95	
Wastewater Fund											
59-5240-01 - General Administration											
Personnel	\$12,650.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	Increase: Accounts have been changed for departmental staff allocations to Wastewater Fund (all allocations were previously charged to 59-5250-02)
General Administration Total	\$12,650.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	
Wastewater Fund Total	\$12,650.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	
Grand Totals											
Personnel Total	\$218,530.00	\$192,501.00	14%	\$200,763.00	9%	(\$8,262.00)	\$127,843.65	64%	\$185,962.06	\$182,249.94	
Supplies & Services Total	\$91,839.00	\$26,269.00	250%	\$25,869.00	255%	\$400.00	\$9,205.24	36%	\$57,886.57	\$44,568.01	
Grand Total	\$310,369.00	\$218,770.00	42%	\$226,632.00	37%	(\$7,862.00)	\$137,048.89	60%	\$243,848.63	\$226,817.95	

**City of Sedona
 FY16-17 Proposed Budget - Positions/Allocations
 City Clerk's Office**

Position	FTE
City Clerk	1.00
Deputy City Clerk	1.00
Records Clerk	0.88
Total	2.88

Org Unit	Org Description	FTE
General Fund		
10-5240-01	General Administration	2.66
General Fund Total		2.66
Wastewater Fund		
59-5240-01	General Administration	0.22
Wastewater Fund Total		0.22
Grand Total		2.88

City of Sedona
 FY16-17 Proposed Budget - Line Item Detail
 City Clerk's Office

67% of year completed

Account Number	Account Description	FY17 Requested	FY16 Budget	FY17 Incr. over FY16 Budget	FY16 Est. Actuals	FY17 Incr. over FY16 Est.	FY16 Est. (over)/ under budget	FY16 Thru Feb	FY16 YTD % of Est.	FY15 Actuals	FY14 Actuals	FY17 Requested - Details	
												Amount	Description
General Fund - General Administration													
10-5240-01-6005	Salary & Wages	\$118,700.00	\$108,934.00	9%	\$141,600.00	-16%	(\$32,666.00)	\$90,804.01	64%	\$129,830.19	\$133,541.07		
10-5240-01-6010	Temp/Part-Time Wages	\$26,440.00	\$24,311.00	9%	\$0.00	∞	\$24,311.00	\$0.00	N/A	\$0.00	\$0.00		
10-5240-01-6046	Other Allowances	\$180.00	\$180.00	0%	\$180.00	0%	\$0.00	\$105.00	58%	\$195.00	\$165.00		
10-5240-01-6125	FICA	\$11,120.00	\$10,611.00	5%	\$10,340.00	8%	\$271.00	\$6,638.89	64%	\$9,852.59	\$9,733.83		
10-5240-01-6130	ASRS Retirement	\$16,480.00	\$15,909.00	4%	\$16,110.00	2%	(\$201.00)	\$10,326.60	64%	\$15,325.22	\$14,745.09		
10-5240-01-6134	STD/LTD Insurance	\$730.00	\$480.00	52%	\$680.00	7%	(\$200.00)	\$109.24	16%	\$709.49	\$1,002.25		
10-5240-01-6135	Health/Dental/Life Insurance	\$31,870.00	\$31,573.00	1%	\$31,350.00	2%	\$223.00	\$19,591.91	62%	\$29,595.49	\$22,539.81		
10-5240-01-6136	Workers Compensation Insurance	\$360.00	\$503.00	-28%	\$503.00	-28%	\$0.00	\$268.00	53%	\$454.08	\$522.89		
	General Administration - Personnel Costs Subtotal	\$205,880.00	\$192,501.00	7%	\$200,763.00	3%	(\$8,262.00)	\$127,843.65	64%	\$185,962.06	\$182,249.94		
10-5240-01-6210	Printing/Office Supplies	\$500.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		
													Move from General \$500.00 Services to Department
10-5240-01-6244	Office Furniture - Non Capital	\$0.00	\$0.00	N/A	\$0.00	N/A	\$0.00	\$0.00	N/A	\$1,258.80	\$0.00		
10-5240-01-6405	Professional Services	\$5,000.00	\$5,000.00	0%	\$5,000.00	0%	\$0.00	\$1,385.67	28%	\$3,699.69	\$2,017.00		
													\$5,000.00 Unchanged from prior year
10-5240-01-6452	Recording Fees	\$500.00	\$500.00	0%	\$400.00	25%	\$100.00	\$155.00	39%	\$203.00	\$203.00		
													\$500.00 Unchanged from prior year
10-5240-01-6511	Advertising	\$15,000.00	\$15,000.00	0%	\$15,000.00	0%	\$0.00	\$6,835.00	46%	\$14,618.80	\$17,310.30		
													\$15,000.00 Unchanged from prior year
10-5240-01-6703	Dues/Subscriptions/License	\$439.00	\$469.00	-6%	\$469.00	-6%	\$0.00	\$259.00	55%	\$323.00	\$304.00		
													Includes Red Rock News \$439.00 Subscription for 1 Year
10-5240-01-6704	Elections	\$65,100.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$34,960.39	\$24,088.25		
													Election costs for franchise \$30,000.00 agreement renewals Primary & General Elections \$35,100.00 for 2016
10-5240-01-6705	Public Information Program	\$2,000.00	\$2,000.00	0%	\$2,000.00	0%	\$0.00	\$0.00	0%	\$1,530.86	\$645.46		
													\$2,000.00 Unchanged from prior year
10-5240-01-6750	Travel & Training	\$3,300.00	\$3,300.00	0%	\$3,000.00	10%	\$300.00	\$570.57	19%	\$1,272.03	\$0.00		
													\$3,300.00 Unchanged from prior year
	General Administration - Supplies & Services Costs Subtotal	\$91,839.00	\$26,269.00	250%	\$25,869.00	255%	\$400.00	\$9,205.24	36%	\$57,866.57	\$44,568.01		
	General Fund - General Administration Total	\$297,719.00	\$218,770.00	36%	\$226,632.00	31%	(\$7,862.00)	\$137,048.89	60%	\$243,828.63	\$226,817.95		
Wastewater Enterprise Fund - General Administration													
59-5240-01-6010	Temp/Part-Time Wages	\$8,820.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		
59-5240-01-6125	FICA	\$680.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		
59-5240-01-6130	ASRS Retirement	\$1,000.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		
59-5240-01-6134	STD/LTD Insurance	\$50.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		
59-5240-01-6135	Health/Dental/Life Insurance	\$2,070.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		
59-5240-01-6136	Workers Compensation Insurance	\$30.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		
	Wastewater Enterprise Fund - General Administration Total	\$12,650.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		
	Wastewater Enterprise Fund Personnel Costs Subtotal	\$12,650.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		
	Wastewater Enterprise Fund Total	\$12,650.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		

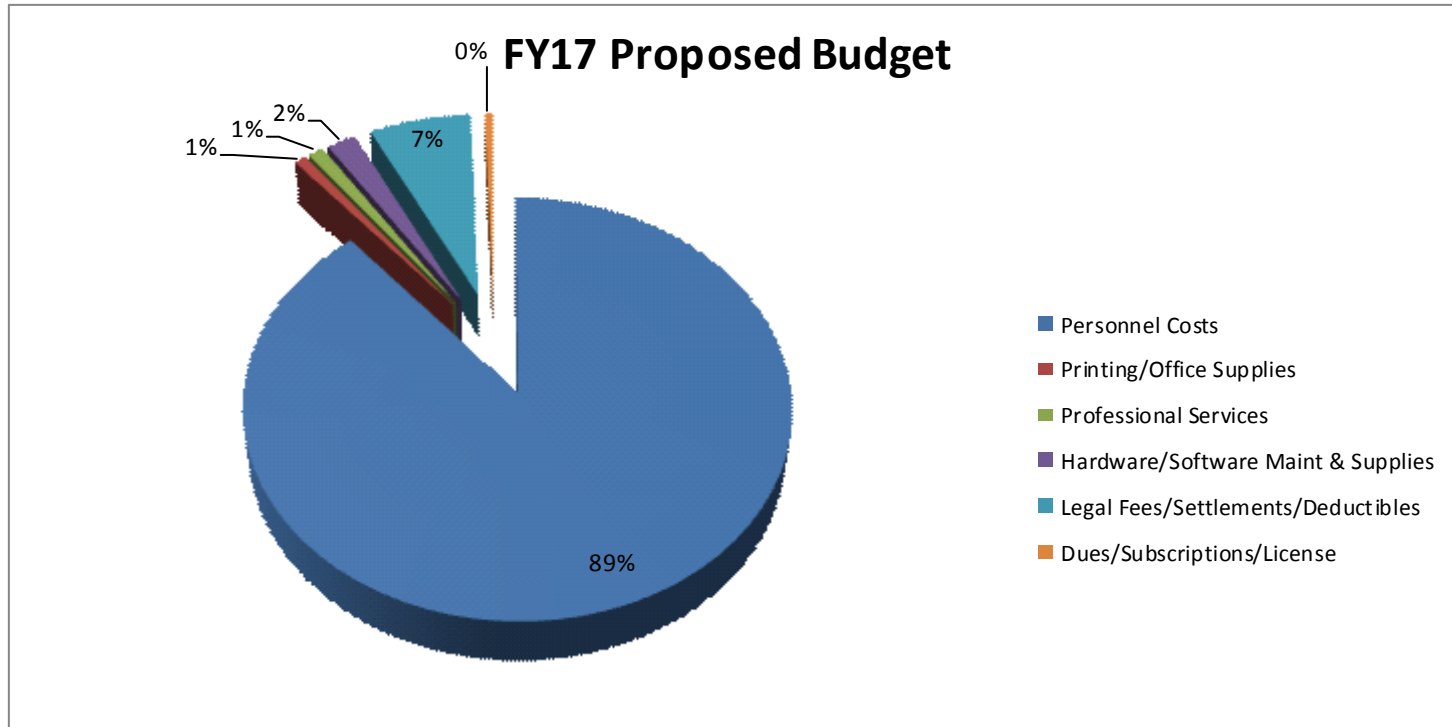
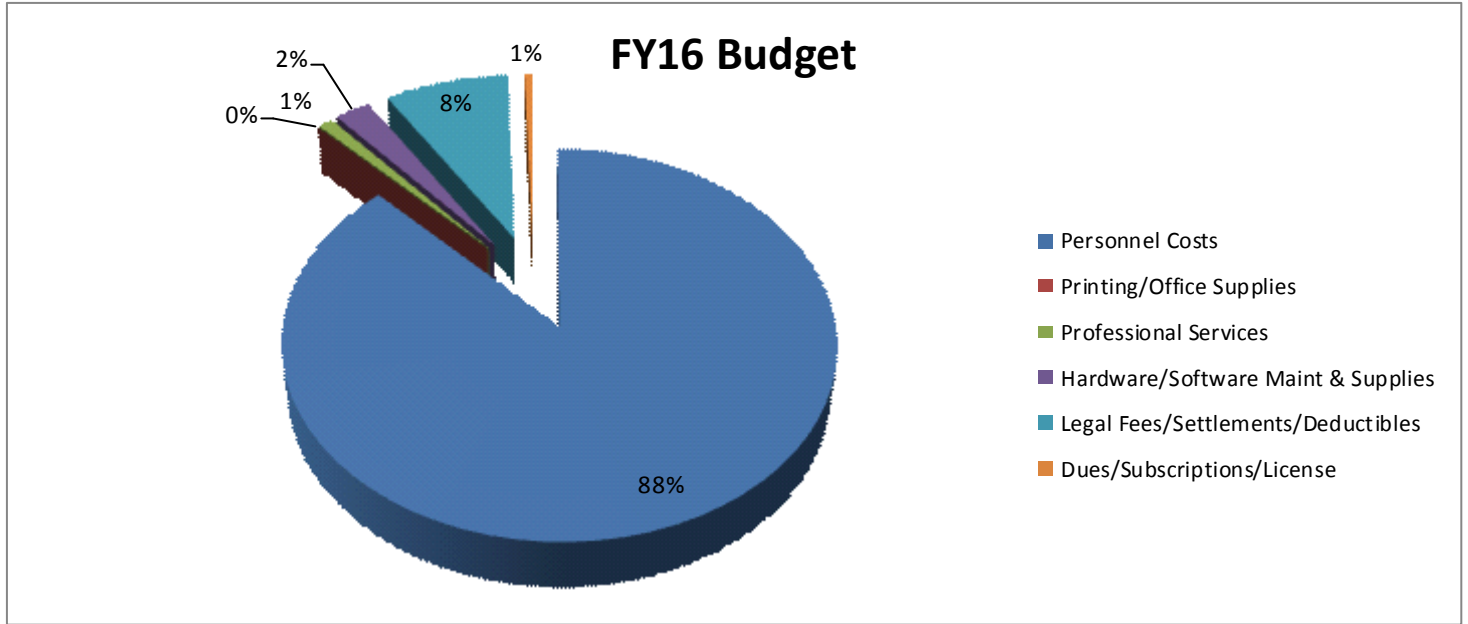
MUNICIPAL COURT DEPARTMENT GENERAL OVERVIEW

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.



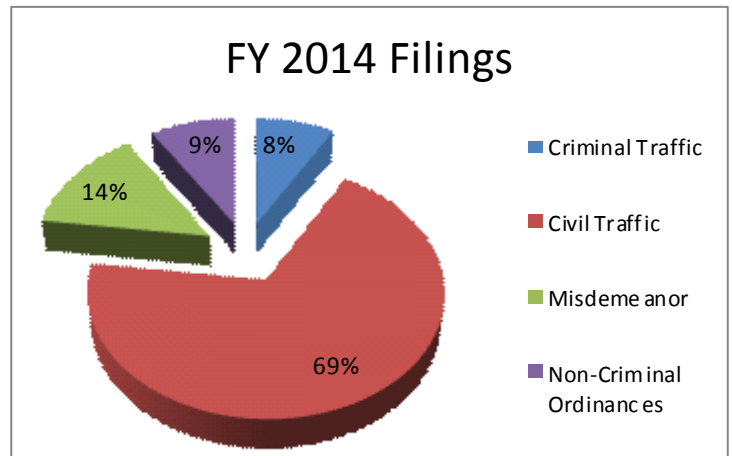
FY 2016 ACCOMPLISHMENTS

- Worked with the new City Prosecutor to more efficiently resolve pending criminal cases from the pretrial stage to the sentence stage.
- Implemented more streamlined procedures resulting in a reduced number of court appearances.

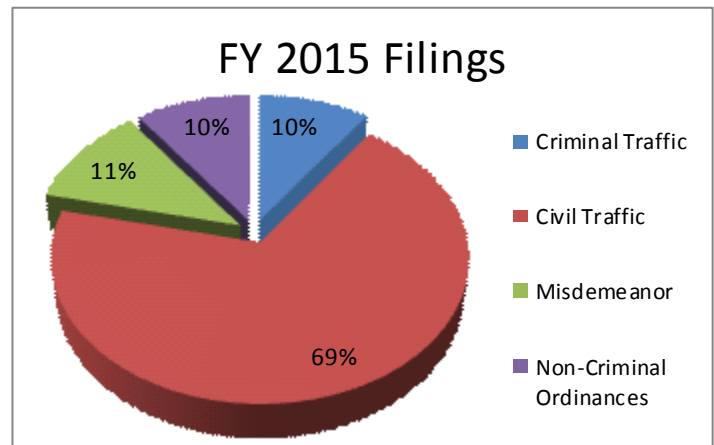
FY 2017 OBJECTIVES

- Continue to Reduce the number of outstanding warrants.
- Improve payment collections on outstanding receivables
- Maintain professional relationship with City Prosecutor Office to continue efficient processing of case flow.

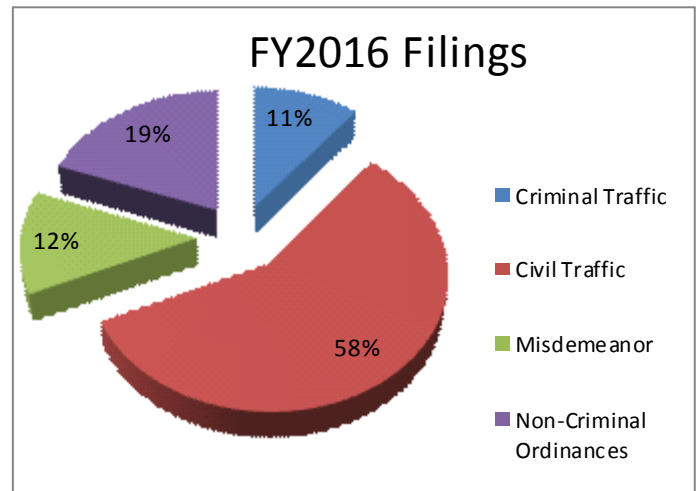
FY 2014 Filings	
Criminal Traffic	170
Civil Traffic	1434
Misdemeanor	292
Non-Criminal Ordinances	184
Total	2080



FY 2015 Filings	
Criminal Traffic	246
Civil Traffic	1738
Misdemeanor	287
Non-Criminal Ordinances	253
Total	2524



FY 2016 Filings*	
Criminal Traffic	96
Civil Traffic	519
Misdemeanor	112
Non-Criminal Ordinances	174
Total	901



*Data reflect only 6 months of Fiscal Year 2016

City of Sedona
 FY16-17 Proposed Budget - Program Summary
 Municipal Court

67% of year completed

Program	FY17 Requested	FY16 Budget	FY17 Incr. over FY16 Budget	FY16 Est. Actuals	FY17 Incr. over FY16 Est.	FY16 Est. (over)/under budget	FY16 Thru Feb	FY16 YTD % of Est.	FY15 Actuals	FY14 Actuals
General Fund										
10-5520-01 - General Administration	\$375,110.00	\$305,509.00	23%	\$310,619.00	21%	(\$5,110.00)	\$193,739.19	62%	\$291,684.05	\$271,120.69
General Fund Total	\$375,110.00	\$305,509.00	23%	\$310,619.00	21%	(\$5,110.00)	\$193,739.19	62%	\$291,684.05	\$271,120.69

City of Sedona
 FY16-17 Proposed Budget - Expenditure Summary
 Municipal Court

67% of year completed

Cost Category	FY17 Requested	FY16 Budget	FY17 Incr. over FY16 Budget	FY16 Est. Actuals	FY17 Incr. over FY16 Est.	FY16 Est. (over)/ under budget	FY16 Thru Feb	FY16 YTD % of Est.	FY15 Actuals	FY14 Actuals	Explanation of Changes
General Fund											
10-5520-01 - General Administration											
Personnel	\$330,560.00	\$265,859.00	24%	\$270,969.00	22%	(\$5,110.00)	\$172,471.60	64%	\$248,298.17	\$239,685.89	Increase: Includes merit and COLA increases plus correction for current year budget calculation error, also includes Decision Package - new Court Clerk (CM Contingent Recommendation) Current year under budgeted due to calculation error
Supplies & Services	\$44,550.00	\$39,650.00	12%	\$39,650.00	12%	\$0.00	\$21,267.59	54%	\$43,385.88	\$31,434.80	Increase: Increase in professional services (\$1,000), dues/subscriptions/licenses (\$400), travel and training (\$500)
General Administration Total	\$375,110.00	\$305,509.00	23%	\$310,619.00	21%	(\$5,110.00)	\$193,739.19	62%	\$291,684.05	\$271,120.69	
General Fund Total	\$375,110.00	\$305,509.00	23%	\$310,619.00	21%	(\$5,110.00)	\$193,739.19	62%	\$291,684.05	\$271,120.69	

**City of Sedona
 FY16-17 Proposed Budget - Positions/Allocations
 Municipal Court**

Position	FTE
Court Administrator	1.00
Court Clerk*	3.00
Magistrate Judge	0.60
Magistrate Judge Pro Tem	0.00
Total	4.60

Org Unit	Org Description	FTE
General Fund		
10-5520-01	General Administration*	4.60
General Fund Total		4.60

*Includes contingent recommendation for 1.0 Court Clerk



**City of Sedona
Decision Package
Fiscal Year 2016-2017**

Project Title:	Addition to Staff
Originating Department and Division:	Municipal Court---Court Clerk
Funding Request Type (Ongoing vs. One-Time)	Ongoing
Source of Funds (General Fund, Grants or Other Outside Funding, New Revenue Source(s), Wastewater Fund, etc.)	General Fund
I Problem/Issue	
a)	Does this affect our citizens/customers quality of life?
	Yes
	If yes, then how : People who have business with the Court expect a court clerk to be available to answer their questions. They also expect to have their cases processed in a timely manner. The City Prosecutor and other lawyers who have business with the Court want timely responses to their case issues. The ability to complete the current and anticipated work load through FY 17 in a timely way would be compromised without a third court clerk.
b)	Is this a traditional government function?
	Yes
	If it is not a traditional function, why should the City of Sedona deal with it?
	NA
c)	<p>History/background of project issue: Prior to 2009 the Court had 3 court clerks given the then existing work load. However, one of the clerks resigned and because of the recession, that position was never filled. The Court has functioned with two clerks from 2009 to the present.</p> <p>The Court's workload has remained consistent through this period of time. It has increased when the police department is fully staffed.</p> <p>Now, the Court anticipates an increase in the workload with the installment of the uptown parking meters. It also anticipates a workload increase with the expected full staffing of the police department.</p>
d)	Does the project/issue relate to the Community Plan (or other master plans)?
	No
	If not in a specific plan, how does this fit into the City of Sedona's priorities?

Contingent Recommendation \$55,410

	The Court's objective is to provide efficient, quality service to the public it serves; to process the files, set and conduct timely hearings and meet the legal demands of those with business before the Court. The added clerk will achieve those objectives.
	e) Provide a cost/benefit analysis. What does the City/community get for this investment?
	As stated in 1d) above, the added clerk will help the Court achieve its legal objectives. Also, this clerk will be used to identify cases with delinquent fines and pursue collection efforts. This will help to reduce the Court's unpaid receivables.
II Risk Analysis	
	a) What happens if this is not done?
	<p>The two court clerks are experiencing the stress of the current amount of work. If the workload increases as anticipated that will only increase the burden. There will be delays in processing the case files, responding to the demands of the legal community, managing the traffic at the counter, and experiencing delays in inputting codes and data about the cases that is sent to the Arizona Supreme Court data system and the Dept. of Motor Vehicles.</p> <p>The Court has required programs mandated by the Arizona Supreme Court, such as annually purge civil traffic cases (remove them from the data system/MVD system); annually audit closed criminal cases to purge them based on a statute of limitations requirement; analyze suspended civil traffic cases (failure to pay) to input data to Supreme Court collection agency for tax return intercept. These work tasks will be delayed.</p>
	b) Show examples of best practices from other cities, if applicable:
	<p>Legend: Exhibit "A" = Sedona Municipal Exhibit "B" = Cottonwood Municipal Exhibit "C" = Camp Verde Municipal Exhibit "D" = FY 2015 Supreme Court statistics</p> <p>Comparative information is provided in the form of Court Case Activity for FY 2014 for three courts within the Verde Valley: Sedona Municipal, Cottonwood Municipal and Camp Verde Municipal.</p> <p>Sedona employs a total of 2 clerks and one court administrator to handle 2080 FY 2014 cases in the following categories: DUI, Serious Traffic, Other Traffic, Misdemeanor, Misdemeanor FTA (FTA = failure to appear), Traffic FTA, NC Parking, NC Non-parking (NC = non-criminal). This does not take into account the work the clerks are required to perform, such as their responsibilities while court is in session (in-court clerk duties), as well as the other categories contained in the attached reports but not included in the "Original File" column.</p> <p>By comparison, Cottonwood has 6 clerks to handle 2693 cases. Camp Verde</p>

Contingent Recommendation \$55,410

has 5 clerks to handle 2570 cases.

In just the handling of "Original Filings FY14" cases, the average workload per clerk breaks down as follows:

Sedona: 693 cases per clerk
 Cottonwood: 448 cases per clerk
 Camp Verde: 514 cases per clerk

The Supreme Court provided more recent data for FY 2015. This information is contained in Exhibit "D". Essentially, it confirms that the clerk staff at the Sedona Municipal Court processes twice as many cases per clerk as do the clerks at Cottonwood and Camp Verde Municipal Court.

Best practices would indicate that it is appropriate to hire another court clerk given the current workload levels.

III Implementation

a) What is the timeframe for completion of plan and implementation for project/issue?

Implement the addition to staff effective July 1, 2016/FY 2017.

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

There is no need to do this.

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

Standard review process for employee work performance.

IV Proposed Expenditures

Please explain the resources required (in-house staff, consultants, special equipment, ongoing operation and maintenance, other department(s) support, etc.)

In-house staff

Line Item Description (One-Time)	Account*	FY 2016-17 Request
		\$0
		\$0
		\$0
		\$0
One-time Expenditures Total: \$0		
Line Item Description (On-going)	Account*	FY 2016-17 Request
Wages & Benefits	10-5520-01-XXXX	\$55,410.00

Contingent Recommendation \$55,410

<u>On-going Expenditures Total: \$55,410.00</u>		

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

Contingent Recommendation \$55,410

MUNICIPAL COURT CASE ACTIVITY FISCAL YEAR 2014

YAVAPAI COUNTY
CAMP VERDE MUNICIPAL COURT

ALL CASES ON FILE

CASE TYPE	PENDING 7/1/2013	CASES FILED			TOTAL ON FILE	FISCAL YEAR 2013	
		ORIGINAL FILINGS	TRANSFER IN	TOTAL FILED		PENDING 7/1/2012	TOTAL FILED
DUI	23	128	0	128	151	18	128
SERIOUS TRAFFIC	3	14	0	14	17	1	16
OTHER TRAFFIC	75	173	0	173	248	73	226
TOTAL CR TRAF	101	315	0	315	416	92	370
 TOTAL CV TRAF	336	1,844	0	1,844	2,180	264	2,164
MISDEMEANOR	524	392	0	392	916	528	385
MISDEMEANOR FTA	1	1	0	1	2	1	3
TRAFFIC FTA	216	26	0	26	242	223	19
TOTAL MISD	741	419	0	419	1,160	752	407
NC PARKING	0	0		0	0	0	0
NC NON-PARKING	0	0		0	0	0	0
TOTAL NON-CR ORD	0	0		0	0	0	0
 TOTAL	1,178	2,578	0	2,578	3,756	1,108	2,941
ORD PROTECTION				26			21
INJ HARASSMENT				21			28

TRIALS COMMENCED

CASE TYPE	NON-JURY	JURY	TOTAL	FISCAL YEAR 2013		
				NON-JURY	JURY	TOTAL
CRIMINAL TRAFFIC	3	0	3	6	1	7
MISDEMEANOR	12	1	13	11	1	12
 TOTAL	15	1	16	17	2	19

OUTSTANDING WARRANTS - END-OF-YEAR

TRAFFIC	6/30/14	6/30/13	CRIMINAL	6/30/14	6/30/13
DUI	132	122			
SERIOUS TRAFFIC	11	9			
OTHER TRAFFIC	579	574	MISDEMEANOR	740	682
SUBTOTAL	722	705			
 TOTAL ALL WARRANTS				1,462	1,387

Contingent Recommendation \$55,410

MUNICIPAL COURT CASE ACTIVITY FISCAL YEAR 2014

YAVAPAI COUNTY
CAMP VERDE MUNICIPAL COURT (CONTINUED)

CASE TYPE	ALL CASES TERMINATED					FISCAL YEAR 2013	
	TERMIN- ATIONS	TRANSFER OUT	TOTAL TERM	STAT CORR	PENDING 6/30/2014	TOTAL TERM	PENDING 6/30/2013
DUI	118	2	120	-3	28	122	23
SERIOUS TRAFFIC	13	0	13	0	4	12	3
OTHER TRAFFIC	207	0	207	26	67	251	75
TOTAL CR TRAF	338	2	340	23	99	385	101
TOTAL CV TRAF [1]	2,105	0	2,105	148	223	2,279	336
MISDEMEANOR	415	6	421	37	532	416	524
MISDEMEANOR FTA	3	0	3	1	0	3	1
TRAFFIC FTA	26	0	26	9	225	39	216
TOTAL MISD	444	6	450	47	757	458	741
NC PARKING	0		0	0	0	0	0
NC NON-PARKING	0		0	0	0	0	0
TOTAL NON-CR ORD	0		0	0	0	0	0
TOTAL	2,887	8	2,895	218	1,079	3,122	1,178
	<u>ISSUED</u>	<u>DENIED</u>					
ORD PROTECTION	11	14	25			20	
INJ HARASSMENT	8	13	21			26	

[1] TERMINATIONS INCLUDE DEFAULT JUDGMENTS.

OTHER PROCEEDINGS

	FY 2014	FY 2013
CIVIL TRAFFIC HEARINGS	49	54
INITIAL APPEARANCES	406	507
ORDER OF PROTECTION REVIEW HEARINGS	4	4
INJUNCTION AGAINST HARASSMENT REVIEW HEARINGS	3	7
PEACE BOND COMPLAINTS	0	0
FUGITIVE COMPLAINTS	0	0
JUVENILE HEARINGS	0	0
SEARCH WARRANTS ISSUED	35	49

Contingent Recommendation \$55,410

MUNICIPAL COURT CASE ACTIVITY FISCAL YEAR 2014

YAVAPAI COUNTY
COTTONWOOD MUNICIPAL COURT

ALL CASES ON FILE

CASE TYPE	PENDING 7/1/2013	CASES FILED			TOTAL ON FILE	FISCAL YEAR 2013	
		ORIGINAL FILINGS	TRANSFER IN	TOTAL FILED		PENDING 7/1/2012	TOTAL FILED
DUI	141	152	0	152	293	144	134
SERIOUS TRAFFIC	12	14	0	14	26	12	16
OTHER TRAFFIC	137	185	0	185	322	128	175
TOTAL CR TRAF	290	351	0	351	641	284	325
TOTAL CV TRAF	366	1,516	0	1,516	1,882	286	1,831
MISDEMEANOR	432	673	0	673	1,105	469	579
MISDEMEANOR FTA	5	0	0	0	5	14	3
TRAFFIC FTA	65	24	0	24	89	55	39
TOTAL MISD	502	697	0	697	1,199	538	621
NC PARKING	17	127		127	144	20	110
NC NON-PARKING	0	2		2	2	0	4
TOTAL NON-CR ORD	17	129		129	146	20	114
TOTAL	1,175	2,693	0	2,693	3,868	1,128	2,891
ORD PROTECTION				43			39
INJ HARASSMENT				27			25

TRIALS COMMENCED

CASE TYPE	NON-JURY	JURY	TOTAL	FISCAL YEAR 2013		
				NON-JURY	JURY	TOTAL
CRIMINAL TRAFFIC	0	0	0	0	0	0
MISDEMEANOR	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0

OUTSTANDING WARRANTS - END-OF-YEAR

TRAFFIC	6/30/14	6/30/13	CRIMINAL	6/30/14	6/30/13
DUI	150	178			
SERIOUS TRAFFIC	13	15			
OTHER TRAFFIC	193	228	MISDEMEANOR	441	467
SUBTOTAL	356	421			
TOTAL ALL WARRANTS				797	888

Contingent Recommendation \$55,410

MUNICIPAL COURT CASE ACTIVITY FISCAL YEAR 2014

YAVAPAI COUNTY
COTTONWOOD MUNICIPAL COURT (CONTINUED)

CASE TYPE	ALL CASES TERMINATED					FISCAL YEAR 2013	
	CASES TERMINATED			STAT CORR	PENDING 6/30/2014	TOTAL TERM 6/30/2013	PENDING 6/30/2013
	TERMIN-ATIONS	TRANSFER OUT	TOTAL TERM				
DUI	128	0	128	-37	128	78	141
SERIOUS TRAFFIC	17	0	17	-2	7	9	12
OTHER TRAFFIC	196	0	196	-30	96	115	137
TOTAL CR TRAF	341	0	341	-69	231	202	290
 TOTAL CV TRAF [1]	 1,688	 0	 1,688	 100	 294	 1,760	 366
MISDEMEANOR	795	0	795	91	401	716	432
MISDEMEANOR FTA	0	0	0	0	5	8	5
TRAFFIC FTA	43	0	43	-2	44	38	65
TOTAL MISD	838	0	838	89	450	762	502
 NC PARKING	 98		 98	 -26	 20	 84	 17
NC NON-PARKING	2		2	0	0	5	0
TOTAL NON-CR ORD	100		100	-26	20	89	17
 TOTAL	 2,967	 0	 2,967	 94	 995	 2,813	 1,175
	<u>ISSUED</u>	<u>DENIED</u>					
ORD PROTECTION	29	14	43			39	
INJ HARASSMENT	14	13	27			25	

[1] TERMINATIONS INCLUDE DEFAULT JUDGMENTS.

OTHER PROCEEDINGS		
	FY 2014	FY 2013
CIVIL TRAFFIC HEARINGS	38	41
INITIAL APPEARANCES	0	0
ORDER OF PROTECTION REVIEW HEARINGS	5	7
INJUNCTION AGAINST HARASSMENT REVIEW HEARINGS	1	4
PEACE BOND COMPLAINTS	0	0
FUGITIVE COMPLAINTS	0	0
JUVENILE HEARINGS	0	0
SEARCH WARRANTS ISSUED	7	4

Contingent Recommendation \$55,410

MUNICIPAL COURT CASE ACTIVITY FISCAL YEAR 2014

YAVAPAI COUNTY
SEDONA MUNICIPAL COURT

ALL CASES ON FILE								
CASE TYPE	PENDING 7/1/2013	CASES FILED				FISCAL YEAR 2013		
		ORIGINAL FILINGS	TRANSFER IN	TOTAL FILED	TOTAL ON FILE	PENDING 7/1/2012	TOTAL FILED	
DUI	78	64	0	64	142	134	79	
SERIOUS TRAFFIC	5	10	0	10	15	5	7	
OTHER TRAFFIC	68	96	0	96	164	112	69	
TOTAL CR TRAF	151	170	0	170	321	251	155	
 TOTAL CV TRAF	 300	 1,434	 0	 1,434	 1,734	 442	 1,499	
MISDEMEANOR	264	284	0	284	548	321	280	
MISDEMEANOR FTA	14	0	0	0	14	17	1	
TRAFFIC FTA	89	8	0	8	97	125	11	
TOTAL MISD	367	292	0	292	659	463	292	
NC PARKING	47	183		183	230	7	472	
NC NON-PARKING	2	1		1	3	3	4	
TOTAL NON-CR ORD	49	184		184	233	10	476	
 TOTAL	 867	 2,080	 0	 2,080	 2,947	 1,166	 2,422	
ORD PROTECTION				22			22	
INJ HARASSMENT				28			20	

TRIALS COMMENCED						
CASE TYPE	NON-JURY	JURY	TOTAL	FISCAL YEAR 2013		
				NON-JURY	JURY	TOTAL
CRIMINAL TRAFFIC	0	0	0	5	1	6
MISDEMEANOR	7	0	7	9	0	9
 TOTAL	 7	 0	 7	 14	 1	 15

OUTSTANDING WARRANTS - END-OF-YEAR					
TRAFFIC	6/30/14	6/30/13	CRIMINAL	6/30/14	6/30/13
DUI	186	189			
SERIOUS TRAFFIC	13	14			
OTHER TRAFFIC	227	235	MISDEMEANOR	319	306
SUBTOTAL	426	438			
 TOTAL ALL WARRANTS	 745				 744

Contingent Recommendation \$55,410

MUNICIPAL COURT CASE ACTIVITY FISCAL YEAR 2014

YAVAPAI COUNTY
SEDONA MUNICIPAL COURT (CONTINUED)

CASE TYPE	ALL CASES TERMINATED					FISCAL YEAR 2013	
	CASES TERMINATED			STAT CORR	PENDING 6/30/2014	TOTAL TERM	PENDING 6/30/2013
	TERMIN-ATIONS	TRANSFER OUT	TOTAL TERM				
DUI	67	0	67	4	79	128	78
SERIOUS TRAFFIC	12	0	12	1	4	8	5
OTHER TRAFFIC	95	0	95	3	72	121	68
TOTAL CR TRAF	174	0	174	8	155	257	151
TOTAL CV TRAF [1]	1,428	0	1,428	63	369	1,796	300
MISDEMEANOR	344	0	344	96	300	403	264
MISDEMEANOR FTA	0	0	0	0	14	5	14
TRAFFIC FTA	14	0	14	6	89	55	89
TOTAL MISD	358	0	358	102	403	463	367
NC PARKING	211		211	-1	18	434	47
NC NON-PARKING	1		1	0	2	5	2
TOTAL NON-CR ORD	212		212	-1	20	439	49
TOTAL	2,172	0	2,172	172	947	2,955	867
	<u>ISSUED</u>	<u>DENIED</u>					
ORD PROTECTION	15	8	23			22	
INJ HARASSMENT	13	15	28			20	

[1] TERMINATIONS INCLUDE DEFAULT JUDGMENTS.

OTHER PROCEEDINGS		
	FY 2014	FY 2013
CIVIL TRAFFIC HEARINGS	44	84
INITIAL APPEARANCES	181	146
ORDER OF PROTECTION REVIEW HEARINGS	12	10
INJUNCTION AGAINST HARASSMENT REVIEW HEARINGS	9	4
PEACE BOND COMPLAINTS	0	0
FUGITIVE COMPLAINTS	0	0
JUVENILE HEARINGS	20	18
SEARCH WARRANTS ISSUED	22	10

Contingent Recommendation \$55,410

CASE FILINGS PER JUDICIAL FULL-TIME-EQUIVALENT PERSONNEL
(EXCLUDING COMMISSIONERS, REFEREES, HEARING OFFICERS, PRO TEMS)
FISCAL YEAR 2015

MUNICIPAL COURTS FILINGS

Court	Total Filings	Judicial F.T.E.	Filings per F.T.E.	Revenue per Filing
Camp Verde	2,041	5	408	\$237.59
Cottonwood	2,396	6	399	\$178.01
Sedona	2,524	3	841	\$183.25

City of Sedona
 FY16-17 Proposed Budget - Line Item Detail
 Municipal Court

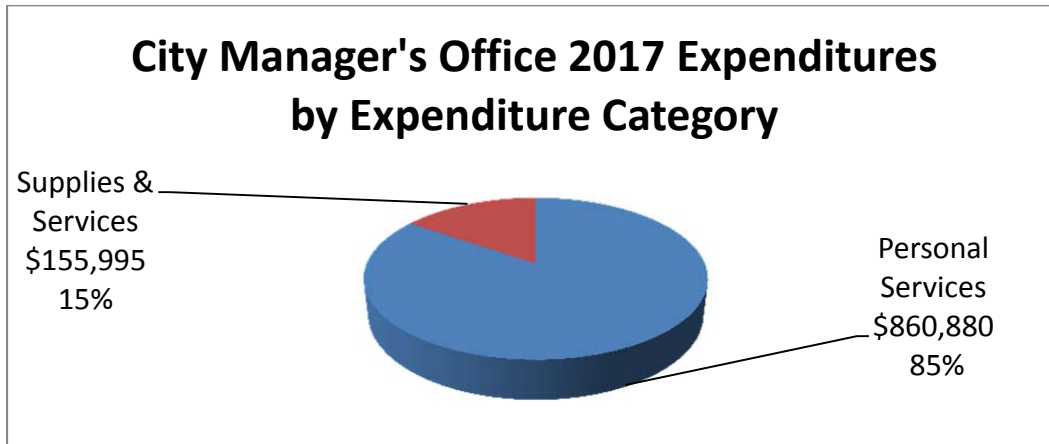
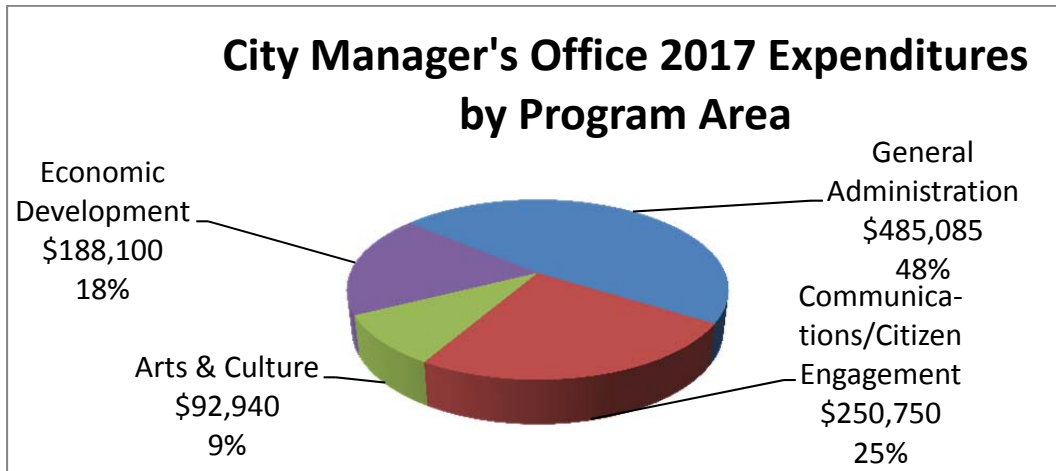
67% of year completed

Account Number	Account Description	FY17 Requested	FY16 Budget	FY17 Incr. over FY16 Budget	FY16 Est. Actuals	FY17 Incr. over FY16 Est.	FY16 Est. (over)/ under budget	FY16 Thru Feb	FY16 YTD % of Est.	FY15 Actuals	FY14 Actuals	FY17 Requested - Details		
												Amount	Description	
General Fund - General Administration														
10-5520-01-6005	Salary & Wages	\$157,050.00	\$115,419.00	36%	\$185,320.00	-15%	(\$69,901.00)	\$118,614.30	64%	\$166,577.51	\$165,815.49			
10-5520-01-6006	Overtime	\$0.00	\$0.00	N/A	\$10.00	-100%	(\$10.00)	\$5.98	60%	\$0.00	\$80.55			
10-5520-01-6010	Temp/Part-Time Wages	\$71,800.00	\$66,468.00	8%	\$3,060.00	2246%	\$63,408.00	\$2,192.36	72%	\$6,240.00	\$4,661.00			
10-5520-01-6046	Other Allowances	\$1,200.00	\$1,200.00	0%	\$1,200.00	0%	\$0.00	\$700.00	58%	\$1,300.00	\$1,100.00			
10-5520-01-6125	FICA	\$17,600.00	\$14,361.00	23%	\$13,880.00	27%	\$481.00	\$8,941.29	64%	\$13,460.64	\$12,598.39			
10-5520-01-6130	ASRS Retirement	\$17,810.00	\$19,654.00	-9%	\$20,030.00	-11%	(\$376.00)	\$12,834.62	64%	\$18,702.85	\$17,273.06			
10-5520-01-6134	STD/LTD Insurance	\$1,030.00	\$633.00	63%	\$820.00	26%	(\$187.00)	\$92.95	11%	\$835.48	\$775.60			
10-5520-01-6135	Health/Dental/Life Insurance	\$63,550.00	\$47,495.00	34%	\$46,020.00	38%	\$1,475.00	\$28,760.10	62%	\$40,618.33	\$37,163.66			
10-5520-01-6136	Workers Compensation Insurance	\$520.00	\$629.00	-17%	\$629.00	-17%	\$0.00	\$330.00	52%	\$563.36	\$218.14			
	General Administration - Personnel Costs Subtotal	\$330,560.00	\$265,859.00	24%	\$270,969.00	22%	(\$5,110.00)	\$172,471.60	64%	\$248,298.17	\$239,685.89			
10-5520-01-6210	Printing/Office Supplies	\$3,000.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$1,707.49	\$0.00			
													Bond Cards, Banking Materials, Toners, General Office Supplies	
10-5520-01-6244	Office Furniture - Non Capital	\$0.00	\$0.00	N/A	\$0.00	N/A	\$0.00	\$1,198.22	∞	\$4,947.14	\$0.00	\$3,000.00		
10-5520-01-6405	Professional Services	\$4,000.00	\$3,000.00	33%	\$3,000.00	33%	\$0.00	\$2,272.65	76%	\$6,448.27	\$4,349.11			
													Rule 11 Evals, Qtrly Billing Wkends Staff, Interpreters	
10-5520-01-6420	Legal Services	\$25,000.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
												\$25,000.00	Split between three court appt attorneys	
10-5520-01-6436	Hardware/Software Maint & Supp	\$7,250.00	\$7,250.00	0%	\$7,250.00	0%	\$0.00	\$3,000.00	41%	\$6,196.17	\$6,000.00			
												\$7,250.00	AOC Fees, Video Monitor Judge, QkBks Staff	
10-5520-01-6450	Legal Fees/Settlements/Deductibles	\$0.00	\$25,000.00	-100%	\$25,000.00	-100%	\$0.00	\$11,940.40	48%	\$21,317.41	\$19,839.65			
10-5520-01-6703	Dues/Subscriptions/License	\$2,000.00	\$1,600.00	25%	\$1,600.00	25%	\$0.00	\$1,454.21	91%	\$798.64	\$1,246.04			
													LexisNexus Contract, REI Matt Bndr, Thomson West, Sedona Red Rock News	
10-5520-01-6712	Jury Remunerations	\$300.00	\$300.00	0%	\$300.00	0%	\$0.00	\$0.00	0%	\$0.00	\$0.00			
												\$300.00	Jury remunerations	
10-5520-01-6750	Travel & Training	\$3,000.00	\$2,500.00	20%	\$2,500.00	20%	\$0.00	\$1,402.11	56%	\$1,970.76	\$0.00			
												\$3,000.00	Mandatory Staff Training, Judicial Conf, ACE Edu	
	General Administration - Supplies & Services Costs Subtotal	\$44,550.00	\$39,650.00	12%	\$39,650.00	12%	\$0.00	\$21,267.59	54%	\$43,385.88	\$31,434.80			
	General Fund - General Administration Total	\$375,110.00	\$305,509.00	23%	\$310,619.00	21%	(\$5,110.00)	\$193,739.19	62%	\$291,684.05	\$271,120.69			

DEPARTMENT DESCRIPTION

The City Manager's Office is responsible for the following program areas:

- General Administration
- Communications & Citizen Engagement
- Arts & Culture
- Economic Development



General Administration

The City Manager and Assistant City Manager are responsible for the implementation of City Council policy and work plans. This is accomplished through Council establishment of strategic goals and priorities and pursuit of those goals by the various departments. The City Manager seeks to assist departments and City Council in meeting performance goals by fostering an organizational environment that encourages a commitment to teamwork and excellence in the delivery of municipal services to internal (employees) and external customers (citizens). Continuous improvement to services provided to is a key focus of the office.

FY 16 Accomplishments:

- Served as the host community for the 2016 Welcome Home Vietnam Veterans Day event
- Implemented 360 degree evaluation process for management positions
- Facilitated the adoption of a Human Rights Ordinance
- Added four routes to the Verde Lynx commuter transit system between Sedona and Cottonwood during peak periods
- Earned the Government Finance Officers Association *Distinguished Budget Presentation Award* for the third year in a row for the FY2015 budget document
- Entered into a service contract with Red Earth Theatre, a local non-profit, to operate the former Teen Center as a local performing arts venue, now dubbed “The Hub”

FY 17 Objectives:

- Work with consultants and community stakeholders to complete a comprehensive traffic and circulation study including development of recommendations for possible road improvements, transit options, alternate routes, bicycle/pedestrian improvements, and traffic safety improvements
- Work with merchants and other stakeholders to implement paid parking on Main Street in Uptown
- Lead a Citizen Work Group to look at long-term capital needs and funding options
- Develop a request for proposals (RFP) to evaluate the feasibility of selecting a single trash hauler for the City
- Develop a City-Wide Wireless Master Plan
- Continue to develop and implement strategies to mitigate traffic and parking issues in Uptown including completing 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

WORKLOAD INDICATORS

Workload Indicators	FY 14-15 Actual	FY 15-16 Estimate	FY 16-17 Proposed
City Council agenda bill items reviewed	220	220	200
Total number of adopted Council Priorities	25	29	30

PERFORMANCE MEASURES

Performance Measures	FY 14-15 Actual	FY 15-16 Estimate	FY 16-17 Proposed
Percent of City Council annual priority goals completed by the established deadlines	80%	80%	80%
Overall citizen survey ratings – percent rating city services as good or excellent			
Percent of citizens satisfied with the value received for tax dollars			
Percent of employees rating job satisfaction/organizational culture as good or excellent			

Communications/ Citizen Engagement

The Communications and Citizen Engagement portion of the City Manager’s Office goal is to communicate and engage with our citizens in timely, meaningful, and informative ways. It is a combined approach to ensure residents are not only updated on local news and what the city is currently working on, but also the ways they can participate through the Citizen Engagement Program’s opportunities. This office not only works to proactively communicate with residents, but also to ensure they receive accurate, timely, and courteous responses to their requests for information and services.

FY 16 Accomplishments:

- Over 200 citizens signed up through the volunteer registry with 70% involved in an engagement opportunity
- Awarded the International City/County Management Association (ICMA) 2015 Program Award in the Strategic Leadership and Governance category for communities of 10,000 – 50,000 people, the first award of this kind for the City of Sedona
- Initiated new Citizen Engagement Program (CEP) work groups to provide opportunities to engage citizens in city projects and activities
- Revised Social Media Policy and increased communications efforts through enhanced use of social media
- Produced a 2015 Annual Community Report, and Community Connection newsletter, which were mailed to residents and posted on the city’s website
- Held 2016 Citizens Academy with 18 participants
- Coordinated the “For the Love of Sedona” event presented by author Peter Kageyama

FY 17 Objectives:

- Continue to offer meaningful work group opportunities for citizens
- Continue to develop online polling tool “Engage Sedona” and promote its use community-wide
- Increase community engagement of all ages, from teens to seniors
- Coordinate and participate in 2017 Citizens Academy
- Hosted a volunteer luncheon and awards program for CEP participants and other volunteers

WORKLOAD INDICATORS

Workload Indicators	FY 14-15 Actual	FY 15-16 Estimate	FY 16-17 Proposed
News releases issued and/or media pitches made	120	150	175
Number of citizens participating in City work groups	80		
Number of requests received/issues reported through Citizen’s Connect			
Number of active work groups	13	10	10

PERFORMANCE MEASURES

Performance Measures	FY 14-15 Actual	FY 15-16 Estimate	FY 16-17 Proposed
% of citizen volunteers rating their work group experience as good or excellent			
% of participants rating the Citizen’s Academy as good or excellent			
% of Citizen Connect requests resolved by target date			
Number of followers on social media (Facebook, Twitter, Instagram)			
% of residents surveyed who satisfied with how the City keeps the public informed			

Arts & Culture

Being a City animated by the arts, the Arts & Culture Division supports and facilitates numerous quality programs that generate creative growth for our community. This division is responsible for overlooking seven major areas; Arts in Public Places, Art in Private Development, the City Hall Art Rotation Program, the Artist in the Classroom Program, the Street Performers Program, the Mayor’s Arts Awards and monthly Moment of Art presentations to City Council. Additionally all artists participating in City programs are promoted in the local media, which enhances their exposure and confirms our ongoing pledge to endorse the arts.

FY 16 Accomplishments:

- Installed a new public art piece in the Schnebly Hill Road roundabout, “The Open Gate” sculpture, created by artist Reagan Word
- Introduced artist receptions for all Art Rotation artists
- Completed a Citywide Cultural and Arts Plan based on the Sedona Community Plan
- Implemented the Street Performance Pilot Program in Uptown Sedona
- Formed work groups completing a series of Arts & Culture Initiatives, which collected attainable creative project ideas to actualize in the community
- Implemented the “Moment of Art” whereby artists perform monthly at the beginning of City Council meetings throughout the year
- Expanded the City Hall Art Rotation Program for local artists to display their artwork in the Community Development Department’s conference room
- Strengthened the Artist in the Classroom program by securing thirty diverse and seasoned artists to teach art in grades pre-K through high school

FY 17 Objectives:

- Launch a new Celebration of the Arts Festival
- Host the Mayor’s Arts Award event
- Coordinate and oversee the newly initiated city mural projects at the wastewater plant and court offices
- Increase artist assignments through the Artist in the Classroom program

WORKLOAD INDICATORS

Workload Indicators	FY 14-15 Actual	FY 15-16 Estimate	FY 16-17 Proposed
Artist in the Classroom # of assignments per year	28	35	40
City Hall Art Rotation Program # of artists exhibited per year	12	12	12
Moment of Art for City Council # of months artists performed	3	12	12
Arts & Culture Press Releases + artist assignments to cover	41	48	53
# of Arts & Culture Work Groups + Listening Sessions	3	3	3

PERFORMANCE MEASURES

Performance Measures	FY 14-15 Actual	FY 15-16 Estimate	FY 16-17 Proposed
Artist in the Classroom # of students reached	1,555	1,906+	2,500
City Hall Art Rotation Program # of appointments + # of attendees for Artist Receptions	30 Showings solely	50+ Showings + Attendees	60+ Showings + Attendees
Moment of Art for City Council # of artists receiving positive feedback	3	6	8
Arts & Culture Work Groups + Listening Sessions total participants in work groups	55	55	60

Economic Development

The intent and goals of the Economic Development program include attraction of primary jobs that pay above average wages, business creation and expansion before business recruitment, utilization of public and private resources at the local, regional and state level whenever possible while directing internal resources to service gaps; and a focus on bonafide economic development programs while integrating economic impact perspective into all decision making, services and programs.

FY 16 Accomplishments:

- Developed an Economic Stability and Vitality Work Program
- Recruited new Economic Development Director position

FY 17 Objectives:

- Develop comprehensive inventory of services and gaps for later planning exercises
- Establish master inventory of key data
- Create a concise report capturing key data
- Establish clear understanding of agency roles, responsibilities and resources
- Develop Economic Development Strategic Plan

WORKLOAD INDICATORS

Workload Indicators	FY 14-15 Actual	FY 15-16 Estimate	FY 16-17 Proposed
Number of requests for business assistance			

PERFORMANCE MEASURES

Performance Measures	FY 14-15 Actual	FY 15-16 Estimate	FY 16-17 Proposed
Establishment of positive rapport with internal depts and external agency representatives as measured by 360 evaluations			
Number of business start-ups, expansions, etc. that would not have occurred without this program being available to assist			
Number of jobs created			
Business assistance funding secured from external sources			
Business assistance funding awarded and/or invested			

**City of Sedona
 FY16-17 Proposed Budget - Program Summary
 City Manager's Office**

67% of year completed

Program	FY17 Requested	FY16 Budget	FY17 Incr. over FY16 Budget	FY16 Est. Actuals	FY17 Incr. over FY16 Est.	FY16 Est. (over)/under budget	FY16 Thru Feb	FY16 YTD % of Est.	FY15 Actuals	FY14 Actuals
General Fund										
10-5220-01 - General Administration	\$485,085.00	\$854,638.00	-43%	\$746,523.00	-35%	\$108,115.00	\$465,091.95	62%	\$704,983.16	\$696,482.69
10-5220-03 - Communications/Citizen Engagement	\$250,750.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00
10-5220-41 - Arts & Culture	\$92,940.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00
10-5220-76 - Economic Development	\$188,100.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00
General Fund Total	\$1,016,875.00	\$854,638.00	19%	\$746,523.00	36%	\$108,115.00	\$465,091.95	62%	\$704,983.16	\$696,482.69
Wastewater Fund										
59-5220-01 - General Administration	\$47,950.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00
Wastewater Fund Total	\$47,950.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00
GRAND TOTALS										
General Administration	\$533,035.00	\$854,638.00	-38%	\$746,523.00	-29%	\$108,115.00	\$465,091.95	62%	\$704,983.16	\$696,482.69
Communications/Citizen Engagement	\$250,750.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00
Arts & Culture	\$92,940.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00
Economic Developments	\$188,100.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00
Grand Totals	\$1,064,825.00	\$854,638.00	25%	\$746,523.00	43%	\$108,115.00	\$465,091.95	62%	\$704,983.16	\$696,482.69

City of Sedona
 FY16-17 Proposed Budget - Expenditure Summary
 City Manager's Office

67% of year completed

Cost Category	FY17 Requested	FY16 Budget	FY17 Incr. over FY16 Budget	FY16 Est. Actuals	FY17 Incr. over FY16 Est.	FY16 Est. (over)/ under budget	FY16 Thru Feb	FY16 YTD % of Est.	FY15 Actuals	FY14 Actuals	Explanation of Changes
General Fund											
10-5220-01 - General Administration											
Personnel	\$437,790.00	\$628,347.00	-30%	\$595,232.00	-26%	\$33,115.00	\$393,449.30	66%	\$620,207.59	\$664,131.60	Decrease: Change in allocations between programs Current year under budget due to vacancy savings
Supplies & Services	\$47,295.00	\$226,291.00	-79%	\$151,291.00	-69%	\$75,000.00	\$71,642.65	47%	\$84,775.57	\$32,351.09	Decrease: Change in allocations between programs, moved wireless communications to Community Development (\$60,000), reduced Grants Coordinator contract for transition only (\$40,000), one-time trash/recycling project (\$75,000 budgeted in current year, \$20,000 remaining for next year) Current year under budget due to carryover for wireless communications (\$60,000) and trash/recycling project (\$15,000)
General Administration Total	\$485,085.00	\$854,638.00	-43%	\$746,523.00	-35%	\$108,115.00	\$465,091.95	62%	\$704,983.16	\$696,482.69	
10-5220-03 - Communications/Citizen Engagement											
Personnel	\$192,350.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	Increase: Change in allocations between programs
Supplies & Services	\$58,400.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	Increase: Change in allocations between programs, added citizen survey (\$10,000) and public access channel/video communications (\$20,000)
Communications/Citizen Engagement Total	\$250,750.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	
10-5220-41 - Arts & Culture											
Personnel	\$69,940.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	Increase: Change in allocations between programs
Supplies & Services	\$23,000.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	Increase: Change in allocations between programs
Arts & Culture Total	\$92,940.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	
10-5220-76 - Economic Development											
Personnel	\$160,800.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	Increase: Economic Development Manager moved from Community Development, upgraded to Economic Development Director
Supplies & Services	\$27,300.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	Increase: Added supplies and other costs for support of the program
Economic Development Total	\$188,100.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	
Personnel Subtotal	\$860,880.00	\$628,347.00	37%	\$595,232.00	45%	\$33,115.00	\$393,449.30	66%	\$620,207.59	\$664,131.60	
Supplies & Services Subtotal	\$155,995.00	\$226,291.00	-31%	\$151,291.00	3%	\$75,000.00	\$71,642.65	47%	\$84,775.57	\$32,351.09	
General Fund Total	\$1,016,875.00	\$854,638.00	19%	\$746,523.00	36%	\$108,115.00	\$465,091.95	62%	\$704,983.16	\$696,482.69	

City of Sedona
 FY16-17 Proposed Budget - Expenditure Summary
 City Manager's Office

67% of year completed

Cost Category	FY17 Requested	FY16 Budget	FY17 Incr. over FY16 Budget	FY16 Est. Actuals	FY17 Incr. over FY16 Est.	FY16 Est. (over)/under budget	FY16 Thru Feb	FY16 YTD % of Est.	FY15 Actuals	FY14 Actuals	Explanation of Changes
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Wastewater Fund

59-5220-01 - General Administration

Personnel	\$47,950.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	Increase: Accounts have been changed for departmental staff allocations to Wastewater Fund (all allocations were previously charged to 59-5250-02)
General Administration Total	\$47,950.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	

Grand Totals

Personnel Total	\$908,830.00	\$628,347.00	45%	\$595,232.00	53%	\$33,115.00	\$393,449.30	66%	\$620,207.59	\$664,131.60
Supplies & Services Total	\$155,995.00	\$226,291.00	-31%	\$151,291.00	3%	\$75,000.00	\$71,642.65	47%	\$84,775.57	\$32,351.09
Grand Total	\$1,064,825.00	\$854,638.00	25%	\$746,523.00	43%	\$108,115.00	\$465,091.95	62%	\$704,983.16	\$696,482.69

**City of Sedona
 FY16-17 Proposed Budget - Positions/Allocations
 City Manager's Office**

Position	FTE
Arts and Culture Coordinator	0.88
Assistant City Manager	1.00
Citizens Engagement Coordinator	0.88
City Manager	1.00
Communications & Public Affairs Manager	1.00
Economic Development Director	1.00
Executive Assistant to the City Manager	1.00
Intern	0.19
Total	6.94

Org Unit	Org Description	FTE
General Fund		
10-5220-01	General Administration	2.89
10-5220-03	Communications/Citizen Engagement	1.88
10-5220-41	Arts & Culture	0.88
10-5220-76	Economic Development	1.00
General Fund Total		6.64
Wastewater Fund		
59-5230-01	General Administration	0.30
Wastewater Fund Total		0.30
Grand Total		6.94

City of Sedona
 FY16-17 Proposed Budget - Line Item Detail
 City Manager's Office

67% of year completed

Account Number	Account Description	FY17 Requested	FY16 Budget	FY17 Incr. over FY16		FY17 Incr. over FY16		FY16 Est. (over)/ under		FY16 YTD % of Est.	FY15 Actuals	FY14 Actuals	FY17 Requested - Details	
				Budget	Est. Actuals	Est.	Est.	Thru Feb	Amount				Description	
General Fund - General Administration														
10-5220-01-6005	Salary & Wages	\$311,300.00	\$351,211.00	-11%	\$348,750.00	-11%	\$2,461.00	\$234,653.55	67%	\$404,181.86	\$458,972.57			
10-5220-01-6010	Temp/Part-Time Wages	\$6,000.00	\$73,371.00	-92%	\$67,450.00	-91%	\$5,921.00	\$42,481.40	63%	\$24,072.91	\$0.00			
10-5220-01-6046	Other Allowances	\$11,530.00	\$14,080.00	-18%	\$15,700.00	-27%	(\$1,620.00)	\$10,525.10	67%	\$19,803.06	\$21,270.56			
10-5220-01-6125	FICA	\$25,160.00	\$34,691.00	-27%	\$30,750.00	-18%	\$3,941.00	\$20,205.22	66%	\$31,014.02	\$33,392.38			
10-5220-01-6130	ASRS Retirement	\$36,610.00	\$74,227.00	-51%	\$48,350.00	-24%	\$25,877.00	\$32,382.66	67%	\$59,922.89	\$68,986.35			
10-5220-01-6134	STD/LTD Insurance	\$1,580.00	\$1,519.00	4%	\$2,000.00	-21%	(\$481.00)	\$342.44	17%	\$2,114.93	\$2,920.44			
10-5220-01-6135	Health/Dental/Life Insurance	\$40,760.00	\$72,266.00	-44%	\$75,250.00	-46%	(\$2,984.00)	\$49,240.93	65%	\$72,021.06	\$67,629.25			
10-5220-01-6136	Workers Compensation Insurance	\$4,850.00	\$6,982.00	-31%	\$6,982.00	-31%	\$0.00	\$3,618.00	52%	\$7,076.86	\$10,960.05			
	General Administration - Personnel Costs Subtotal	\$437,790.00	\$628,347.00	-30%	\$595,232.00	-26%	\$33,115.00	\$393,449.30	66%	\$620,207.59	\$664,131.60			
10-5220-01-6024	Meals	\$1,000.00	\$0.00	∞	\$0.00	∞	\$0.00	\$110.30	∞	\$0.00	\$0.00			
														Misc Meeting Meals - CM Office
														\$500.00
														\$250.00
														\$250.00
														\$1,400.00
10-5220-01-6210	Printing/Office Supplies	\$1,400.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			Misc. office supplies
10-5220-01-6213	Voice & Data Communications	\$0.00	\$0.00	N/A	\$0.00	N/A	\$0.00	\$438.93	∞	\$456.68	\$0.00			
10-5220-01-6244	Office Furniture - Non Capital	\$0.00	\$0.00	N/A	\$0.00	N/A	\$0.00	\$858.80	∞	\$934.92	\$2,752.54			
10-5220-01-6405	Professional Services	\$30,000.00	\$185,000.00	-84%	\$110,000.00	-73%	\$75,000.00	\$49,112.89	45%	\$45,361.82	\$0.00			
														\$20,000.00
														\$10,000.00
10-5220-01-6410	Commissn/Citizn Engmnt Support	\$0.00	\$6,000.00	-100%	\$6,000.00	-100%	\$0.00	\$4,656.53	78%	\$1,878.06	\$6,001.57			
10-5220-01-6703	Dues/Subscriptions/License	\$6,045.00	\$5,491.00	10%	\$5,491.00	10%	\$0.00	\$4,294.10	78%	\$5,090.63	\$5,880.74			
														\$600.00
														\$480.00
														\$340.00
														\$150.00
														\$300.00
														\$210.00
														\$900.00
														\$1,300.00
														\$1,425.00
														\$100.00
														\$240.00
10-5220-01-6705	Public Information Program	\$0.00	\$18,800.00	-100%	\$18,800.00	-100%	\$0.00	\$8,885.31	47%	\$16,812.94	\$16,866.24			
10-5220-01-6710	Special Programs	\$3,000.00	\$3,000.00	0%	\$3,000.00	0%	\$0.00	\$0.00	0%	\$3,954.02	\$850.00			
														\$3,000.00
														\$3,000.00

City of Sedona
 FY16-17 Proposed Budget - Line Item Detail
 City Manager's Office

67% of year completed

Account Number	Account Description	FY17 Requested	FY16 Budget	FY17 Incr. over FY16 Budget	FY16 Est. Actuals	FY17 Incr. over FY16 Est.	FY16 Est. (over)/ under budget	FY16 Thru Feb	FY16 YTD % of Est.	FY15 Actuals	FY14 Actuals	FY17 Requested - Details	
												Amount	Description
10-5220-01-6750	Travel & Training	\$5,850.00	\$8,000.00	-27%	\$8,000.00	-27%	\$0.00	\$3,285.79	41%	\$10,286.50	\$0.00		
												\$1,500.00	Assistant City Manager to GFOA
												\$1,250.00	City Manager and Assistant City Manager to ACMA
												\$1,750.00	City Manager to ICMA
												\$600.00	League Annual Conference, City Manager
												\$750.00	Misc ICMA or other professional development training
	General Administration - Supplies & Services Costs Subtotal	\$47,295.00	\$226,291.00	-79%	\$151,291.00	-69%	\$75,000.00	\$71,642.65	47%	\$84,775.57	\$32,351.09		
	General Fund - General Administration Total	\$485,085.00	\$854,638.00	-43%	\$746,523.00	-35%	\$108,115.00	\$465,091.95	62%	\$704,983.16	\$696,482.69		

City of Sedona
 FY16-17 Proposed Budget - Line Item Detail
 City Manager's Office

67% of year completed

Account Number	Account Description	FY17 Requested	FY16 Budget	FY17 Incr. over FY16 Budget	FY16 Est. Actuals	FY17 Incr. over FY16 Est.	FY16 Est. (over)/ under budget	FY16 Thru Feb	FY16 YTD % of Est.	FY15 Actuals	FY14 Actuals	FY17 Requested - Details		
												Amount	Description	
General Fund - Communicatns/Citizen Engagemnt														
10-5220-03-6005	Salary & Wages	\$88,090.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
10-5220-03-6010	Temp/Part-Time Wages	\$43,150.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
10-5220-03-6046	Other Allowances	\$4,200.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
10-5220-03-6125	FICA	\$10,370.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
10-5220-03-6130	ASRS Retirement	\$15,360.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
10-5220-03-6134	STD/LTD Insurance	\$670.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
10-5220-03-6135	Health/Dental/Life Insurance	\$30,190.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
10-5220-03-6136	Workers Compensation Insurance	\$320.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
	Communicatns/Citizen Engagemnt - Personnel Costs Subtotal	\$192,350.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
10-5220-03-6210	Printing/Office Supplies	\$400.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	\$400.00	Misc. office supplies	
10-5220-03-6410	Commissn/Citizn Engmnt Support	\$6,000.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	\$6,000.00	Misc Meetings, Awards and Plaques for recognition.	
10-5220-03-6703	Dues/Subscriptions/License	\$700.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	\$250.00	Professional Membership Citizen Engagement Coordinator	
												\$450.00	Professional Membership Communications and Public Affairs Manager	
10-5220-03-6705	Public Information Program	\$48,800.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	\$6,950.00	Advertising	
												\$5,000.00	Annual Community Report	
												\$10,000.00	Citizen survey	
												\$500.00	Citizen's Academy	
												\$3,500.00	Community Newsletter	
												\$2,250.00	Community Outreach Meetings	
												\$600.00	Misc, ex. State of City Address	
												\$20,000.00	Public Access Channel/ Video Communications	
10-5220-03-6750	Travel & Training	\$2,500.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	\$750.00	Citizen Engagement Coordinator training	
												\$1,750.00	Communications and Public Affairs Manager to 3CMA or other	
	Communicatns/Citizen Engagemnt - Supplies & Services Costs Subtotal	\$58,400.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
	General Fund - Communicatns/Citizen Engagemnt Total	\$250,750.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			

City of Sedona
 FY16-17 Proposed Budget - Line Item Detail
 City Manager's Office

67% of year completed

Account Number	Account Description	FY17 Requested	FY16 Budget	FY17 Incr. over FY16 Budget	FY16 Est. Actuals	FY17 Incr. over FY16 Est.	FY16 Est. (over)/ under budget	FY16 Thru Feb	FY16 YTD % of Est.	FY15 Actuals	FY14 Actuals	FY17 Requested - Details		
												Amount	Description	
General Fund - Arts & Culture														
10-5220-41-6010	Temp/Part-Time Wages	\$46,920.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
10-5220-41-6125	FICA	\$3,590.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
10-5220-41-6130	ASRS Retirement	\$5,320.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
10-5220-41-6134	STD/LTD Insurance	\$240.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
10-5220-41-6135	Health/Dental/Life Insurance	\$13,750.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
10-5220-41-6136	Workers Compensation Insurance	\$120.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
	Arts & Culture - Personnel Costs Subtotal	\$69,940.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
10-5220-41-6710	Special Programs	\$5,000.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
													Implementation of Arts Master Plan	
												\$5,000.00	recommendations	
10-5220-41-6728	Arts Education Funds	\$18,000.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
												\$18,000.00	Artist in classroom	
	Arts & Culture - Supplies & Services Costs Subtotal	\$23,000.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
	General Fund - Arts & Culture Total	\$92,940.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
General Fund - Economic Development														
10-5220-76-6005	Salary & Wages	\$114,720.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
10-5220-76-6046	Other Allowances	\$4,200.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
10-5220-76-6125	FICA	\$9,100.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
10-5220-76-6130	ASRS Retirement	\$13,490.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
10-5220-76-6134	STD/LTD Insurance	\$580.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
10-5220-76-6135	Health/Dental/Life Insurance	\$16,670.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
10-5220-76-6136	Workers Compensation Insurance	\$2,040.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
	Economic Development - Personnel Costs Subtotal	\$160,800.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
10-5220-76-6210	Printing/Office Supplies	\$400.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
												\$400.00	Misc. office supplies	
10-5220-76-6244	Office Furniture - Non Capital	\$5,000.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
												\$5,000.00	Computer, desk, supplies	
10-5220-76-6703	Dues/Subscriptions/License	\$400.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
												\$400.00	Econ Devt Director	
10-5220-76-6710	Special Programs	\$20,000.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
													Promotional efforts, ancillary costs (seed money)	
10-5220-76-6750	Travel & Training	\$1,500.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
												\$1,500.00	Econ Devt Director	
	Economic Development - Supplies & Services Costs Subtotal	\$27,300.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
	General Fund - Economic Development Total	\$188,100.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
	General Fund Personnel Costs Subtotal	\$860,880.00	\$628,347.00	37%	\$595,232.00	45%	\$33,115.00	\$393,449.30	66%	\$620,207.59	\$664,131.60			
	General Fund Supplies & Services Costs Subtotal	\$155,995.00	\$226,291.00	-31%	\$151,291.00	3%	\$75,000.00	\$71,642.65	47%	\$84,775.57	\$32,351.09			
	General Fund Total	\$1,016,875.00	\$854,638.00	19%	\$746,523.00	36%	\$108,115.00	\$465,091.95	62%	\$704,983.16	\$696,482.69			

City of Sedona
 FY16-17 Proposed Budget - Line Item Detail
 City Manager's Office

67% of year completed

Account Number	Account Description	FY17 Requested	FY16 Budget	FY17 Incr. over FY16 Budget	FY16 Est. Actuals	FY17 Incr. over FY16 Est.	FY16 Est. (over)/ under budget	FY16 Thru Feb	FY16 YTD % of Est.	FY15 Actuals	FY14 Actuals	FY17 Requested - Details		
												Amount	Description	
Wastewater Enterprise Fund - General Administration														
59-5220-01-6005	Salary & Wages	\$34,590.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
59-5220-01-6046	Other Allowances	\$1,290.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
59-5220-01-6125	FICA	\$2,750.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
59-5220-01-6130	ASRS Retirement	\$4,070.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
59-5220-01-6134	STD/LTD Insurance	\$180.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
59-5220-01-6135	Health/Dental/Life Insurance	\$4,530.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
59-5220-01-6136	Workers Compensation Insurance	\$540.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
Wastewater Enterprise Fund - General Administration Total		\$47,950.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			

HUMAN RESOURCES

DEPARTMENT DESCRIPTION

The Human Resources Department (HR) provides a full range of services to regular and seasonal employees. The two-person department 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 new employee follow-ups, performance evaluations, equal employment opportunities, 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 to improve and simplify the employee evaluation process with restructured and abridged forms.
- Continue the implementation and importance of employee recognition programs such as birthday and anniversary acknowledgements.
- Discover and provide new quality in-house training opportunities.
 - Continue to retain and attract exceptional employees.
 - Continue to strive and maintain an enjoyable workplace of openness, teamwork, equality, fairness, and continual productivity.
 - 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, supervisors, officials, and the public.
- Provide continued, focused, and 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, wisdom, 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 compensation, benefits, and industry best practices.

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.

2016-2017 OBJECTIVES

- Continue to provide HR consultation and assistance to employees and managers.
- Continue safety awareness instruction and programs with standard and customized training.
- Continue to maintain valued partnerships with employees, supervisors, managers, directors, and elected officials.

2015-2016 ACCOMPLISHMENTS

- ✓ Organized and implemented extensive recruitment efforts for a new City Attorney.
- ✓ Continued implementation of a personalized citywide tour for new employees in key positions.
- ✓ Reduction in workers' compensation claims to the effect of a 14% reduction or \$75K for FY 16/17.
- ✓ Partnered closely with our risk management provider to discover new ways to increase safety awareness.
- ✓ Continual implementation of innovative and inexpensive online recruitment processes.
- ✓ Assisted in recruiting and hiring highly qualified employees in key positions.
- ✓ Continued volunteerism and partnership with

other 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 new vendors and organizations.
- ✓ Continued to provide informative and personal employee assistance during yearly insurance open enrollment process.
- ✓ Continually worked closely with supervisors to maintain updated job descriptions and restructured department positions.



such as International City Management Association, Arizona League of Cities and Towns.

SIGNIFICANT CHANGES

- Significant reduction of 14% in workers' compensation e-mod.
- Substantial escalation in recruitment efforts due to reassignments, terminations, retirements, and resignations.
- Health insurance increases at seven percent and the impact of employees with dependent care coverage.
- Increases in retirement systems (Arizona State Retirement System and Public Safety Personnel Retirement System).
- Continued Employee Manual policy revisions.
- Continual job description revisions in order to remain current and market solvable.
- New and extensive free online recruitment efforts with Northern Arizona University and Yavapai College.
- Continual revisions to the Safety Manual.
- Increased implementation in varied online training opportunities for all staff.
- Continued implementation of customized safety training courses through SafePersonnel software.
- Implementation and creation of Department Head 360 Evaluations.
- Creation and implementation of customized Sedona Police Department evaluations.
- Organized and implemented an interactive and educational personality True Colors training for all city staff.

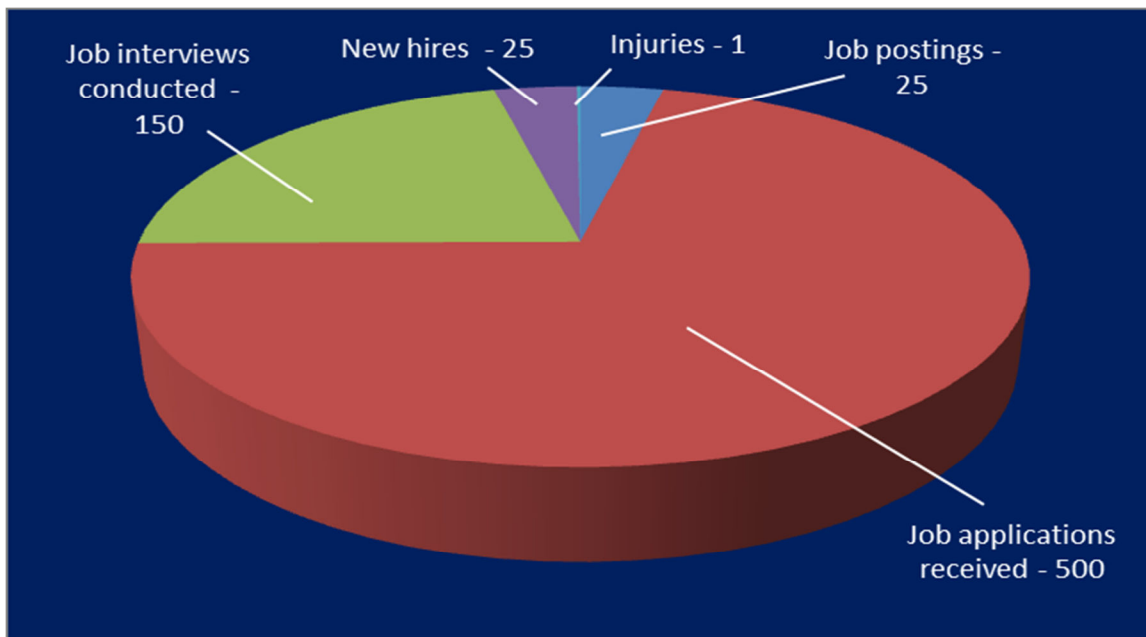
Did You Know?

- HR fingerprints all new employees, volunteers, and seasonal workers. All fingerprints are submitted and run through a nationwide criminal search in order to ensure employees and volunteers representing the City are screened for public safety issues and compliance.
- All new hires must pass a drug test in order to continue employment
- Employees in key transportation positions undergo random drug/alcohol tests.
- HR continually researches and implements best-practiced, cost effective recruitment measures such as posting on social media, the City's website, and related associations



WORKLOAD INDICATORS

Workload Indicators	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Actual	FY 16-17 Proposed
Job postings	27	50	26	25
Job applications received	550	650	330	500
Job interviews conducted	164	185	156	150
New hires	57	60	28	25
On the job injuries processed	7	11	1	1



PERFORMANCE MEASURES

Performance Measures	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Actual	FY 16-17 Proposed
Jobs posted within 24 - 48 hours of resignation or termination.	100%	100%	95%	100%
Email and phone call responsiveness	Within a 12 to 24-hour business day timeline	Within a 12 to 24-hour business day timeline	Within a 12 to 24-hour business day timeline	Within a 12 to 24-hour business day timeline

City of Sedona
 FY16-17 Proposed Budget - Program Summary
 Human Resources Department

67% of year completed

Program	FY17 Requested	FY16 Budget	FY17 Incr. over FY16 Budget	FY16 Est. Actuals	FY17 Incr. over FY16 Est.	FY16 Est. (over)/ under budget	FY16 Thru Feb	FY16 YTD % of Est.	FY15 Actuals	FY14 Actuals
General Fund										
10-5221-01 - General Administration	\$221,080.00	\$209,213.00	6%	\$217,713.00	2%	(\$8,500.00)	\$129,149.46	59%	\$191,431.82	\$178,026.09
General Fund Total	\$221,080.00	\$209,213.00	6%	\$217,713.00	2%	(\$8,500.00)	\$129,149.46	59%	\$191,431.82	\$178,026.09
Wastewater Fund										
59-5221-01 - General Administration	\$19,440.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00
Wastewater Fund Total	\$19,440.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00
GRAND TOTALS										
General Administration	\$240,520.00	\$209,213.00	15%	\$217,713.00	10%	(\$8,500.00)	\$129,149.46	59%	\$191,431.82	\$178,026.09
Grand Totals	\$240,520.00	\$209,213.00	15%	\$217,713.00	10%	(\$8,500.00)	\$129,149.46	59%	\$191,431.82	\$178,026.09

City of Sedona
 FY16-17 Proposed Budget - Expenditure Summary
 Human Resources Department

67% of year completed

Cost Category	FY17 Requested	FY16 Budget	FY17 Incr. over FY16 Budget	FY16 Est. Actuals	FY17 Incr. over FY16 Est.	FY16 Est. (over)/ under budget	FY16 Thru Feb	FY16 YTD % of Est.	FY15 Actuals	FY14 Actuals	Explanation of Changes
General Fund											
10-5221-01 - General Administration											
Personnel	\$174,620.00	\$163,328.00	7%	\$171,828.00	2%	(\$8,500.00)	\$109,417.22	64%	\$165,576.53	\$153,931.78	Increase: Includes merit and COLA increases plus correction for current year budget calculation error Current year under budgeted due to calculation error and part-time/temp wages unbudgeted
Supplies & Services	\$46,460.00	\$45,885.00	1%	\$45,885.00	1%	\$0.00	\$19,732.24	43%	\$25,855.29	\$24,094.31	Increase: Increase in medical exam costs (\$689), reprogrammed unemployment savings to special programs (\$2,000)
General Administration Total	\$221,080.00	\$209,213.00	6%	\$217,713.00	2%	(\$8,500.00)	\$129,149.46	59%	\$191,431.82	\$178,026.09	
General Fund Total	\$221,080.00	\$209,213.00	6%	\$217,713.00	2%	(\$8,500.00)	\$129,149.46	59%	\$191,431.82	\$178,026.09	
Wastewater Fund											
59-5221-01 - General Administration											
Personnel	\$19,440.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	Increase: Accounts have been changed for departmental staff allocations to Wastewater Fund (all allocations were previously charged to 59-5250-02)
General Administration Total	\$19,440.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	
Wastewater Fund Total	\$19,440.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	
Grand Totals											
Personnel Total	\$194,060.00	\$163,328.00	19%	\$171,828.00	13%	(\$8,500.00)	\$109,417.22	64%	\$165,576.53	\$153,931.78	
Supplies & Services Total	\$46,460.00	\$45,885.00	1%	\$45,885.00	1%	\$0.00	\$19,732.24	43%	\$25,855.29	\$24,094.31	
Grand Total	\$240,520.00	\$209,213.00	15%	\$217,713.00	10%	(\$8,500.00)	\$129,149.46	59%	\$191,431.82	\$178,026.09	

**City of Sedona
 FY16-17 Proposed Budget - Positions/Allocations
 Human Resources Department**

Position	FTE
Human Resources Manager	1.00
Human Resources Specialist	1.00
Total	2.00

Org Unit	Org Description	FTE
General Fund		
10-5221-01	General Administration	1.80
General Fund Total		1.80
Wastewater Fund		
59-5221-01	General Administration	0.20
Wastewater Fund Total		0.20
Grand Total		2.00

City of Sedona
 FY16-17 Proposed Budget - Line Item Detail
 Human Resources Department

67% of year completed

Account Number	Account Description	FY17 Requested	FY16 Budget	FY17 Incr. over FY16 Budget	FY16 Est. Actuals	FY17 Incr. over FY16 Est.	FY16 Est. (over)/ under budget	FY16 Thru Feb	FY16 YTD % of Est.	FY15 Actuals	FY14 Actuals	FY17 Requested - Details		
												Amount	Description	
General Fund - General Administration														
10-5221-01-6005	Salary & Wages	\$127,800.00	\$118,810.00	8%	\$125,660.00	2%	(\$6,850.00)	\$80,491.72	64%	\$120,797.82	\$113,331.44			
10-5221-01-6046	Other Allowances	\$1,620.00	\$540.00	200%	\$1,800.00	-10%	(\$1,260.00)	\$1,100.00	61%	\$900.00	\$600.00			
10-5221-01-6125	FICA	\$9,910.00	\$9,468.00	5%	\$9,400.00	5%	\$68.00	\$6,069.30	65%	\$9,415.14	\$8,493.46			
10-5221-01-6130	ASRS Retirement	\$14,680.00	\$14,196.00	3%	\$14,560.00	1%	(\$364.00)	\$9,324.21	64%	\$14,194.81	\$12,888.40			
10-5221-01-6134	STD/LTD Insurance	\$650.00	\$428.00	52%	\$610.00	7%	(\$182.00)	\$98.58	16%	\$657.15	\$859.53			
10-5221-01-6135	Health/Dental/Life Insurance	\$19,640.00	\$19,438.00	1%	\$19,350.00	1%	\$88.00	\$12,091.41	62%	\$19,181.29	\$17,297.17			
10-5221-01-6136	Workers Compensation Insurance	\$320.00	\$448.00	-29%	\$448.00	-29%	\$0.00	\$242.00	54%	\$430.32	\$461.78			
	General Administration - Personnel Costs Subtotal	\$174,620.00	\$163,328.00	7%	\$171,828.00	2%	(\$8,500.00)	\$109,417.22	64%	\$165,576.53	\$153,931.78			
10-5221-01-6137	Unemployment Benefits	\$16,000.00	\$18,000.00	-11%	\$16,000.00	0%	\$2,000.00	\$6,242.28	39%	\$3,078.18	\$11,648.73		Moved \$2,000 to Special Programs	
10-5221-01-6141	Employee Exams	\$7,585.00	\$6,896.00	10%	\$6,896.00	10%	\$0.00	\$3,815.75	55%	\$7,836.40	\$3,907.20	\$16,000.00		
10-5221-01-6210	Printing/Office Supplies	\$300.00	\$0.00	∞	\$0.00	∞	\$0.00	\$466.87	∞	\$0.00	\$0.00	\$7,585.00	10 percent increase due to medical exam costs rising	
10-5221-01-6243	Spec Supplies/Safety Equip/Emg	\$0.00	\$500.00	-100%	\$500.00	-100%	\$0.00	\$0.00	0%	\$500.00	\$525.31	\$300.00	Moved from General Services to Departmental	
10-5221-01-6405	Professional Services	\$0.00	\$0.00	N/A	\$0.00	N/A	\$0.00	\$0.00	N/A	\$25.70	\$0.00		Move to 6703 (the 6243 acct will be eliminated in FY17)	
10-5221-01-6447	Recruitment/Relocation	\$8,000.00	\$8,000.00	0%	\$8,000.00	0%	\$0.00	\$4,551.27	57%	\$0.00	\$0.00	\$500.00	Unchanged from prior year	
10-5221-01-6450	Legal Fees/Settlements/Deductibles	\$0.00	\$500.00	-100%	\$500.00	-100%	\$0.00	\$0.00	0%	\$0.00	\$0.00	\$8,000.00	Unchanged from prior year	
10-5221-01-6511	Advertising	\$1,500.00	\$1,500.00	0%	\$1,500.00	0%	\$0.00	\$1,562.50	104%	\$1,456.90	\$1,143.10	\$1,500.00	Unchanged from prior year	
10-5221-01-6703	Dues/Subscriptions/License	\$1,400.00	\$814.00	72%	\$814.00	72%	\$0.00	\$754.00	93%	\$643.00	\$1,054.14			
10-5221-01-6710	Special Programs	\$9,675.00	\$7,675.00	26%	\$9,675.00	0%	(\$2,000.00)	\$1,728.57	18%	\$11,473.85	\$5,815.83	\$900.00	10 percent increase in dues/subscriptions/ licences	
10-5221-01-6750	Travel & Training	\$2,000.00	\$2,000.00	0%	\$2,000.00	0%	\$0.00	\$611.00	31%	\$841.26	\$0.00	\$500.00	Move from 6243	
	General Administration - Supplies & Services Costs Subtotal	\$46,460.00	\$45,885.00	1%	\$45,885.00	1%	\$0.00	\$19,732.24	43%	\$25,855.29	\$24,094.31	\$2,000.00	\$2,000.00 Moved from Unemployment Benefits	
	General Fund - General Administration Total	\$221,080.00	\$209,213.00	6%	\$217,713.00	2%	(\$8,500.00)	\$129,149.46	59%	\$191,431.82	\$178,026.09		Unchanged from prior year	

City of Sedona
 FY16-17 Proposed Budget - Line Item Detail
 Human Resources Department

67% of year completed

Account Number	Account Description	FY17 Requested	FY16 Budget	FY17 Incr. over FY16 Budget	FY16 Est. Actuals	FY17 Incr. over FY16 Est.	FY16 Est. (over)/ under budget	FY16 Thru Feb	FY16 YTD % of Est.	FY15 Actuals	FY14 Actuals	FY17 Requested - Details		
												Amount	Description	
Wastewater Enterprise Fund - General Administration														
59-5221-01-6005	Salary & Wages	\$14,200.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
59-5221-01-6046	Other Allowances	\$180.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
59-5221-01-6125	FICA	\$1,110.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
59-5221-01-6130	ASRS Retirement	\$1,640.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
59-5221-01-6134	STD/LTD Insurance	\$80.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
59-5221-01-6135	Health/Dental/Life Insurance	\$2,190.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
59-5221-01-6136	Workers Compensation Insurance	\$40.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
Wastewater Enterprise Fund - General Administration Total		\$19,440.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
Wastewater Enterprise Fund Personnel Costs Subtotal		\$19,440.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
Wastewater Enterprise Fund Total		\$19,440.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			

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 audits, review of sales tax collections provided by the State, 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

Dedicated to providing thoughtful, accurate, and timely financial services to all.

FY 2016 ACCOMPLISHMENTS

- Received Certificate of Achievement for Excellence in Financial Reporting for the Comprehensive Annual Financial Report for the FY 2014 – the 16th year the City has received this award.
- Recruited and hired a new Financial Services Director and filled the remaining two vacancies to bring the Department up to full staffing.
- Refinanced the Series 2007 bonds, creating a net savings of over \$991,000.
- Developed an account reconciliation schedule to ensure the timely completion of account reconciliations.
- Restructured the City general ledger accounts as the first phase of the program budgeting implementation.
- Completed capital asset physical inventory (to be completed by year end).
- Submitted Request for Proposal for audit services and selected our next auditors (to be completed by year-end).

FY 2017 OBJECTIVES

- Obtain GFOA’s Distinguished Budget Presentation Award.
- Obtain GFOA’s Certificate of Achievement for Excellence in Financial Reporting .
- Close each month within five business days after all revenue accrual documents are received.
- Prepare monthly financial reports within ten business days after all revenue accrual documents are received.
- Complete all account reconciliations in a timely manner.
- Implement a grants management program.



Performance Metrics	Actual FY 2014	Actual FY 2015	Expected FY 2016	Proposed FY 2017
GFOA Certificate of Achievement in Financial Reporting	Yes	Yes	Yes	Yes
GFOA Distinguished Budget Presentation Award	Yes	Yes	Yes	Yes
Close each month within five business days after all revenue accrual documents are received.	Not Available	Not Available	Not Available	Yes
Prepare monthly financial reports within ten business days after all revenue accrual documents are received.	Not Available	Not Available	Not Available	Yes 1

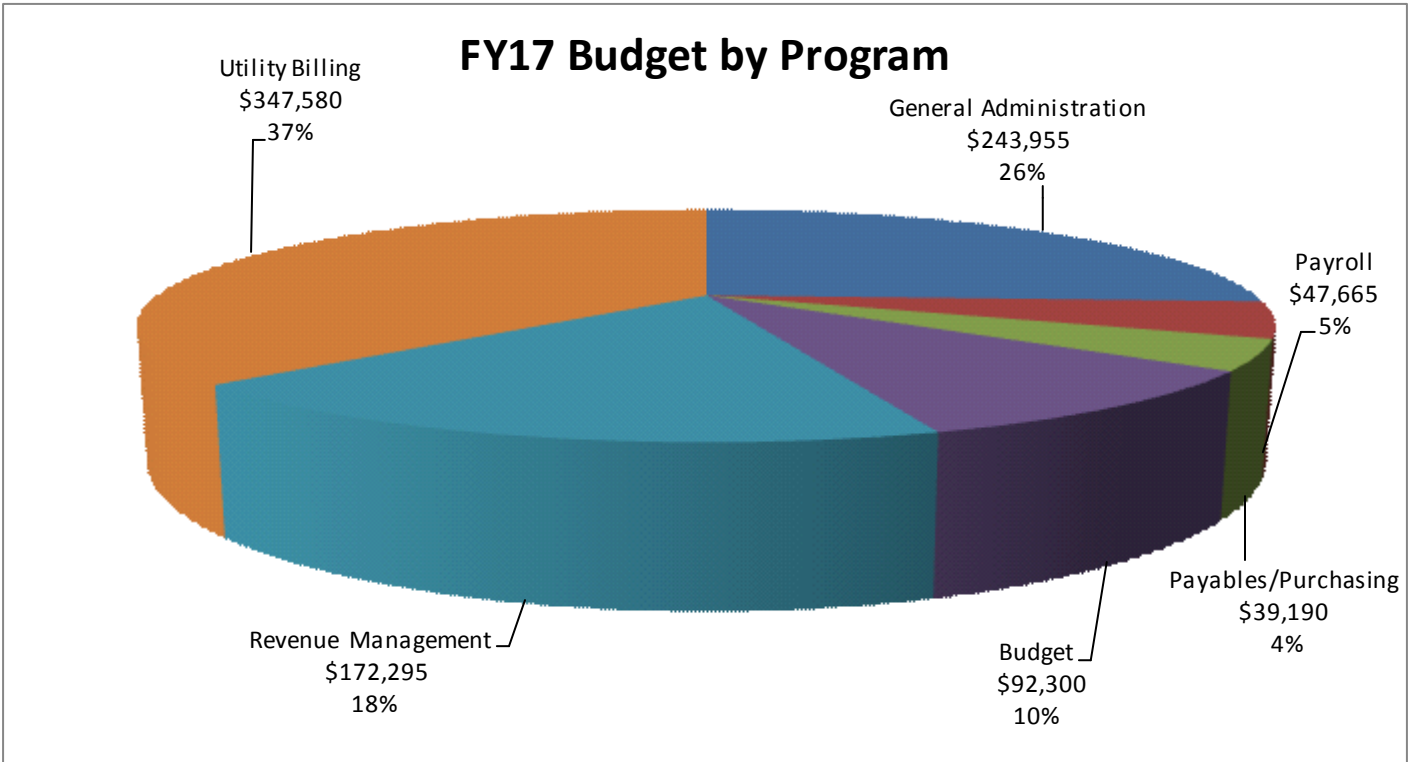
FY 2016 ACCOMPLISHMENTS

- Updated Purchasing Manual to improve internal controls (to be completed by year-end.)
- Performed internal control analysis of payables and payroll areas and implemented necessary improvements (to be completed by year-end).
- Changed how purchasing card transactions post to the general ledger, thus improving transparency. (to be completed by year-end).
- Purged on-site and off-site storage in accordance with Financial Records Retention Policies and Procedures (to be completed by year-end).

FY 2017 OBJECTIVES

- Ensure that all purchases requiring purchase orders and bids have followed the purchasing policy.
- Reduce number of paper checks by expanding ACH and purchasing card transactions.
- Ensure that expenditures are being coded with the new account codes used to track performance based budgeting metrics.
- Ensure that auto pay batches are posted to the general ledger within five days of receiving all required supporting documentation.

Performance Metrics	Actual FY 2014	Actual FY 2015	Expected FY 2016	Proposed FY 2017
Average days from invoice receipt to payment	Not available	Not available	Not available	<30
Number of purchases requiring purchase order that did not have one.	Not available	Not available	Not available	0
Number of eligible p-card transactions paid with a check.	Not available	Not available	Not available	0
Percent of payments processed with pcard or ACH	Not available	Not available	Not available	50%



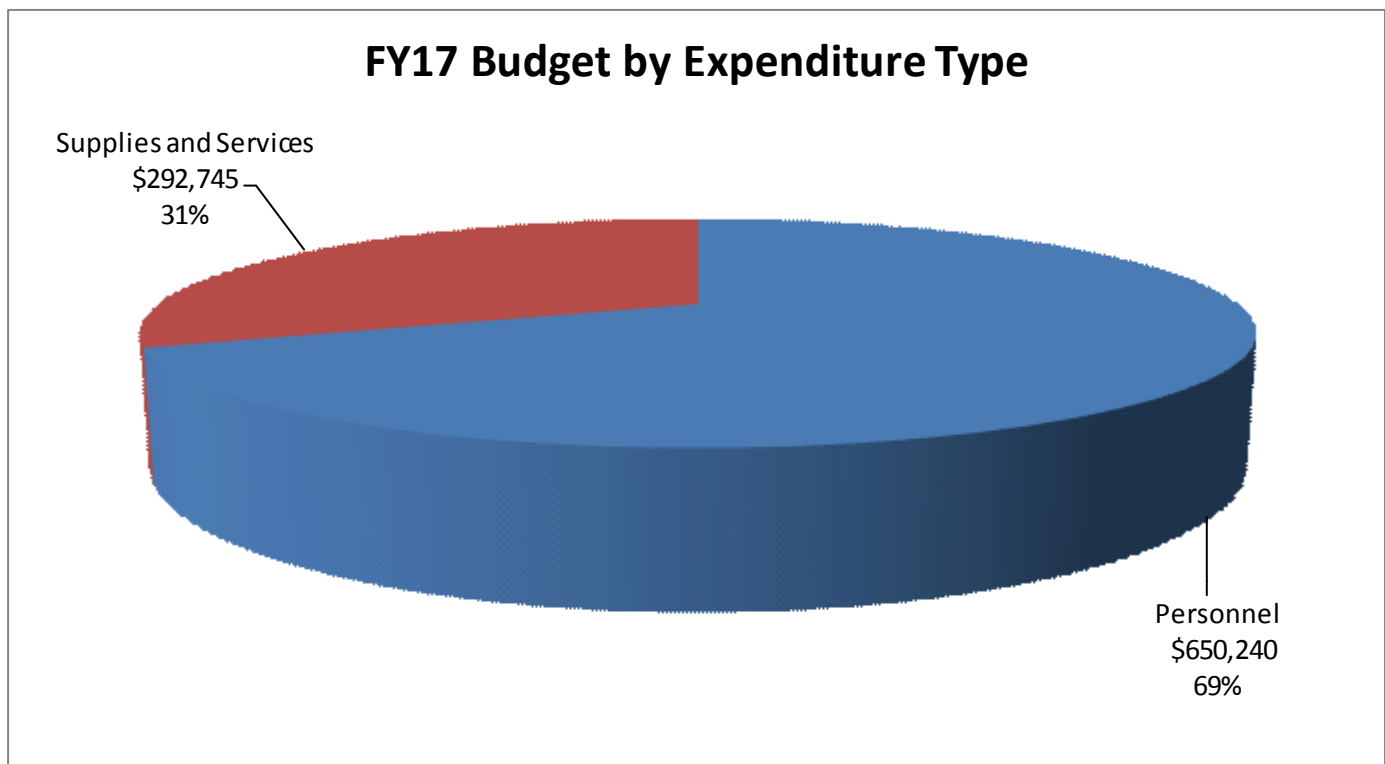
FY 2016 ACCOMPLISHMENTS

- Transitioned Sales Tax collections to the State of Arizona.
- Collected \$238,781 in delinquent sales taxes through March 22nd.
- Collected \$163,857 in delinquent wastewater receivables through February 29th.
- Performed internal control analysis of cash receipts and receivables areas and implemented necessary improvements

FY 2017 OBJECTIVES

- Hire a collection agency for hard to collect accounts.
- Establish defined collections criteria and procedures to ensure the best use of in-house collections resources.
- Increase the percentage of customers paying their wastewater bills electronically.
- Increase the percentage of business license renewals received before the renewal deadline.

Performance Metrics	Actual FY 2014	Actual FY 2015	Expected FY 2016	Proposed FY 2017
Percent of business licenses processed within 30 days.	Not available	Not available	Not available	100%
Percent of business license renewals processed by January 31st.	Not available	Not available	Not available	95%
Percent of wastewater customers paying electronically.	Not available	Not available	Not available	50%
Past due dollars collected per collection staff hour spent.	Not available	Not available	Not available	\$50



City of Sedona
 FY16-17 Proposed Budget - Program Summary
 Financial Services Department

67% of year completed

Program	FY17 Requested	FY16 Budget	FY17 Incr. over FY16 Budget	FY16 Est. Actuals	FY17 Incr. over FY16 Est.	FY16 Est. (over)/ under budget	FY16 Thru Feb	FY16 YTD % of Est.	FY15 Actuals	FY14 Actuals
General Fund										
10-5222-01 - General Administration	\$185,015.00	\$460,954.00	-60%	\$474,345.00	-61%	(\$13,391.00)	\$289,277.78	61%	\$416,550.46	\$448,474.56
10-5222-11 - Payroll	\$47,665.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00
10-5222-12 - Payables/Purchasing	\$39,190.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00
10-5222-14 - Budget	\$92,300.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00
10-5222-88 - Revenue Management	\$172,295.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00
General Fund Total	\$536,465.00	\$460,954.00	16%	\$474,345.00	13%	(\$13,391.00)	\$289,277.78	61%	\$416,550.46	\$448,474.56
Wastewater Fund										
59-5222-01 - General Administration	\$58,940.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00
59-5222-04 - Utility Billing	\$347,580.00	\$395,539.00	-12%	\$392,926.00	-12%	\$2,613.00	\$265,177.08	67%	\$407,241.89	\$386,718.84
Wastewater Fund Total	\$406,520.00	\$395,539.00	3%	\$392,926.00	3%	\$2,613.00	\$265,177.08	67%	\$407,241.89	\$386,718.84
GRAND TOTALS										
General Administration	\$243,955.00	\$460,954.00	-47%	\$474,345.00	-49%	(\$13,391.00)	\$289,277.78	61%	\$416,550.46	\$448,474.56
Payroll	\$47,665.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00
Payables/Purchasing	\$39,190.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00
Budget	\$92,300.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00
Revenue Management	\$172,295.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00
Utility Billing	\$347,580.00	\$395,539.00	-12%	\$392,926.00	-12%	\$2,613.00	\$265,177.08	67%	\$407,241.89	\$386,718.84
Grand Totals	\$942,985.00	\$856,493.00	10%	\$867,271.00	9%	(\$10,778.00)	\$554,454.86	64%	\$823,792.35	\$835,193.40

City of Sedona
 FY16-17 Proposed Budget - Expenditure Summary
 Financial Services Department

67% of year completed

Cost Category	FY17 Requested	FY16 Budget	FY17 Incr. over FY16 Budget	FY16 Est. Actuals	FY17 Incr. over FY16 Est.	FY16 Est. (over)/ under budget	FY16 Thru Feb	FY16 YTD % of Est.	FY15 Actuals	FY14 Actuals	Explanation of Changes
General Fund											
10-5222-01 - General Administration											
Personnel	\$123,740.00	\$341,829.00	-64%	\$312,854.00	-60%	\$28,975.00	\$185,268.92	59%	\$322,999.89	\$266,748.66	Decrease: Change in allocations between programs, includes increases for replacement staff, includes merit and COLA increases plus correction for current year budget calculation error Current year under budget due to vacancy savings
Supplies & Services	\$61,275.00	\$119,125.00	-49%	\$161,491.00	-62%	(\$42,366.00)	\$104,008.86	64%	\$93,550.57	\$181,725.90	Decrease: Change in allocations between programs, moved office supplies from General Services (\$1,500), added printing costs for CAFR (\$1,500), increased financial audit costs (\$9,000) Current year over budget due to consultant costs for coverage during Finance vacancies
General Administration Total	\$185,015.00	\$460,954.00	-60%	\$474,345.00	-61%	(\$13,391.00)	\$289,277.78	61%	\$416,550.46	\$448,474.56	
10-5222-11 - Payroll											
Personnel	\$46,830.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	Increase: Change in allocations between programs
Supplies & Services	\$835.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	Increase: Change in allocations between programs
Payroll Total	\$47,665.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	
10-5222-12 - Payables/Purchasing											
Personnel	\$39,190.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	Increase: Change in allocations between programs
Payables/Purchasing Total	\$39,190.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	
10-5222-14 - Budget											
Personnel	\$88,030.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	Increase: Change in allocations between programs, includes Decision Package - Reclassification for Budget Analyst (CM Recommended)
Supplies & Services	\$4,270.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	Increase: Change in allocations between programs, added printing costs for budget (\$1,000), includes Decision Package - memberships and training Budget Analyst (CM Recommended)
Budget Total	\$92,300.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	

City of Sedona
 FY16-17 Proposed Budget - Expenditure Summary
 Financial Services Department

67% of year completed

Cost Category	FY17 Requested	FY16 Budget	FY17 Incr. over FY16 Budget	FY16 Est. Actuals	FY17 Incr. over FY16 Est.	FY16 Est. (over)/ under budget	FY16 Thru Feb	FY16 YTD % of Est.	FY15 Actuals	FY14 Actuals	Explanation of Changes
10-5222-88 - Revenue Management											
Personnel	\$101,640.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	Increase: Change in allocations between programs
Supplies & Services	\$70,655.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	Increase: Change in allocations between programs
Revenue Management Total	\$172,295.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	
Personnel Subtotal	\$399,430.00	\$341,829.00	17%	\$312,854.00	28%	\$28,975.00	\$185,268.92	59%	\$322,999.89	\$266,748.66	
Supplies & Services Subtotal	\$137,035.00	\$119,125.00	15%	\$161,491.00	-15%	(\$42,366.00)	\$104,008.86	64%	\$93,550.57	\$181,725.90	
General Fund Total	\$536,465.00	\$460,954.00	16%	\$474,345.00	13%	(\$13,391.00)	\$289,277.78	61%	\$416,550.46	\$448,474.56	
Wastewater Fund											
59-5222-01 - General Administration											
Personnel	\$58,940.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	Increase: Change in allocations between programs
General Administration Total	\$58,940.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	
59-5222-04 - Utility Billing											
Personnel	\$191,870.00	\$243,939.00	-21%	\$238,792.00	-20%	\$5,147.00	\$147,785.95	62%	\$236,592.10	\$205,627.04	Decrease: Change in allocations between programs, includes merit and COLA increases plus correction for current year budget calculation error Current year under budget due to vacancy savings
Supplies & Services	\$155,710.00	\$151,600.00	3%	\$154,134.00	1%	(\$2,534.00)	\$117,391.13	76%	\$170,649.79	\$181,091.80	Increase: Changed allocation of banking and merchant services fees between General Services and Utility Billing based on activity levels (\$22,100), moved allocated IT costs to IT Department, increased postage for water bills (\$1,000) Current year over budget due to unbudgeted check processing software maintenance
Utility Billing Total	\$347,580.00	\$395,539.00	-12%	\$392,926.00	-12%	\$2,613.00	\$265,177.08	67%	\$407,241.89	\$386,718.84	
Personnel Subtotal	\$250,810.00	\$243,939.00	3%	\$238,792.00	5%	\$5,147.00	\$147,785.95	62%	\$236,592.10	\$205,627.04	
Supplies & Services Subtotal	\$155,710.00	\$151,600.00	3%	\$154,134.00	1%	(\$2,534.00)	\$117,391.13	76%	\$170,649.79	\$181,091.80	
Wastewater Fund Total	\$406,520.00	\$395,539.00	3%	\$392,926.00	3%	\$2,613.00	\$265,177.08	67%	\$407,241.89	\$386,718.84	

City of Sedona
 FY16-17 Proposed Budget - Expenditure Summary
 Financial Services Department

67% of year completed

Cost Category	FY17 Requested	FY16 Budget	FY17 Incr. over FY16 Budget	FY16 Est. Actuals	FY17 Incr. over FY16 Est.	FY16 Est. (over)/under budget	FY16 Thru Feb	FY16 YTD % of Est.	FY15 Actuals	FY14 Actuals	Explanation of Changes
Grand Totals											
Personnel Total	\$650,240.00	\$585,768.00	11%	\$551,646.00	18%	\$34,122.00	\$333,054.87	60%	\$559,591.99	\$472,375.70	
Supplies & Services Total	\$292,745.00	\$270,725.00	8%	\$315,625.00	-7%	(\$44,900.00)	\$221,399.99	70%	\$264,200.36	\$362,817.70	
Capital & Debt Service Total	\$0.00	\$0.00	N/A	\$0.00	N/A	\$0.00	\$0.00	N/A	\$0.00	\$0.00	
Grand Total	\$942,985.00	\$856,493.00	10%	\$867,271.00	9%	(\$10,778.00)	\$554,454.86	64%	\$823,792.35	\$835,193.40	

**City of Sedona
 FY16-17 Proposed Budget - Positions/Allocations
 Financial Services Department**

Position	FTE
Accounting Supervisor	1.00
Accounting Technician	1.00
Accounting Technician II	2.00
Budget Analyst	1.00
Director of Financial Services	1.00
Lead Accounting Technician	2.00
Temp help	0.17
Total	8.17

Org Unit	Org Description	FTE
General Fund		
10-5222-01	General Administration	1.15
10-5222-11	Payroll	0.90
10-5222-12	Payables/Purchasing	0.80
10-5222-14	Budget	1.20
10-5222-88	Revenue Management	1.67
General Fund Total		5.72
Wastewater Fund		
59-5222-01	General Administration	0.70
59-5222-04	Utility Billing	1.75
Wastewater Fund Total		2.45
Grand Total		8.17



**City of Sedona
Decision Package
Fiscal Year 2016-2017**

Project Title:	Reclassification of Accounting Technician to Budget Analyst
Originating Department and Division:	Financial Services
Funding Request Type (Ongoing vs. One-Time)	Ongoing
Source of Funds (General Fund, Grants or Other Outside Funding, New Revenue Source(s), Wastewater Fund, etc.)	General Fund
I Problem/Issue	
a)	Does this affect our citizens/customers quality of life?
	Not directly.
	If yes, then how:
b)	Is this a traditional government function?
	Yes.
	If it is not a traditional function, why should the City of Sedona deal with it?
c)	History/background of project issue:
	Historically the Financial Services Director and Accounting Supervisor positions have performed the duties necessary to prepare the City's annual budget to the quality necessary to obtain the Government Finance Officers Association's (GFOA's) Distinguished Budget Presentation Award. Both the Director and Supervisor have ongoing responsibilities that make it difficult to accomplish the required budget responsibilities within their work day. This has resulted in long hours and weekends being used to accomplish the duties. In addition, the Accounting Technician responsible for payroll processing has been used to help prepare worksheets needed for the payroll portion of the budget.
d)	Does the project/issue relate to the Community Plan (or other master plans)?
	No.
	If not in a specific plan, how does this fit into the City of Sedona's priorities?
	The GFOA's Budget Presentation and Financial Reporting awards are indicators of a well-run municipal government and have a direct impact on a

	<p>government's bond ratings. While ultimate responsibility for obtaining these awards is with the Financial Services Director, the level of hands-on effort required by the Director in preparing the Budget document is excessive. By delegating these responsibilities to a Budget Analyst the Director would have more time for strategic initiatives and for more promptly responding to requests from the City Manager's Office.</p>
	<p>e) Provide a cost/benefit analysis. What does the City/community get for this investment?</p>
	<p>The cost of upgrading an Accounting Technician (SG-8) to a Budget Analyst (SG-12) would be \$12,500 per year based on the salary control points of the two positions.</p>
<p>II Risk Analysis</p>	
	<p>a) What happens if this is not done?</p>
	<p>Currently the back up for preparing the budget document is the Assistant City Manager. If the Financial Services Director position were to be vacated there is no other employee within the Financial Services Department with sufficient knowledge of the budget process to prepare the budget without significant assistance from the Assistant City Manager.</p>
	<p>b) Show examples of best practices from other cities, if applicable:</p>
	<p>The City of Cottonwood has a similarly organized Finance Department, and they have a Budget Analyst position.</p>
<p>III Implementation</p>	
	<p>a) What is the timeframe for completion of plan and implementation for project/issue?</p>
	<p>A minor reorganization of the Financial Services Department that would redistribute the current Accounting Technician duties to the remaining three Accounting Technicians and one lead Accounting Technician would be completed by July 1, 2016.</p>
	<p>b) How will you market/communicate the project/issue to the public?</p>
	<p>The position would be advertised on the City's website and/or local newspaper as well as through state finance organizations.</p>
	<p>c) What performance measures will you use to evaluate the project/issue?</p>
	<p>Timeliness of the preparation of the budget document compared to recent years along with reduced overtime and consulting costs related to budget preparation.</p>
<p>IV Proposed Expenditures</p>	
<p>Please explain the resources required (in-house staff, consultants, special equipment, ongoing operation and maintenance, other department(s) support, etc.)</p>	

Recommended \$13,210

Line Item Description (One-Time)	Account*	FY 2016-17 Request
		\$0
		\$0
		\$0
		\$0
<u>One-time Expenditures Total: \$0</u>		
Line Item Description (On-going)	Account*	FY 2016-17 Request
Salary and Benefits	10-5222-01-6005 thru 6136	\$12,500
GFOA Membership	10-5222-01-6703	\$150
GFOAz Membership	10-5222-01-6703	\$60
Training	10-5222-01-6750	\$500
<u>On-going Expenditures Total: \$13,210</u>		

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

City of Sedona
 FY16-17 Proposed Budget - Line Item Detail
 Financial Services Department

67% of year completed

Account Number	Account Description	FY17 Requested	FY16 Budget	FY17 Incr. over FY16 Budget	FY16 Est. Actuals	FY17 Incr. over FY16 Est.	FY16 Est. (over)/ under budget	FY16 Thru Feb	FY16 YTD % of Est.	FY15 Actuals	FY14 Actuals	FY17 Requested - Details		
												Amount	Description	
General Fund - General Administration														
10-5222-01-6005	Salary & Wages	\$93,110.00	\$237,047.00	-61%	\$218,700.00	-57%	\$18,347.00	\$127,951.23	59%	\$221,824.09	\$197,492.51			
10-5222-01-6006	Overtime	\$0.00	\$0.00	N/A	\$80.00	-100%	(\$80.00)	\$72.56	91%	\$83.16	\$1,947.83			
10-5222-01-6010	Temp/Part-Time Wages	\$0.00	\$0.00	N/A	\$8,300.00	-100%	(\$8,300.00)	\$6,463.26	78%	\$2,319.00	\$0.00			
10-5222-01-6046	Other Allowances	\$2,100.00	\$2,940.00	-29%	\$3,300.00	-36%	(\$360.00)	\$1,812.50	55%	\$4,400.00	\$2,190.00			
10-5222-01-6125	FICA	\$7,290.00	\$18,903.00	-61%	\$17,630.00	-59%	\$1,273.00	\$10,133.53	57%	\$17,261.19	\$13,874.93			
10-5222-01-6130	ASRS Retirement	\$10,800.00	\$28,342.00	-62%	\$24,650.00	-56%	\$3,692.00	\$14,177.77	58%	\$26,586.60	\$20,350.66			
10-5222-01-6134	STD/LTD Insurance	\$470.00	\$853.00	-45%	\$1,060.00	-56%	(\$207.00)	\$149.91	14%	\$1,214.45	\$1,220.87			
10-5222-01-6135	Health/Dental/Life Insurance	\$9,740.00	\$52,850.00	-82%	\$38,240.00	-75%	\$14,610.00	\$24,108.16	63%	\$48,510.15	\$28,849.35			
10-5222-01-6136	Workers Compensation Insurance	\$230.00	\$894.00	-74%	\$894.00	-74%	\$0.00	\$400.00	45%	\$801.25	\$822.51			
	General Administration - Personnel Costs Subtotal	\$123,740.00	\$341,829.00	-64%	\$312,854.00	-60%	\$28,975.00	\$185,268.92	59%	\$322,999.89	\$266,748.66			
10-5222-01-6210	Printing/Office Supplies	\$4,000.00	\$500.00	700%	\$1,960.00	104%	(\$1,460.00)	\$1,160.45	59%	\$401.39	\$0.00			
												\$1,500.00	CAFR printing costs	
												\$500.00	Increase for historical trends	
												\$500.00	Prior year budget	
													Transfer from General	
												\$1,500.00	Services	
10-5222-01-6212	Postage	\$0.00	\$2,550.00	-100%	\$2,550.00	-100%	\$0.00	\$2,500.00	98%	\$0.00	\$998.57			
10-5222-01-6214	Uniform Expenses	\$120.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
												\$120.00	Logo shirts for dept staff	
10-5222-01-6244	Office Furniture - Non Capital	\$1,000.00	\$5,000.00	-80%	\$6,317.00	-84%	(\$1,317.00)	\$5,567.43	88%	\$0.00	\$0.00			
												\$1,000.00	Chair replacements	
10-5222-01-6245	Office Equipment - Non Capital	\$0.00	\$0.00	N/A	\$0.00	N/A	\$0.00	\$375.00	∞	\$0.00	\$0.00			
10-5222-01-6405	Professional Services	\$5,000.00	\$69,700.00	-93%	\$109,289.00	-95%	(\$39,589.00)	\$68,071.72	62%	\$65,668.60	\$158,999.33			
												\$5,000.00	Miscellaneous consulting services	
10-5222-01-6455	Audit	\$37,500.00	\$25,000.00	50%	\$25,000.00	50%	\$0.00	\$23,910.75	96%	\$16,365.00	\$19,301.56			
												\$37,500.00	Audit services	
10-5222-01-6511	Advertising	\$1,000.00	\$5,000.00	-80%	\$5,000.00	-80%	\$0.00	\$126.00	3%	\$4,038.35	\$672.00			
												\$1,000.00	Miscellaneous notices	
10-5222-01-6703	Dues/Subscriptions/License	\$3,655.00	\$3,125.00	17%	\$3,125.00	17%	\$0.00	\$1,674.45	54%	\$1,590.34	\$1,754.44			
												\$65.00	AGA dues	
												\$500.00	AICPA dues	
												\$500.00	ASCPA dues	
												\$700.00	CPA license renewals	
												\$300.00	GASB subscription	
													GFOA Budget & CAFR	
												\$1,000.00	submission fees	
												\$400.00	GFOA membership fees	
												\$120.00	GFOAz membership fees	
													Red Rock News	
												\$70.00	subscription	
10-5222-01-6750	Travel & Training	\$9,000.00	\$8,250.00	9%	\$8,250.00	9%	\$0.00	\$623.06	8%	\$5,486.89	\$0.00			
												\$2,000.00	Continuing professional educations credits	
												\$5,000.00	GFOA conferences and trainings	
												\$2,000.00	GFOAz conferences and trainings	
	General Administration - Supplies & Services Costs Subtotal	\$61,275.00	\$119,125.00	-49%	\$161,491.00	-62%	(\$42,366.00)	\$104,008.86	64%	\$93,550.57	\$181,725.90			
	General Fund - General Administration Total	\$185,015.00	\$460,954.00	-60%	\$474,345.00	-61%	(\$13,391.00)	\$289,277.78	61%	\$416,550.46	\$448,474.56			

City of Sedona
 FY16-17 Proposed Budget - Line Item Detail
 Financial Services Department

67% of year completed

Account Number	Account Description	FY17 Requested	FY16 Budget	FY17 Incr. over FY16 Budget	FY16 Est. Actuals	FY17 Incr. over FY16 Est.	FY16 Est. (over)/ under budget	FY16 Thru Feb	FY16 YTD % of Est.	FY15 Actuals	FY14 Actuals	FY17 Requested - Details	
												Amount	Description
General Fund - Payroll													
10-5222-11-6005	Salary & Wages	\$34,850.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		
10-5222-11-6125	FICA	\$2,670.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		
10-5222-11-6130	ASRS Retirement	\$3,960.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		
10-5222-11-6134	STD/LTD Insurance	\$180.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		
10-5222-11-6135	Health/Dental/Life Insurance	\$5,080.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		
10-5222-11-6136	Workers Compensation Insurance	\$90.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		
	Payroll - Personnel Costs Subtotal	\$46,830.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		
10-5222-11-6214	Uniform Expenses	\$60.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		
10-5222-11-6703	Dues/Subscriptions/License	\$775.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		
												\$60.00	Logo shirts for dept staff
													American Payroll Association
													\$275.00
													FLSA Updates and subscription
													\$500.00
	Payroll - Supplies & Services Costs Subtotal	\$835.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		
	General Fund - Payroll Total	\$47,665.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		
General Fund - Payables/Purchasing													
10-5222-12-6005	Salary & Wages	\$28,160.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		
10-5222-12-6125	FICA	\$2,160.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		
10-5222-12-6130	ASRS Retirement	\$3,200.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		
10-5222-12-6134	STD/LTD Insurance	\$150.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		
10-5222-12-6135	Health/Dental/Life Insurance	\$5,450.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		
10-5222-12-6136	Workers Compensation Insurance	\$70.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		
	General Fund - Payables/Purchasing Total	\$39,190.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		

City of Sedona
 FY16-17 Proposed Budget - Line Item Detail
 Financial Services Department

67% of year completed

Account Number	Account Description	FY17 Requested	FY16 Budget	FY17 Incr. over FY16 Budget	FY16 Est. Actuals	FY17 Incr. over FY16 Est.	FY16 Est. (over)/ under budget	FY16 Thru Feb	FY16 YTD % of Est.	FY15 Actuals	FY14 Actuals	FY17 Requested - Details		
												Amount	Description	
General Fund - Budget														
10-5222-14-6005	Salary & Wages	\$68,110.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
10-5222-14-6046	Other Allowances	\$1,260.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
10-5222-14-6125	FICA	\$5,310.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
10-5222-14-6130	ASRS Retirement	\$7,870.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
10-5222-14-6134	STD/LTD Insurance	\$350.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
10-5222-14-6135	Health/Dental/Life Insurance	\$4,960.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
10-5222-14-6136	Workers Compensation Insurance	\$170.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
	Budget - Personnel Costs Subtotal	\$88,030.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
10-5222-14-6210	Printing/Office Supplies	\$1,000.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	\$1,000.00	Budget printing costs	
10-5222-14-6214	Uniform Expenses	\$60.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	\$60.00	Logo shirts for dept staff	
10-5222-14-6511	Advertising	\$2,000.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	\$2,000.00	Budget notices	
10-5222-14-6703	Dues/Subscriptions/License	\$710.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		Decision Package: Memberships for Budget Analyst (CM)	
												\$210.00	Recommended)	
												\$500.00	GFOA budget app fees	
10-5222-14-6750	Travel & Training	\$500.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		Decision Package: Training for Budget Analyst (CM	
												\$500.00	Recommended)	
	Budget - Supplies & Services Costs Subtotal	\$4,270.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
	General Fund - Budget Total	\$92,300.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			

City of Sedona
 FY16-17 Proposed Budget - Line Item Detail
 Financial Services Department

67% of year completed

Account Number	Account Description	FY17 Requested	FY16 Budget	FY17 Incr. over FY16 Budget	FY16 Est. Actuals	FY17 Incr. over FY16 Est.	FY16 Est. (over)/ under budget	FY16 Thru Feb	FY16 YTD % of Est.	FY15 Actuals	FY14 Actuals	FY17 Requested - Details		
												Amount	Description	
General Fund - Revenue Management														
10-5222-88-6005	Salary & Wages	\$66,550.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
10-5222-88-6010	Temp/Part-Time Wages	\$4,340.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
10-5222-88-6125	FICA	\$5,430.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
10-5222-88-6130	ASRS Retirement	\$7,550.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
10-5222-88-6134	STD/LTD Insurance	\$340.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
10-5222-88-6135	Health/Dental/Life Insurance	\$17,250.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
10-5222-88-6136	Workers Compensation Insurance	\$180.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
	Revenue Management - Personnel Costs Subtotal	\$101,640.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
10-5222-88-6212	Postage	\$2,550.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
												\$2,550.00	Bulk mailing/business license renewals	
10-5222-88-6214	Uniform Expenses	\$180.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	\$180.00	Logo shirts for dept staff	
10-5222-88-6405	Professional Services	\$67,500.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	\$67,500.00	Sales tax audit services (25% to WW)	
10-5222-88-6703	Dues/Subscriptions/License	\$425.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	\$350.00	LexisNexis search fees	
												\$45.00	Public notary renewal	
												\$30.00	Surety bond	
	Revenue Management - Supplies & Services Costs Subtotal	\$70,655.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
	General Fund - Revenue Management Total	\$172,295.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
	General Fund Personnel Costs Subtotal	\$399,430.00	\$341,829.00	17%	\$312,854.00	28%	\$28,975.00	\$185,268.92	59%	\$322,999.89	\$266,748.66			
	General Fund Supplies & Services Costs Subtotal	\$137,035.00	\$119,125.00	15%	\$161,491.00	-15%	(\$42,366.00)	\$104,008.86	64%	\$93,550.57	\$181,725.90			
	General Fund Total	\$536,465.00	\$460,954.00	16%	\$474,345.00	13%	(\$13,391.00)	\$289,277.78	61%	\$416,550.46	\$448,474.56			

City of Sedona
 FY16-17 Proposed Budget - Line Item Detail
 Financial Services Department

67% of year completed

Account Number	Account Description	FY17 Requested	FY16 Budget	FY17 Incr. over FY16 Budget	FY16 Est. Actuals	FY17 Incr. over FY16 Est.	FY16 Est. (over)/ under budget	FY16 Thru Feb	FY16 YTD % of Est.	FY15 Actuals	FY14 Actuals	FY17 Requested - Details	
												Amount	Description
Wastewater Enterprise Fund - General Administration													
59-5222-01-6005	Salary & Wages	\$44,560.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		
59-5222-01-6046	Other Allowances	\$840.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		
59-5222-01-6125	FICA	\$3,480.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		
59-5222-01-6130	ASRS Retirement	\$5,150.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		
59-5222-01-6134	STD/LTD Insurance	\$230.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		
59-5222-01-6135	Health/Dental/Life Insurance	\$4,570.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		
59-5222-01-6136	Workers Compensation Insurance	\$110.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		
Wastewater Enterprise Fund - General Administration Total		\$58,940.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		
Wastewater Enterprise Fund - Utility Billing													
59-5222-04-6005	Salary & Wages	\$128,250.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		
59-5222-04-6125	FICA	\$9,820.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		
59-5222-04-6130	ASRS Retirement	\$14,550.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		
59-5222-04-6134	STD/LTD Insurance	\$650.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		
59-5222-04-6135	Health/Dental/Life Insurance	\$38,280.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		
59-5222-04-6136	Workers Compensation Insurance	\$320.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		
Utility Billing - Personnel Costs Subtotal		\$191,870.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		
59-5222-04-6210	Printing/Office Supplies	\$200.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	\$200.00	Misc supplies
59-5222-04-6212	Postage	\$45,000.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	\$45,000.00	Wastewater bills
59-5222-04-6214	Uniform Expenses	\$60.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	\$60.00	Logo shirts for dept staff
59-5222-04-6225	Service Charges	\$55,100.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	\$7,000.00	ADOR Charges
												\$5,000.00	Bank account fees
												\$30,600.00	Merchant Services fees
												\$12,500.00	Xpress Bill Pay fees
59-5222-04-6405	Professional Services	\$37,000.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	\$22,500.00	Sales tax audit services (25% to WW)
												\$14,500.00	WW monthly and late notices (AIS)
59-5222-04-6452	Recording Fees	\$500.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	\$500.00	Liens & releases for WW collections
59-5222-04-6455	Audit	\$12,500.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	\$12,500.00	Audit services
59-5222-04-6703	Dues/Subscriptions/License	\$350.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	\$350.00	LexisNexis search fees
59-5222-04-6735	Water Conservation	\$5,000.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	\$5,000.00	Low-flow toilet rebate program
Utility Billing - Supplies & Services Costs Subtotal		\$155,710.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		
Wastewater Enterprise Fund - Utility Billing Total		\$347,580.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		
Wastewater Enterprise Fund Personnel Costs Subtotal		\$250,810.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		
Wastewater Enterprise Fund Supplies & Services Costs Subtotal		\$155,710.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		
Wastewater Enterprise Fund Total		\$406,520.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		

City of Sedona
 FY16-17 Proposed Budget - Line Item Detail
 Wastewater Administration Department

67% of year completed

Account Number	Account Description	FY17 Requested	FY16 Budget	FY17 Incr. over FY16 Budget	FY16 Est. Actuals	FY17 Incr. over FY16 Est.	FY16 Est. (over)/ under budget	FY16 Thru Feb	FY16 YTD % of Est.	FY15 Actuals	FY14 Actuals	FY17 Requested - Details		
												Amount	Description	
Wastewater Enterprise Fund - Utility Billing														
59-5250-04-6005	Salary & Wages	\$0.00	\$167,806.00	-100%	\$166,900.00	-100%	\$906.00	\$102,851.17	62%	\$159,359.27	\$145,341.04			
59-5250-04-6006	Overtime	\$0.00	\$0.00	N/A	\$50.00	-100%	(\$50.00)	\$40.30	81%	\$390.62	\$2,412.72			
59-5250-04-6010	Temp/Part-Time Wages	\$0.00	\$0.00	N/A	\$720.00	-100%	(\$720.00)	\$719.88	100%	\$717.00	\$0.00			
59-5250-04-6046	Other Allowances	\$0.00	\$1,260.00	-100%	\$0.00	N/A	\$1,260.00	\$0.00	N/A	\$0.00	\$60.00			
59-5250-04-6125	FICA	\$0.00	\$13,368.00	-100%	\$12,460.00	-100%	\$908.00	\$7,603.16	61%	\$11,977.64	\$10,641.40			
59-5250-04-6130	ASRS Retirement	\$0.00	\$20,044.00	-100%	\$18,740.00	-100%	\$1,304.00	\$11,467.51	61%	\$21,549.33	\$15,062.24			
59-5250-04-6134	STD/LTD Insurance	\$0.00	\$604.00	-100%	\$790.00	-100%	(\$186.00)	\$121.30	15%	\$860.95	\$814.24			
59-5250-04-6135	Health/Dental/Life Insurance	\$0.00	\$40,265.00	-100%	\$38,540.00	-100%	\$1,725.00	\$24,677.63	64%	\$41,178.22	\$30,841.64			
59-5250-04-6136	Workers Compensation Insurance	\$0.00	\$592.00	-100%	\$592.00	-100%	\$0.00	\$305.00	52%	\$559.07	\$453.76			
	Utility Billing - Personnel Costs Subtotal	\$0.00	\$243,939.00	-100%	\$238,792.00	-100%	\$5,147.00	\$147,785.95	62%	\$236,592.10	\$205,627.04			
59-5250-04-6212	Postage	\$0.00	\$44,000.00	-100%	\$44,000.00	-100%	\$0.00	\$20,000.00	45%	\$20,000.00	\$30,000.00			
59-5250-04-6225	Service Charges	\$0.00	\$33,000.00	-100%	\$33,000.00	-100%	\$0.00	\$45,765.54	139%	\$71,796.26	\$90,106.67			
59-5250-04-6407	Professional/Contracted Serv	\$0.00	\$41,500.00	-100%	\$41,500.00	-100%	\$0.00	\$24,009.41	58%	\$43,926.97	\$34,690.65			
59-5250-04-6436	Hardware/Software Maint & Supp	\$0.00	\$11,600.00	-100%	\$14,112.00	-100%	(\$2,512.00)	\$14,112.33	100%	\$19,760.61	\$8,864.02			
59-5250-04-6452	Recording Fees	\$0.00	\$500.00	-100%	\$500.00	-100%	\$0.00	\$264.00	53%	\$0.00	\$290.00			
59-5250-04-6455	Audit	\$0.00	\$16,000.00	-100%	\$16,000.00	-100%	\$0.00	\$11,340.00	71%	\$11,535.00	\$13,183.00			
59-5250-04-6703	Dues/Subscriptions/License	\$0.00	\$0.00	N/A	\$22.00	-100%	(\$22.00)	\$22.35	102%	\$0.00	\$313.46			
59-5250-04-6732	Office Maintenance	\$0.00	\$0.00	N/A	\$0.00	N/A	\$0.00	\$0.00	N/A	\$0.00	\$2,594.00			
59-5250-04-6735	Water Conservation	\$0.00	\$5,000.00	-100%	\$5,000.00	-100%	\$0.00	\$1,877.50	38%	\$3,630.95	\$1,050.00			
	Utility Billing - Supplies & Services Costs Subtotal	\$0.00	\$151,600.00	-100%	\$154,134.00	-100%	(\$2,534.00)	\$117,391.13	76%	\$170,649.79	\$181,091.80			
	Wastewater Enterprise Fund - Utility Billing Total	\$0.00	\$395,539.00	-100%	\$392,926.00	-100%	\$2,613.00	\$265,177.08	67%	\$407,241.89	\$386,718.84			

City of Sedona
 FY16-17 Proposed Budget - Line Item Detail
 Wastewater Administration Department

67% of year completed

													FY17 Requested - Details	
Account Number	Account Description	FY17 Requested	FY16 Budget	FY17 Incr. over FY16 Budget	FY16 Est. Actuals	FY17 Incr. over FY16 Est.	FY16 Est. (over)/ under budget	FY16 Thru Feb	FY16 YTD % of Est.	FY15 Actuals	FY14 Actuals	Amount	Description	

City of Sedona
 FY16-17 Proposed Budget - Line Item Detail
 Wastewater Administration Department

67% of year completed

												FY17 Requested - Details	
Account Number	Account Description	FY17 Requested	FY16 Budget	FY17 Incr. over FY16 Budget	FY16 Est. Actuals	FY17 Incr. over FY16 Est.	FY16 Est. (over)/ under budget	FY16 Thru Feb	FY16 YTD % of Est.	FY15 Actuals	FY14 Actuals	Amount	Description

City of Sedona
 FY16-17 Proposed Budget - Line Item Detail
 Wastewater Administration Department

67% of year completed

												FY17 Requested - Details	
Account Number	Account Description	FY17 Requested	FY16 Budget	FY17 Incr. over FY16 Budget	FY16 Est. Actuals	FY17 Incr. over FY16 Est.	FY16 Est. (over)/ under budget	FY16 Thru Feb	FY16 YTD % of Est.	FY15 Actuals	FY14 Actuals	Amount	Description

GENERAL SERVICES

DEPARTMENT DESCRIPTION

The General Services Program is established as an accounting unit in order to capture the various “non-departmental” and other centralized expenses in the General Fund. These include service contracts with non-profits, city-wide liability and other insurances, General Fund debt service, and the City’s operating contingency.

The General Services Program also includes the accounting for all General Fund transfers to other funds.

City of Sedona
FY16-17 Proposed Budget - Program Summary
General Services

67% of year completed

Program	FY17 Requested	FY16 Budget	FY17 Incr. over FY16 Budget	FY16 Est. Actuals	FY17 Incr. over FY16 Est.	FY16 Est. (over)/ under budget	FY16 Thru Feb	FY16 YTD % of Est.	FY15 Actuals	FY14 Actuals
General Fund										
10-5245-01 - General Administration	\$9,204,513.00	\$14,010,706.00	-34%	\$13,163,177.00	-30%	\$847,529.00	\$11,596,084.40	88%	\$11,714,474.96	\$4,912,823.96
10-5245-30 - Insurance	\$0.00	\$0.00	N/A	\$0.00	N/A	\$0.00	\$0.00	N/A	\$0.00	\$4,306.22
10-5245-41 - Arts & Culture	\$0.00	\$26,000.00	-100%	\$26,000.00	-100%	\$0.00	\$1,683.91	6%	\$9,362.13	\$10,004.23
General Fund Total	\$9,204,513.00	\$14,036,706.00	-34%	\$13,189,177.00	-30%	\$847,529.00	\$11,597,768.31	88%	\$11,723,837.09	\$4,927,134.41

City of Sedona
 FY16-17 Proposed Budget - Expenditure Summary
 General Services

67% of year completed

Cost Category	FY17 Requested	FY16 Budget	FY17 Incr. over FY16 Budget	FY16 Est. Actuals	FY17 Incr. over FY16 Est.	FY16 Est. (over)/ under budget	FY16 Thru Feb	FY16 YTD % of Est.	FY15 Actuals	FY14 Actuals	Explanation of Changes
General Fund											
10-5245-01 - General Administration											
Personnel	(\$16,500.00)	(\$90,000.00)	-82%	\$10,000.00	-265%	(\$100,000.00)	\$4,501.00	45%	(\$6,802.96)	\$7,187.43	Increase: Added pool for market study adjustments (\$450,000), increased vacancy savings adjustments based on historical trends Current year over budget due to vacancy savings recognized in each department
Supplies & Services	\$4,230,979.00	\$3,521,149.00	20%	\$3,858,521.00	10%	(\$337,372.00)	\$2,928,340.82	76%	\$3,123,301.74	\$2,193,652.82	Increase: Added Paid Parking Program placeholder (\$90,000), transit grant match and circulator route (\$45,000), contingency for possible start-up of trash/recycling program (\$100,000), contingency for additional bed tax revenues (\$550,000); increased community service contracts 1.8% (\$31,078), destination marketing (\$233,250), city-wide training (\$15,000); moved office supply costs to departments (\$37,875), data communications to IT Department (\$32,500), payment of legal claims to City Attorney's Office (\$25,000); changed allocation of banking and merchant services fees between General Services and Utility Billing based on activity levels (\$22,100); eliminated transition to ADOR costs (\$30,000), one-time Hazardous Waste Day (\$20,000); decreased Chamber Visitor Center contract (\$41,425) Current year over budget due to error in banking and merchant fees budgeted (\$25,400) and transition to ADOR under budgeted (\$26,000), estimated increase in destination marketing (\$274,900)
Capital & Debt Service	\$4,990,034.00	\$10,579,557.00	-53%	\$9,294,656.00	-46%	\$1,284,901.00	\$8,663,242.58	93%	\$8,597,976.18	\$2,711,983.71	Decrease: Moved Fire Hydrant Maintenance Plan from Public Works/Engineering (\$50,000), eliminated one-time bond refunding (\$9,300,000), reduced debt service payments (\$63,500), decreased transfer to Streets Fund (\$155,500), added transfer to Wastewater Fund (\$3.77M) Current year under budget due to lower bond refunding amount
General Administration Total	\$9,204,513.00	\$14,010,706.00	-34%	\$13,163,177.00	-30%	\$847,529.00	\$11,596,084.40	88%	\$11,714,474.96	\$4,912,823.96	
10-5245-30 - Insurance											
Supplies & Services	\$0.00	\$0.00	N/A	\$0.00	N/A	\$0.00	\$0.00	N/A	\$0.00	\$4,306.22	
Insurance Total	\$0.00	\$0.00	N/A	\$0.00	N/A	\$0.00	\$0.00	N/A	\$0.00	\$4,306.22	

City of Sedona
 FY16-17 Proposed Budget - Expenditure Summary
 General Services

67% of year completed

Cost Category	FY17 Requested	FY16 Budget	FY17 Incr. over FY16 Budget	FY16 Est. Actuals	FY17 Incr. over FY16 Est.	FY16 Est. (over)/ under budget	FY16 Thru Feb	FY16 YTD % of Est.	FY15 Actuals	FY14 Actuals	Explanation of Changes
10-5245-41 - Arts & Culture											
Supplies & Services	\$0.00	\$26,000.00	-100%	\$26,000.00	-100%	\$0.00	\$1,683.91	6%	\$9,362.13	\$10,004.23	Decrease: Moved to City Manager's Office
Arts & Culture Total	\$0.00	\$26,000.00	-100%	\$26,000.00	-100%	\$0.00	\$1,683.91	6%	\$9,362.13	\$10,004.23	
Personnel Subtotal	(\$16,500.00)	(\$90,000.00)	-82%	\$10,000.00	-265%	(\$100,000.00)	\$4,501.00	45%	(\$6,802.96)	\$7,187.43	
Supplies & Services Subtotal	\$4,230,979.00	\$3,547,149.00	19%	\$3,884,521.00	9%	(\$337,372.00)	\$2,930,024.73	75%	\$3,132,663.87	\$2,207,963.27	
Capital & Debt Service Subtotal	\$4,990,034.00	\$10,579,557.00	-53%	\$9,294,656.00	-46%	\$1,284,901.00	\$8,663,242.58	93%	\$8,597,976.18	\$2,711,983.71	
General Fund Total	\$9,204,513.00	\$14,036,706.00	-34%	\$13,189,177.00	-30%	\$847,529.00	\$11,597,768.31	88%	\$11,723,837.09	\$4,927,134.41	

City of Sedona
 FY16-17 Proposed Budget - Line Item Detail
 General Services

67% of year completed

Account Number	Account Description	FY17 Requested	FY16 Budget	FY17 Incr. over FY16 Budget	FY16 Est. Actuals	FY17 Incr. over FY16 Est.	FY16 Est. (over)/ under budget	FY16 Thru Feb	FY16 YTD % of Est.	FY15 Actuals	FY14 Actuals	FY17 Requested - Details	
												Amount	Description
General Fund - General Administration													
10-5245-01-6009	Special Pay	(\$25,000.00)	(\$100,000.00)	-75%	\$0.00	∞	(\$100,000.00)	\$0.00	N/A	(\$14,879.25)	\$0.00		
												\$450,000.00	Market study adjustments (approx \$90k for each 1% increase)
												(\$475,000.00)	Payroll attrition \$550k less \$75k allocated to WW
10-5245-01-6136	Workers Compensation Insurance	\$8,500.00	\$10,000.00	-15%	\$10,000.00	-15%	\$0.00	\$4,501.00	45%	\$8,076.29	\$7,187.43	\$8,500.00	Workers Comp coverage for volunteers
General Administration - Personnel Costs Subtotal		(\$16,500.00)	(\$90,000.00)	-82%	\$10,000.00	-265%	(\$100,000.00)	\$4,501.00	45%	(\$6,802.96)	\$7,187.43		
10-5245-01-6210	Printing/Office Supplies	\$6,500.00	\$44,375.00	-85%	\$44,375.00	-85%	\$0.00	\$20,066.58	45%	\$36,255.11	\$50,559.69	\$6,500.00	Centralized printing, paper,
10-5245-01-6212	Postage	\$16,400.00	\$16,400.00	0%	\$16,400.00	0%	\$0.00	\$9,751.77	59%	\$17,909.35	\$16,692.19	\$16,400.00	General postage needs
10-5245-01-6213	Voice & Data Communications	\$0.00	\$32,500.00	-100%	\$32,500.00	-100%	\$0.00	\$21,217.59	65%	\$27,007.04	\$33,614.56	\$4,500.00	Century Link Changes Standard phone lines
												\$28,000.00	(except T1s)
												(\$32,500.00)	Trnsfr to IT budget
10-5245-01-6215	Gas & Oil	\$16,000.00	\$16,000.00	0%	\$16,000.00	0%	\$0.00	\$9,530.49	60%	\$14,607.06	\$17,437.60	\$16,000.00	General usage for pooled vehicles
10-5245-01-6225	Service Charges	\$42,625.00	\$114,100.00	-63%	\$180,450.00	-76%	(\$66,350.00)	\$111,077.16	62%	\$208,024.38	\$171,811.66	\$30,000.00	ADOR charges
												\$5,000.00	Bank account fees
												\$5,400.00	Merchant Services fees
												\$2,225.00	Xpress Bill Pay fees
10-5245-01-6241	Automobile Expense	\$6,000.00	\$6,000.00	0%	\$6,000.00	0%	\$0.00	\$3,224.87	54%	\$2,188.17	\$13,440.72	\$6,000.00	Expenses for general City fleet
10-5245-01-6243	Spec Supplies/Safety Equip/Emg	\$0.00	\$2,500.00	-100%	\$2,500.00	-100%	\$0.00	\$1,488.00	60%	\$0.00	\$0.00		
10-5245-01-6244	Office Furniture - Non Capital	\$0.00	\$3,100.00	-100%	\$3,100.00	-100%	\$0.00	\$1,269.99	41%	\$1,596.83	\$3,116.26		
10-5245-01-6405	Professional Services	\$90,000.00	\$220,000.00	-59%	\$220,000.00	-59%	\$0.00	\$47,708.34	22%	\$171,983.37	\$91,284.36		
												\$90,000.00	Paid Parking Program - placeholder until costs determined (wages/benefits, software maint, warranty, wireless comm., DMV records, printing, postage, ticket/receipt stock)
10-5245-01-6407	Professional/Contracted Serv	\$0.00	\$33,802.00	-100%	\$33,802.00	-100%	\$0.00	\$10,175.88	30%	\$18,518.49	\$27,562.50		
10-5245-01-6450	Legal Fees/Settlements/Deductibles	\$0.00	\$25,000.00	-100%	\$25,000.00	-100%	\$0.00	\$11,559.17	46%	\$9,499.27	\$20,221.40	\$25,000.00	Claims paid
												(\$25,000.00)	Transfer to Legal Dept
10-5245-01-6460	Residential Rental Refunds	\$0.00	\$0.00	N/A	\$400.00	-100%	(\$400.00)	\$332.00	83%	\$0.00	\$0.00		
10-5245-01-6505	Rent	\$6,000.00	\$6,000.00	0%	\$6,000.00	0%	\$0.00	\$2,282.72	38%	\$2,548.74	\$4,474.60	\$6,000.00	Storage Units
10-5245-01-6533	Property & Casualty Insurance	\$192,500.00	\$192,500.00	0%	\$192,500.00	0%	\$0.00	\$99,518.17	52%	\$188,328.90	\$174,420.00	(\$82,500.00)	Allocation to Wastewater Fund
												\$275,000.00	Property and liability coverage via AZ Municipal Risk Retention Pool

**City of Sedona
FY16-17 Proposed Budget - Line Item Detail
General Services**

67% of year completed

Account Number	Account Description	FY17 Requested	FY16 Budget	FY17 Incr. over FY16 Budget	FY16 Est. Actuals	FY17 Incr. over FY16 Est.	FY16 Est. (over)/ under budget	FY16 Thru Feb	FY16 YTD % of Est.	FY15 Actuals	FY14 Actuals	FY17 Requested - Details	
												Amount	Description
10-5245-01-6703	Dues/Subscriptions/License	\$16,800.00	\$11,650.00	44%	\$11,650.00	44%	\$0.00	\$10,462.00	90%	\$10,291.00	\$11,433.00	\$9,000.00	AZ League
												\$1,200.00	AZ State Procurement
												\$5,000.00	Coconino Water Plateau
												\$1,600.00	NACOG Dues
10-5245-01-6713	Verde Valley Caregivers	\$25,450.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	\$25,450.00	Verde Valley Caregivers Service Contract FY15 figure + 1.8% inflationary increase
10-5245-01-6714	Yavapai County Emerg Mgmt	\$5,500.00	\$5,500.00	0%	\$4,313.00	28%	\$1,187.00	\$4,313.00	100%	\$4,313.00	\$4,313.00	\$5,500.00	Emergency services
10-5245-01-6715	Sedona Public Library	\$393,932.00	\$386,966.00	2%	\$386,966.00	2%	\$0.00	\$386,966.00	100%	\$382,000.00	\$369,000.00	\$393,932.00	386966 + 1.8% inflationary increase
10-5245-01-6716	Sedona Posse Grounds Hub	\$24,000.00	\$20,000.00	20%	\$20,000.00	20%	\$0.00	\$12,000.00	60%	\$9,000.00	\$40,000.00	\$24,000.00	Contract for RET "Hub" Performing Arts Venue Ops
10-5245-01-6719	Sedona Community Center	\$164,997.00	\$162,080.00	2%	\$162,080.00	2%	\$0.00	\$162,080.00	100%	\$160,000.00	\$150,000.00	\$164,997.00	162,080 + 1.8% inflationary increase
10-5245-01-6720	Community Service Contracts	\$150,000.00	\$196,200.00	-24%	\$196,200.00	-24%	\$0.00	\$193,100.00	98%	\$164,676.88	\$158,298.30	\$150,000.00	Small Grants Allocation
10-5245-01-6721	Sedona Main Street Program	\$77,343.00	\$75,975.00	2%	\$75,975.00	2%	\$0.00	\$75,976.00	100%	\$75,000.00	\$68,527.10	\$77,343.00	75975 + 1.8% inflationary increase
10-5245-01-6722	Sedona Chamber Of Commerce	\$320,000.00	\$320,000.00	0%	\$320,000.00	0%	\$0.00	\$320,000.00	100%	\$323,500.00	\$275,000.00	\$320,000.00	Visitor Center
10-5245-01-6723	Sedona Recycles	\$72,000.00	\$53,183.00	35%	\$53,183.00	35%	\$0.00	\$26,591.50	50%	\$52,500.00	\$45,000.00	\$54,140.00	53183 + 1.8% inflationary increase
												\$17,860.00	Additional support
10-5245-01-6724	Humane Society	\$48,678.00	\$48,118.00	1%	\$48,118.00	1%	\$0.00	\$48,118.00	100%	\$47,500.00	\$47,500.00	\$48,678.00	47818 + 1.8% inflationary increase
10-5245-01-6726	Verde Lynx	\$135,000.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	\$20,000.00	Add circulator route
												\$25,000.00	Grant match
												\$90,000.00	Transit contract
10-5245-01-6729	Destination Marketing	\$0.00	\$124,100.00	-100%	\$121,000.00	-100%	\$3,100.00	\$214,109.00	177%	\$0.00	\$25,853.32	\$20,000.00	Signs and parking lot improvements
10-5245-01-6730	Maint & Improvement	\$20,000.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$62.16	\$1,963.91	\$1,364,919.00	55% of projected bed taxes less Visitor Center contract amount and product development
10-5245-01-6731	Chamber Destination Marketing	\$1,414,919.00	\$1,099,000.00	29%	\$1,373,909.00	3%	(\$274,909.00)	\$1,099,000.00	80%	\$1,139,109.00	\$250,000.00	\$50,000.00	Product development
10-5245-01-6732	Office Maintenance	\$6,100.00	\$6,100.00	0%	\$6,100.00	0%	\$0.00	\$606.85	10%	\$836.35	\$2,831.11	\$6,100.00	Shredding services and other office machine maintenance
10-5245-01-6750	Travel & Training	\$25,000.00	\$10,000.00	150%	\$10,000.00	150%	\$0.00	\$5,020.14	50%	\$746.50	\$77,287.71	\$10,000.00	Citywide Training at CM Discretion
												\$15,000.00	Springbrook Training for New Staff

City of Sedona
 FY16-17 Proposed Budget - Line Item Detail
 General Services

67% of year completed

Account Number	Account Description	FY17 Requested	FY16 Budget	FY17 Incr. over FY16 Budget	FY16 Est. Actuals	FY17 Incr. over FY16 Est.	FY16 Est. (over)/ under budget	FY16 Thru Feb	FY16 YTD % of Est.	FY15 Actuals	FY14 Actuals	FY17 Requested - Details	
												Amount	Description
10-5245-01-6761	Spendable Contingencies	\$900,000.00	\$250,000.00	260%	\$250,000.00	260%	\$0.00	\$0.00	0%	\$0.00	\$0.00		
												\$100,000.00	Contingency for possible start-up costs for trash/recycling program
												\$250,000.00	Contingency for potential bed tax increases (45% to the City)
												\$300,000.00	Contingency for potential bed tax increases (55% for Destination Marketing Program)
												\$250,000.00	General Contingency
10-5245-01-6762	Emergency Management	\$0.00	\$0.00	N/A	\$0.00	N/A	\$0.00	\$0.00	N/A	\$24,181.59	\$0.00		
10-5245-01-6920	Lease Payments	\$55,235.00	\$40,000.00	38%	\$40,000.00	38%	\$0.00	\$20,795.60	52%	\$31,118.55	\$42,009.83		
												\$40,000.00	Copier leases
												\$3,600.00	Red Rock News Parking Lease (increase to 7 days/wk)
												\$4,635.00	Sacajawea Parking Lease
												\$1,400.00	SFD Parking Lease
												\$5,600.00	Wayside Parking Lease
General Administration - Supplies & Services Costs Subtotal		\$4,230,979.00	\$3,521,149.00	20%	\$3,858,521.00	10%	(\$337,372.00)	\$2,928,340.82	76%	\$3,123,301.74	\$2,193,652.82		
10-5245-01-6818	Fire Hydrants	\$50,000.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		
												\$50,000.00	Hydrant Maintenance Plan
10-5245-01-6857	Improvements - City Owned Property	\$0.00	\$10,000.00	-100%	\$10,000.00	-100%	\$0.00	\$0.00	0%	\$0.00	\$0.00		
10-5245-01-6900	City Hall Debt Payments	\$0.00	\$345,000.00	-100%	\$345,000.00	-100%	\$0.00	\$172,500.00	50%	\$0.00	\$330,000.00		
10-5245-01-6901	Series 2007 - Ww & Capital	\$0.00	\$9,300,000.00	-100%	\$330,625.00	-100%	\$8,969,375.00	\$0.00	0%	\$0.00	\$0.00		
10-5245-01-6902	Series 2014 Debt (Principal)	\$384,699.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$345,000.00	\$0.00		
												\$384,699.00	per debt schedule
10-5245-01-6909	Series 2015-2 Principal	\$100,000.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		
												\$100,000.00	per debt schedule
10-5245-01-6910	City Hall Debt Payments (Interest)	\$0.00	\$10,200.00	-100%	\$10,200.00	-100%	\$0.00	\$844.08	8%	\$0.00	\$96,409.80		
10-5245-01-6911	Series 2007 - Ww & Capital (Interest)	\$59,331.00	\$404,857.00	-85%	\$59,331.00	0%	\$345,526.00	\$202,428.12	341%	\$404,856.22	\$404,789.91		
												\$59,331.00	per debt schedule
10-5245-01-6912	Series 2014 Ref (Interest)	\$7,852.00	\$0.00	∞	\$0.00	∞	\$0.00	\$4,220.40	∞	\$13,749.96	\$0.00		
												\$7,852.00	per debt schedule
10-5245-01-6919	Series 2015-2 Interest	\$152,484.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		
												\$152,484.00	per debt schedule
10-5245-01-6951	Cop Administration Fees	\$3,000.00	\$3,000.00	0%	\$3,000.00	0%	\$0.00	\$0.00	0%	\$0.00	\$1,085.00		
												\$3,000.00	Trustee and arbitrage fees
10-5245-01-6952	Debt Issuance Cost	\$0.00	\$0.00	N/A	\$95,261.00	-100%	(\$95,261.00)	\$95,261.14	100%	\$0.00	\$34,699.00		
10-5245-01-6980	Pmt to Ref. Bond Escrow Agent	\$0.00	\$0.00	N/A	\$7,934,739.00	-100%	(\$7,934,739.00)	\$7,934,738.86	100%	\$0.00	\$0.00		
10-5245-01-6992	Transfer To Streets Fund	\$351,000.00	\$506,500.00	-31%	\$506,500.00	-31%	\$0.00	\$253,249.98	50%	\$0.00	\$0.00		
												\$351,000.00	Transfer to Streets
10-5245-01-6993	Transfer To Other Funds	\$3,881,668.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		
												\$3,881,668.00	Transfer 25% of sales tax revenue to WW Fund
10-5245-01-6995	Transfer To Grants Fund	\$0.00	\$0.00	N/A	\$0.00	N/A	\$0.00	\$0.00	N/A	\$0.00	\$1,845,000.00		
10-5245-01-6996	Transfer To Capital	\$0.00	\$0.00	N/A	\$0.00	N/A	\$0.00	\$0.00	N/A	\$7,834,370.00	\$0.00		
General Administration - Capital & Debt Service Costs Subtotal		\$4,990,034.00	\$10,579,557.00	-53%	\$9,294,656.00	-46%	\$1,284,901.00	\$8,663,242.58	93%	\$8,597,976.18	\$2,711,983.71		
General Fund - General Administration Total		\$9,204,513.00	\$14,010,706.00	-34%	\$13,163,177.00	-30%	\$847,529.00	\$11,596,084.40	88%	\$11,714,474.96	\$4,912,823.96		

City of Sedona
 FY16-17 Proposed Budget - Line Item Detail
 General Services

67% of year completed

Account Number	Account Description	FY17 Requested	FY16 Budget	FY17 Incr. over FY16 Budget	FY16 Est. Actuals	FY17 Incr. over FY16 Est.	FY16 Est. (over)/ under budget	FY16 Thru Feb	FY16 YTD % of Est.	FY15 Actuals	FY14 Actuals	FY17 Requested - Details		
												Amount	Description	
General Fund - Insurance														
10-5245-30-6450	Legal Fees/Settlements/Deductibles	\$0.00	\$0.00	N/A	\$0.00	N/A	\$0.00	\$0.00	N/A	\$0.00	\$4,306.22			
	General Fund - Insurance Total	\$0.00	\$0.00	N/A	\$0.00	N/A	\$0.00	\$0.00	N/A	\$0.00	\$4,306.22			
General Fund - Arts & Culture														
10-5245-41-6710	Special Programs	\$0.00	\$8,000.00	-100%	\$8,000.00	-100%	\$0.00	\$145.11	2%	\$0.00	\$1,080.00			
												\$8,000.00	Arts Programs Moved to City Manager's Office	
10-5245-41-6728	Arts Education Funds	\$0.00	\$18,000.00	-100%	\$18,000.00	-100%	\$0.00	\$1,538.80	9%	\$9,362.13	\$8,924.23			
												\$18,000.00	Arts Education Moved to City Managers Office	
	Arts & Culture - Supplies & Services Costs Subtotal	\$0.00	\$26,000.00	-100%	\$26,000.00	-100%	\$0.00	\$1,683.91	6%	\$9,362.13	\$10,004.23			
	General Fund - Arts & Culture Total	\$0.00	\$26,000.00	-100%	\$26,000.00	-100%	\$0.00	\$1,683.91	6%	\$9,362.13	\$10,004.23			
	General Fund Personnel Costs Subtotal	(\$16,500.00)	(\$90,000.00)	-82%	\$10,000.00	-265%	(\$100,000.00)	\$4,501.00	45%	(\$6,802.96)	\$7,187.43			
	General Fund Supplies & Services Costs Subtotal	\$4,230,979.00	\$3,547,149.00	19%	\$3,884,521.00	9%	(\$337,372.00)	\$2,930,024.73	75%	\$3,132,663.87	\$2,207,963.27			
	General Fund Capital & Debt Service Costs Subtotal	\$4,990,034.00	\$10,579,557.00	-53%	\$9,294,656.00	-46%	\$1,284,901.00	\$8,663,242.58	93%	\$8,597,976.18	\$2,711,983.71			
	General Fund Total	\$9,204,513.00	\$14,036,706.00	-34%	\$13,189,177.00	-30%	\$847,529.00	\$11,597,768.31	88%	\$11,723,837.09	\$4,927,134.41			

INFORMATION TECHNOLOGY

DEPARTMENT DESCRIPTION

The Information Technology Department manages the acquisition and maintenance of all of the City's computer, network, and communication systems, including computer hardware and software, servers, network switches, routers and firewalls, telephone systems, voice mail, e-mail, and the City's Internet and Intranet sites.

Geographic Information Systems (GIS) within the IT Department provides maps, data, and spatial analysis to city departments and to the public through the City's comprehensive GIS database and the City's website www.SedonaAZ.gov.

MISSION STATEMENT

- Provide reliable state-of-the-art technologies that empower city staff to be successful.
- Be prepared for future organizational needs and changes.
- Use sound judgment in identifying and recommending reasonable solutions.

2016-2017 OBJECTIVES

- Upgrade Electronic Citations program to include all Police Officers in the field
- Assist Police Department with implementation of body worn cameras
- Upgrade City's Storage Area Network (SAN) to address increasing data needs
- Implement on-line facility reservations and class registrations, including on-line payments of deposits and fees
- Assist Community Development implement on-line plan submittal and review

2015-2016 ACCOMPLISHMENTS

- Completed upgrade and redesign of City's website
- Developed new GIS maps for public Internet and internal employee Intranet
- Upgraded multiple network servers to current Operating System Software eliminating outdated and unsupported systems
- Created a secure File Transfer Protocol (FTP) site for transferring large confidential files with external customers and citizens

Did You Know?

The City's website had over 132,000 visitors last year and served over 750,000 individual pages. 75% of traffic was from the US, followed by Indonesia (5%), India (4.5%), Canada (1.5%), South Korea (1.2%), Vietnam (1.2%), Germany (1.1%), and Japan (1%). Repeat visitors accounted for more than 55% of the traffic to the site. On average, visitors spent more than 2 minutes on the site and viewed at least 3 different pages.



- Evaluated and implemented new mobile tablet computer program utilizing Microsoft Surface hardware

SIGNIFICANT CHANGES

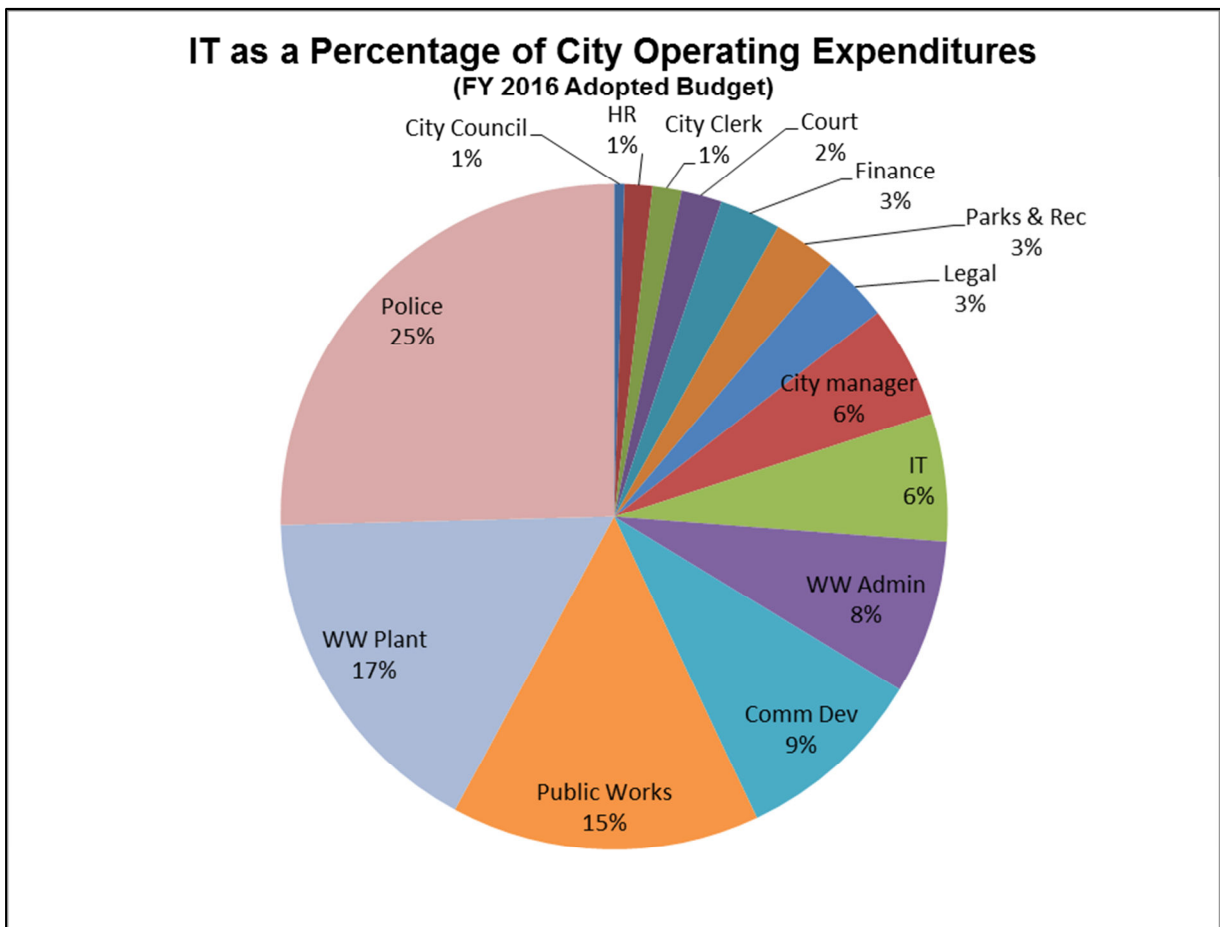
- New Mission Statement and Vision Statement developed for the IT Department
- "Client Support Guidelines" developed to ensure consistent, high-quality service to city staff

WORKLOAD INDICATORS

Workload Indicators	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Estimate	FY 16-17 Proposed
SQL Databases/Total Size	N/A	N/A	62 / 333GB	65 / 355GB
GIS Layers	N/A	N/A	195	195
Servers Supported (Physical and Virtual)	N/A	N/A	75	78
Networked Devices Supported	N/A	N/A	590	600
Total Help Desk Requests Received	1,093	768	900	1,000

PERFORMANCE MEASURES

Performance Measures	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Estimate	FY 16-17 Proposed
Ratio of Computers to City Employees	N/A	N/A	1.5	1.3
IT Spending per City Employee	N/A	N/A	\$7.3K	\$9.5K
Customer surveys returned with a Technical skills, knowledge, and expertise rating of satisfactory or better	83%	85%	90%	93%



**City of Sedona
 FY16-17 Proposed Budget - Program Summary
 Information Technology Department**

67% of year completed

Program	FY17 Requested	FY16 Budget	FY17 Incr. over FY16 Budget	FY16 Est. Actuals	FY17 Incr. over FY16 Est.	FY16 Est. (over)/ under budget	FY16 Thru Feb	FY16 YTD % of Est.	FY15 Actuals	FY14 Actuals
General Fund										
10-5224-01 - General Administration	\$0.00	\$968,467.00	-100%	\$877,134.00	-100%	\$91,333.00	\$631,359.20	72%	\$1,058,766.06	\$713,457.28
10-5224-20 - Geographic Information Systems	\$118,190.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00
10-5224-21 - Information Technology	\$1,075,587.20	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00
General Fund Total	\$1,193,777.20	\$968,467.00	23%	\$877,134.00	36%	\$91,333.00	\$631,359.20	72%	\$1,058,766.06	\$713,457.28
Wastewater Fund										
59-5224-21 - Information Technology	\$87,577.80	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00
Wastewater Fund Total	\$87,577.80	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00
GRAND TOTALS										
General Administration	\$0.00	\$968,467.00	-100%	\$877,134.00	-100%	\$91,333.00	\$631,359.20	72%	\$1,058,766.06	\$713,457.28
Geographic Information Systems	\$118,190.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00
Information Technology	\$1,163,165.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00
Grand Totals	\$1,281,355.00	\$968,467.00	32%	\$877,134.00	46%	\$91,333.00	\$631,359.20	72%	\$1,058,766.06	\$713,457.28

City of Sedona
 FY16-17 Proposed Budget - Expenditure Summary
 Information Technology Department

67% of year completed

Cost Category	FY17 Requested	FY16 Budget	FY17 Incr. over FY16 Budget	FY16 Est. Actuals	FY17 Incr. over FY16 Est.	FY16 Est. (over)/ under budget	FY16 Thru Feb	FY16 YTD % of Est.	FY15 Actuals	FY14 Actuals	Explanation of Changes
General Fund											
10-5224-01 - General Administration											
Personnel	\$0.00	\$390,822.00	-100%	\$426,084.00	-100%	(\$35,262.00)	\$270,907.54	64%	\$407,125.64	\$385,842.84	Decrease: Change in allocations between programs Current year over budget due to changes in staff allocations to Wastewater Fund and under budgeted due to calculation error
Supplies & Services	\$0.00	\$369,995.00	-100%	\$323,250.00	-100%	\$46,745.00	\$254,236.25	79%	\$294,827.31	\$247,823.77	Decrease: Change in allocations between programs Current year under budget due to carryover of 911 phone system maintenance (\$15,000) and savings on hardware and software maintenance and support
Capital & Debt Service	\$0.00	\$207,650.00	-100%	\$127,800.00	-100%	\$79,850.00	\$106,215.41	83%	\$356,813.11	\$79,790.67	Decrease: Change in allocations between programs Current year under budget due to carryover of E-Citations upgrade (\$70,000) and savings on computer hardware purchases
General Administration Total	\$0.00	\$968,467.00	-100%	\$877,134.00	-100%	\$91,333.00	\$631,359.20	72%	\$1,058,766.06	\$713,457.28	
10-5224-20 - Geographic Information Systems											
Personnel	\$97,690.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	Increase: Change in allocations between programs
Supplies & Services	\$20,500.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	Increase: Change in allocations between programs
Geographic Information Systems Total	\$118,190.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	

City of Sedona
 FY16-17 Proposed Budget - Expenditure Summary
 Information Technology Department

67% of year completed

Cost Category	FY17 Requested	FY16 Budget	FY17 Incr. over FY16 Budget	FY16 Est. Actuals	FY17 Incr. over FY16 Est.	FY16 Est. (over)/ under budget	FY16 Thru Feb	FY16 YTD % of Est.	FY15 Actuals	FY14 Actuals	Explanation of Changes
10-5224-21 - Information Technology											
Personnel	\$359,620.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	Increase: Change in allocations between programs, includes Decision Package - IT Support/Help Desk Technician (CM Contingent Partial Recommendation)
Supplies & Services	\$500,967.20	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	Increase: Change in allocations between programs, moved Century Link charges and standard phone lines from General Services (\$32,500), reclassified hardware costs under capitalization threshold from Capital & Debt Service, includes Decision Package - Microsoft 365 subscription (CM Recommended) and computer hardware and software for IT Support/Help Desk Technician (CM Contingent Partial Recommendation)
Capital & Debt Service	\$215,000.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	Increase: One-time capital purchases, added Digital Evidence Logger Recorder upgrade (\$38,000) and storage area network upgrade/replacement (\$85,000), reclassified hardware costs under capitalization threshold to Supplies & Services
Information Technology Total	\$1,075,587.20	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	
Personnel Subtotal	\$457,310.00	\$390,822.00	17%	\$426,084.00	7%	(\$35,262.00)	\$270,907.54	64%	\$407,125.64	\$385,842.84	
Supplies & Services Subtotal	\$521,467.20	\$369,995.00	41%	\$323,250.00	61%	\$46,745.00	\$254,236.25	79%	\$294,827.31	\$247,823.77	
Capital & Debt Service Subtotal	\$215,000.00	\$207,650.00	4%	\$127,800.00	68%	\$79,850.00	\$106,215.41	83%	\$356,813.11	\$79,790.67	
General Fund Total	\$1,193,777.20	\$968,467.00	23%	\$877,134.00	36%	\$91,333.00	\$631,359.20	72%	\$1,058,766.06	\$713,457.28	

City of Sedona
 FY16-17 Proposed Budget - Expenditure Summary
 Information Technology Department

67% of year completed

Cost Category	FY17 Requested	FY16 Budget	FY17 Incr. over FY16 Budget	FY16 Est. Actuals	FY17 Incr. over FY16 Est.	FY16 Est. (over)/under budget	FY16 Thru Feb	FY16 YTD % of Est.	FY15 Actuals	FY14 Actuals	Explanation of Changes
Wastewater Fund											
59-5224-21 - Information Technology											
Personnel	\$50,840.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	Increase: Accounts have been changed for departmental staff allocations to Wastewater Fund (all allocations were previously charged to 59-5250-02)
Supplies & Services	\$26,737.80	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	Increase: Accounts have been changed for IT costs to Wastewater Fund (all allocations were previously charged to Wastewater Department accounts)
Capital & Debt Service	\$10,000.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	Increase: Accounts have been changed for IT costs to Wastewater Fund (all allocations were previously charged to Wastewater Department accounts)
Information Technology Total	\$87,577.80	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	
Wastewater Fund Total	\$87,577.80	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	
Grand Totals											
Personnel Total	\$508,150.00	\$390,822.00	30%	\$426,084.00	19%	(\$35,262.00)	\$270,907.54	64%	\$407,125.64	\$385,842.84	
Supplies & Services Total	\$548,205.00	\$369,995.00	48%	\$323,250.00	70%	\$46,745.00	\$254,236.25	79%	\$294,827.31	\$247,823.77	
Capital & Debt Service Total	\$225,000.00	\$207,650.00	8%	\$127,800.00	76%	\$79,850.00	\$106,215.41	83%	\$356,813.11	\$79,790.67	
Grand Total	\$1,281,355.00	\$968,467.00	32%	\$877,134.00	46%	\$91,333.00	\$631,359.20	72%	\$1,058,766.06	\$713,457.28	

**City of Sedona
 FY16-17 Proposed Budget - Positions/Allocations
 Information Technology Department**

Position	FTE
Database Web Developer	1.00
GIS Analyst	1.00
Information Technology Manager	1.00
System Administrator	1.00
IT Support/Help Desk Technician*	0.60
Total	4.60

Org Unit	Org Description	FTE
General Fund		
10-5224-20	Geographic Information Systems	0.90
10-5224-21	Information Technology	3.24
General Fund Total		4.14
Wastewater Fund		
59-5224-21	Information Technology	0.46
Wastewater Fund Total		0.46
Grand Total		4.60

*Includes contingent recommendation for 0.60 IT Support/Help Desk Technician



**City of Sedona
Decision Package
Fiscal Year 2016-2017**

Project Title:	Microsoft Office 365 Subscription
Originating Department and Division:	Information Technology
Funding Request Type (Ongoing vs. One-Time)	Ongoing
Source of Funds (General Funds, Grants or other outside Funding, New Revenue Source(s), Wastewater, act.)	General Fund
I Problem/Issue	
a) Does this affect our citizens/customers quality of life?	
	No
If yes, then how:	
b) Is this a traditional government function?	
	Yes
If it is not a traditional function, why should the City of Sedona deal with it?	
c) History/background of project issue:	
	<p>Historically, the city has updated the Microsoft Office Application Suite only on an as-needed basis. This has resulted in skipping versions and dealing with file compatibility issues with external customers. The last upgrade was in 2010 at a cost of approximately \$46,000. Since that time two new versions of the software have been released. The next upgrade will likely exceed \$50,000. The subscription based service offered by Microsoft, called Office 365, offers many benefits over the individual licensing model used by the city in the past. These benefits include:</p> <ul style="list-style-type: none"> • Each user can install Office on up to 5 computers, including personal devices • Each user can install Office on up to 5 mobile devices (phones and tablets) including personal devices • Each user can access on-line versions of office from any location • Cloud file storage for each user • Outlook e-mail client and hosted Exchange Server • Intranet site for employee information sharing and collaboration

	<ul style="list-style-type: none"> • On-line meetings and web conferencing • Instant Messaging • Compliance tools that include Information protection, data loss prevention, and e-Discovery <p>In addition, being a cloud-based service, the city will not need to allocate resources to software updates or patches, data backups, anti-spam filtering, e-mail archiving, network storage, etc.</p>
<hr/>	
	d) Does the project/issue relate to the strategic/community plans?
	Strategic Plan: No
	Community Plan: No
	If not in either plan, how does this fit into the City of Sedona's priorities?
<hr/>	
	e) Are there environmental implications?
	No
	If yes, explain:
<hr/>	
	f) Cost (include economic/financial analysis) and recommendation as to funding sources (include partnerships):
	<p>\$20K-\$30K per year \$10K-\$20K one time consulting expense</p> <p>The cost to move to the Office 365 subscription model will cost more than continuing with the current licensing approach. Over the next 15 years, the city will spend approximately \$50K more for the subscription than for the ad hoc licensing.</p>
<hr/>	
II Risk Analysis	
<hr/>	
	a) What happens if this is not done?
	The city will continue to purchase updates to the Microsoft Office Suite when needed and continue to lag behind in versions. In addition, the city would be unable to take advantage of the benefits of the subscription model without expending additional funds to implement these services individually in-house.
	What would happen if this is done?
	City staff would benefit from always having the most up-to-date versions of the Office applications, as well as access to the many additional features of the subscription model. The city would "off load" the maintenance, support, and hosting of e-mail and e-mail management.
<hr/>	

	<p>b) Provide contingency analysis if applicable (provide key assumptions and dependencies). Assumptions - Something the City of Sedona has no control over. Dependencies - Something the City of Sedona may have control over. Major factor in what the City of Sedona is trying to accomplish.</p>
	<p>c) Show examples of best practices from other cities, if applicable:</p> <p>State of Minnesota State of Texas State of New York Santa Clara County, CA City of San Jose, CA City of Chicago, IL US Department of Veterans Affairs US Environmental Protection Agency</p>
III Resources Required	
	<p>a) What departments will be involved in the planning and operation of this project/issue?</p> <p>All departments would be involved in the planning phase of the migration to Office 365. The Information Technology Department will coordinate with Microsoft and/or consultants to deploy the solution</p> <p>Do these departments concur with this priority?</p> <p>Many staff and council members have voiced a preference for the Microsoft e-mail platform. A survey of city staff was conducted in 2013 and a majority of respondents either preferred moving to Microsoft Outlook or had no preference.</p>
	<p>b) What are the in-house staff requirements?</p> <p>While the majority of the migration effort would be completed by the IT Staff, some involvement by all city employees would be required for training and conversion.</p>
	<p>c) Are outside consultants needed? Please explain:</p> <p>Yes – Consultants would be utilized during the implementation phase to ensure a smooth transition.</p>
	<p>d) Are special equipment resources required? Please explain:</p> <p>No</p>
	<p>e) Are there on-going operation and maintenance costs involved? Please explain:</p> <p>Yes, the annual cost to maintain the subscription will be \$20K to \$30K.</p>
IV Implementation	
	<p>a) What is the time frame for completion of plan and implementation for project/issue?</p> <p>Migration to the Office 365 platform to be completed by 12/31/16.</p>

	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?
		Feedback from city staff, as well as responses to annual IT satisfaction survey, will provide information to evaluate the success of the migration.

IV Proposed Expenditures

Line Item Description (One-Time)	Account*	FY 2016-2017 Request
Professional Services	10-5224-21-6405	\$15,000.00
Computer Software	10-5224-21-6247	\$25,000.00

One-time Expenditures Total: \$40,000.00

Line Item Description (On-going)	Account *	FY 2017-2018 Request
Computer Software	10-5224-21-6247	\$25,000.00

On-going Expenditures Total: \$25,000.00

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



**City of Sedona
Decision Package
Fiscal Year 2016-2017**

Project Title:	IT Support/Help Desk Technician
Originating Department and Division:	Information Technology
Funding Request Type (Ongoing vs. One-Time)	Ongoing
Source of Funds (General Funds, Grants or other outside Funding, New Revenue Source(s), Wastewater, act.)	General Fund
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:
	<p>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.</p> <p>All positions within IT provide Help Desk support to city staff, which can often consume 50% or more of an average workday.</p>

CM Contingent Partial Recommendation \$41,060

	<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 2015, the IT Department received over 800 Help Desk requests with more than 70% being addressed by the Network Administrator or the IT Manager.</p>
	d) Does the project/issue relate to the strategic/community plans?
	Strategic Plan: No
	Community Plan: No
	If not in either plan, how does this fit into the City of Sedona's priorities?
	e) Are there environmental implications?
	No
	If yes, explain:
	f) Cost (include economic/financial analysis) and recommendation as to funding sources (include partnerships):
	<p>Salary: \$50,000/year <i>From Computerworld 2014 Salary Survey: “Help Desk/Technical Support Specialist” = \$51,295 (national average), \$58,500 (government average)</i></p> <p>Benefits: \$24,685/year</p> <p>Computer and other equipment: \$5,000.00</p>
II Risk Analysis	
	a) What happens if this is not done?
	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. Customer service suffers as

CM Contingent Partial Recommendation \$41,060

	IT staff struggle to balance conflicting priorities.
	What would happen if this is done?
	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.
	Provide contingency analysis if applicable (provide key assumptions and dependencies).
b)	Assumptions - Something the City of Sedona has no control over. Dependencies - Something the City of Sedona may have control over. Major factor in what the City of Sedona is trying to accomplish.
	c) Show examples of best practices from other cities, if applicable:
	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 expected. Cottonwood – 3 in IT for 2015 (2016 data not available) Show Low – 2 in IT 2015 (2016 data not available) Coolidge – 3 in IT plus 1 GIS for 2015 (2016 data not available) Paradise Valley – 3 in IT for 2015 (FY16 budget includes \$25K for “GIS Strategic Plan” and \$18K for “GIS web services”) Chino Valley – 2 in IT for 2016 Flagstaff – 14 in IT for 2016 (pop. 65,800) Steamboat Springs CO – 7 in IT for 2016 Durango CO – 10 in IT for 2016 (pop. 16,800) Vail CO – 7 in IT for 2016 (pop. 5,300)
III Resources Required	
	a) What departments will be involved in the planning and operation of this project/issue?
	Information Technology, Human Resources
	Do these departments concur with this priority?
	Yes
	b) What are the in-house staff requirements?
	HR – Recruitment and hiring of new employee IT – Interviewing candidates and training of new employee
	c) Are outside consultants needed? Please explain:
	No
	d) Are special equipment resources required? Please explain:
	No

CM Contingent Partial Recommendation \$41,060

	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, 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?																																								
		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																																										
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 45%;">Line Item Description (One-Time)</th> <th style="width: 25%;">Account*</th> <th style="width: 30%;">FY 2016-2017 Request</th> </tr> </thead> <tbody> <tr> <td>Computer Hardware-NonCapital</td> <td style="text-align: center;">10-5224-21-6246</td> <td style="text-align: right;">\$2,500.00</td> </tr> <tr> <td>Computer Software-NonCapital</td> <td style="text-align: center;">10-5224-21-6247</td> <td style="text-align: right;">\$2,500.00</td> </tr> <tr> <td></td> <td></td> <td style="text-align: right;">\$0</td> </tr> <tr> <td></td> <td></td> <td style="text-align: right;">\$0</td> </tr> <tr> <td colspan="3" style="text-align: right;"><u>One-time Expenditures Total: \$5,000.00</u></td> </tr> <tr> <th style="width: 45%;">Line Item Description (On-going)</th> <th style="width: 25%;">Account *</th> <th style="width: 30%;">FY 2016-2017 Request</th> </tr> <tr> <td>Salaries & Wages</td> <td style="text-align: center;">10-5224-21-6005</td> <td style="text-align: right;">\$50,000.00</td> </tr> <tr> <td>Social Security/Medicare</td> <td style="text-align: center;">10-5224-21-6125</td> <td style="text-align: right;">\$3,825.00</td> </tr> <tr> <td>ASRS</td> <td style="text-align: center;">10-5224-21-6130</td> <td style="text-align: right;">\$5,740.00</td> </tr> <tr> <td>Employee Health Insurance</td> <td style="text-align: center;">10-5224-21-6135</td> <td style="text-align: right;">\$15,000.00</td> </tr> <tr> <td>Workers Comp</td> <td style="text-align: center;">10-5224-21-6136</td> <td style="text-align: right;">\$120.00</td> </tr> <tr> <td colspan="3" style="text-align: right;"><u>On-going Expenditures Total: \$74,685.00</u></td> </tr> </tbody> </table>				Line Item Description (One-Time)	Account*	FY 2016-2017 Request	Computer Hardware-NonCapital	10-5224-21-6246	\$2,500.00	Computer Software-NonCapital	10-5224-21-6247	\$2,500.00			\$0			\$0	<u>One-time Expenditures Total: \$5,000.00</u>			Line Item Description (On-going)	Account *	FY 2016-2017 Request	Salaries & Wages	10-5224-21-6005	\$50,000.00	Social Security/Medicare	10-5224-21-6125	\$3,825.00	ASRS	10-5224-21-6130	\$5,740.00	Employee Health Insurance	10-5224-21-6135	\$15,000.00	Workers Comp	10-5224-21-6136	\$120.00	<u>On-going Expenditures Total: \$74,685.00</u>		
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*Full account string including fund, department/division number, and account number.

City of Sedona
 FY16-17 Proposed Budget - Line Item Detail
 Information Technology Department

67% of year completed

Account Number	Account Description	FY17 Requested	FY16 Budget	FY17 Incr. over FY16 Budget	FY16 Est. Actuals	FY17 Incr. over FY16 Est.	FY16 Est. (over)/ under budget	FY16 Thru Feb	FY16 YTD % of Est.	FY15 Actuals	FY14 Actuals	FY17 Requested - Details		
												Amount	Description	
General Fund - General Administration														
10-5224-01-6005	Salary & Wages	\$0.00	\$281,923.00	-100%	\$311,100.00	-100%	(\$29,177.00)	\$199,231.52	64%	\$293,214.79	\$281,523.37			
10-5224-01-6046	Other Allowances	\$0.00	\$2,022.00	-100%	\$3,150.00	-100%	(\$1,128.00)	\$1,881.68	60%	\$3,499.76	\$3,070.23			
10-5224-01-6125	FICA	\$0.00	\$22,610.00	-100%	\$23,400.00	-100%	(\$790.00)	\$14,960.27	64%	\$22,808.27	\$21,025.23			
10-5224-01-6130	ASRS Retirement	\$0.00	\$33,900.00	-100%	\$35,800.00	-100%	(\$1,900.00)	\$22,858.00	64%	\$35,314.68	\$32,051.38			
10-5224-01-6134	STD/LTD Insurance	\$0.00	\$1,015.00	-100%	\$1,500.00	-100%	(\$485.00)	\$241.76	16%	\$1,605.55	\$1,962.51			
10-5224-01-6135	Health/Dental/Life Insurance	\$0.00	\$46,668.00	-100%	\$48,450.00	-100%	(\$1,782.00)	\$30,276.31	62%	\$48,120.45	\$43,407.53			
10-5224-01-6136	Workers Compensation Insurance	\$0.00	\$2,684.00	-100%	\$2,684.00	-100%	\$0.00	\$1,458.00	54%	\$2,562.14	\$2,802.59			
	General Administration - Personnel Costs Subtotal	\$0.00	\$390,822.00	-100%	\$426,084.00	-100%	(\$35,262.00)	\$270,907.54	64%	\$407,125.64	\$385,842.84			
10-5224-01-6210	Printing/Office Supplies	\$0.00	\$0.00	N/A	\$0.00	N/A	\$0.00	\$265.46	∞	\$0.00	\$0.00			
10-5224-01-6213	Voice & Data Communications	\$0.00	\$54,715.00	-100%	\$38,000.00	-100%	\$16,715.00	\$21,173.12	56%	\$36,552.55	\$18,471.14			
10-5224-01-6245	Office Equipment - Non Capital	\$0.00	\$500.00	-100%	\$1,260.00	-100%	(\$760.00)	\$1,209.60	96%	\$0.00	\$0.00			
10-5224-01-6405	Professional Services	\$0.00	\$6,700.00	-100%	\$6,500.00	-100%	\$200.00	\$3,289.96	51%	\$5,188.54	\$5,426.01			
10-5224-01-6431	System Maintenance	\$0.00	\$20,000.00	-100%	\$12,000.00	-100%	\$8,000.00	\$11,427.24	95%	\$17,110.78	\$10,997.10			
10-5224-01-6436	Hardware/Software Maint & Supp	\$0.00	\$277,240.00	-100%	\$255,000.00	-100%	\$22,240.00	\$215,016.86	84%	\$229,510.35	\$210,558.89			
10-5224-01-6703	Dues/Subscriptions/License	\$0.00	\$1,850.00	-100%	\$1,500.00	-100%	\$350.00	\$1,098.57	73%	\$1,499.41	\$2,370.63			
10-5224-01-6750	Travel & Training	\$0.00	\$8,990.00	-100%	\$8,990.00	-100%	\$0.00	\$755.44	8%	\$4,965.68	\$0.00			
	General Administration - Supplies & Services Costs Subtotal	\$0.00	\$369,995.00	-100%	\$323,250.00	-100%	\$46,745.00	\$254,236.25	79%	\$294,827.31	\$247,823.77			
10-5224-01-6846	Computer Hardware	\$0.00	\$139,100.00	-100%	\$95,000.00	-100%	\$44,100.00	\$74,225.61	78%	\$233,916.02	\$66,113.44			
10-5224-01-6847	Computer Software	\$0.00	\$68,550.00	-100%	\$32,800.00	-100%	\$35,750.00	\$31,989.80	98%	\$122,897.09	\$13,677.23			
	General Administration - Capital & Debt Service Costs Subtotal	\$0.00	\$207,650.00	-100%	\$127,800.00	-100%	\$79,850.00	\$106,215.41	83%	\$356,813.11	\$79,790.67			
	General Fund - General Administration Total	\$0.00	\$968,467.00	-100%	\$877,134.00	-100%	\$91,333.00	\$631,359.20	72%	\$1,058,766.06	\$713,457.28			
General Fund - Geographic Information Systems														
10-5224-20-6005	Salary & Wages	\$74,400.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
10-5224-20-6125	FICA	\$5,700.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
10-5224-20-6130	ASRS Retirement	\$8,440.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
10-5224-20-6134	STD/LTD Insurance	\$380.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
10-5224-20-6135	Health/Dental/Life Insurance	\$7,440.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
10-5224-20-6136	Workers Compensation Insurance	\$1,330.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
	Geographic Information Systems - Personnel Costs Subtotal	\$97,690.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
10-5224-20-6243	Spec Supplies/Safety Equip/Emg	\$2,000.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
10-5224-20-6436	Hardware/Software Maint & Supp	\$15,500.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
												\$2,000.00	GIS Plotter Supplies - Paper, Toner, etc.	
												\$1,500.00	GIS Plotter Hardware Maintenance	
												\$14,000.00	GIS Software Maintenance - ESRI	
10-5224-20-6750	Travel & Training	\$3,000.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	\$3,000.00	GIS Training	
	Geographic Information Systems - Supplies & Services Costs Subtotal	\$20,500.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	\$0.00		
	General Fund - Geographic Information Systems Total	\$118,190.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	\$0.00		

City of Sedona
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												FY17 Requested - Details	
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General Fund - Information Technology													
10-5224-21-6005	Salary & Wages	\$236,220.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		
10-5224-21-6010	Temp/Part-Time Wages	\$27,110.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		
10-5224-21-6046	Other Allowances	\$3,030.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		
10-5224-21-6125	FICA	\$20,390.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		
10-5224-21-6130	ASRS Retirement	\$30,220.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		
10-5224-21-6134	STD/LTD Insurance	\$1,330.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		
10-5224-21-6135	Health/Dental/Life Insurance	\$40,670.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		
10-5224-21-6136	Workers Compensation Insurance	\$650.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		
	Information Technology - Personnel Costs Subtotal	\$359,620.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		
10-5224-21-6210	Printing/Office Supplies	\$250.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	\$250.00	Printing and Office Supplies
10-5224-21-6212	Postage	\$250.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	\$250.00	Postage
10-5224-21-6213	Voice & Data Communications	\$85,877.20	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	\$15,000.00	Carryover-PD - 911 Phone System Maintenance
												\$660.00	CD - Cellular Data Service for Bldg Inspector and Code Enforcement - 3 Devices @ \$18.33/mo
												\$4,500.00	Century Link Charges
												\$480.00	EN - Cellular Data Service for Uptown Traffic Camera - 1 Device @ \$40/mo
												\$187.20	EN - Cellular Data Service for WW Inspectors - 3 Devices @ \$10/mo
												\$330.00	IT - Cellular Data Service - 1 Device X \$27.50/mo
												\$17,820.00	IT City Internet Connection
												\$1,560.00	IT - Public Wi-Fi - City Hall
												\$240.00	NEW - EN - Cellular Data Service for Facilities and Maintenance - 2 Devices @ \$10/mo
												\$480.00	NEW - EN - Cellular Data Service for SR179 Traffic Camera - 1 Device @ \$40/mo
												\$6,000.00	NEW - EN - TENTATIVE - Data Communication For Uptown Traffic Control and Cameras
												\$6,960.00	PD - Cellular Data Service for Mobile Data Computers - 25 Devices @ \$23.20/mo
												\$2,160.00	PD - Internet Connection for Mobile Data Computers
												\$1,020.00	PD - Phone-to-Location Mapping Service for City Employee 911 Calls
												\$480.00	PR - Cellular Data Service for Public Wi-Fi at Admin Office - 1 Device @ \$40/mo
												\$28,000.00	Standard phone lines (except T1s)

City of Sedona
 FY16-17 Proposed Budget - Line Item Detail
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67% of year completed

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												Amount	Description
10-5224-21-6244	Office Furniture - Non Capital	\$1,500.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	\$1,500.00	Various Office Furniture Updates
10-5224-21-6246	Computer Hardware - Non Capita	\$78,950.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	\$2,500.00	Decision Package: Computer hardware for IT Support/Help Desk Technician (CM Contingent Partial Recommendation)
												\$1,200.00	NEW - EN - Multi-Function Color Printer (Print, Scan, Copy) for Maint. Yard
												\$4,000.00	NEW - EN - Rugged Mobile Tablet Computer for Facilities Maintenance
												\$4,000.00	NEW - EN - Rugged Mobile Tablet Computer for Maintenance Supervisor
												\$2,500.00	NEW - EN - TENTATIVE - Data Communication Hardware For Uptown Traffic Control and Cameras
												\$6,000.00	NEW - VARIOUS - Provision for Dual-Monitor Capability Requests - 20 @ \$300/ea
												\$5,000.00	REFRESH EQUIPMENT - IT - Data Center UPS Battery Replacement
												\$5,000.00	REFRESH EQUIPMENT - PD - IDF Upgrade - UPS, Cables, Etc.
												\$1,250.00	REFRESH PC - CITY MANAGER - 1
												\$13,750.00	REFRESH PC - COMMUNITY DEVELOPMENT - 11
												\$10,000.00	REFRESH PC - ENGINEERING - 8
												\$2,500.00	REFRESH PC - HUMAN RESOURCES - 2
												\$1,250.00	REFRESH PC - IT - 1
												\$8,750.00	REFRESH PC - POLICE DEPARTMENT - 7
												\$1,250.00	REFRESH PC - RECREATION - 1
												\$10,000.00	Unbudgeted Departmental HW/SW Additions, Upgrades, and Replacements

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												Amount	Description
10-5224-21-6247	Computer Software - Non Capita	\$48,250.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		
												\$2,500.00	Decision Package: Computer software for IT Support/Help Desk Technician (CM Contingent Partial Recommendation)
												\$25,000.00	Decision Package: Microsoft 365 Subscription (CM Recommended)
												\$10,000.00	Intranet
												\$750.00	New - P&R Site Plan Layout & Drawing Software
												\$10,000.00	Unbudgeted Departmental HW/SW Additions, Upgrades, and Replacements
10-5224-21-6405	Professional Services	\$15,000.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		
												\$15,000.00	Decision Package: Consultants for Microsoft 365 Implementation (CM Recommended)
10-5224-21-6408	Technical Support	\$1,000.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	\$1,000.00	Misc. Technical Support

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												Amount	Description
10-5224-21-6436	Hardware/Software Maint & Supp	\$257,290.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		
													CA - TimeMatters Case
												\$1,250.00	Mgmt System Maint
													CC - Swagit Video
												\$11,040.00	Streaming & Broadcasting
													CC/CA - LaserFiche Doc
												\$4,000.00	Mgmt System Maint
													CD - CitySourced Comm.
												\$4,000.00	Issues/Code Enf. Rptg
												\$1,000.00	CD - Plotter Maintenance
												\$900.00	EN - AutoCAD Maint
													EN - NEW - RapidPlan
												\$750.00	Traffic Modeling Maint - X2
												\$43,000.00	FN - ADP
												\$1,995.00	FN - MuniCast
													HR - EspressoID Empl.
												\$100.00	Badge Prtg Maint
													IT-AirWatch Mobile Device
												\$1,600.00	Mgmt (MDM) License
													IT - Cisco Network/Phone
												\$17,100.00	Systems Maint
												\$3,780.00	IT - GroupWise Maint
												\$2,475.00	IT - GWAVA Retain Maint
												\$8,500.00	IT - MS Server OS License
												\$2,700.00	IT-Sophos Anti-Virus Maint
													IT - Springbrook ERP
												\$15,600.00	Software Maintenance
													IT - VaultLogix On-Line Off-Site Data Backup Services
												\$9,000.00	IT - Vircom modusGate Anti-Spam Maint
												\$1,800.00	IT - VMWare Virtual Server Infrastructure Maint
												\$4,500.00	IT - XIO SAN Hardware/Firmware Maintenance
												\$6,000.00	MC - Liberty Court
												\$600.00	Recording Software Maint
													PD - CrimeMapping Crime Statistics Info Web Portal
												\$1,200.00	PD - L-3 In-Car Video
												\$9,000.00	Hardware/Software Maint
													PD - MDC Comm.
													Hardware/Software Maint: NetMotion, Kerio, Kiwi, RSA
												\$4,000.00	PD - Milestone Video
													Security System Software Maintenance
												\$1,500.00	PD - New World CAD, Records, and Mobile
												\$89,000.00	Software Maintenance
													PD - RS2 Electronic Access Control System Software Maintenance
												\$2,200.00	PD - Server Hardware Maintenance - New World
												\$3,750.00	Message Switch
													PD - Spillmain Regional LE
												\$1,200.00	Data Sharing License
													PD - VMware Virtual Server Infrastructure Software Maintenance
												\$3,750.00	

City of Sedona
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												Amount	Description
10-5224-21-6703	Dues/Subscriptions/License	\$3,600.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		
												\$200.00	Domain Name Registrations
													Microsoft Developer
												\$850.00	Network Subscription
													Website Security
												\$850.00	Certificates - Current - 2 @ \$425/ea
													Website Security
												\$1,700.00	Certificates - New - 4 @ \$425/ea
10-5224-21-6750	Travel & Training	\$9,000.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	\$9,000.00	Training
	Information Technology - Supplies & Services Costs Subtotal	\$500,967.20	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		
10-5224-21-6846	Computer Hardware	\$180,000.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		
												\$35,000.00	Carryover - PD e-citations upgrade
													IT - Storage Area Network (SAN)
												\$85,000.00	Upgrade/Replacement
												\$38,000.00	PD - Digital Evidence
													Logger Recorder upgrade
													REFRESH EQUIPMENT -
												\$12,000.00	PD - IDF Upgrade - 2 Network Switches @ \$6,000/ea
												\$10,000.00	REFRESH SERVER - IT - Replace One ESX Virtual Infrastructure Server
10-5224-21-6847	Computer Software	\$35,000.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	\$35,000.00	Carryover - PD e-citations upgrade
	Information Technology - Capital & Debt Service Costs Subtotal	\$215,000.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		
	General Fund - Information Technology Total	\$1,075,587.20	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		
	General Fund Personnel Costs Subtotal	\$457,310.00	\$390,822.00	17%	\$426,084.00	7%	(\$35,262.00)	\$270,907.54	64%	\$407,125.64	\$385,842.84		
	General Fund Supplies & Services Costs Subtotal	\$521,467.20	\$369,995.00	41%	\$323,250.00	61%	\$46,745.00	\$254,236.25	79%	\$294,827.31	\$247,823.77		
	General Fund Capital & Debt Service Costs Subtotal	\$215,000.00	\$207,650.00	4%	\$127,800.00	68%	\$79,850.00	\$106,215.41	83%	\$356,813.11	\$79,790.67		
	General Fund Total	\$1,193,777.20	\$968,467.00	23%	\$877,134.00	36%	\$91,333.00	\$631,359.20	72%	\$1,058,766.06	\$713,457.28		

City of Sedona
 FY16-17 Proposed Budget - Line Item Detail
 Information Technology Department

67% of year completed

Account Number	Account Description	FY17 Requested	FY16 Budget	FY17 Incr. over FY16 Budget	FY16 Est. Actuals	FY17 Incr. over FY16 Est.	FY16 Est. (over)/ under budget	FY16 Thru Feb	FY16 YTD % of Est.	FY15 Actuals	FY14 Actuals	FY17 Requested - Details	
												Amount	Description
Wastewater Enterprise Fund - Information Technology													
59-5224-21-6005	Salary & Wages	\$34,520.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		
59-5224-21-6010	Temp/Part-Time Wages	\$3,020.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		
59-5224-21-6046	Other Allowances	\$340.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		
59-5224-21-6125	FICA	\$2,900.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		
59-5224-21-6130	ASRS Retirement	\$4,300.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		
59-5224-21-6134	STD/LTD Insurance	\$190.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		
59-5224-21-6135	Health/Dental/Life Insurance	\$5,350.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		
59-5224-21-6136	Workers Compensation Insurance	\$220.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		
	Information Technology - Personnel Costs Subtotal	\$50,840.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		
59-5224-21-6213	Voice & Data Communications	\$2,992.80	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		
												\$360.00	Cellular Data Service for On-Call Laptops - 3 Devices \$10/mo
												\$480.00	Cellular Data Service for Public Wi-Fi at Plant - 1 Device @ \$40/mo
												\$1,980.00	City Internet Connection
												\$172.80	EN - Cellular Data Service for WW Inspectors - 3 Devices @10/mo
59-5224-21-6246	Computer Hardware - Non Capita	\$5,250.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		
												\$5,250.00	REFRESH LAPTOP - WW OPS ON-CALL - 3
59-5224-21-6436	Hardware/Software Maint & Supp	\$18,495.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		
												\$3,500.00	FN - Aquracy UB Payment Check Scanning Hardware and Software Maintenance
												\$1,900.00	IT - Cisco Network/Phone Hardware Maintenance
												\$420.00	IT - GroupWise E-Mail System Maint
												\$275.00	IT - GWAVA Retain E-Mail Archive System Maint
												\$500.00	IT - Server Maintenance
												\$300.00	IT - Sophos Anti-Virus System Software Maintenance
												\$10,400.00	IT - Springbrook ERP
												\$1,000.00	IT - VaultLogix On-Line Off-Site Data Backup Services
												\$200.00	IT - Vircom modusGate Anti-Spam System Software Maintenance
	Information Technology - Supplies & Services Costs Subtotal	\$26,737.80	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		
59-5224-21-6846	Computer Hardware	\$10,000.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		
												\$10,000.00	REFRESH SERVER - WW File/Application Server
	Information Technology - Capital & Debt Service Costs Subtotal	\$10,000.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		
	Wastewater Enterprise Fund - Information Technology Total	\$87,577.80	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		
	Wastewater Enterprise Fund Personnel Costs Subtotal	\$50,840.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		
	Wastewater Enterprise Fund Supplies & Services Costs Subtotal	\$26,737.80	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		
	Wastewater Enterprise Fund Capital & Debt Service Costs Subtotal	\$10,000.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		
	Wastewater Enterprise Fund Total	\$87,577.80	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		

DEPARTMENT DESCRIPTION

The City Attorney's Office provides legal advice to the Mayor and Council, the City Manager, the City departments and the City's boards and commissions. The Office defends claims and suits brought against the City, drafts, reviews and approves all contracts entered into by the City, assists in drafting all resolutions and ordinances submitted for City Council approval and manages the activities of retained legal counsel.

- Assisted in amending the fines and fees for violations of short-term rental ordinance
- Monitored all bankruptcy petitions involving the City of Sedona and assisted in the collection of outstanding tax and fee obligations
- Increased criminal prosecutions by 136%
- Prosecuted a total of 276 cases, consisting of 28 DUIs, 16 crimes involving drugs or controlled substances, 137 criminal traffic matters, 86 criminal non-traffic matters and 9 criminal misdemeanor matters

2016-2017 OBJECTIVES

- Continue to vigorously and fairly prosecute all criminal misdemeanor cases
- Assist with the process for consideration of franchising solid waste disposal and recycling franchising
- Complete intergovernmental agreement for reciprocal legal services with neighboring municipalities
- Proceed with litigation to recover damages related to construction of the solar generation infrastructure at the City's wastewater treatment facility
- Work with City staff on development and implementation of City Council priorities, including Sign Code review and update
- Implement City Attorney Annual Action Plan

Did You Know?

Per Ordinance No. 2015-10 , it is illegal in any place of public accommodation to discriminate against any person, including to restrict or refuse access on the basis of race, color, gender, gender identity, sexual orientation, religion, national origin, marital status, familial status, age, disability or veteran status.

SIGNIFICANT CHANGES

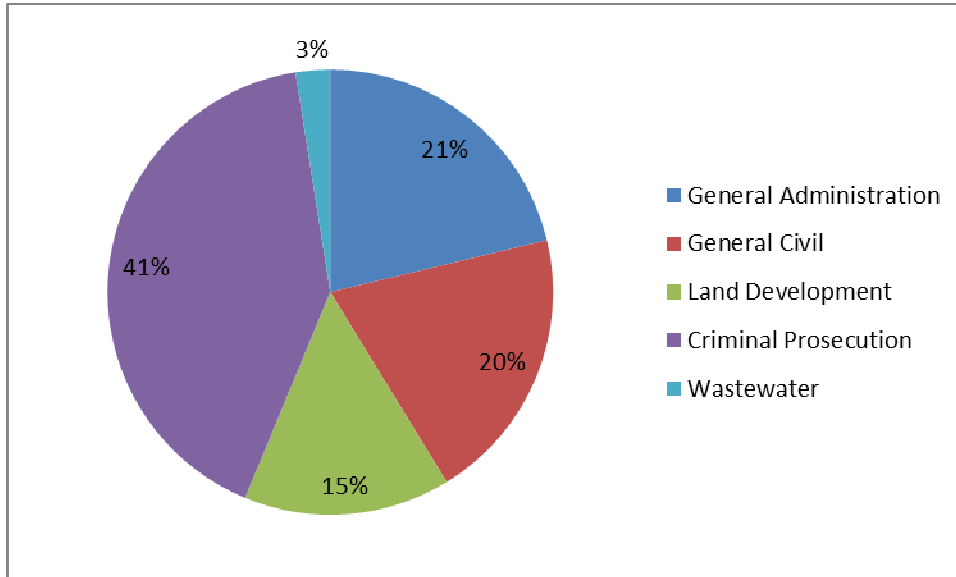
A new City Attorney was hired during Fiscal Year 2015-2016 along with a new Legal Assistant. Both positions became vacant due to the retirement of long-tenured staff members.

2015-2016 ACCOMPLISHMENTS

- Assisted with the process of hiring a new City Manager
- Effected the transition of a new City Attorney
- Successfully resolved short-term vacation rental litigation
- Assisted in development and implementation of Human Rights Ordinance
- Assisted in the rezoning of CVS Pharmacy

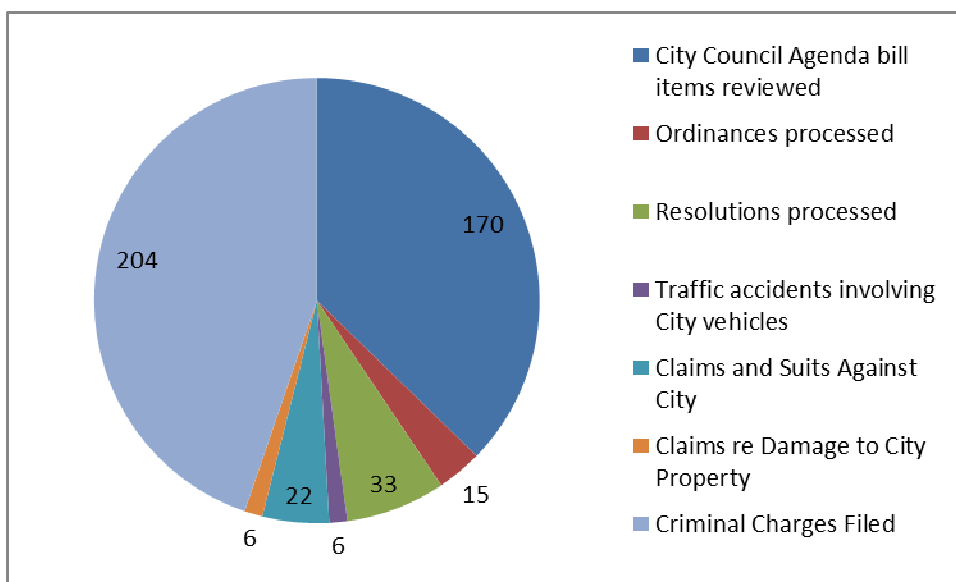
PROGRAM AREAS

The City Attorney's Office provides internal services to City departments and personnel in several areas, including: 1) General Administration; 2) General Civil; 3) Land Development; and 4) Wastewater. Additionally, the City Prosecutor administers justice for violations of law. The allocation of staff resources in these areas is depicted in the below illustration.



WORKLOAD INDICATORS

The following chart provides examples of program related tasks performed on an annual basis.



DESIRED OUTCOMES

- Ensure a fiscally and legally sound, engaged and capable workforce
 - **Strategy: Attend all public meetings; provide legal advice and training**
- Preserve City resources and avoid unnecessary financial losses
 - **Strategy: Resolve claims against the City efficiently and without litigation**
- Create a safe environment for residents and visitors to Sedona
 - **Strategy: Prosecute violations of law appropriately with a high rate of conviction**
- Ensure that all criminal matters referred for prosecution have a reasonable likelihood of conviction
 - **Strategy: Provide an annual case law update to the Police Department and conduct periodic training on operational matters**
- Consistent and legally sound land use decisions
 - **Strategy: Review all planning and zoning matters and recommended changes to the Sedona Land Development Code; provide timely and accurate guidance to Community Development staff**

**City of Sedona
 FY16-17 Proposed Budget - Program Summary
 City Attorney's Office**

67% of year completed

Program	FY17 Requested	FY16 Budget	FY17 Incr. over FY16 Budget	FY16 Est. Actuals	FY17 Incr. over FY16 Est.	FY16 Est. (over)/under budget	FY16 Thru Feb	FY16 YTD % of Est.	FY15 Actuals	FY14 Actuals
General Fund										
10-5230-01 - General Administration	\$144,565.00	\$504,523.00	-71%	\$498,931.00	-71%	\$5,592.00	\$317,288.42	64%	\$490,735.64	\$458,932.24
10-5230-17 - Criminal Prosecution	\$180,180.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00
10-5230-18 - Land Development	\$65,170.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00
10-5230-19 - General Civil	\$144,540.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00
General Fund Total	\$534,455.00	\$504,523.00	6%	\$498,931.00	7%	\$5,592.00	\$317,288.42	64%	\$490,735.64	\$458,932.24
Wastewater Fund										
59-5230-01 - General Administration	\$21,090.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00
Wastewater Fund Total	\$21,090.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00
GRAND TOTALS										
General Administration	\$165,655.00	\$504,523.00	-67%	\$498,931.00	-67%	\$5,592.00	\$317,288.42	64%	\$490,735.64	\$458,932.24
Criminal Prosecution	\$180,180.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00
Land Development	\$86,260.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00
General Civil	\$144,540.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00
Grand Totals*	\$576,635.00	\$504,523.00	14%	\$498,931.00	16%	\$5,592.00	\$317,288.42	64%	\$490,735.64	\$458,932.24

*With correction for current year budget error, increase is 8% instead of 14%.

City of Sedona
 FY16-17 Proposed Budget - Expenditure Summary
 City Attorney's Office

67% of year completed

Cost Category	FY17 Requested	FY16 Budget	FY17 Incr. over FY16 Budget	FY16 Est. Actuals	FY17 Incr. over FY16 Est.	FY16 Est. (over)/ under budget	FY16 Thru Feb	FY16 YTD % of Est.	FY15 Actuals	FY14 Actuals	Explanation of Changes
General Fund											
10-5230-01 - General Administration											
Personnel	\$133,980.00	\$468,238.00	-71%	\$463,921.00	-71%	\$4,317.00	\$291,888.49	63%	\$459,901.75	\$434,247.85	Decrease: Change in allocations between programs, current year under budgeted due to calculation error (\$29,000) Current year under budget due to vacancy savings
Supplies & Services	\$10,585.00	\$36,285.00	-71%	\$35,010.00	-70%	\$1,275.00	\$25,399.93	73%	\$30,833.89	\$24,684.39	
General Administration Total	\$144,565.00	\$504,523.00	-71%	\$498,931.00	-71%	\$5,592.00	\$317,288.42	64%	\$490,735.64	\$458,932.24	
10-5230-17 - Criminal Prosecution											
Personnel	\$177,480.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	Increase: Change in allocations between programs Increase: Change in allocations between programs
Supplies & Services	\$2,700.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	
Criminal Prosecution Total	\$180,180.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	
10-5230-18 - Land Development											
Personnel	\$65,170.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	Increase: Change in allocations between programs
Land Development Total	\$65,170.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	
10-5230-19 - General Civil											
Personnel	\$94,540.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	Increase: Change in allocations between programs Increase: Change in allocations between programs, moved payment of legal claims from General Services (\$25,000)
Supplies & Services	\$50,000.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	
General Civil Total	\$144,540.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	
Personnel Subtotal	\$471,170.00	\$468,238.00	1%	\$463,921.00	2%	\$4,317.00	\$291,888.49	63%	\$459,901.75	\$434,247.85	
Supplies & Services Subtotal	\$63,285.00	\$36,285.00	74%	\$35,010.00	81%	\$1,275.00	\$25,399.93	73%	\$30,833.89	\$24,684.39	
General Fund Total	\$534,455.00	\$504,523.00	6%	\$498,931.00	7%	\$5,592.00	\$317,288.42	64%	\$490,735.64	\$458,932.24	

City of Sedona
 FY16-17 Proposed Budget - Expenditure Summary
 City Attorney's Office

67% of year completed

Cost Category	FY17 Requested	FY16 Budget	FY17 Incr. over FY16 Budget	FY16 Est. Actuals	FY17 Incr. over FY16 Est.	FY16 Est. (over)/ under budget	FY16 Thru Feb	FY16 YTD % of Est.	FY15 Actuals	FY14 Actuals	Explanation of Changes
<u>Wastewater Fund</u>											
59-5230-01 - General Administration											
Personnel	\$21,090.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	Increase: Accounts have been changed for departmental staff allocations to Wastewater Fund (all allocations were previously charged to 59-5250-02)
General Administration Total	\$21,090.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	
<u>Grand Totals</u>											
Personnel Total*	\$513,350.00	\$468,238.00	10%	\$463,921.00	11%	\$4,317.00	\$291,888.49	63%	\$459,901.75	\$434,247.85	
Supplies & Services Total	\$63,285.00	\$36,285.00	74%	\$35,010.00	81%	\$1,275.00	\$25,399.93	73%	\$30,833.89	\$24,684.39	
Grand Total	\$576,635.00	\$504,523.00	14%	\$498,931.00	16%	\$5,592.00	\$317,288.42	64%	\$490,735.64	\$458,932.24	

* With correction for current year budget error, increase is 3% instead of 10%.

**City of Sedona
 FY16-17 Proposed Budget - Positions/Allocations
 City Attorney's Office**

Position	FTE
Assistant City Attorney	1.60
City Attorney	1.00
Legal Assistant	1.00
Total	3.60

Org Unit	Org Description	FTE
General Fund		
10-5230-01	General Administration	0.75
10-5230-17	Criminal Prosecution	1.65
10-5230-18	Land Development	0.40
10-5230-19	General Civil	0.70
General Fund Total		3.50
Wastewater Fund		
59-5230-01	General Administration	0.10
Wastewater Fund Total		0.10
Grand Total		3.60

City of Sedona
 FY16-17 Proposed Budget - Line Item Detail
 City Attorney's Office

67% of year completed

Account Number	Account Description	FY17 Requested	FY16 Budget	FY17 Incr.		FY16 Est. over FY16	FY16 Est. Actuals	FY17 Incr. over FY16 Est.	FY16 Est. (over)/ under budget	FY16 Thru Feb	FY16 YTD % of Est.	FY15 Actuals	FY14 Actuals	FY17 Requested - Details	
				Budget	Est. Actuals									Amount	Description
General Fund - General Administration															
10-5230-01-6005	Salary & Wages	\$82,450.00	\$338,615.00	-76%	\$328,970.00	-75%	\$9,645.00	\$209,573.04	64%	\$331,771.57	\$322,511.69				
10-5230-01-6006	Overtime	\$0.00	\$0.00	N/A	\$150.00	-100%	(\$150.00)	\$18.76	13%	\$88.99	\$198.50				
10-5230-01-6010	Temp/Part-Time Wages	\$16,540.00	\$0.00	∞	\$2,540.00	551%	(\$2,540.00)	\$1,815.65	71%	\$727.60	\$0.00				
10-5230-01-6046	Other Allowances	\$2,640.00	\$1,140.00	132%	\$5,120.00	-48%	(\$3,980.00)	\$837.07	16%	\$2,600.32	\$3,233.28				
10-5230-01-6125	FICA	\$7,790.00	\$27,033.00	-71%	\$24,780.00	-69%	\$2,253.00	\$15,764.40	64%	\$24,125.00	\$22,290.28				
10-5230-01-6130	ASRS Retirement	\$11,540.00	\$40,532.00	-72%	\$37,180.00	-69%	\$3,352.00	\$23,503.61	63%	\$40,073.40	\$36,479.10				
10-5230-01-6134	STD/LTD Insurance	\$500.00	\$1,219.00	-59%	\$1,580.00	-68%	(\$361.00)	\$248.02	16%	\$1,795.05	\$2,146.53				
10-5230-01-6135	Health/Dental/Life Insurance	\$12,290.00	\$58,528.00	-79%	\$62,430.00	-80%	(\$3,902.00)	\$39,572.94	63%	\$57,589.61	\$46,235.06				
10-5230-01-6136	Workers Compensation Insurance	\$230.00	\$1,171.00	-80%	\$1,171.00	-80%	\$0.00	\$555.00	47%	\$1,130.21	\$1,153.41				
	General Administration - Personnel Costs Subtotal	\$133,980.00	\$468,238.00	-71%	\$463,921.00	-71%	\$4,317.00	\$291,888.49	63%	\$459,901.75	\$434,247.85				
10-5230-01-6024	Meals	\$0.00	\$0.00	N/A	\$0.00	N/A	\$0.00	\$45.89	∞	\$0.00	\$0.00				
10-5230-01-6210	Printing/Office Supplies	\$2,000.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.90	\$0.00				
															Ink cartridges and misc. office supplies
10-5230-01-6244	Office Furniture - Non Capital	\$0.00	\$0.00	N/A	\$1,540.00	-100%	(\$1,540.00)	\$144.63	9%	\$1,539.98	\$0.00				\$2,000.00
10-5230-01-6413	On-Line Research	\$0.00	\$3,000.00	-100%	\$2,520.00	-100%	\$480.00	\$1,701.00	68%	\$2,310.00	\$2,730.00				
															Lexis Nexis online research tool
															\$3,000.00
															(\$3,000.00) moved to line item 6703
10-5230-01-6414	Prosecutorial Services	\$0.00	\$1,200.00	-100%	\$1,200.00	-100%	\$0.00	\$0.00	0%	\$0.00	\$30.00				line item moved to account 17
															(\$1,200.00) Rule 11 Evaluations
10-5230-01-6418	Law Library	\$500.00	\$500.00	0%	\$500.00	0%	\$0.00	\$0.00	0%	\$141.81	\$526.25				\$500.00 Updates to Periodicals
10-5230-01-6450	Legal Fees/Settlements/Deductibles	\$0.00	\$25,000.00	-100%	\$25,000.00	-100%	\$0.00	\$21,023.77	84%	\$24,135.43	\$20,018.14				(\$10,000.00) moved to account 19
															moved to legal settlement and deductible
															(\$15,000.00)
															Payment for outside legal services
10-5230-01-6703	Dues/Subscriptions/License	\$5,500.00	\$2,500.00	120%	\$2,000.00	175%	\$500.00	\$2,005.00	100%	\$1,425.00	\$1,380.00				\$25,000.00
															\$3,000.00 added from line item 6413
															\$2,500.00 Bar Dues, IMLA, PRIMA
10-5230-01-6741	Witness Fees	\$0.00	\$1,500.00	-100%	\$1,000.00	-100%	\$500.00	\$0.00	0%	\$0.00	\$0.00				\$1,500.00 Interview of defense experts
															(\$1,500.00) moved to account 17
10-5230-01-6750	Travel & Training	\$2,585.00	\$2,585.00	0%	\$1,250.00	107%	\$1,335.00	\$479.64	38%	\$1,280.77	\$0.00				\$2,585.00 Continued Legal Education
	General Administration - Supplies & Services Costs Subtotal	\$10,585.00	\$36,285.00	-71%	\$35,010.00	-70%	\$1,275.00	\$25,399.93	73%	\$30,833.89	\$24,684.39				
	General Fund - General Administration Total	\$144,565.00	\$504,523.00	-71%	\$498,931.00	-71%	\$5,592.00	\$317,288.42	64%	\$490,735.64	\$458,932.24				

City of Sedona
 FY16-17 Proposed Budget - Line Item Detail
 City Attorney's Office

67% of year completed

Account Number	Account Description	FY17 Requested	FY16 Budget	FY17 Incr.		FY17 Incr. over FY16 Est.	FY16 Est. (over)/ under budget	FY16 Thru Feb	FY16 YTD % of Est.	FY15 Actuals	FY14 Actuals	FY17 Requested - Details	
				Budget	Est. Actuals							Amount	Description
General Fund - Criminal Prosecution													
10-5230-17-6005	Salary & Wages	\$124,990.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		
10-5230-17-6046	Other Allowances	\$270.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		
10-5230-17-6125	FICA	\$9,590.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		
10-5230-17-6130	ASRS Retirement	\$14,210.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		
10-5230-17-6134	STD/LTD Insurance	\$630.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		
10-5230-17-6135	Health/Dental/Life Insurance	\$27,510.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		
10-5230-17-6136	Workers Compensation Insurance	\$280.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		
	Criminal Prosecution - Personnel Costs Subtotal	\$177,480.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		
10-5230-17-6414	Prosecutorial Services	\$1,200.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	\$1,200.00	Rule 11 Evaluations
10-5230-17-6741	Witness Fees	\$1,500.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	\$1,500.00	Interviews of defense expert witnesses
	Criminal Prosecution - Supplies & Services Costs Subtotal	\$2,700.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		
	General Fund - Criminal Prosecution Total	\$180,180.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		
General Fund - Land Development													
10-5230-18-6005	Salary & Wages	\$15,670.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		
10-5230-18-6010	Temp/Part-Time Wages	\$33,080.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		
10-5230-18-6046	Other Allowances	\$530.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		
10-5230-18-6125	FICA	\$3,780.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		
10-5230-18-6130	ASRS Retirement	\$5,590.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		
10-5230-18-6134	STD/LTD Insurance	\$250.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		
10-5230-18-6135	Health/Dental/Life Insurance	\$6,160.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		
10-5230-18-6136	Workers Compensation Insurance	\$110.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		
	General Fund - Land Development Total	\$65,170.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		

City of Sedona
 FY16-17 Proposed Budget - Line Item Detail
 City Attorney's Office

67% of year completed

Account Number	Account Description	FY17 Requested	FY16 Budget	FY17 Incr.		FY16 Est. over FY16 budget	FY16 Thru Feb	FY16 YTD % of Est.	FY15 Actuals	FY14 Actuals	FY17 Requested - Details	
				Budget	Est. Actuals						Amount	Description
General Fund - General Civil												
10-5230-19-6005	Salary & Wages	\$51,530.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	
10-5230-19-6010	Temp/Part-Time Wages	\$16,540.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	
10-5230-19-6046	Other Allowances	\$1,320.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	
10-5230-19-6125	FICA	\$5,320.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	
10-5230-19-6130	ASRS Retirement	\$7,880.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	
10-5230-19-6134	STD/LTD Insurance	\$350.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	
10-5230-19-6135	Health/Dental/Life Insurance	\$11,440.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	
10-5230-19-6136	Workers Compensation Insurance	\$160.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	
	General Civil - Personnel Costs Subtotal	\$94,540.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	
10-5230-19-6420	Legal Services	\$10,000.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	
												Payment for outside legal counsel
												\$10,000.00
10-5230-19-6470	Legal Settlements/Deductibles	\$40,000.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	
												Payment of claims against the City
												\$15,000.00
												Payment of claims against the City - transferred from General Services
												\$25,000.00
	General Civil - Supplies & Services Costs Subtotal	\$50,000.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	
	General Fund - General Civil Total	\$144,540.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	
	General Fund Personnel Costs Subtotal	\$471,170.00	\$468,238.00	1%	\$463,921.00	2%	\$4,317.00	\$291,888.49	63%	\$459,901.75	\$434,247.85	
	General Fund Supplies & Services Costs Subtotal	\$63,285.00	\$36,285.00	74%	\$35,010.00	81%	\$1,275.00	\$25,399.93	73%	\$30,833.89	\$24,684.39	
	General Fund Capital & Debt Service Costs Subtotal	\$0.00	\$0.00	N/A	\$0.00	N/A	\$0.00	\$0.00	N/A	\$0.00	\$0.00	
	General Fund Total	\$534,455.00	\$504,523.00	6%	\$498,931.00	7%	\$5,592.00	\$317,288.42	64%	\$490,735.64	\$458,932.24	
Wastewater Enterprise Fund - General Administration												
59-5230-01-6005	Salary & Wages	\$15,670.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	
59-5230-01-6046	Other Allowances	\$530.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	
59-5230-01-6125	FICA	\$1,250.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	
59-5230-01-6130	ASRS Retirement	\$1,840.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	
59-5230-01-6134	STD/LTD Insurance	\$80.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	
59-5230-01-6135	Health/Dental/Life Insurance	\$1,680.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	
59-5230-01-6136	Workers Compensation Insurance	\$40.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	
	General Administration - Personnel Costs Subtotal	\$21,090.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	
	Wastewater Enterprise Fund - General Administration Total	\$21,090.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	
	Wastewater Enterprise Fund Personnel Costs Subtotal	\$21,090.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	
	Wastewater Enterprise Fund Total	\$21,090.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	

MISSION STATEMENT

It is the mission of the Sedona Parks and Recreation Department to provide diverse year round leisure opportunities through the preservation of open space, park settings, recreational facilities and recreation programs for citizens, visitors and future generations of Sedona.

FY 2016 ACCOMPLISHMENTS

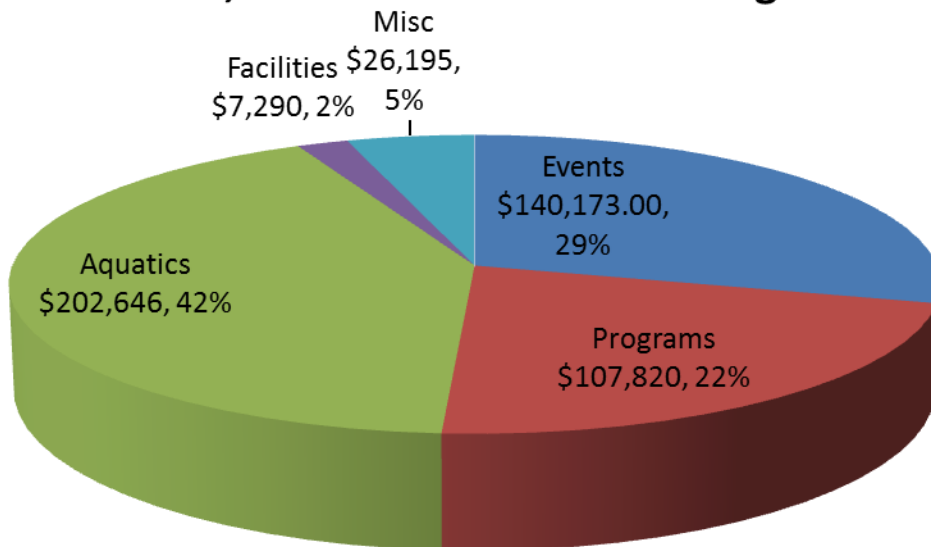
- Obtained \$122,881 in Grant Funding.
- Offered 85 days of events in one year.
- \$68,773 in Free Stuff!
- Increased volunteer hours

FY 2017 OBJECTIVES

- Improve and enhance existing events and programs through partnerships, creativity and teamwork.
- Work alongside Facilities and Maintenance departments to upkeep the parks.
- Improve tracking for new budget objectives.
- Plan programs and events in line with the Community Plan
- Obtain Trail Maintenance Grant
- Improve operations of the pool.

KEY INDICATORS	Actual FY 2014	Actual FY 2015	Target FY 2016
Community Partnerships	28	28	28
Volunteer Hours	2133	2100	1961
Free Stuff: Sponsorships, Donations, Volunteer Hours*	\$82,860	\$70,702	\$68,773

FY16, Parks and Recreation Budget



*Based on the Bureau of Labor Statistics figure of \$23.07 per hour used by state and federal governments to calculate the monetary value of volunteers.

SUMMARY

Sedona Parks and Recreation Department provides a multitude of recreational programs, classes and special events to serve the interests and needs of local residents and visitors. The diversity of programming and events is reflective of community interests and requests, and they are widely acclaimed by the public as being high quality appropriate to the City’s character and resident expectations.

FY 2016 ACCOMPLISHMENTS

- Hosted first indoor laser show.
- Brought AYSO soccer back to Sedona.
- Brought back Grasshopper Youth Basketball.
- Event participation numbers increased.

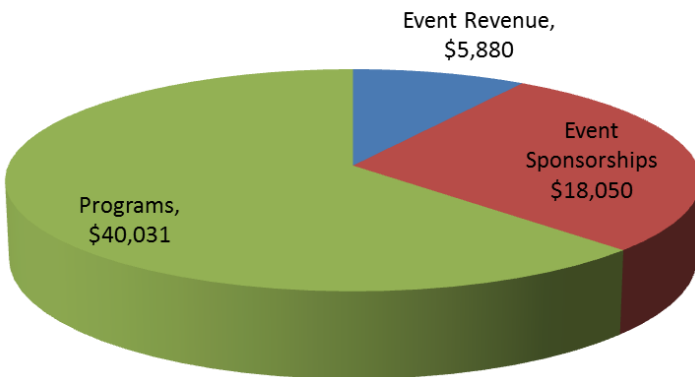
- New events for teens and tweens: Spring Fling and Celebration of Tween.
- New event: Yappy Hour.

FY 2017 OBJECTIVES

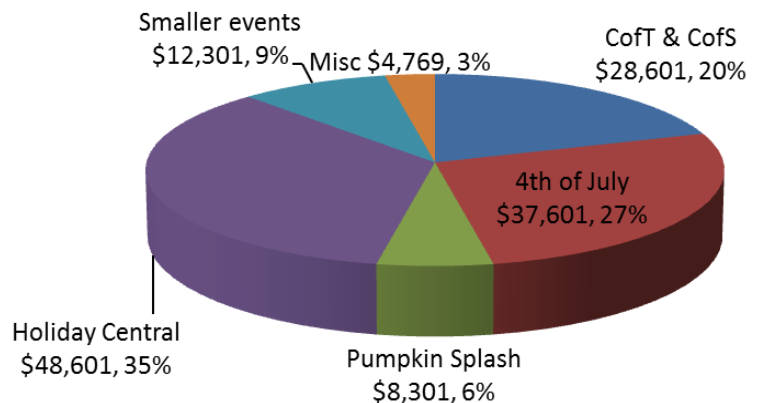
- Increase number of city hosted programs provided by contract.
- Build on summer camp success.
- Add additional events to our calendar line-up.
- Partner with local organizations to add variety to our events.
- Increase number of customer surveys.
- Expand marketing avenues.

KEY INDICATORS	Actual FY 2014	Actual FY 2015	Target FY 2016	Customer Satisfaction (Satisfied and Very Satisfied combined)
City hosted programs provided by contract / number	10/371	12/441	10/278	
Revenue from city hosted programs provided by 20%/80% contract	\$2185	\$2422	\$3697	
Revenue from event sponsors	\$23,125	\$18,050	\$20,550	
Event Cost Per Person*				
Celebration of Spring			\$5	95%
4th of July			\$20	60%
Pumpkin Splash			\$1	95%
Breakfast with Santa			\$5	91%

FY16, Events and Programs Revenue



FY16, Event Expenses Breakdown



*Cost Per Person = [Cost of event - (sponsorship revenue + ticket revenue)] / Attendance number.

SUMMARY

Open from May through November, the Sedona Community Pool has activities for everyone. Amenities enjoyed at the pool include a shallow end (4' deep) with a water slide. A deep end (7' deep) that allows diving off of the deck, as well as a Liquid Jail sprinkler feature for little ones to enjoy on deck. Activities offered include Lap Swim, Open Swim, Masters Swim, Water Aerobics, and Swim lessons.

FY 2016 ACCOMPLISHMENTS

- Completed pool slide installation.
- Brought swim lessons back in-house.
- Trained a new pool manager.
- Hired a new Aqua Zumba instructor.

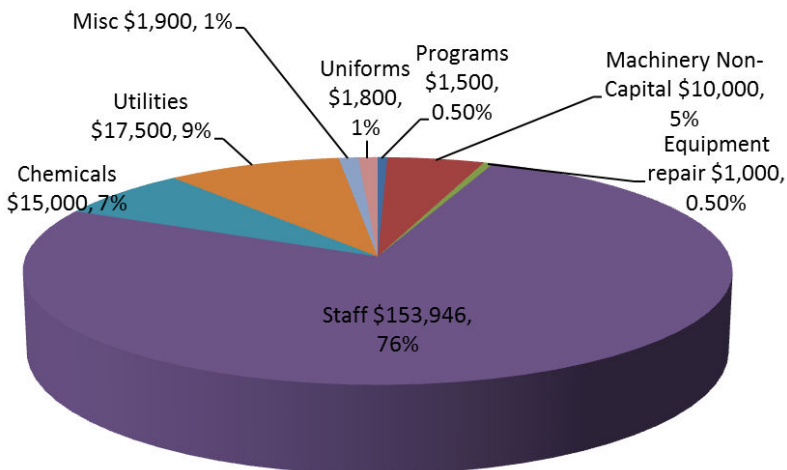
- Operated a safe aquatic facility.
- Successfully contracted with Sedona Swim Team for winter operations.

FY 2017 OBJECTIVES

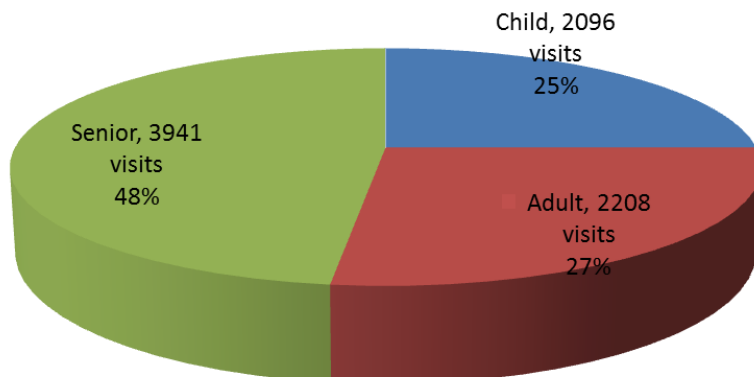
- Increase attendance at open swim.
- Increase number of swim lesson participants.
- Maintain Water Aerobics participation.
- Expand marketing avenues.
- Train new swim instructors.
- Train new pool Supervisor.

KEY INDICATORS	2013 Pool Season	2014 Pool Season	2015 Pool Season	Customer Satisfaction Results
Attendance at Open Swim	-	7032	8245	
Number of swim lessons registered for (not the number of individuals)	231	199	247	
Attendance at Water Aerobics	2157	1770	922	

FY16, Pool Budget



FY 16, Pool User Demographics



SUMMARY

There are (8) city parks totaling 123.18 acres owned and/or maintained by the City of Sedona. This system includes a neighborhood and community park as well as unique sites such as a small botanical garden, pocket parks, a historical park and a wetlands preserve. Overall, the City of Sedona is an active community with a hearty appetite for high quality park and recreation sites, facilities and services.

- Increased revenue from Sunset Park ramada rentals.
- Completed Phase I of the Bike Skills Park.
- 945 hours rented on the fields during FY15.

FY 2017 OBJECTIVES

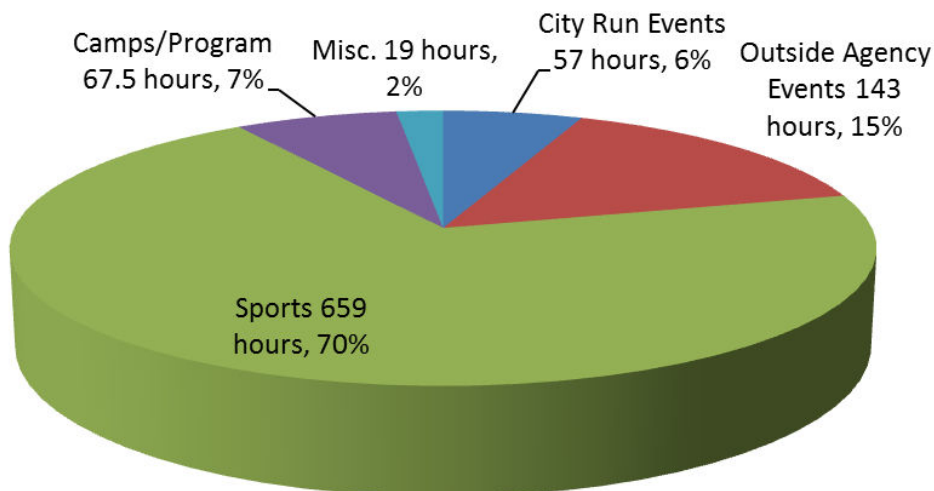
- Increase ramada rentals.
- Bike Skills Park operations.
- Assist with Fitness Trail construction.
- Customer service surveys.

FY 2016 ACCOMPLISHMENTS

- Facilitated the first three successful outside agency rentals for alcohol approved events.
- Updated fee schedule.

KEY INDICATORS	Actual FY 2014	Actual FY 2015	Target FY 2016	Customer Satisfaction Results 2016
Posse Grounds Park				
Ramada rentals– percentage of time rented/ hours per ramada	0.40% / 23 hrs	0.69% / 41 hrs	0.26% / 16 hrs	
Recreation room rentals– percentage of time rented/ total hours	2.5% / 148 hrs	8% / 467 hrs	14% / 829 hrs	
Field rentals– percentage of time rented/ total hours	10% / 1796 hrs	5% / 945 hrs	8% / 1358 hrs	
Sunset Park				
Ramada rentals– percentage of time rented/ hours per ramada	1.5% / 132 hrs	3% / 233 hrs	2% / 211 hrs	

FY15, Utilization of Fields at Posse Grounds Park



City of Sedona
 FY16-17 Proposed Budget - Program Summary
 Parks & Recreation Department

67% of year completed

Program	FY17 Requested	FY16 Budget	FY17 Incr. over FY16 Budget	FY16 Est. Actuals	FY17 Incr. over FY16 Est.	FY16 Est. (over)/ under budget	FY16 Thru Feb	FY16 YTD % of Est.	FY15 Actuals	FY14 Actuals
General Fund										
10-5242-02 - Administration	\$0.00	\$93,700.00	-100%	\$96,813.00	-100%	(\$3,113.00)	\$66,886.91	69%	\$115,932.57	\$85,200.59
10-5242-23 - Recreation Programs	\$117,755.00	\$187,978.00	-37%	\$190,760.00	-38%	(\$2,782.00)	\$105,726.06	55%	\$190,313.67	\$95,495.97
10-5242-24 - Special Events	\$235,012.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00
10-5242-25 - Aquatics	\$197,690.00	\$202,646.00	-2%	\$169,393.00	17%	\$33,253.00	\$116,071.95	69%	\$148,217.61	\$150,394.64
General Fund Total	\$550,457.00	\$484,324.00	14%	\$456,966.00	20%	\$27,358.00	\$288,684.92	63%	\$454,463.85	\$331,091.20

City of Sedona
 FY16-17 Proposed Budget - Expenditure Summary
 Parks & Recreation Department

67% of year completed

Cost Category	FY17 Requested	FY16 Budget	FY17 Incr. over FY16 Budget	FY16 Est. Actuals	FY17 Incr. over FY16 Est.	FY16 Est. (over)/ under budget	FY16 Thru Feb	FY16 YTD % of Est.	FY15 Actuals	FY14 Actuals	Explanation of Changes
General Fund											
10-5242-02 - Administration											
Personnel	\$0.00	\$85,915.00	-100%	\$89,328.00	-100%	(\$3,413.00)	\$63,969.55	72%	\$113,116.28	\$81,792.69	Decrease: Moved to other programs Current year under budgeted due to calculation error and part-time/temp wages unbudgeted
Supplies & Services	\$0.00	\$7,785.00	-100%	\$7,485.00	-100%	\$300.00	\$2,917.36	39%	\$2,816.29	\$3,407.90	Decrease: Moved to other programs
Administration Total	\$0.00	\$93,700.00	-100%	\$96,813.00	-100%	(\$3,113.00)	\$66,886.91	69%	\$115,932.57	\$85,200.59	
10-5242-23 - Recreation Programs											
Personnel	\$80,070.00	\$59,906.00	34%	\$72,201.00	11%	(\$12,295.00)	\$39,928.75	55%	\$55,264.83	\$52,767.22	Increase: Change in allocations between programs Current year under budgeted due to calculation error
Supplies & Services	\$37,685.00	\$128,072.00	-71%	\$118,559.00	-68%	\$9,513.00	\$65,797.31	55%	\$126,742.04	\$42,728.75	Decrease: Change in allocations between programs Current year under budget due to savings on special events and advertising
Capital & Debt Service	\$0.00	\$0.00	N/A	\$0.00	N/A	\$0.00	\$0.00	N/A	\$8,306.80	\$0.00	
Recreation Programs Total	\$117,755.00	\$187,978.00	-37%	\$190,760.00	-38%	(\$2,782.00)	\$105,726.06	55%	\$190,313.67	\$95,495.97	
10-5242-24 - Special Events											
Personnel	\$113,230.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	Increase: Change in allocations between programs, includes Decision Package - City Maintenance Worker II (CM Recommended)
Supplies & Services	\$121,782.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	Increase: Change in allocations between programs, added new event (\$3,000), also includes Decision Package - Special Events enhancement (CM Partial Recommendation)
Special Events Total	\$235,012.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	
10-5242-25 - Aquatics											
Personnel	\$145,990.00	\$153,946.00	-5%	\$128,593.00	14%	\$25,353.00	\$96,071.86	75%	\$119,001.60	\$114,085.21	Decrease: Change in allocations between programs Current year under budget due to savings in part-time/temp positions
Supplies & Services	\$51,700.00	\$48,700.00	6%	\$40,800.00	27%	\$7,900.00	\$20,000.09	49%	\$29,216.01	\$36,309.43	Increase: One-time replacement of pool deck chairs (\$3,000) Current year under budget due to lower costs for pool chemicals and utilities
Aquatics Total	\$197,690.00	\$202,646.00	-2%	\$169,393.00	17%	\$33,253.00	\$116,071.95	69%	\$148,217.61	\$150,394.64	
Personnel Subtotal	\$339,290.00	\$299,767.00	13%	\$290,122.00	17%	\$9,645.00	\$199,970.16	69%	\$287,382.71	\$248,645.12	
Supplies & Services Subtotal	\$211,167.00	\$184,557.00	14%	\$166,844.00	27%	\$17,713.00	\$88,714.76	53%	\$158,774.34	\$82,446.08	
Capital & Debt Service Subtotal	\$0.00	\$0.00	N/A	\$0.00	N/A	\$0.00	\$0.00	N/A	\$8,306.80	\$0.00	
General Fund Total	\$550,457.00	\$484,324.00	14%	\$456,966.00	20%	\$27,358.00	\$288,684.92	63%	\$454,463.85	\$331,091.20	

**City of Sedona
 FY16-17 Proposed Budget - Positions/Allocations
 Parks & Recreation Department**

Position	FTE
City Maintenance Worker II	0.20
Parks and Recreation Manager	1.00
Recreation & Aquatics Supervisor	1.00
Recreation Coordinator II	1.00
Lifeguards (Part-Time/Temp)	1.58
Pool Managers (Part-Time/Temp)	0.34
Pool Office Assistants (Part-Time/Temp)	0.45
Recreation Assistants (Part-Time/Temp)	0.15
Scorekeepers (Part-Time/Temp)	0.05
Umpires (Part-Time/Temp)	0.09
Water Aerobics Instructors (Part-Time/Temp)	0.15
Total	6.01

Org Unit	Org Description	FTE
General Fund		
10-5242-23	Recreation Programs*	1.19
10-5242-24	Special Events	1.40
10-5242-25	Aquatics**	3.42
General Fund Total		6.01

*Includes 0.29 of part-time/temp positions
 ** Includes 2.52 of part-time/temp positions



**City of Sedona
Decision Package
Fiscal Year 2016-2017**

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

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. The number of City-maintained facilities and Parks has steadily increased each year; however, the staff level has remained unchanged since 2010. The reconstruction of the SR 179 corridor 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, the Pre-Monsoon Maintenance Program, and Uptown traffic control support were added. Also, Uptown traffic control support was added. 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)
- Pressure Washing Uptown and Parks weekly
- Jordan Museum

Future maintenance work loads will include:

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

Facility Maintenance is 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 without additional assistance.

The Parks and Recreation Department is requesting a staff person be dedicated to assist with Parks and Recreation events. The Parks and Recreation Department has three staff positions. 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 allow one maintenance staff person to become the go-to person for the Parks and Recreation Department for maintenance support. This additional staff person will allow Maintenance Services to assist the Parks and Recreation

	<p>Department with the level of service required for these events.</p> <p>This new position would provide assistance to City Maintenance, Facility Maintenance and the Parks and Recreation Department.</p>
d)	Does the project/issue relate to the strategic/community plans?
	<p>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.</p>
	Community Plan:
	N/A
	If not in either plan, how does this fit into the City of Sedona's priorities?
e)	Are there environmental implications?
	No
	If yes, explain:
f)	Cost (include economic/financial analysis) and recommendation as to funding sources (include partnerships):
	<p>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 General Administration 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 assist the Facility Maintenance Plan implemented in FY 15/16 that allows staff to provide adequate proactive maintenance to expand the life of City assets, making a relatively small increase in the maintenance cost and avoiding large capital costs from occurring too early in the life of an asset.</p>
II Risk Analysis	

	a) What happens if this is not done?
	Current staff is limited in their ability to provide adequate services to all areas of responsibility. Assets are beginning to fall into disrepair as was indicated in the FY 15/16 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.
	What would happen if this is done?
	We would be able to provide appropriate and adequate coverage for scheduled and routine maintenance, provide additional support to Facilities Maintenance for every-day maintenance responsibilities and provide increased support to Parks and Recreation by making a maintenance person available for City events. The level of maintenance services provided throughout the City will be at the appropriate level.
	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 normal, in other cities, for the Parks and Recreation Department to have an adequate level of maintenance staff.
III Resources Required	
	a) What departments will be involved in the planning and operation of this project/issue?
	Engineering / Maintenance / Parks and Recreation
	Do these departments concur with this priority?
	Yes
	b) What are the in-house staff requirements?
	An additional City Maintenance Worker 2 Staff position
	c) Are outside consultants needed? Please explain:
	No
	d) Are special equipment resources required? Please explain:
	PPE (Personal Protective Equipment) and cell phone
	e) Are there on-going operation and maintenance costs involved? Please explain:

Recommended \$55,535
P&R Portion \$10,920

	Payroll, safety equipment, cell phone and uniforms																																								
IV Implementation																																									
	a) What is the time frame for completion of plan and implementation for project/issue?																																								
	This position would be hired in FY16/17																																								
	b) How will you market/communicate the project/issue to the public?																																								
	The position would be advertised on the City's website and/or local newspaper.																																								
	c) What performance measures will you use to evaluate the project/issue?																																								
	<p>The overall general appearance of our current facilities, parks, right-of-ways and State Routes 89A and 179 landscaped areas.</p> <p>Reduction in contract services and costs to maintain the City's current assets.</p> <p>Ability for maintenance staff to provide a higher level of service to internal and external customers, visitors and residents.</p>																																								
IV Proposed Expenditures																																									
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Recommended \$55,535
P&R Portion \$10,920

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



**City of Sedona
Decision Package
Fiscal Year 2016-2017**

Project Title:	Special Events
Date:	02/5/16
Originating Department:	Parks and Recreation
I Problem/Issue	
a)	Does this affect our citizens/customers quality of life?
	Yes
	If yes, then how:
	Citizens and visitors alike have grown to expect a wide variety, of high quality events. Special Events allow for the public to come together and enjoy events as a community. Emphasis is placed on interaction that encourages community building.
b)	Is this a traditional government function?
	Yes
	If it is not a traditional function, why should the City of Sedona deal with it?
c)	History/background of project issue:
	<p>The Parks and Recreation Department provides a multitude of special events to serve the interests and needs of local residents and visitors. The diversity of events is reflective of community interests and requests, and they are widely acclaimed by the public as being high quality, appropriate to the City’s character and resident expectations. What they are not acclaimed to be are a draw to the City to boost the economy.</p> <p>Two events are the topic of this decision package request.</p> <p><u>Laser Light Show for the 4th of July-</u> This event has taken place for 5 years now (including 2016). The event has morphed from an outdoor concert and laser show to an indoor video, light, laser and music experience. For the first five years (2012-2016) Diamond Resorts International sponsored the show at a \$20,000-\$15,000 level. Their commitment is now over. If City Council wishes to continue to have a laser light show on the 4th of July, the department will need a \$20,000 increase to our events budget. If Council does not wish to have the laser light show, staff can still host a Family Wet Fest (pool, water slides, music, food) for \$6000 which would not require an increase to the events budget. Presently the 4th of July event costs \$35,000 total. Staff is still seeking outside sponsors for this event.</p>

Partial Recommendation \$15,000

	<p><u>Holiday Central Sedona-</u> For three years the City has participated in this citywide group effort to decorate Sedona for the December holiday season. The focus has gone from “create a destination” to “create cheer for the community” and back and forth. Because the focus has been broad, staff has tried to accommodate both sides by decorating roundabouts, decorating light poles and railings, putting up banners as well as creating the largest walk through light display in the area known as Tinsel Town. While the event has improved annually and is enjoyed by many in our community, it has failed to create a buzz large enough to actually bring in visitors to the City.</p> <p>If Council wants us to actually create an installation so unique that people are willing to drive to Sedona to see it (and potentially shop, eat, and sleep) then the department will need an increase to the events budget. If we keep doing what we have done in the past, plus add on a big attraction installation we will need a \$30,000 increase. If we eliminate Tinsel Town and focus only on the unique installation, we will only need a \$4,000 increase. Presently, the City contributes \$36,660 to the Holiday Central Sedona event.</p> <p>An increase to fund either or both of these events will not include an increase to the advertising budget. Our current budget in that line item is adequate.</p>
d)	Does the project/issue relate to the strategic/community plans?
	Strategic Plan:
	Yes- Quality of Life: Goal #3, Serve the community with a variety of recreational opportunities to enrich their lives.
	Community Plan:
	Yes- Chapter 2. Vision: Sedona is a community that nurtures connections between people, encourages healthy and active lifestyles, and supports a diverse and prosperous economy... Chapter 6. Parks, Recreation and Open Space: Provide activities and amenities that allow for community interactions and encourage active and healthy lifestyles.
	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):
	Laser Light Show: Keep 4 th of July Laser Light Show: \$20,000. Holiday Central Sedona: Continued level of service plus an installation - \$30,000.

	Holiday Central Sedona: Decreased level of service plus an installation - \$4,000.
II Risk Analysis	
a)	What happens if this is not done?
	Laser Light Show: The Laser Light show portion of the 4 th of July event will not be offered anymore. There can still be festivities though. Holiday Central Sedona: The Holiday Central Sedona event will go on as usual. It will continue to be enjoyed by the community and some visitors but it will not become a tool to draw visitors to Sedona.
	What would happen if this is done?
	Laser Light Show: Continued local event for Sedona on the 4 th of July. Holiday Central Sedona: The City will have a unique custom creation installation that will draw visitors to the city during the month of December.
b)	Provide contingency analysis if applicable (provide key assumptions and dependencies). Assumptions - Something the City of Sedona has no control over. Dependencies - Something the City of Sedona may have control over. Major factor in what the City of Sedona is trying to accomplish.
	This is assuming that we don't receive sponsorship money. Should we receive outside funding, we may be able to continue the laser show despite receiving additional funding from Council. We do always try for sponsorship money, but it is never a guarantee.
c)	Show examples of best practices from other cities, if applicable:
	Larger cities generally offer holiday events that attract locals as well as visitors.
III Resources Required	
a)	What departments will be involved in the planning and operation of this project/issue?
	Parks and Recreation and Maintenance Services
	Do these departments concur with this priority?
	Yes
b)	What are the in-house staff requirements?
	An installation could require maintenance staff to install.
c)	Are outside consultants needed? Please explain:
	An outside company would be creating the one of a kind installation.
d)	Are special equipment resources required? Please explain:
	No
e)	Are there on-going operation and maintenance costs involved? Please explain:
	Laser Light Show: No. Holiday Central Sedona: Based on the size of the installation, the purchase will be made over a three year period (lease to own).

Partial Recommendation \$15,000

IV Implementation																													
	a) What is the time frame for completion of plan and implementation for project/issue?																												
	Both events would be ready in the month they occur.																												
	b) How will you market/communicate the project/issue to the public?																												
	Print media, social media, radio, websites. Will also work closely with the Chamber of Commerce to market the events.																												
	c) What performance measures will you use to evaluate the project/issue?																												
	Attendance tracking, survey of community groups, word of mouth feedback.																												
IV Proposed Expenditures																													
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<u>Fiscal Year Totals:</u>	\$50,000	\$50,000	\$50,000	\$20,000	\$20,000																								
	<u>Expenditures Total: \$190,000.00</u>																												

City of Sedona
 FY16-17 Proposed Budget - Line Item Detail
 Parks & Recreation Department

67% of year completed

Account Number	Account Description	FY17 Requested	FY16 Budget	FY17 Incr. over FY16 Budget	FY16 Est. Actuals	FY17 Incr. over FY16 Est.	FY16 Est. (over)/ under budget	FY16 Thru Feb	FY16 YTD % of Est.	FY15 Actuals	FY14 Actuals	FY17 Requested - Details		
												Amount	Description	
General Fund - Administration														
10-5242-02-6005	Salary & Wages	\$0.00	\$54,963.00	-100%	\$55,710.00	-100%	(\$747.00)	\$40,311.60	72%	\$70,946.63	\$57,706.11			
10-5242-02-6006	Overtime	\$0.00	\$1,000.00	-100%	\$400.00	-100%	\$600.00	\$385.49	96%	\$847.00	\$734.78			
10-5242-02-6010	Temp/Part-Time Wages	\$0.00	\$0.00	N/A	\$3,500.00	-100%	(\$3,500.00)	\$3,462.00	99%	\$3,097.00	\$0.00			
10-5242-02-6045	Uniform Allowance	\$0.00	\$0.00	N/A	\$0.00	N/A	\$0.00	\$0.00	N/A	\$0.00	\$737.07			
10-5242-02-6046	Other Allowances	\$0.00	\$1,860.00	-100%	\$1,840.00	-100%	\$20.00	\$1,382.50	75%	\$1,411.25	\$360.00			
10-5242-02-6125	FICA	\$0.00	\$4,450.00	-100%	\$4,570.00	-100%	(\$120.00)	\$3,399.95	74%	\$6,147.13	\$4,408.67			
10-5242-02-6130	ASRS Retirement	\$0.00	\$6,671.00	-100%	\$6,540.00	-100%	\$131.00	\$4,720.00	72%	\$8,593.62	\$6,469.06			
10-5242-02-6134	STD/LTD Insurance	\$0.00	\$198.00	-100%	\$270.00	-100%	(\$72.00)	\$49.90	18%	\$389.76	\$410.91			
10-5242-02-6135	Health/Dental/Life Insurance	\$0.00	\$14,095.00	-100%	\$13,820.00	-100%	\$275.00	\$9,422.11	68%	\$19,707.42	\$10,905.10			
10-5242-02-6136	Workers Compensation Insurance	\$0.00	\$2,678.00	-100%	\$2,678.00	-100%	\$0.00	\$836.00	31%	\$1,976.47	\$60.99			
	Administration - Personnel Costs Subtotal	\$0.00	\$85,915.00	-100%	\$89,328.00	-100%	(\$3,413.00)	\$63,969.55	72%	\$113,116.28	\$81,792.69			
10-5242-02-6214	Uniform Expenses	\$0.00	\$3,000.00	-100%	\$3,000.00	-100%	\$0.00	\$1,144.00	38%	\$713.05	\$2,363.09			
												\$3,000.00	Staff and volunteer uniforms	
												(\$3,000.00)	Moved to 10-5242-23-6214	
10-5242-02-6511	Advertising	\$0.00	\$600.00	-100%	\$600.00	-100%	\$0.00	\$0.00	0%	\$493.10	\$600.81			
												\$600.00	Volunteer Park Rangers	
												(\$600.00)	Moved to 10-5242-23-6511	
10-5242-02-6703	Dues/Subscriptions/License	\$0.00	\$885.00	-100%	\$585.00	-100%	\$300.00	\$259.86	44%	\$653.73	\$444.00			
												\$885.00	Memberships for staff	
												(\$885.00)	Moved to 10-5242-23-6703	
10-5242-02-6750	Travel & Training	\$0.00	\$3,300.00	-100%	\$3,300.00	-100%	\$0.00	\$1,513.50	46%	\$956.41	\$0.00			
													Conferences, trainings and re-certifications	
												\$3,300.00		
												(\$3,300.00)	Moved to 10-5242-23-6750	
	Administration - Supplies & Services Costs Subtotal	\$0.00	\$7,785.00	-100%	\$7,485.00	-100%	\$300.00	\$2,917.36	39%	\$2,816.29	\$3,407.90			
	General Fund - Administration Total	\$0.00	\$93,700.00	-100%	\$96,813.00	-100%	(\$3,113.00)	\$66,886.91	69%	\$115,932.57	\$85,200.59			

City of Sedona
 FY16-17 Proposed Budget - Line Item Detail
 Parks & Recreation Department

67% of year completed

Account Number	Account Description	FY17 Requested	FY16 Budget	FY17 Incr. over FY16 Budget	FY16 Est. Actuals	FY17 Incr. over FY16 Est.	FY16 Est. (over)/ under budget	FY16 Thru Feb	FY16 YTD % of Est.	FY15 Actuals	FY14 Actuals	FY17 Requested - Details		
												Amount	Description	
General Fund - Parks & Recreation														
10-5242-23-6005	Salary & Wages	\$47,710.00	\$34,257.00	39%	\$43,580.00	9%	(\$9,323.00)	\$23,462.84	54%	\$32,812.43	\$32,723.19			
10-5242-23-6006	Overtime	\$1,250.00	\$1,000.00	25%	\$10.00	12400%	\$990.00	\$1.98	20%	\$6.75	\$0.00			
10-5242-23-6010	Temp/Part-Time Wages	\$7,940.00	\$6,850.00	16%	\$8,470.00	-6%	(\$1,620.00)	\$5,524.61	65%	\$5,830.92	\$4,591.50			
10-5242-23-6046	Other Allowances	\$1,140.00	\$750.00	52%	\$1,680.00	-32%	(\$930.00)	\$937.50	56%	\$1,518.75	\$0.00			
10-5242-23-6125	FICA	\$4,440.00	\$3,383.00	31%	\$4,040.00	10%	(\$657.00)	\$2,225.91	55%	\$3,255.19	\$2,756.96			
10-5242-23-6130	ASRS Retirement	\$5,570.00	\$4,172.00	34%	\$5,190.00	7%	(\$1,018.00)	\$2,817.69	54%	\$4,051.52	\$3,772.65			
10-5242-23-6134	STD/LTD Insurance	\$250.00	\$123.00	103%	\$240.00	4%	(\$117.00)	\$29.73	12%	\$180.09	\$235.45			
10-5242-23-6135	Health/Dental/Life Insurance	\$9,980.00	\$5,870.00	70%	\$6,900.00	45%	(\$1,030.00)	\$3,762.49	55%	\$5,836.13	\$5,264.42			
10-5242-23-6136	Workers Compensation Insurance	\$1,790.00	\$3,501.00	-49%	\$2,091.00	-14%	\$1,410.00	\$1,166.00	56%	\$1,773.05	\$3,423.05			
	Parks & Recreation - Personnel Costs Subtotal	\$80,070.00	\$59,906.00	34%	\$72,201.00	11%	(\$12,295.00)	\$39,928.75	55%	\$55,264.83	\$52,767.22			
10-5242-23-6210	Printing/Office Supplies	\$4,000.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	\$4,000.00	Office supplies	
10-5242-23-6213	Voice & Data Communications	\$1,100.00	\$1,100.00	0%	\$1,100.00	0%	\$0.00	\$557.92	51%	\$680.74	\$776.51	\$1,100.00	Staff cell phones	
10-5242-23-6214	Uniform Expenses	\$3,000.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	\$3,000.00	Moved from 10-5242-02-61214. Staff uniforms	
10-5242-23-6231	Grounds Maintenance	\$500.00	\$500.00	0%	\$500.00	0%	\$0.00	\$65.00	13%	\$2,779.46	\$1,790.89	\$500.00	Chalk for striping fields for sports groups.	
10-5242-23-6243	Spec Supplies/Safety Equip/Emg	\$200.00	\$200.00	0%	\$200.00	0%	\$0.00	\$0.00	0%	\$0.00	\$5.78	\$200.00	Recreation programs first aid.	
10-5242-23-6405	Professional Services	\$12,500.00	\$12,500.00	0%	\$12,500.00	0%	\$0.00	\$10,095.60	81%	\$9,996.49	\$8,741.60	\$12,500.00	Independent contractors that teach workshops and classes throughout the year.	
10-5242-23-6505	Rent	\$2,000.00	\$2,000.00	0%	\$2,000.00	0%	\$0.00	\$1,380.13	69%	\$1,679.50	\$1,569.00	\$2,000.00	Paying for use of indoor pool for water aerobics in winter and spring. Open Gym rental and Grasshopper Basketball rental to WSS.	
10-5242-23-6511	Advertising	\$600.00	\$14,613.00	-96%	\$11,000.00	-95%	\$3,613.00	\$4,302.30	39%	\$9,706.31	\$6,254.48	\$14,613.00	Annual advertising	
												(\$14,013.00)	Moved to 10-5242-24-6511. Volunteer Park Ranger annual budget	
10-5242-23-6530	Utilities	\$0.00	\$0.00	N/A	\$0.00	N/A	\$0.00	\$0.00	N/A	\$3,684.31	\$0.00			
10-5242-23-6703	Dues/Subscriptions/License	\$1,085.00	\$200.00	443%	\$0.00	∞	\$200.00	\$100.00	∞	\$162.36	\$30.00	\$200.00	Aquatic Exercise Association memberships for water aerobics instructors, umpire ASA schooling	
												\$885.00	Moved from 10-5242-02-6703. Used for APRA and NRPA memberships	
10-5242-23-6710	Special Programs	\$8,600.00	\$7,190.00	20%	\$5,490.00	57%	\$1,700.00	\$2,473.70	45%	\$3,861.58	\$1,473.72	\$8,600.00	Programs (sports, summer camps, workshops)	
10-5242-23-6711	Special Events	\$0.00	\$89,769.00	-100%	\$85,769.00	-100%	\$4,000.00	\$46,331.66	54%	\$94,096.96	\$22,086.77	\$89,769.00	Special events	
												(\$89,769.00)	Moved to New Program 24 for Special Events	

City of Sedona
 FY16-17 Proposed Budget - Line Item Detail
 Parks & Recreation Department

67% of year completed

Account Number	Account Description	FY17 Requested	FY16 Budget	FY17 Incr. over FY16 Budget	FY16 Est. Actuals	FY17 Incr. over FY16 Est.	FY16 Est. (over)/ under budget	FY16 Thru Feb	FY16 YTD % of Est.	FY15 Actuals	FY14 Actuals	FY17 Requested - Details	
												Amount	Description
10-5242-23-6750	Travel & Training	\$4,100.00	\$0.00	∞	\$0.00	∞	\$0.00	\$491.00	∞	\$94.33	\$0.00		
												\$800.00	Increase for additional staff at Annual Parks and Recreation Association conference
												\$3,300.00	Moved from 10-5242-02-6750. APRA Conference, Aquatic Training and Lifeguard Re-Certifications
	Parks & Recreation - Supplies & Services Costs Subtotal	\$37,685.00	\$128,072.00	-71%	\$118,559.00	-68%	\$9,513.00	\$65,797.31	55%	\$126,742.04	\$42,728.75		
10-5242-23-6857	Improvements - City Owned Property	\$0.00	\$0.00	N/A	\$0.00	N/A	\$0.00	\$0.00	N/A	\$8,306.80	\$0.00		
	Parks & Recreation - Capital & Debt Service Costs Subtotal	\$0.00	\$0.00	N/A	\$0.00	N/A	\$0.00	\$0.00	N/A	\$8,306.80	\$0.00		
	General Fund - Parks & Recreation Total	\$117,755.00	\$187,978.00	-37%	\$190,760.00	-38%	(\$2,782.00)	\$105,726.06	55%	\$190,313.67	\$95,495.97		

City of Sedona
 FY16-17 Proposed Budget - Line Item Detail
 Parks & Recreation Department

67% of year completed

Account Number	Account Description	FY17 Requested	FY16 Budget	FY17 Incr. over FY16 Budget	FY16 Est. Actuals	FY17 Incr. over FY16 Est.	FY16 Est. (over)/ under budget	FY16 Thru Feb	FY16 YTD % of Est.	FY15 Actuals	FY14 Actuals	FY17 Requested - Details		
												Amount	Description	
General Fund - Special Events														
10-5242-24-6005	Salary & Wages	\$76,230.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
10-5242-24-6006	Overtime	\$750.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
10-5242-24-6045	Uniform Allowance	\$60.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
10-5242-24-6046	Other Allowances	\$1,590.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
10-5242-24-6125	FICA	\$6,020.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
10-5242-24-6130	ASRS Retirement	\$8,920.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
10-5242-24-6134	STD/LTD Insurance	\$390.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
10-5242-24-6135	Health/Dental/Life Insurance	\$16,870.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
10-5242-24-6136	Workers Compensation Insurance	\$2,400.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
	Special Events - Personnel Costs Subtotal	\$113,230.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
10-5242-24-6243	Spec Supplies/Safety Equip/Emg	\$10,000.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
												\$10,000.00	Moved from 10-5242-23-6711. Give aways, decorations, miscellaneous supplies.	
10-5242-24-6405	Professional Services	\$94,269.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
												\$15,000.00	Decision Package: Special events enhancement (CM Recommended - Partial Request)	
												\$76,269.00	Moved from 10-5242-23-6711. Contracted services for special events.	
												\$3,000.00	New event for 2016.	
10-5242-24-6505	Rent	\$3,500.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
												\$3,500.00	Moved from 10-5242-23-6711, Rental of facilities and supplies (tables, chairs, porta potties)	
10-5242-24-6511	Advertising	\$14,013.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
												\$14,013.00	Moved from 10-5242-23-6511, Radio commercials, colored adv, money in the mail, flyers for all annual special events.	
	Special Events - Supplies & Services Costs Subtotal	\$121,782.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
	General Fund - Special Events Total	\$235,012.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			

City of Sedona
 FY16-17 Proposed Budget - Line Item Detail
 Parks & Recreation Department

67% of year completed

Account Number	Account Description	FY17 Requested	FY16 Budget	FY17 Incr. over FY16 Budget	FY16 Est. Actuals	FY17 Incr. over FY16 Est.	FY16 Est. (over)/ under budget	FY16 Thru Feb	FY16 YTD % of Est.	FY15 Actuals	FY14 Actuals	FY17 Requested - Details		
												Amount	Description	
General Fund - Aquatics														
10-5242-25-6005	Salary & Wages	\$52,530.00	\$55,370.00	-5%	\$56,930.00	-8%	(\$1,560.00)	\$36,814.24	65%	\$34,530.87	\$33,073.92			
10-5242-25-6006	Overtime	\$1,000.00	\$0.00	∞	\$120.00	733%	(\$120.00)	\$118.40	99%	\$148.13	\$87.00			
10-5242-25-6010	Temp/Part-Time Wages	\$63,280.00	\$63,030.00	0%	\$42,260.00	50%	\$20,770.00	\$39,966.23	95%	\$60,186.87	\$58,810.97			
10-5242-25-6046	Other Allowances	\$1,170.00	\$1,350.00	-13%	\$180.00	550%	\$1,170.00	\$0.00	0%	\$18.75	\$0.00			
10-5242-25-6125	FICA	\$9,030.00	\$9,290.00	-3%	\$7,450.00	21%	\$1,840.00	\$5,785.67	78%	\$7,622.40	\$6,995.35			
10-5242-25-6130	ASRS Retirement	\$6,210.00	\$6,700.00	-7%	\$6,450.00	-4%	\$250.00	\$4,045.06	63%	\$6,130.49	\$4,944.86			
10-5242-25-6134	STD/LTD Insurance	\$270.00	\$199.00	36%	\$430.00	-37%	(\$231.00)	\$42.78	10%	\$207.24	\$292.22			
10-5242-25-6135	Health/Dental/Life Insurance	\$8,520.00	\$11,774.00	-28%	\$8,540.00	0%	\$3,234.00	\$5,500.48	64%	\$5,788.04	\$5,245.66			
10-5242-25-6136	Workers Compensation Insurance	\$3,980.00	\$6,233.00	-36%	\$6,233.00	-36%	\$0.00	\$3,799.00	61%	\$4,368.81	\$4,635.23			
	Aquatics - Personnel Costs Subtotal	\$145,990.00	\$153,946.00	-5%	\$128,593.00	14%	\$25,353.00	\$96,071.86	75%	\$119,001.60	\$114,085.21			
10-5242-25-6214	Uniform Expenses	\$1,800.00	\$1,800.00	0%	\$1,800.00	0%	\$0.00	\$0.00	0%	\$1,816.07	\$1,732.46	\$1,800.00	All lifeguard uniforms.	
10-5242-25-6224	Chemicals	\$15,000.00	\$15,000.00	0%	\$12,000.00	25%	\$3,000.00	\$6,747.04	56%	\$10,480.70	\$15,059.83	\$15,000.00	Pool chemicals	
10-5242-25-6230	Building Maintenance	\$400.00	\$400.00	0%	\$400.00	0%	\$0.00	\$10.33	3%	\$0.00	\$14.03	\$400.00	Office, locker room cleaning supplies.	
10-5242-25-6235	Equipment Repair	\$1,000.00	\$1,000.00	0%	\$1,000.00	0%	\$0.00	\$212.88	21%	\$682.68	\$138.24	\$1,000.00	Fixing any broken equipment (heaters, pumps etc.	
10-5242-25-6243	Spec Supplies/Safety Equip/Emg	\$500.00	\$500.00	0%	\$500.00	0%	\$0.00	\$275.91	55%	\$452.23	\$711.90	\$500.00	First aid, backboards, face masks, OSHA compliancy requirements.	
10-5242-25-6248	Machinery & Equip - Non Capit	\$13,000.00	\$10,000.00	30%	\$10,000.00	30%	\$0.00	\$6,688.98	67%	\$4,452.98	\$3,694.05	\$3,000.00	New pool deck chairs. One Time Request.	
												\$10,000.00	Replacing/maintaining equipment (heaters, lane lines, reels)	
10-5242-25-6405	Professional Services	\$500.00	\$500.00	0%	\$100.00	400%	\$400.00	\$0.00	0%	\$0.00	\$0.00	\$500.00	Contracted pool services.	
10-5242-25-6530	Utilities	\$0.00	\$17,500.00	-100%	\$13,000.00	-100%	\$4,500.00	\$6,064.95	47%	\$10,498.80	\$13,274.48	\$17,500.00	Gas, electric and water bill for one year of pool operations.	
												(\$17,500.00)	Moved to 10-5242-25-6545	
10-5242-25-6545	Utilities - Reimbursed	\$17,500.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	\$17,500.00	Moved from 10-5242-25-6530	
10-5242-25-6703	Dues/Subscriptions/License	\$500.00	\$500.00	0%	\$500.00	0%	\$0.00	\$0.00	0%	\$445.40	\$397.00	\$500.00	Health permit for pool.	
10-5242-25-6710	Special Programs	\$1,500.00	\$1,500.00	0%	\$1,500.00	0%	\$0.00	\$0.00	0%	\$387.15	\$1,287.44	\$1,500.00	Swim Lessons, Aerobics, Supplies.	
	Aquatics - Supplies & Services Costs Subtotal	\$51,700.00	\$48,700.00	6%	\$40,800.00	27%	\$7,900.00	\$20,000.09	49%	\$29,216.01	\$36,309.43			
	General Fund - Aquatics Total	\$197,690.00	\$202,646.00	-2%	\$169,393.00	17%	\$33,253.00	\$116,071.95	69%	\$148,217.61	\$150,394.64			
	General Fund Personnel Costs Subtotal	\$339,290.00	\$299,767.00	13%	\$290,122.00	17%	\$9,645.00	\$199,970.16	69%	\$287,382.71	\$248,645.12			
	General Fund Supplies & Services Costs Subtotal	\$211,167.00	\$184,557.00	14%	\$166,844.00	27%	\$17,713.00	\$88,714.76	53%	\$158,774.34	\$82,446.08			
	General Fund Capital & Debt Service Costs Subtotal	\$0.00	\$0.00	N/A	\$0.00	N/A	\$0.00	\$0.00	N/A	\$8,306.80	\$0.00			
	General Fund Total	\$550,457.00	\$484,324.00	14%	\$456,966.00	20%	\$27,358.00	\$288,684.92	63%	\$454,463.85	\$331,091.20			

COMMUNITY DEVELOPMENT

MISSION STATEMENT

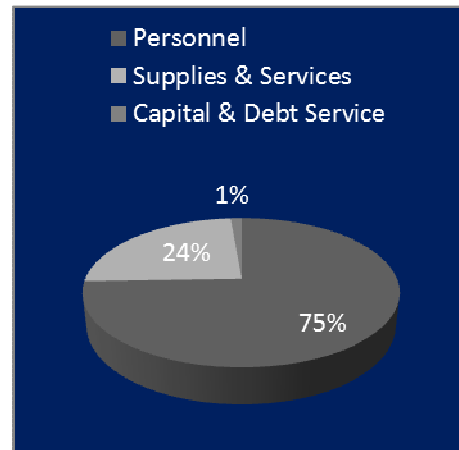
Managing growth through responsible stewardship and excellent customer service – *we make a difference.*

DESCRIPTION

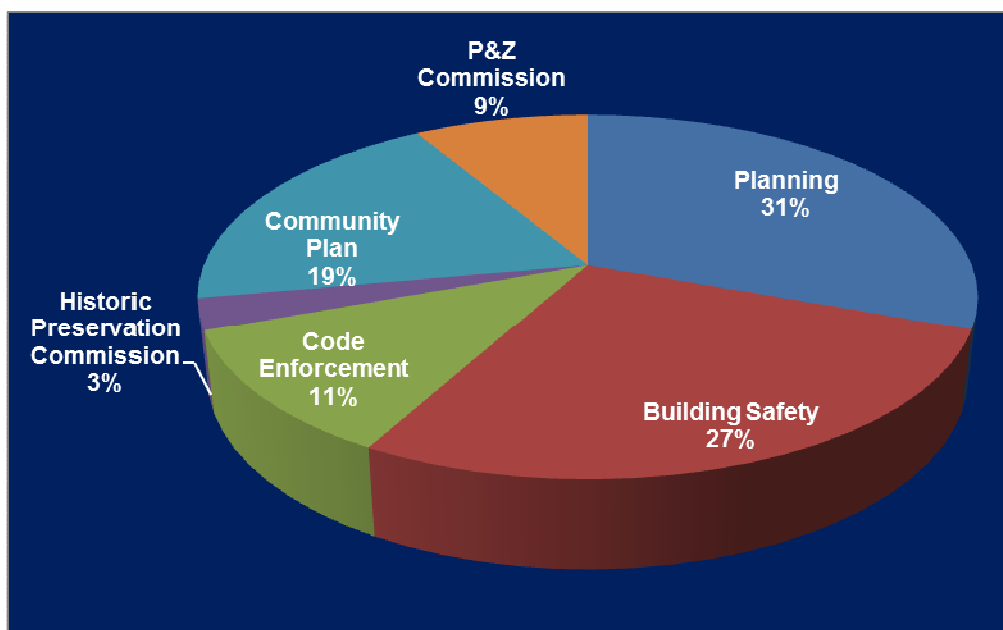
The Community Development Department is comprised of thirteen full-time employees (FTEs) in six divisions and provides support to City Council, the Historic Preservation and Planning & Zoning Commissions, as well as the Board of Adjustment.

OVERALL EXPENSES BUDGET REQUEST

By Program Area	
Planning	\$ 497,906
Building Safety	\$ 445,635
Code Enforcement	\$ 183,620
Historic Preservation Commission	\$ 45,340
Community Plan	\$ 314,620
P&Z Commission	\$ 139,570
Total Budget Request	\$1,626,691
Personnel:	\$1,211,700
Supplies & Services:	\$ 392,927
Capital & Debt Service:	22,064



PERCENT OF EXPENSES BY PROGRAM AREAS



REVENUE

	FY 14	FY 15	FY 16 Estimates	FY 17 Estimates
Building Safety Revenues				
Building Permits	\$322,200	\$350,118	\$401,505	\$455,026
Time Extensions	\$50	\$200	\$800	\$800
Sub Total	\$322,250	\$350,318	\$402,305	\$455,826
Planning Revenues				
Expedited Plan Review			\$12,000	\$14,400
Conditional Use Permits	\$3,000	\$3,900	\$1,500	\$3,000
Liquor Licenses	\$0	\$375	\$1,000	\$1,000
Temporary Uses	\$3,050	\$4,550	\$4,000	\$4,500
Sign Permits	\$17,277	\$19,462	\$18,000	\$20,000
Land Division Permits	\$450	\$1,100	\$600	\$600
Copies Records Maps	\$45	\$38	\$245	\$245
Development Review	\$10,015	\$6,220	\$9,000	\$9,000
Reinspection Fees	\$550	\$350	\$500	\$750
Zoning Amendments	\$13,475	\$4,715	\$4,000	\$6,000
Variances	\$0	\$780	\$0	\$0
Subdivisions	\$6,900	\$3,450	\$450	\$300
Appeals	\$0	\$600	\$300	\$340
Misc. Revenue	\$1,710	\$6,625	\$7,500	\$7,500
Sub Total	\$56,472	\$52,165	\$59,095	\$67,635
Total Revenue Estimates	\$378,722	\$402,483	\$461,401	\$523,461

Proposed Revenue FY17: \$523,461

REVENUE

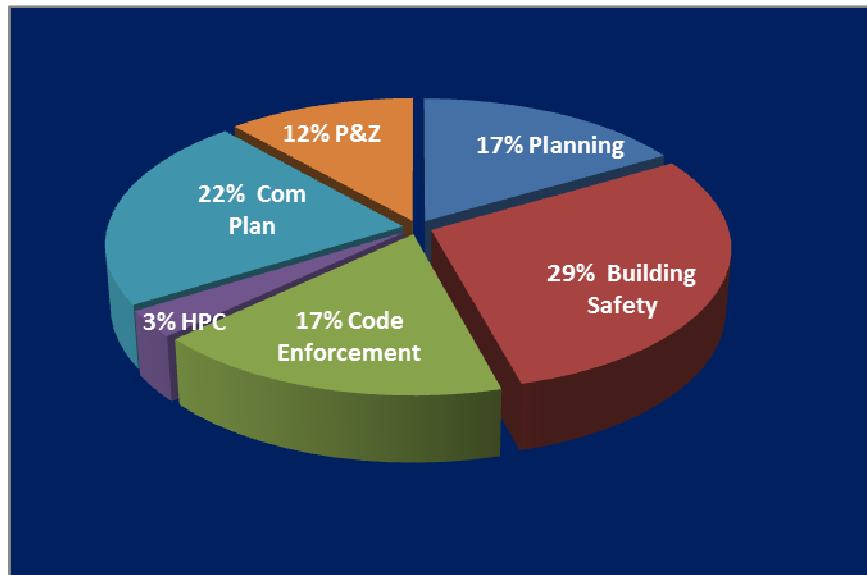


FY 17 EMPLOYEE TIME ALLOCATIONS (PERCENTAGE)

Employee Name	Planning	Building Safety	Code Enf	HPC	Com Plan	P&Z	Total Percent
Juhlin, Audree	25	10	10	5	25	25	100
Puckett, Donna	10	5	5	15	5	60	100
Campbell, Warren	20	15		15	30	20	100
Meyer, Cari	60	10			10	20	100
Kessler, Matt	30	30			35	5	100
Langford, Adam	30	30			35	5	100
Lovely, Cynthia	20			5	70	5	100
Raber, Mike	10				80	10	100
Lewis, Patty	10	80	10				100
Pearson, Brian		100					100
Zolman, Bruce		100					100
Sharshon, Glenn			100				100
Vocca, Frank			100				100
Total Percent*	215	380	225	40	290	150	1300

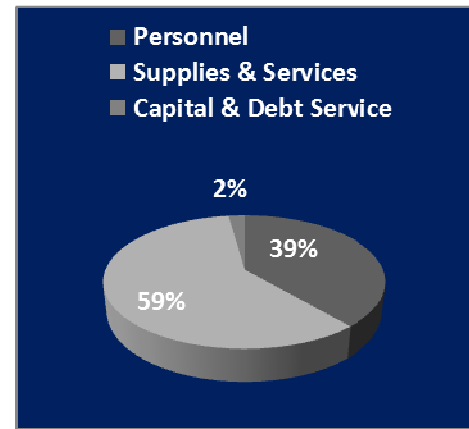
*100% = 1 Full time employee

Percentage of Employee Allocation by Program Area



PLANNING - \$497,906

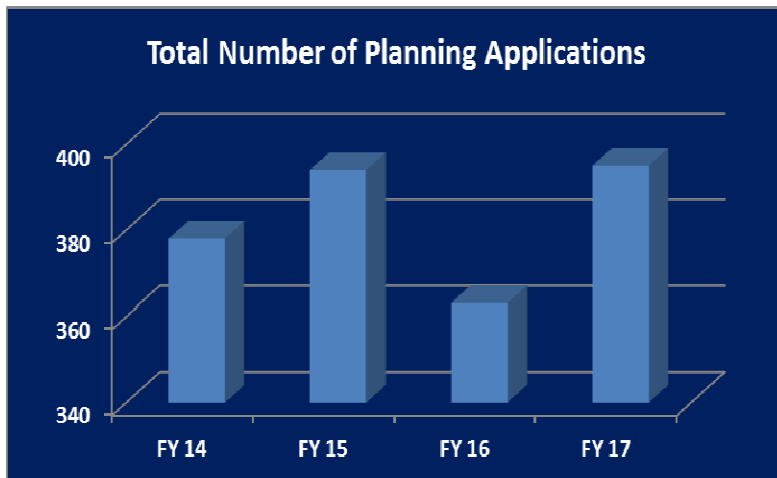
Personnel costs: \$192,580
Supplies & Services: \$295,294
Capital & Debt Service: \$ 11,032
FY 17 Estimated Revenues: \$67,461 (General Fund)
Employee Time Allocation: 2.15 FTEs



The Planning program administers zone change requests, development proposals, subdivisions, appeals and variances, administrative waivers, conditional use permits, temporary use permits, sign permits, as well as front counter assistance. Additionally, because the Board of Adjustment meets on an as-needed basis, this quasi-judicial body is included in the Planning program.

Performance Indicators

	FY 14	FY 15	FY 16 Estimates	FY 17 Estimates
Community Plan Amendments	2	2	3	2
Zone Changes	8	2	3	5
Development Review	9	2	8	10
Conditional Use Permits	3	7	5	6
Temporary Use Permits	76	66	78	75
Sign Permits Permanent	98	101	109	115
Sign Permits Temporary	157	164	108	120
Film Permits	10	20	15	20
Subdivision	4	2	5	6
Administrative Waivers	1	7	9	10
Land Division Permits	10	18	17	20
Variance	0	1	1	1
Appeals	0	2	1	1
Land Development Code Amend			1	4
TOTAL	378	394	363	395

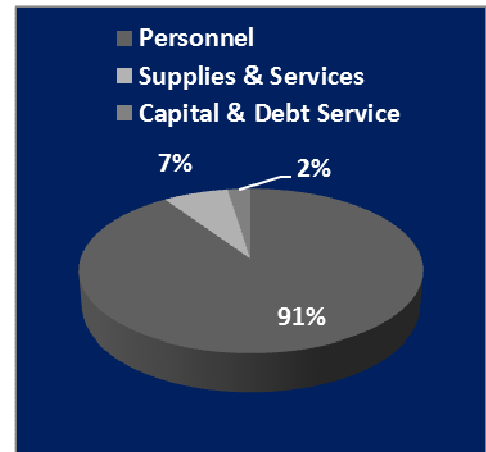


Initial Plan Review Timeframe Goals:

Residential Permits: 7 days
 Commercial Permits: 21 days
 Sign Permits: 7 days
 Temp Sign Permits: 1 day
 Film Permits: 5 days
 Temporary Use Permits: 14 days

BUILDING SAFETY - \$445,635

Personnel costs: \$403,400
Supplies & services: \$ 31,203
Capital & debt service: \$ 11,032
FY 17 Estimated Revenues: \$455,826 (General Fund)
Employee time allocation: 3.8 FTEs



Functions include processing and review of all residential and commercial building permit applications and inspections related to new construction, renovations, photovoltaic systems, accessory dwelling units, utilities, zoning, grading, drainage, pools, sheds, decks and other miscellaneous permits.

Performance Indicators

Permits Issued and Valuation	FY 14	FY 15	FY 16 Estimates	FY 17 Estimates
Single-Family Building Permits Issued	55	33	39	40
Valuation of Single-Family Building Permits	\$20,789,900	\$12,934,000	\$18,889,389	\$20,000,000
Manufactured Homes Building Permits	2	5	7	10
Valuation of Manufactured Homes Permits	\$154,202	\$322,000	\$352,983	\$400,000
Number of Commercial Building Permits Issued	57	73	81	91
Valuation of Commercial Building Permits	\$4,138,150	\$22,049,921	\$11,855,140	\$14,000.00
Photovoltaic Building Permits	40	52	46	55
Valuation of Solar Panel Building Permits	\$848,209	\$941,959	\$883,085	\$960,000
Tenant Occupancy Permits (CofOs)	158	169	201	250
Misc. (sheds, decks, fences, pools, etc.)	70	74	64	80

Inspections: 1.25 FTE's conduct building safety inspections

FY 14 Total Inspection /Average per day	FY 15 Total Inspection /Average per day	FY 16 Total Inspection /Average per day	FY 17 Total Inspection /Average per day
2,055 / 8	1,951 / 7.5	2,086 / 8	2,300 / 9

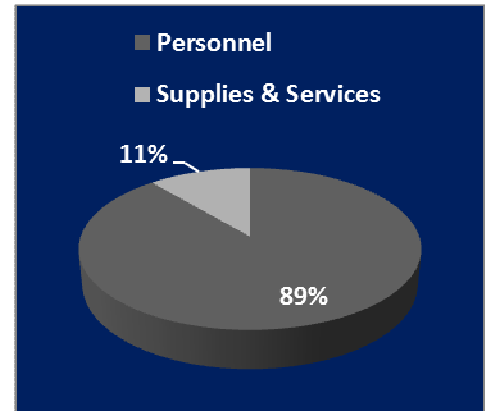
Initial Plan Review Timeframe Goals:

Residential Permits: 7 days
 Commercial Permits: 21 days
 Solar Panels: 7 days
 Tenant Occupancy: 5 days
 Tenant Improvements: 5 days
 Temporary Use Permits: 14 days
 Misc. Permits: 5 days

CODE ENFORCEMENT - \$183,620

Personnel costs: \$163,040
 Supplies & services: \$ 20,580
 Employee time allocation: 2.25 FTEs

Code Enforcement promotes the health, safety, and welfare of the citizens and the community through enforcement of adopted City Codes. Staff responds to citizen complaints and observed violations of the Land Development Code and the City Code.



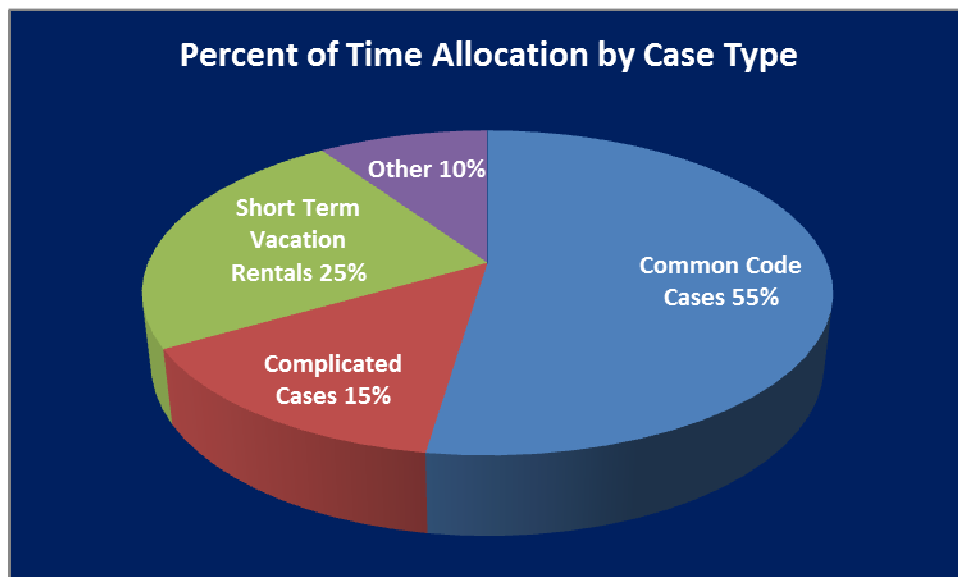
Performance Indicators:

Cases	FY 15	FY 16 Estimates	FY 17 Estimates
Common Code Cases	351	375	400
Complicated Code Cases	50	62	60
Short-term Vacation Rental Cases	50	70	50
Total	451	507	510

Percent of Time Allocation by Case Type	FY 17 Estimates
Common Code Cases	55%
Complicated Code Cases	15%
Short-Term Vacation Rental Cases	25%
Other, front counter, phone, email code questions	10%

Initial Response Timeframe Goal:

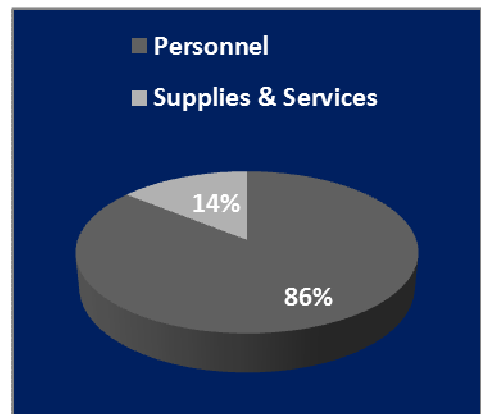
All Complaints: 48 hours
 Return Phone Calls: 24 hours
 Respond to Emails: 24 hours



HISTORIC PRESERVATION COMMISSION- \$45,340

Personnel costs: \$38,890
 Supplies & Services: \$ 6,450
 Employee time allocation: .4 FTEs

The Historic Preservation Commission is comprised of seven members appointed by the City Council. The Commission was created in 1998 as a working Commission and was allocated 20% of one full-time employee's time. However, the amount of staff time dedicated is approximately twice the original 20% allocation.



The purpose of this seven member Commission is to:

- Identify and preserve the historic properties
- Promote the use of historic properties for the education, pleasure, and welfare of city
- Foster civic pride in the accomplishments of the past
- Protect and enhance Sedona's attractiveness to visitors and the support and stimulus to the economy
- Stabilize and improve property values of rehabilitated and protected sites
- Provide incentives for restoration by owners of landmarks or historic properties
- Provide standards for restoration of designated properties and new construction within Historic Districts

FY 16 Accomplishments:

- Article 15 (HP Ordinance): Evaluated proposed amendments
- USFS Ranger Station Brewer Road property conceptual master plan: Evaluated and recommended approval of conceptual plan
- Landmark Properties Appreciation Open House

FY 17 Objectives:

- Article 15 (HP Ordinance): Recommend approval to Planning & Zoning Commission/City Council
- Update Historic Landmark Information
- Create a Historic Resource Recognition Program
- Create a new Commissioner Training Program
- Establish a new Commissioner Training Program

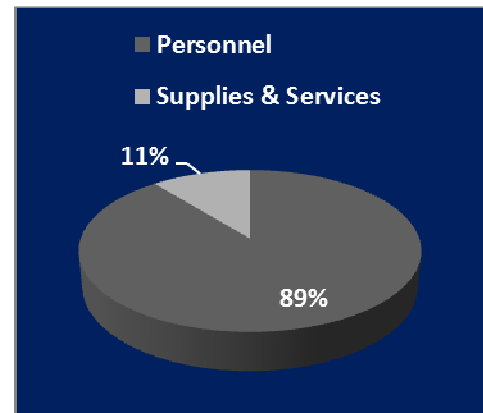
Performance Indicators:

	FY 14	FY 15	FY 16	FY 17
Total Number of Landmarked Properties:	24	23	23	23
Number of Public Meetings	10	7	10	8
Number of New Properties Landmarked	<-1>	0	0	0
Number of Civic Pride/Educational Events	0	0	1	1
Number of Certificates of Appropriateness Issued	4	2	1	1
Number of Historic Resource Recognition Awards Issues				1
Educational Training Exercises (Commissioners)	2	2	2	3

COMMUNITY PLAN - \$314,620

Personnel Costs: \$280,420
Supplies & Services: \$ 34,200
Employee time allocation: 2.90 FTE

The Sedona Community Plan (Plan) is an expression of Sedona citizens' vision of their community and is the City's "general plan" required by the State of Arizona. The Plan proposes desired conditions for the future of the community. It is intended to guide future growth, not to regulate it. On-going functions related to the Community Plan include implementation identified goals and strategies, specific planning efforts (CFA), minor and major amendments to the Plan.



FY 16 Accomplishments:

- Completed Soldier Pass CFA
- Completed Western Gateway CFA
- Initiated Schnebly Hill CFA
- Initiated Brewer Road, Ranger Station Master Plan

FY 17 Objectives:

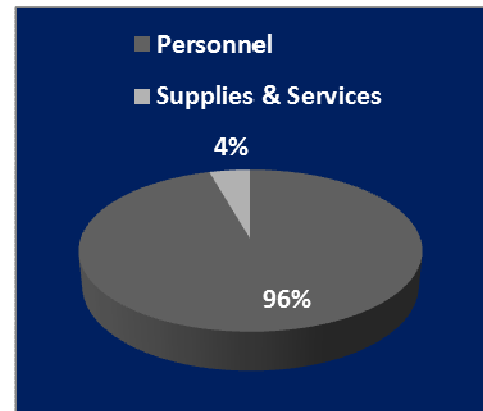
- Complete the Schnebly Hill CFA
- Initiate Land Development Code update to be compliant with Community Plan
- Initiate two additional CFAs
- Process major amendments to the Community Plan (mandatory)
- Complete the Brewer Road, Ranger Station Master Plan

Community Focus Area Planning	FY 14	FY 15	FY 16 Estimate	FY 17 Estimate
Number of Public Meetings	7	13	1	8
Number of Work Group Meetings	4	18	3	18
Number of Planning and Zoning Commission Meetings	1	12	8	6
Number of City Council Meetings	1	2	6	6

PLANNING AND ZONING COMMISSION - \$139,570

Personnel costs: \$133,370
 Supplies & Services: \$ 6,200
 Employees' time allocation: 1.5 FTEs

The Planning and Zoning Commission is comprised of seven citizens who have been appointed by the City Council to review matters relating to planning and development. The Commission is the decision authority for conditional use permits and development review applications. The Commission makes recommendations to the City Council on such things as amendments to the Community Plan and Land Development Code, specific planning projects, rezonings, and subdivision requests.



Planning and Zoning Commission	FY 14	FY 15	FY 16 Estimate	FY 17 Estimate
Number of Work Sessions	9	10	7	20
Number of Public Meetings	17	17	15	20
Number of Site Visits	4	3	0	4

Performance Indicators

	FY 14	FY 15	FY 16 Estimate	FY 17 Estimate
Community Plan Amendments	2	2	3	2
Zone Changes	8	2	3	5
Development Review	9	2	8	10
Conditional Use Permits	3	7	5	6
Subdivision	4	2	5	6
Land Development Code Amendments	1	0	1	4
CFAs		2	3	3
Special Projects			1	1
Educational Training Exercises (Commissioners)			1	2
TOTAL:	27	17	30	39

FY 17 Additional Objectives:

- Prepare accurate, well-documented, and well-written reports
- Establish a new Commissioner Training Program
- Respond to requests for information in a timely and professional manner.
- Provide exhibits, illustrations, and/or pictures to help commissioners visualize the project/proposal

**City of Sedona
 FY16-17 Proposed Budget - Program Summary
 Community Development Department**

67% of year completed

Program	FY17 Requested	FY16 Budget	FY17 Incr. over FY16 Budget	FY16 Est. Actuals	FY17 Incr. over FY16 Est.	FY16 Est. (over)/under budget	FY16 Thru Feb	FY16 YTD % of Est.	FY15 Actuals	FY14 Actuals
General Fund										
10-5310-31 - Planning	\$497,906.00	\$909,961.00	-45%	\$885,242.00	-44%	\$24,719.00	\$558,129.72	63%	\$724,688.16	\$685,785.28
10-5310-32 - Building Safety	\$445,635.00	\$162,278.00	175%	\$162,073.00	175%	\$205.00	\$102,039.99	63%	\$158,107.48	\$152,258.99
10-5310-33 - Code Enforcement	\$183,620.00	\$142,949.00	28%	\$143,614.00	28%	(\$665.00)	\$86,874.20	60%	\$131,247.62	\$58,255.18
10-5310-62 - Historic Preservation Commission	\$45,340.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00
10-5310-67 - Community Plan	\$314,620.00	\$254,197.00	24%	\$55,800.00	464%	\$198,397.00	\$13,817.25	25%	\$40,155.61	\$28,255.96
10-5310-71 - Planning & Zoning Commission	\$139,570.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00
General Fund Total	\$1,626,691.00	\$1,469,385.00	11%	\$1,246,729.00	30%	\$222,656.00	\$760,861.16	61%	\$1,054,198.87	\$924,555.41

City of Sedona
 FY16-17 Proposed Budget - Expenditure Summary
 Community Development Department

67% of year completed

Cost Category	FY17 Requested	FY16 Budget	FY17 Incr. over FY16 Budget	FY16 Est. Actuals	FY17 Incr. over FY16 Est.	FY16 Est. (over)/ under budget	FY16 Thru Feb	FY16 YTD % of Est.	FY15 Actuals	FY14 Actuals	Explanation of Changes
General Fund											
10-5310-31 - Planning											
Personnel	\$192,580.00	\$834,020.00	-77%	\$817,701.00	-76%	\$16,319.00	\$517,487.31	63%	\$695,205.77	\$617,792.49	Decrease: Change in allocations between programs, and transfer of PT Administrative Assistant to Public Works/Engineering and Economic Development Manager to City Manager Current year under budget due to vacancy savings
Supplies & Services	\$294,294.00	\$49,920.00	490%	\$43,520.00	576%	\$6,400.00	\$16,660.71	38%	\$29,482.39	\$31,558.23	Increase: Carryover of Land Development Code comprehensive update (\$200,000), carryover of wireless communications transferred from City Manager (\$60,000)
Capital & Debt Service	\$11,032.00	\$26,021.00	-58%	\$24,021.00	-54%	\$2,000.00	\$23,981.70	100%	\$0.00	\$36,434.56	Decrease: One-time capital purchases, includes Decision Package - new file storage system (CM Recommended)
Planning Total	\$497,906.00	\$909,961.00	-45%	\$885,242.00	-44%	\$24,719.00	\$558,129.72	63%	\$724,688.16	\$685,785.28	
10-5310-32 - Building Safety											
Personnel	\$403,400.00	\$159,308.00	153%	\$159,103.00	154%	\$205.00	\$101,114.20	64%	\$155,312.19	\$149,444.72	Increase: Change in allocations between programs and includes Decision Package - new Chief Building Official (CM Recommended)
Supplies & Services	\$31,203.00	\$2,970.00	951%	\$2,970.00	951%	\$0.00	\$925.79	31%	\$2,795.29	\$2,814.27	Increase: Added professional services for expedited plan reviews and includes Decision Package - desk, supplies, computer, etc. for new Chief Building Official (CM Recommended)
Capital & Debt Service	\$11,032.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	Increase: Decision Package - new file storage system (CM Recommended)
Building Safety Total	\$445,635.00	\$162,278.00	175%	\$162,073.00	175%	\$205.00	\$102,039.99	63%	\$158,107.48	\$152,258.99	
10-5310-33 - Code Enforcement											
Personnel	\$163,040.00	\$130,579.00	25%	\$131,244.00	24%	(\$665.00)	\$83,270.94	63%	\$125,644.82	\$53,265.83	Increase: Change in allocations between program
Supplies & Services	\$20,580.00	\$12,370.00	66%	\$12,370.00	66%	\$0.00	\$3,603.26	29%	\$5,602.80	\$4,989.35	Increase: Change in allocations between program and additional costs for abatement of code violations
Code Enforcement Total	\$183,620.00	\$142,949.00	28%	\$143,614.00	28%	(\$665.00)	\$86,874.20	60%	\$131,247.62	\$58,255.18	

City of Sedona
 FY16-17 Proposed Budget - Expenditure Summary
 Community Development Department

67% of year completed

Cost Category	FY17 Requested	FY16 Budget	FY17 Incr. over FY16 Budget	FY16 Est. Actuals	FY17 Incr. over FY16 Est.	FY16 Est. (over)/ under budget	FY16 Thru Feb	FY16 YTD % of Est.	FY15 Actuals	FY14 Actuals	Explanation of Changes
10-5310-62 - Historic Preservation Commission											
Personnel	\$38,890.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	Increase: Change in allocations between programs Increase: Change in allocations between programs
Supplies & Services	\$6,450.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	
Historic Preservation Commission Total	\$45,340.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	
10-5310-67 - Community Plan											
Personnel	\$280,420.00	\$73,397.00	282%	\$0.00	∞	\$73,397.00	\$0.00	N/A	\$0.00	\$0.00	Increase: Change in allocations between programs Current year under budget due to vacancy savings and changes in allocations between programs Decrease: One-time costs for CFA plans (\$125,000) and Land Development Code moved to Planning Program (\$25,000) Current year under budget due to carryover of Land Development Code updates
Supplies & Services	\$34,200.00	\$180,800.00	-81%	\$55,800.00	-39%	\$125,000.00	\$13,817.25	25%	\$21,354.53	\$28,255.96	
Capital & Debt Service	\$0.00	\$0.00	N/A	\$0.00	N/A	\$0.00	\$0.00	N/A	\$18,801.08	\$0.00	
Community Plan Total	\$314,620.00	\$254,197.00	24%	\$55,800.00	464%	\$198,397.00	\$13,817.25	25%	\$40,155.61	\$28,255.96	
10-5310-71 - Planning & Zoning Commission											
Personnel	\$133,370.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	Increase: Change in allocations between programs Increase: Change in allocations between programs
Supplies & Services	\$6,200.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	
Planning & Zoning Commission Total	\$139,570.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	
Personnel Subtotal	\$1,211,700.00	\$1,197,304.00	1%	\$1,108,048.00	9%	\$89,256.00	\$701,872.45	63%	\$976,162.78	\$820,503.04	
Supplies & Services Subtotal	\$392,927.00	\$246,060.00	60%	\$114,660.00	243%	\$131,400.00	\$35,007.01	31%	\$59,235.01	\$67,617.81	
Capital & Debt Service Subtotal	\$22,064.00	\$26,021.00	-15%	\$24,021.00	-8%	\$2,000.00	\$23,981.70	100%	\$18,801.08	\$36,434.56	
General Fund Total	\$1,626,691.00	\$1,469,385.00	11%	\$1,246,729.00	30%	\$222,656.00	\$760,861.16	61%	\$1,054,198.87	\$924,555.41	

**City of Sedona
 FY16-17 Proposed Budget - Positions/Allocations
 Community Development Department**

Position	FTE
Administrative Assistant	1.00
Assistant Planner	2.00
Building Inspector	1.00
Chief Building Official	1.00
Code Enforcement Officer	1.00
Community Development Director	1.00
Development Services Representative	1.00
Plans Examiner	1.00
Principal Planner	1.00
Senior Code Enforcement Officer	1.00
Senior Planner	3.00
Total	14.00

Org Unit	Org Description	FTE
General Fund		
10-5310-31	Planning	2.15
10-5310-32	Building Safety	4.80
10-5310-33	Code Enforcement	2.25
10-5310-62	Historic Preservation Commission	0.40
10-5310-67	Community Plan	2.90
10-5310-71	Planning & Zoning Commission	1.50
	Total	14.00



**City of Sedona
Decision Package
Fiscal Year 2016-2017**

Project Title:	New Position – Chief Building Official
Originating Department and Division:	Community Development
Funding Request Type (Ongoing vs. One-Time)	Ongoing
Source of Funds (General Fund, Grants or Other Outside Funding, New Revenue Source(s), Wastewater Fund, etc.)	General Funds
I Problem/Issue	
a)	Does this affect our citizens/customers quality of life?
	Yes
	If yes, then how:
	<p>Building officials are charged with the administration of adopted building codes (e.g. residential, commercial, electrical and plumbing). The purpose of building codes is to give reasonable assurance that a structure is safe from structural failure, fire hazards from electrical and heating systems, electrical shock, and health risks.</p> <p>Sedona City Council first adopted the building code by ordinance in 1990 with subsequent amendments all of which regulate the erection, construction, enlargement, alteration, repair, moving, removal, demolition, conversion, occupancy, equipment, use, height, area and maintenance of all buildings and structures in the City and provide for the issuance of building permits and the collection of fees.</p> <p>The Building Code and its implementation is also critical in administering the City's Land Development Code to ensure safe, long-lasting structures that in turn contribute to the well-being of the community and the quality of life for our citizens.</p>
b)	Is this a traditional government function?
	Yes
	If it is not a traditional function, why should the City of Sedona deal with it?
c)	History/background of project issue:
	<p>After the City's incorporation in 1988, the building safety division was created with a staff of three – Chief Building Official, Plans Examiner and Inspector. In 2009, as a result of the economic downturn, the City laid off several employees including one in the building safety division. This position was included in the layoffs due to the anticipated decline in the number of building permits processed and inspections conducted as a result of the recession. Consequently, the division currently consists of a Plans Examiner and an Inspector, as the Chief Building Official position has not been reinstated.</p>

		<p>With the absence of the Chief Building Official, the Community Development Director has, for the most part, assumed those responsibilities. The Chief Building Official performs a number of critical functions including but not limited to: 1) Interpreting the intent and making final determinations regarding the technical aspects of building code requirements; 2) Negotiating acceptable solutions for code compliance of complex code issues and violations; 3) Reviewing and recommending adoption of new building code editions and preparation of amendments as necessary to ensure building safety; 4) Recommending and monitoring building permit and plan review fee schedules; 5) Referring unresolved violations for appropriate enforcement actions; 6) Providing information to and conferring with the public, contractors, engineers, architects and designers regarding building permit applications, plan reviews, inspections, building occupancy, code requirements and other related regulations; and, 7) Providing backup plan review and inspection services to ensure efficient, responsive service to the public and compliance with approved plans and building codes.</p> <p>Currently, these key functions are collectively being performed by the Community Development Director, the Plans Examiner and the Building Inspector. However, increased workload and competing priorities are making this coverage more and more difficult. Prior to the recession, annual inspections were approximately 3,000 per year and building permits issued were over 500. During the recession, the number of annual inspections dropped by half to approximately 1,400 per year. And while the number of building permits issued did not decrease as dramatically, the types of building permits processed during the recession were less complicated and centered primarily around residential remodels, sheds, and fences. As a result, the Plans Examiner and the Building Inspector were able to adequately handle this workload.</p> <p>Beginning in 2014, Community Development staff began to experience an increase in workload similar to pre-recession numbers. Prior to the recession, building safety staff conducted 2,945 inspections in 2007, 2,403 in 2008 and 2,050 in 2009. In 2014, 2,055 inspections were conducted. It is important to note that the pre-recession numbers were handled by a three-person building safety staff. While the current two-person building staff has tried to manage the increase in numbers, it is becoming increasingly more difficult. For example in 2014, assuming there were 240 work days in the year (not including holidays or vacation days) this equated to an average of 8.5 inspections per day, which is really beyond the capability of one Building Inspector. A typical inspection requires a site visit, visual inspection of work, discussion with the project manager regarding the inspection results and documentation of each inspection at the construction site, as well as entering all inspection reports into the City's computer system.</p> <p>Additionally, other building safety work programs currently are not being addressed. For instance, the City is currently using the 2006 International Building Codes. However, there is not sufficient time available to evaluate the most current Codes (2015) and make recommendations to City Council for their adoption, although the adoption of more current building codes that include green building codes has been a Council priority for a number of years.</p> <p>When one of the two staff members is on vacation, training or taking sick leave, there are not adequate staffing levels to cover building safety tasks. In the past, the City has retained the technical services of a former City Building Official to cover in such absences; however, this individual's time and availability is extremely limited and is often not able to provide additional coverage.</p>
	d)	Does the project/issue relate to the Community Plan (or other master plans)?
		NA
		If not in a specific plan, how does this fit into the City of Sedona's priorities?

	Providing safe structures for residents and businesses is a core function of the City's roles and responsibilities.
e)	Provide a cost/benefit analysis. What does the City/community get for this investment?
	The Chief Building Official is Salary Grade #18 with an annual salary range between \$52,949 and \$76,353. With benefits this equates to approximately \$68,834 to \$99,259. The benefit to the City and the community is that the building safety division is appropriately staffed at a level that ensures building safety responsibilities are being satisfactorily addressed.
II Risk Analysis	
a)	What happens if this is not done?
	It is no longer possible, at current building safety staffing levels, to provide the timely, thorough review and inspection of building permits. This then compromises the building safety division's ability to protect the quality of life of Sedona's citizens by providing for the implementation and enforcement of building codes, which ensure that buildings and structures are built to minimum health, safety and welfare standards. With two staff members processing the increased number of building permits and inspections, it will continue to be increasingly difficult to adequately manage daily workloads. Where some divisions can cut back on or share certain tasks, building safety functions should not be compromised and must be performed by certified employees. Additionally, rushed or accelerated inspections and plan reviews can result in unsafe building conditions and costly mistakes.
b)	Show examples of best practices from other cities, if applicable:
	Building safety services are a typical function of most municipalities and county agencies.
III Implementation	
a)	What is the timeframe for completion of plan and implementation for project/issue?
	Hire a qualified Chief Building Official in the new fiscal year.
b)	How will you market/communicate the project/issue to the public?
	Advertise and select a qualified Chief Building Official through the City's Human Resources office.
c)	What performance measures will you use to evaluate the project/issue?
	The Community Development Department has a goal of providing the highest standard of service to our residents and customers.
IV Proposed Expenditures	
Please explain the resources required (in-house staff, consultants, special equipment, ongoing operation and maintenance, other department(s) support, etc.)	
The costs shown below reflect the projected salary, benefits and other miscellaneous costs (\$102,080) of hiring of a Chief Building Official. The alternative is to hire an outside firm to provide these technical services; however, the closest qualified firm is out of Phoenix which charges over \$100 per hour plus expenses for travel time. The average cost to bring a contractor to Sedona to perform inspections and plan reviews is over \$1,200 per day, which is not practical to meet an on-going need at roughly \$69,600* annually to cover only employee absences (flex and vacation time). This figure only addresses essential backup coverage for 58 days of the year, while for an additional \$29,150 additional coverage would be available to address increased work volumes for the entire year.	

**The cost to cover the two existing employees annual schedule time off (96 hours flex time and average 120 hours vacation each) is approximately \$69,600 (464 hours or 58 days at \$1,200 per day).*

Line Item Description (One-Time)	Account*	FY 2016-17 Request
Desk and office supplies	10-5310-32-6244	\$2,500
Computer and phone systems	10-5310-32-6246	\$2,500
		\$0
		\$0

One-time Expenditures Total: \$5,000

Preferred Option:

Line Item Description (On-going)	Account*	FY 2016-17 Request
Salary & Benefits	10-5310-32-XXXX	\$108,400
Elimination of Temp Position	10-5310-32-XXXX	(\$7,570)
Certification and Training	10-5310-32-6750	\$1,250
		\$0

On-going Expenditures Total: \$102,080

Alternative Option:

Line Item Description (On-going)	Account*	FY 2016-17 Request
Contract Services (bare essential)	10-5310-32-6405	\$69,600

On-going Expenditures Total: \$69,600

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



**City of Sedona
Decision Package
Fiscal Year 2016-2017**

Project Title:	New Filing System
Originating Department and Division:	Community Development, Development Services
Funding Request Type (Ongoing vs. One-Time)	One-Time
Source of Funds(General Funds, Grants or other outside Funding, New Revenue Source(s), Wastewater, etc.)	General Fund
I Problem/Issue	
a)	Does this affect our citizens/customers quality of life?
	No
	If yes, then how:
b)	Is this a traditional government function?
	Yes
	If it is not a traditional function, why should the City of Sedona deal with it?
c)	History/background of project issue:
	<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 and in rented offsite storage space. The files date back to the City's incorporation in 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 continues to grow, since we cannot destroy any of the older files as the State categorizes them as permanent records.</p> <p>Due to the reorganizing and restructuring of the Department last year, there are former office spaces that are no longer available as offices and have become large storage rooms as the volume of storage continues to increase. With the existing space limitations and lack of an organized compact filing system, the current storage space is disorganized and inefficiently used. The Community Development Department needs to create a more compact storage system that can provide organized file storage for current and future needs, to minimize the need for usage of additional offsite rental facilities.</p>

	d) Does the project/issue relate to the strategic/community plans?
	Strategic Plan:
	Community Plan:
	If not in either plan, how does this fit into the City of Sedona's priorities?
	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.
	e) Are there environmental implications?
	No
	If yes, explain:
	f) Cost (include economic/financial analysis) and recommendation as to funding sources (include partnerships):
	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 \$22,063.15. There are no on-going costs for this system.
II Risk Analysis	
	a) What happens if this is not done?
	The City will still be required to maintain paper records, and as existing storage space is exhausted, we will be forced to find another solution, such as paying increasing rental fees for additional offsite storage space, or face further disorganization, increased risk of lost files, and the inability to properly maintain and protect our Essential Records.
	What would happen if this is done?
	The City will be able to better manage existing filing requirements, be better prepared to address future storage needs and 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.
	Assumptions: How many development and building permits the City receives, this will impact the amount of storage space required. The number of building permits issued annually range between the mid-400s to the mid-500s. Dependencies: Our level of preparedness for future storage needs and maintenance, protection and disaster recovery preparedness of our Essential Records.
	c) Show examples of best practices from other cities, if applicable:

	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 ensured that future projects would have sufficient storage space and that all files could be kept in an easily accessible onsite central location.
III Resources Required	
a)	What departments will be involved in the planning and operation of this project/issue?
	Community Development
	Do these departments concur with this priority?
	Yes
b)	What are the in-house staff requirements?
	Moving and organizing existing files into one centralized location with the new filing system.
c)	Are outside consultants needed? Please explain:
	No
d)	Are special equipment resources required? Please explain:
	No
e)	Are there on-going operation and maintenance costs involved? Please explain:
	No
IV Implementation	
a)	What is the time frame for completion of plan and implementation for project/issue?
	During FY17, as soon as the supplies can be purchased and installed, preferably by the end of the third quarter.
b)	How will you market/communicate the project/issue to the public?
	This is primarily a solution to address Arizona State requirement regarding records retention requirements and to make our existing records more easily accessible to staff when needed. No public outreach for this project is anticipated.
c)	What performance measures will you use to evaluate the project/issue?
	Ease of finding files; the time required to fulfill records requests
IV Proposed Expenditures	

Line Item Description (One-Time)	Account*	FY 2015-2016 Request
Purchase and installation of file shelves	10-5310-31-(50%)	\$11,031.76
	10-5310-32-(50%)	\$11,031.75
		\$0
<u>One-time Expenditures Total: \$22,063.51</u>		
Line Item Description (On-going)	Account *	FY 2015-2016 Request
Elimination of storage rent		\$0
(9 months for FY17)	10-5310-31-6505	(\$1,000)
		\$0
		\$0
<u>On-going Expenditures Total: (\$1,000)</u>		

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

City of Sedona
 FY16-17 Proposed Budget - Line Item Detail
 Community Development Department

67% of year completed

Account Number	Account Description	FY17 Requested	FY16 Budget	FY17 Incr. over FY16 Budget	FY16 Est. Actuals	FY17 Incr. over FY16 Est.	FY16 Est. (over)/ under budget	FY16 Thru Feb	FY16 YTD % of Est.	FY15 Actuals	FY14 Actuals	FY17 Requested - Details		
												Amount	Description	
General Fund - Planning														
10-5310-31-6005	Salary & Wages	\$140,380.00	\$587,170.00	-76%	\$569,860.00	-75%	\$17,310.00	\$365,282.00	64%	\$489,756.52	\$454,279.62			
10-5310-31-6006	Overtime	\$0.00	\$0.00	N/A	\$90.00	-100%	(\$90.00)	\$81.00	90%	\$90.00	\$186.53			
10-5310-31-6010	Temp/Part-Time Wages	\$0.00	\$21,216.00	-100%	\$24,190.00	-100%	(\$2,974.00)	\$14,733.97	61%	\$24,257.75	\$6,078.00			
10-5310-31-6046	Other Allowances	\$1,910.00	\$5,400.00	-65%	\$7,480.00	-74%	(\$2,080.00)	\$4,510.00	60%	\$5,150.00	\$3,918.42			
10-5310-31-6125	FICA	\$10,890.00	\$48,188.00	-77%	\$45,340.00	-76%	\$2,848.00	\$28,976.32	64%	\$40,502.07	\$35,386.15			
10-5310-31-6130	ASRS Retirement	\$16,140.00	\$72,250.00	-78%	\$68,030.00	-76%	\$4,220.00	\$43,217.23	64%	\$59,124.85	\$51,065.93			
10-5310-31-6134	STD/LTD Insurance	\$710.00	\$2,190.00	-68%	\$2,850.00	-75%	(\$660.00)	\$457.02	16%	\$2,686.99	\$2,989.00			
10-5310-31-6135	Health/Dental/Life Insurance	\$21,760.00	\$88,905.00	-76%	\$91,160.00	-76%	(\$2,255.00)	\$57,388.77	63%	\$67,969.84	\$60,057.04			
10-5310-31-6136	Workers Compensation Insurance	\$790.00	\$8,701.00	-91%	\$8,701.00	-91%	\$0.00	\$2,841.00	33%	\$5,667.75	\$3,831.80			
	Planning - Personnel Costs Subtotal	\$192,580.00	\$834,020.00	-77%	\$817,701.00	-76%	\$16,319.00	\$517,487.31	63%	\$695,205.77	\$617,792.49			
10-5310-31-6210	Printing/Office Supplies	\$5,200.00	\$3,000.00	73%	\$3,000.00	73%	\$0.00	\$147.50	5%	\$0.00	\$0.00			
												\$1,100.00	Miscellaneous department supplies	
												\$1,200.00	Printing of informational brochures for public education, e.g. OHV, LDC Amendments, etc.	
												\$900.00	Supplies for HP Designjet T2500 plotter	
												\$2,000.00	Wist general office supplies expense transferred from the City Clerk's Office	
10-5310-31-6213	Voice & Data Communications	\$0.00	\$2,400.00	-100%	\$2,000.00	-100%	\$400.00	\$1,152.36	58%	\$2,091.69	\$2,223.19			
10-5310-31-6214	Uniform Expenses	\$1,000.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
												\$1,000.00	Logo shirts and jackets (SB1598) and safety work boots for construction site visits	
10-5310-31-6241	Automobile Expense	\$0.00	\$1,400.00	-100%	\$1,400.00	-100%	\$0.00	\$261.37	19%	\$0.00	\$142.00			
10-5310-31-6243	Spec Supplies/Safety Equip/Emg	\$2,150.00	\$3,875.00	-45%	\$3,875.00	-45%	\$0.00	\$1,048.91	27%	\$1,278.31	\$2,066.61			
												\$500.00	Materials for large and small public posting property signs, blue stake markings and special meeting supplies, etc.	
												\$850.00	Miscellaneous department supplies	
												\$350.00	Planning resource materials	
												\$450.00	Replacement of small public property posting signs	
10-5310-31-6244	Office Furniture - Non Capital	\$1,500.00	\$1,000.00	50%	\$1,000.00	50%	\$0.00	\$3,293.51	329%	\$977.81	\$3,724.43			
												\$1,500.00	Replacement of aging/broken chairs; plan racks and file cabinet, etc.	
10-5310-31-6405	Professional Services	\$260,000.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$7,732.86	\$0.00			
												\$125,000.00	Carryover for LDC comprehensive update from 67-6405	
												\$60,000.00	Carryover for Wireless Communications from the City Manager's Office	
												\$75,000.00	LDC comprehensive update	

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Account Number	Account Description	FY17 Requested	FY16 Budget	FY17 Incr. over FY16 Budget	FY16 Est. Actuals	FY17 Incr. over FY16 Est.	FY16 Est. (over)/ under budget	FY16 Thru Feb	FY16 YTD % of Est.	FY15 Actuals	FY14 Actuals	FY17 Requested - Details	
												Amount	Description
10-5310-31-6410	Commissn/Citizn Engmnt Support	\$1,800.00	\$4,600.00	-61%	\$4,600.00	-61%	\$0.00	\$2,238.78	49%	\$1,854.01	\$11,745.12		
												\$300.00	Board of Adjustment legal notices and general support
													Outreach efforts and education for special work groups and LDC
												\$1,500.00	Amendments
10-5310-31-6420	Legal Services	\$3,000.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	\$3,000.00	Legal representation for the Board of Adjustment
10-5310-31-6447	Recruitment/Relocation	\$0.00	\$0.00	N/A	\$0.00	N/A	\$0.00	\$0.00	N/A	\$0.00	\$944.00		
10-5310-31-6505	Rent	\$2,000.00	\$4,500.00	-56%	\$1,500.00	33%	\$3,000.00	\$760.00	51%	\$1,032.16	\$1,186.56		Decision Package: Elimination of storage rent due to new file storage system (CM Recommended)
												\$1,500.00	Rental of AAA Industrial Park storage space
												\$1,500.00	Rental of facilities for public outreach
10-5310-31-6511	Advertising	\$3,200.00	\$7,100.00	-55%	\$4,100.00	-22%	\$3,000.00	\$462.00	11%	\$2,177.70	\$3,462.80	\$3,200.00	Public Notices/display ads for City Council public hearings
10-5310-31-6703	Dues/Subscriptions/License	\$2,397.00	\$2,425.00	-1%	\$2,425.00	-1%	\$0.00	\$1,933.00	80%	\$2,053.00	\$1,614.00	\$312.00	APA membership for two Assistant Planners
												\$900.00	APA membership for two employees and AICP dues for one employee
												\$540.00	APA membership for two Senior Planners
												\$50.00	Arizona APA membership for one Senior Planner
												\$375.00	Arizona Association for Economic Development membership for one employee
												\$150.00	Arizona Housing Alliance - one membership for staff
												\$70.00	Sedona Red Rock News Subscription
10-5310-31-6720	Community Service Contracts	\$0.00	\$0.00	N/A	\$0.00	N/A	\$0.00	\$0.00	N/A	\$0.00	\$4,449.52		

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												Amount	Description
10-5310-31-6750	Travel & Training	\$12,047.00	\$19,620.00	-39%	\$19,620.00	-39%	\$0.00	\$5,363.28	27%	\$10,284.85	\$0.00		
												\$6,000.00	APA National Conference for two employees
												\$800.00	Arizona Housing Forum for one employee
												\$192.00	ESRI Training - three courses for two employees
												\$200.00	GIS online training for one employee
												\$300.00	InDesign software training for three employees
												\$1,055.00	Land Use Law Conference for one employee
												\$3,500.00	Professional Development Conference for one employee
	Planning - Supplies & Services Costs Subtotal	\$294,294.00	\$49,920.00	490%	\$43,520.00	576%	\$6,400.00	\$16,660.71	38%	\$29,482.39	\$31,558.23		
10-5310-31-6840	Motor Vehicles	\$0.00	\$26,021.00	-100%	\$24,021.00	-100%	\$2,000.00	\$23,981.70	100%	\$0.00	\$20,374.02		
10-5310-31-6845	Office Equipment	\$11,032.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		
												\$11,032.00	Decision Package: New file storage system (CM Recommended)
10-5310-31-6846	Computer Hardware	\$0.00	\$0.00	N/A	\$0.00	N/A	\$0.00	\$0.00	N/A	\$0.00	\$9,080.54		
10-5310-31-6857	Improvements - City Owned Property	\$0.00	\$0.00	N/A	\$0.00	N/A	\$0.00	\$0.00	N/A	\$0.00	\$6,980.00		
	Planning - Capital & Debt Service Costs Subtotal	\$11,032.00	\$26,021.00	-58%	\$24,021.00	-54%	\$2,000.00	\$23,981.70	100%	\$0.00	\$36,434.56		
	General Fund - Planning Total	\$497,906.00	\$909,961.00	-45%	\$885,242.00	-44%	\$24,719.00	\$558,129.72	63%	\$724,688.16	\$685,785.28		

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												Amount	Description	
General Fund - Building Safety														
10-5310-32-6005	Salary & Wages	\$288,900.00	\$111,040.00	160%	\$116,030.00	149%	(\$4,990.00)	\$74,241.04	64%	\$111,532.61	\$110,055.31			
10-5310-32-6006	Overtime	\$0.00	\$0.00	N/A	\$30.00	-100%	(\$30.00)	\$23.12	77%	\$0.00	\$0.00			
10-5310-32-6010	Temp/Part-Time Wages	\$0.00	\$5,400.00	-100%	\$570.00	-100%	\$4,830.00	\$562.50	99%	\$1,575.00	\$0.00			
10-5310-32-6046	Other Allowances	\$1,920.00	\$0.00	∞	\$0.00	∞	\$0.00	\$30.00	∞	\$0.00	\$0.00			
10-5310-32-6125	FICA	\$22,250.00	\$9,062.00	146%	\$8,950.00	149%	\$112.00	\$5,730.30	64%	\$8,981.62	\$8,414.58			
10-5310-32-6130	ASRS Retirement	\$32,980.00	\$13,587.00	143%	\$13,240.00	149%	\$347.00	\$8,490.73	64%	\$13,420.16	\$12,351.23			
10-5310-32-6134	STD/LTD Insurance	\$1,450.00	\$419.00	246%	\$560.00	159%	(\$141.00)	\$89.20	16%	\$607.81	\$863.69			
10-5310-32-6135	Health/Dental/Life Insurance	\$52,020.00	\$16,597.00	213%	\$16,520.00	215%	\$77.00	\$10,319.31	62%	\$16,297.33	\$14,554.75			
10-5310-32-6136	Workers Compensation Insurance	\$3,880.00	\$3,203.00	21%	\$3,203.00	21%	\$0.00	\$1,628.00	51%	\$2,897.66	\$3,205.16			
	Building Safety - Personnel Costs Subtotal	\$403,400.00	\$159,308.00	153%	\$159,103.00	154%	\$205.00	\$101,114.20	64%	\$155,312.19	\$149,444.72			
10-5310-32-6210	Printing/Office Supplies	\$2,300.00	\$300.00	667%	\$300.00	667%	\$0.00	\$0.00	0%	\$436.36	\$0.00			
												\$1,000.00	Forms, approval tags, card stock and custom stamps	
												\$100.00	Miscellaneous Building & Safety supplies	
												\$900.00	Supplies for HP Designjet T2500 plotter	
												\$300.00	Wist general office supplies expense transferred from the City Clerk's Office	
10-5310-32-6213	Voice & Data Communications	\$700.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	\$700.00	Voice Communications expense for one cell phone	
10-5310-32-6214	Uniform Expenses	\$1,000.00	\$1,000.00	0%	\$1,000.00	0%	\$0.00	\$90.00	9%	\$530.84	\$831.67	\$1,000.00	Logo shirts and flame-resistant jacket (SB1598) and safety work boots for two employees	
10-5310-32-6241	Automobile Expense	\$1,100.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	\$1,100.00	Maintenance of 2000 Crown Victoria and 2004 Dodge Dakota plus car washes	
10-5310-32-6243	Spec Supplies/Safety Equip/Emg	\$750.00	\$1,345.00	-44%	\$1,345.00	-44%	\$0.00	\$678.62	50%	\$1,490.92	\$1,691.86	\$50.00	Miscellaneous building safety supplies	
												\$600.00	Miscellaneous Int'l Code Council reference books	
												\$100.00	Smartphone accessory replacements	
10-5310-32-6244	Office Furniture - Non Capital	\$3,300.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	\$2,500.00	Decision Package: Desk/office supplies for new Chief Building Official (CM Recommended)	
												\$800.00	Replacement of one 20-year-old desk with hutch	
10-5310-32-6246	Computer Hardware - Non Capita	\$2,500.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	\$2,500.00	Decision Package: Computer/phone systems for new Chief Building Official (CM Recommended)	

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												Amount	Description
10-5310-32-6405	Professional Services	\$14,400.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		
												\$14,400.00	Estimated costs for expedited plan reviews - costs will be reimbursed and are included in revenues
10-5310-32-6703	Dues/Subscriptions/License	\$1,053.00	\$325.00	224%	\$325.00	224%	\$0.00	\$157.17	48%	\$337.17	\$290.74		
												\$168.00	AZBO (Arizona Building Officials) membership renewal for three employees
												\$120.00	IAEI (Int'l Association of Electrical Inspectors) membership renewal for one employee
												\$135.00	ICC (Int'l Code Council) - one membership renewal for staff
												\$75.00	ICC (Int'l Code Council) Permit Technician Certificaton renewal for one employee
												\$40.00	Journal of Light Construction Magazine subscription
												\$350.00	Mandatory renewal of ICC (Int'l Code Council) Commercial and Residential Certifications for two employees
												\$165.00	NFPA (National Fire Protection Agency) membership renewal for one employee
10-5310-32-6750	Travel & Training	\$4,100.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		
												\$2,450.00	AZBO (Arizona Building Officials) required training to retain mandatory Commercial and Residential Certifications for two employees
												\$400.00	AZBO (Arizona Building Officials) training to retain Permit Technician Certification for one employee
												\$1,250.00	Decision Package: Certification/training for new Chief Building Official (CM Recommended)
	Building Safety - Supplies & Services Costs Subtotal	\$31,203.00	\$2,970.00	951%	\$2,970.00	951%	\$0.00	\$925.79	31%	\$2,795.29	\$2,814.27		
10-5310-32-6845	Office Equipment	\$11,032.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		
												\$11,032.00	Decision Package: New file storage system (CM Recommended)
	Building Safety - Capital & Debt Service Costs Subtotal	\$11,032.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		
	General Fund - Building Safety Total	\$445,635.00	\$162,278.00	175%	\$162,073.00	175%	\$205.00	\$102,039.99	63%	\$158,107.48	\$152,258.99		

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												Amount	Description	
General Fund - Code Enforcement														
10-5310-33-6005	Salary & Wages	\$118,640.00	\$92,114.00	29%	\$97,360.00	22%	(\$5,246.00)	\$62,301.61	64%	\$92,358.06	\$41,200.74			
10-5310-33-6006	Overtime	\$3,500.00	\$3,500.00	0%	\$0.00	∞	\$3,500.00	\$0.00	N/A	\$0.00	\$0.00			
10-5310-33-6046	Other Allowances	\$460.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
10-5310-33-6125	FICA	\$9,380.00	\$7,473.00	26%	\$7,230.00	30%	\$243.00	\$4,622.34	64%	\$7,053.61	\$3,119.66			
10-5310-33-6130	ASRS Retirement	\$13,910.00	\$11,204.00	24%	\$11,080.00	26%	\$124.00	\$7,076.83	64%	\$10,841.22	\$4,232.32			
10-5310-33-6134	STD/LTD Insurance	\$600.00	\$332.00	81%	\$470.00	28%	(\$138.00)	\$74.86	16%	\$504.78	\$207.87			
10-5310-33-6135	Health/Dental/Life Insurance	\$14,530.00	\$13,422.00	8%	\$12,570.00	16%	\$852.00	\$7,851.30	62%	\$12,549.19	\$3,415.14			
10-5310-33-6136	Workers Compensation Insurance	\$2,020.00	\$2,534.00	-20%	\$2,534.00	-20%	\$0.00	\$1,344.00	53%	\$2,337.96	\$1,090.10			
	Code Enforcement - Personnel Costs Subtotal	\$163,040.00	\$130,579.00	25%	\$131,244.00	24%	(\$665.00)	\$83,270.94	63%	\$125,644.82	\$53,265.83			
10-5310-33-6210	Printing/Office Supplies	\$500.00	\$200.00	150%	\$200.00	150%	\$0.00	\$54.68	27%	\$165.39	\$0.00			
												\$200.00	Forms, notices and door hangers, etc.	
												\$100.00	Miscellaneous code enforcement supplies	
												\$200.00	Wist general office supplies expense transferred from the City Clerk's office	
10-5310-33-6213	Voice & Data Communications	\$1,400.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
												\$1,400.00	Voice communications expense for two cell phones	
10-5310-33-6214	Uniform Expenses	\$1,000.00	\$1,000.00	0%	\$1,000.00	0%	\$0.00	\$225.45	23%	\$567.47	\$1,190.56			
												\$1,000.00	Logo shirts and jackets (SB1598) and safety work boots for two employees	
10-5310-33-6235	Equipment Repair	\$850.00	\$600.00	42%	\$600.00	42%	\$0.00	\$515.00	86%	\$522.00	\$522.00			
												\$850.00	Annual calibration of sound measurement equipment	
10-5310-33-6241	Automobile Expense	\$300.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
												\$300.00	Maintenance of 2014 Ford F-150 and 2015 Ford Escape plus car washes	
10-5310-33-6243	Spec Supplies/Safety Equip/Emg	\$560.00	\$500.00	12%	\$500.00	12%	\$0.00	\$1,404.23	281%	\$1,623.87	\$282.79			
												\$200.00	Abatement supplies and materials, e.g. chains, locks, posting supplies, mosquito dunk and paint for markings	
												\$360.00	Replacement of Notice of Violation and Stop Work Order posting signs	
10-5310-33-6244	Office Furniture - Non Capital	\$800.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
												\$800.00	Replacement of one 20-year-old desk with hutch	
10-5310-33-6405	Professional Services	\$12,000.00	\$10,000.00	20%	\$10,000.00	20%	\$0.00	\$1,201.40	12%	\$2,291.35	\$2,740.00			
												\$12,000.00	Abatement of code violations, e.g. short-term vacation rentals, weeds and dead tree removals	

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												Amount	Description
10-5310-33-6703	Dues/Subscriptions/License	\$670.00	\$70.00	857%	\$70.00	857%	\$0.00	\$202.50	289%	\$432.72	\$254.00		
												\$70.00	CELA (Code Enforcement League of Arizona) membership renewal for two employees
												\$600.00	LEXISNEXIS Risk Data fees for search data
10-5310-33-6750	Travel & Training	\$2,500.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		
												\$800.00	CELA Advanced Training for two employees
												\$950.00	CELA Annual Conference for two employees
												\$750.00	Specialized Code Enforcement Training for one employee
	Code Enforcement - Supplies & Services Costs Subtotal	\$20,580.00	\$12,370.00	66%	\$12,370.00	66%	\$0.00	\$3,603.26	29%	\$5,602.80	\$4,989.35		
	General Fund - Code Enforcement Total	\$183,620.00	\$142,949.00	28%	\$143,614.00	28%	(\$665.00)	\$86,874.20	60%	\$131,247.62	\$58,255.18		

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												Amount	Description	
General Fund - Historic Preservation Comm.														
10-5310-62-6005	Salary & Wages	\$28,900.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
10-5310-62-6046	Other Allowances	\$660.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
10-5310-62-6125	FICA	\$2,270.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
10-5310-62-6130	ASRS Retirement	\$3,360.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
10-5310-62-6134	STD/LTD Insurance	\$150.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
10-5310-62-6135	Health/Dental/Life Insurance	\$3,390.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
10-5310-62-6136	Workers Compensation Insurance	\$160.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
	Historic Preservation Comm. - Personnel Costs Subtotal	\$38,890.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
10-5310-62-6210	Printing/Office Supplies	\$500.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		Printing of historic	
												\$500.00	preservation materials	
10-5310-62-6410	Commisn/Citizn Engmnt Support	\$1,250.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		Annual Commission retreat,	
												\$250.00	landmark and historic pride events	
												\$1,000.00	HPC landmark/recognition plaques and nameplates	
10-5310-62-6511	Advertising	\$700.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		Legal notices of public	
												\$200.00	hearings and events	
												\$500.00	National Historic Preservation Month promotions	
10-5310-62-6750	Travel & Training	\$4,000.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		Historic Preservation Conference for three Commissioners and specialized Commission training	
												\$4,000.00		
	Historic Preservation Comm. - Supplies & Services Costs Subtotal	\$6,450.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
	General Fund - Historic Preservation Comm. Total	\$45,340.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			

City of Sedona
 FY16-17 Proposed Budget - Line Item Detail
 Community Development Department

67% of year completed

Account Number	Account Description	FY17 Requested	FY16 Budget	FY17 Incr. over FY16 Budget	FY16 Est. Actuals	FY17 Incr. over FY16 Est.	FY16 Est. (over)/ under budget	FY16 Thru Feb	FY16 YTD % of Est.	FY15 Actuals	FY14 Actuals	FY17 Requested - Details	
												Amount	Description
General Fund - Community Plan													
10-5310-67-6005	Salary & Wages	\$201,780.00	\$46,817.00	331%	\$0.00	∞	\$46,817.00	\$0.00	N/A	\$0.00	\$0.00		
10-5310-67-6046	Other Allowances	\$1,990.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		
10-5310-67-6125	FICA	\$15,590.00	\$3,725.00	319%	\$0.00	∞	\$3,725.00	\$0.00	N/A	\$0.00	\$0.00		
10-5310-67-6130	ASRS Retirement	\$23,110.00	\$5,585.00	314%	\$0.00	∞	\$5,585.00	\$0.00	N/A	\$0.00	\$0.00		
10-5310-67-6134	STD/LTD Insurance	\$1,020.00	\$169.00	504%	\$0.00	∞	\$169.00	\$0.00	N/A	\$0.00	\$0.00		
10-5310-67-6135	Health/Dental/Life Insurance	\$35,990.00	\$16,924.00	113%	\$0.00	∞	\$16,924.00	\$0.00	N/A	\$0.00	\$0.00		
10-5310-67-6136	Workers Compensation Insurance	\$940.00	\$177.00	431%	\$0.00	∞	\$177.00	\$0.00	N/A	\$0.00	\$0.00		
	Community Plan - Personnel Costs Subtotal	\$280,420.00	\$73,397.00	282%	\$0.00	∞	\$73,397.00	\$0.00	N/A	\$0.00	\$0.00		
10-5310-67-6210	Printing/Office Supplies	\$6,400.00	\$4,000.00	60%	\$4,000.00	60%	\$0.00	\$0.00	0%	\$213.71	\$2,018.15		Community Plan Major Amendments - Mandated
												\$3,000.00	Community Plan Minor Amendments
												\$1,000.00	Miscellaneous supplies for CFA planning and public meetings
												\$1,000.00	Reproduction of Community Plan and CFA Plans
												\$500.00	Supplies for HP Designjet T2500 plotter
10-5310-67-6212	Postage	\$15,000.00	\$15,000.00	0%	\$15,000.00	0%	\$0.00	\$350.00	2%	\$840.00	\$16,811.70	\$1,000.00	CFA mailings
												\$12,000.00	Major Amendment mailings - Mandated
												\$2,000.00	Miscellaneous Community Plan mailings
10-5310-67-6243	Spec Supplies/Safety Equip/Emg	\$1,000.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	\$1,000.00	Special supplies for CFA public meetings
10-5310-67-6244	Office Furniture - Non Capital	\$0.00	\$0.00	N/A	\$0.00	N/A	\$0.00	\$0.00	N/A	\$7,046.28	\$0.00		
10-5310-67-6247	Computer Software - Non Capita	\$0.00	\$0.00	N/A	\$0.00	N/A	\$0.00	\$0.00	N/A	\$743.39	\$0.00		
10-5310-67-6405	Professional Services	\$7,000.00	\$147,570.00	-95%	\$32,000.00	-78%	\$115,570.00	\$12,754.46	40%	\$7,687.50	\$1,953.10		Legally-required citywide mailings for P&Z and City Council Major Amendment public hearings - Mandated
10-5310-67-6410	Commisn/Citizn Engmnt Support	\$100.00	\$100.00	0%	\$100.00	0%	\$0.00	\$68.79	69%	\$307.58	\$545.09	\$7,000.00	Miscellaneous support for public meetings
10-5310-67-6505	Rent	\$1,500.00	\$1,500.00	0%	\$1,500.00	0%	\$0.00	\$0.00	0%	\$746.29	\$4,876.50	\$1,500.00	Rental fee for facilities for CFA public meetings
10-5310-67-6511	Advertising	\$3,200.00	\$3,200.00	0%	\$3,200.00	0%	\$0.00	\$644.00	20%	\$3,769.78	\$1,832.55	\$3,200.00	Ads for Major Amendments and public hearings - Mandated
10-5310-67-6530	Utilities	\$0.00	\$0.00	N/A	\$0.00	N/A	\$0.00	\$0.00	N/A	\$0.00	\$218.87		
	Community Plan - Supplies & Services Costs Subtotal	\$34,200.00	\$171,370.00	-80%	\$55,800.00	-39%	\$115,570.00	\$13,817.25	25%	\$21,354.53	\$28,255.96		
10-5310-67-6857	Improvements - City Owned Property	\$0.00	\$0.00	N/A	\$0.00	N/A	\$0.00	\$0.00	N/A	\$18,801.08	\$0.00		
	Community Plan - Capital & Debt Service Costs Subtotal	\$0.00	\$0.00	N/A	\$0.00	N/A	\$0.00	\$0.00	N/A	\$18,801.08	\$0.00		
	General Fund - Community Plan Total	\$314,620.00	\$244,767.00	29%	\$55,800.00	464%	\$188,967.00	\$13,817.25	25%	\$40,155.61	\$28,255.96		

City of Sedona
 FY16-17 Proposed Budget - Line Item Detail
 Community Development Department

67% of year completed

Account Number	Account Description	FY17 Requested	FY16 Budget	FY17 Incr. over FY16 Budget	FY16 Est. Actuals	FY17 Incr. over FY16 Est.	FY16 Est. (over)/ under budget	FY16 Thru Feb	FY16 YTD % of Est.	FY15 Actuals	FY14 Actuals	FY17 Requested - Details		
												Amount	Description	
General Fund - Planning & Zoning Commission														
10-5310-71-6005	Salary & Wages	\$100,320.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
10-5310-71-6046	Other Allowances	\$1,730.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
10-5310-71-6125	FICA	\$7,810.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
10-5310-71-6130	ASRS Retirement	\$11,580.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
10-5310-71-6134	STD/LTD Insurance	\$510.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
10-5310-71-6135	Health/Dental/Life Insurance	\$10,720.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
10-5310-71-6136	Workers Compensation Insurance	\$700.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
	Planning & Zoning Commission - Personnel Costs Subtotal	\$133,370.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
10-5310-71-6210	Printing/Office Supplies	\$100.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		Printing of planning & zoning materials	
10-5310-71-6410	Commisn/Citizn Engmnt Support	\$2,900.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		Annual Commission retreat and specialized Commission training	
													\$2,500.00	
													Refreshments for 4-hr planning meetings	
													\$200.00	
													Safety vests and hard hats for construction site visits	
													\$200.00	
10-5310-71-6511	Advertising	\$3,000.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		\$3,000.00 P&Z legal notices	
10-5310-71-6703	Dues/Subscriptions/License	\$200.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		American Planning Association Commissioner Journal subscription	
													\$200.00	
	Planning & Zoning Commission - Supplies & Services Costs Subtotal	\$6,200.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
	General Fund - Planning & Zoning Commission Total	\$139,570.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
	General Fund Personnel Costs Subtotal	\$1,211,700.00	\$1,197,304.00	1%	\$1,108,048.00	9%	\$89,256.00	\$701,872.45	63%	\$976,162.78	\$820,503.04			
	General Fund Supplies & Services Costs Subtotal	\$392,927.00	\$236,630.00	66%	\$114,660.00	243%	\$121,970.00	\$35,007.01	31%	\$59,235.01	\$67,617.81			
	General Fund Capital & Debt Service Costs Subtotal	\$22,064.00	\$26,021.00	-15%	\$24,021.00	-8%	\$2,000.00	\$23,981.70	100%	\$18,801.08	\$36,434.56			
	General Fund Total	\$1,626,691.00	\$1,459,955.00	11%	\$1,246,729.00	30%	\$213,226.00	\$760,861.16	61%	\$1,054,198.87	\$924,555.41			

PUBLIC WORKS

DEPARTMENT DESCRIPTION

The Public Works Department includes Engineering Services and City Maintenance Services. The main program areas and the services included in these divisions are:

- **Engineering Services** – Administrative services, office support and supplies, development review, staff training, general professional services.
- **Streets General Fund** – Equipment and machinery operation and maintenance, utilities, landscaping, right of way maintenance, traffic control, drainage maintenance, multi-modal facility maintenance, in the public right of way.
- **Facilities Maintenance** – Maintenance of City buildings, service contracts, facility utilities, facility improvements.
- **Parks Maintenance** – Maintenance of parks grounds, equipment and machinery, service contracts, and utilities.
- **Storm Water Quality** – Storm water quality permit fees, professional services, and public outreach.
- **Project Management** – Personnel

management of capital improvement projects.

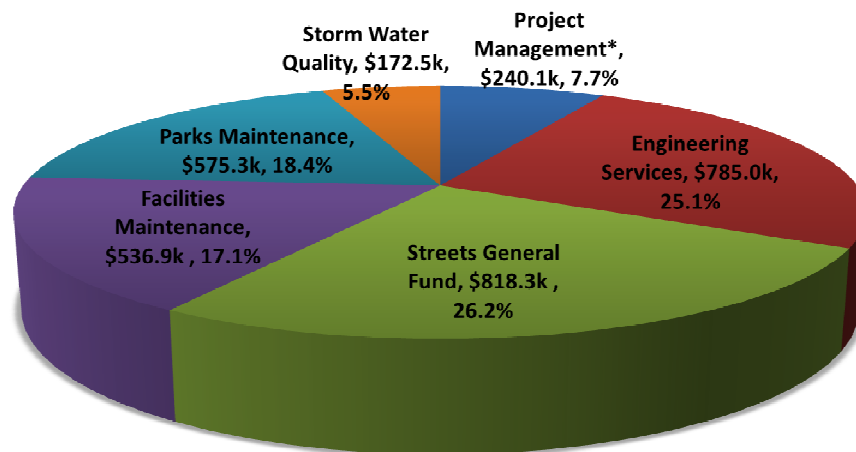
FY 2016 ACCOMPLISHMENTS

- ✓ Completed Pre-Monsoon Program for FY 15/16.
- ✓ Met ADEQ requirements for Municipal Separate Storm Sewer (MS4) compliance.
- ✓ Developed Property Management Maintenance Plan.
- ✓ Assisted with Community Clean-Up Event, for fire abatement and pre-monsoon drainage cleanup.

FY 2017 OBJECTIVES

- Complete Pre-Monsoon Program for FY 16/17.
- Continue to enhance bicycle route signage.
- Continue to enhance Property Management Maintenance Plan.
- Meet ADEQ requirements for Municipal Separate Storm Sewer (MS4) compliance
- Continue to refine processes for efficiency.

FY 2017 Expenses \$3.1 Million

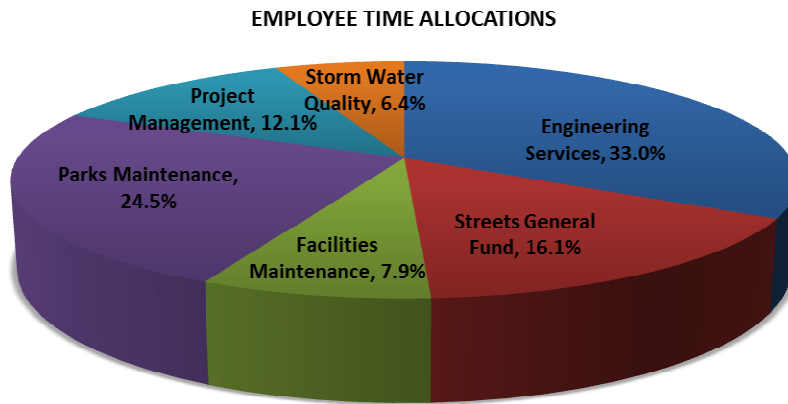


* = Costs for personnel only, other costs related to Capital Improvement Program (CIP) are in the CIP budget.

KEY INDICATORS	Actual FY 2014	Actual FY 2015	Target FY 2016	Proposed FY 2017
MS4 Compliant (Municipal Separate Storm Sewer System)	Yes	Yes	Yes	Yes
Public Works Customer Satisfaction				

FY 2017 EMPLOYEE TIME ALLOCATIONS (PERCENT)

The Public Works Department has 23.4 Full Time Employees. Employee time allocations are as shown below:



MAINTENANCE SERVICES

SERVICE AREA DESCRIPTION

The main program areas of Maintenance Services are:

- **Streets General Fund (3.25 FTE)** – Equipment and machinery operation and maintenance, utilities, landscaping, right of way maintenance, traffic control, drainage maintenance, multi-modal facility maintenance, in the public right of way.
- **Facilities Maintenance (1.6 FTE)** – Maintenance of City buildings, service contracts, facility utilities, facility improvements.
- **Parks Maintenance (4.95 FTE)** – Maintenance of parks grounds, equipment and machinery, service contracts, and utilities.

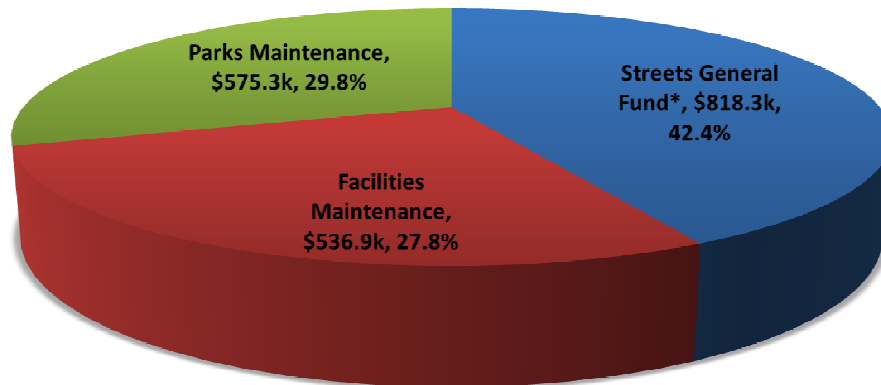
- ✓ Completed Pre-Monsoon Program for FY 15/16.
- ✓ Met ADEQ requirements for Municipal Separate Storm Sewer (MS4) compliance.
- ✓ Developed Property Management Maintenance Plan.
- ✓ Assisted with Community Clean-Up Event, for fire abatement and pre-monsoon drainage cleanup.

FY 2017 OBJECTIVES

- Complete Pre-Monsoon Program for FY 16/17.
- Continue to enhance bicycle route signage.
- Continue to enhance Property Management Maintenance Plan.
- Meet ADEQ requirements for Municipal Separate Storm Sewer (MS4) compliance
- Continue to refine processes for efficiency.

FY 2016 ACCOMPLISHMENTS

FY 2017 Expenses \$1.9 Million



* = Costs for personnel not included in Streets General Fund.

KEY INDICATORS	Actual FY 2014	Actual FY 2015	Target FY 2016	Proposed FY 2017
Facility Work Orders Complete Within 24-hours of Notice				
Parks Maintenance Cost/Acre				
Streets General Customer Satisfaction				

WORKLOAD INDICATORS	Actual FY 2014	Actual FY 2015	Target FY 2016	Proposed FY 2017
Number of Culverts Cleaned				

PROJECT MANAGEMENT

PROGRAM DESCRIPTION

The Public Works Department manages projects for multiple budget programs. As shown below, the Capital Improvement Program includes:

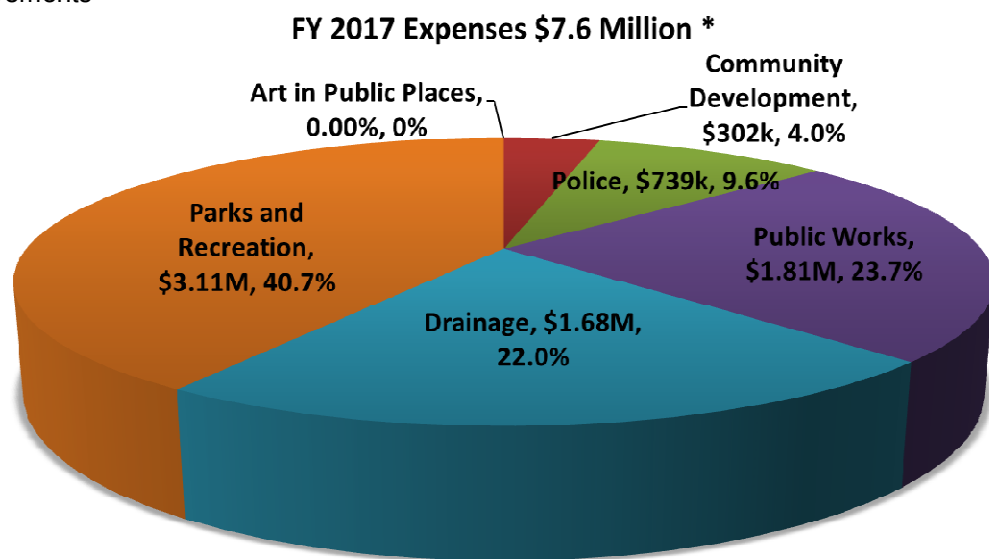
- 2.45 FTE employee time for this program.
- [Art in Public Places](#) – Art in the Roundabouts
- [Community Development](#) – Brewer Road Property
- [Police](#) – Shooting Range Improvements
- [Public Works](#) – Transportation Master Plan Update
- [Parks and Recreation](#) – Barbara Antonsen Memorial Park
- [Drainage](#) – Brewer Road/Tlaquepaque Improvements

FY 2016 ACCOMPLISHMENTS

- ✓ Created comprehensible communication report for Capital Improvement Project Updates. See www.sedonaaz.gov/CIP
- ✓ Completed 80% of budgeted Capital Improvement Projects, across multiple departments.

FY 2017 OBJECTIVES

- Complete design and construction of budgeted Capital Improvement Projects on time.
- Complete design and construction of budgeted Capital Improvement Projects within budget.



* = Wastewater Capital Improvement Projects are not included in this program, these projects are located in the Wastewater budget. This program does include projects funded with Development Impact Fees, Community Facility District Funds, and Outside Source Funding.

KEY INDICATORS	Actual FY 2014	Actual FY 2015	Target FY 2016	Proposed FY 2017
Projects Complete (CIP \$) / FTE				

WORKLOAD INDICATORS	Actual FY 2014	Actual FY 2015	Target FY 2016	Proposed FY 2017
Projects Budgeted (#)	19	18	20	20
Projects Completed (%)	74 %	60 %	80 %	100 %

STREETS - HURF

DEPARTMENT DESCRIPTION

Highway User Revenue Funds (HURF) are used to pay for street re-paving projects and these funds are 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.

FY 2016 ACCOMPLISHMENTS

- ✓ Milled and overlaid Palisades Subdivision

streets, and Jordan Road.

- ✓ Completed budgeted streets rehabilitation and preservation projects.

FY 2017 OBJECTIVES

- Accelerate re-paving program with a target to complete 4 – 5 miles of street rehabilitation per year.

KEY INDICATORS	Actual FY 2014	Actual FY 2015	Target FY 2016	Proposed FY 2017
City Streets Surface Condition				

WORKLOAD INDICATORS	Actual FY 2014	Actual FY 2015	Target FY 2016	Proposed FY 2017
Miles of Streets Rehabilitation Completed	2.20	0.78	2.30	4.0 – 5.0

City of Sedona
FY16-17 Proposed Budget - Program Summary
Public Works/Engineering Department

67% of year completed

Program	FY17 Requested	FY16 Budget	FY17 Incr. over FY16 Budget	FY16 Est. Actuals	FY17 Incr. over FY16 Est.	FY16 Est. (over)/ under budget	FY16 Thru Feb	FY16 YTD % of Est.	FY15 Actuals	FY14 Actuals
General Fund										
10-5320-01 - General Administration	\$0.00	\$502,784.00	-100%	\$468,526.00	-100%	\$34,258.00	\$282,252.81	60%	\$443,315.79	\$447,957.87
10-5320-26 - Parks Maintenance	\$575,346.00	\$730,478.00	-21%	\$688,356.00	-16%	\$42,122.00	\$436,622.61	63%	\$629,808.42	\$672,995.11
10-5320-38 - Engineering Services	\$785,079.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00
10-5320-39 - Streets	\$818,329.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00
10-5320-68 - Stormwater Quality	\$172,540.00	\$126,140.00	37%	\$105,023.00	64%	\$21,117.00	\$59,684.16	57%	\$103,204.60	\$82,117.06
10-5320-79 - Facilities Maintenance	\$536,964.00	\$700,519.00	-23%	\$727,177.00	-26%	(\$26,658.00)	\$363,299.96	50%	\$438,123.06	\$474,184.19
10-5320-89 - Capital Projects	\$240,140.00	\$286,001.00	-16%	\$233,136.00	3%	\$52,865.00	\$132,615.59	57%	\$178,131.81	\$165,590.59
General Fund Total	\$3,128,398.00	\$2,345,922.00	33%	\$2,222,218.00	41%	\$123,704.00	\$1,274,475.13	57%	\$1,792,583.68	\$1,842,844.82
Streets Fund										
11-5320-01 - General Administration	\$0.00	\$123,320.00	-100%	\$123,320.00	-100%	\$0.00	\$68,248.55	55%	\$146,093.54	\$130,895.21
11-5320-52 - Road & Drainage Rehabilitation	\$1,150,000.00	\$796,774.00	44%	\$796,774.00	44%	\$0.00	\$64,421.00	8%	\$67,600.91	\$1,279,868.64
11-5320-54 - Right-of-Way Maintenance	\$0.00	\$313,582.00	-100%	\$313,582.00	-100%	\$0.00	\$100,374.79	32%	\$167,882.06	\$271,196.32
11-5320-73 - Traffic Signals	\$0.00	\$171,013.00	-100%	\$171,013.00	-100%	\$0.00	\$57,937.18	34%	\$106,495.76	\$117,380.23
Streets Fund Total	\$1,150,000.00	\$1,404,689.00	-18%	\$1,404,689.00	-18%	\$0.00	\$290,981.52	21%	\$488,072.27	\$1,799,340.40
Wastewater Fund										
59-5320-38 - Engineering Services	\$188,313.00	\$31,046.00	507%	\$28,678.00	557%	\$2,368.00	\$10,717.77	37%	\$0.00	\$0.00
59-5320-89 - Capital Projects	\$3,612,348.00	\$8,298,545.00	-56%	\$4,242,532.00	-15%	\$4,056,013.00	\$3,058,079.74	72%	\$135,227.35	\$115,278.47
Wastewater Fund Total	\$3,800,661.00	\$8,329,591.00	-54%	\$4,271,210.00	-11%	\$4,058,381.00	\$3,068,797.51	72%	\$135,227.35	\$115,278.47

**City of Sedona
 FY16-17 Proposed Budget - Program Summary
 Public Works/Engineering Department**

67% of year completed

Program	FY17 Requested	FY16 Budget	FY17 Incr. over FY16 Budget	FY16 Est. Actuals	FY17 Incr. over FY16 Est.	FY16 Est. (over)/ under budget	FY16 Thru Feb	FY16 YTD % of Est.	FY15 Actuals	FY14 Actuals
GRAND TOTALS										
General Administration	\$0.00	\$626,104.00	-100%	\$591,846.00	-100%	\$34,258.00	\$350,501.36	59%	\$589,409.33	\$578,853.08
Parks Maintenance	\$575,346.00	\$730,478.00	-21%	\$688,356.00	-16%	\$42,122.00	\$436,622.61	63%	\$629,808.42	\$672,995.11
Engineering Services	\$973,392.00	\$31,046.00	3035%	\$28,678.00	3294%	\$2,368.00	\$10,717.77	37%	\$0.00	\$0.00
Streets/Road & Drainage Rehab/ROW Maint./Traffic Signals***	\$1,968,329.00	\$1,281,369.00	54%	\$1,281,369.00	54%	\$0.00	\$222,732.97	17%	\$341,978.73	\$1,668,445.19
Stormwater Quality	\$172,540.00	\$126,140.00	37%	\$105,023.00	64%	\$21,117.00	\$59,684.16	57%	\$103,204.60	\$82,117.06
Facilities Maintenance	\$536,964.00	\$700,519.00	-23%	\$727,177.00	-26%	(\$26,658.00)	\$363,299.96	50%	\$438,123.06	\$474,184.19
Capital Projects*	\$3,852,488.00	\$8,584,546.00	-55%	\$4,475,668.00	-14%	\$4,108,878.00	\$3,190,695.33	71%	\$313,359.16	\$280,869.06
Grand Totals**	\$8,079,059.00	\$12,080,202.00	-33%	\$7,898,117.00	2%	\$4,182,085.00	\$4,634,254.16	59%	\$2,415,883.30	\$3,757,463.69
*Capital Projects Program excluding CIP projects	\$318,980.00	\$442,428.00	-28%	\$375,668.00	-15%	\$66,760.00	\$209,262.10	56%	\$313,359.16	\$269,818.26
**Grand Totals excluding CIP projects	\$4,545,551.00	\$3,938,084.00	15%	\$3,798,117.00	20%	\$139,967.00	\$1,652,820.93	44%	\$2,415,883.30	\$3,746,412.89
**Grand Totals excluding CIP projects and Streets	\$2,577,222.00	\$2,656,715.00	-3%	\$2,516,748.00	2%	\$139,967.00	\$1,430,087.96	57%	\$2,073,904.57	\$2,077,967.70

City of Sedona
 FY16-17 Proposed Budget - Expenditure Summary
 Public Works/Engineering Department

67% of year completed

Cost Category	FY17 Requested	FY16 Budget	FY17 Incr. over FY16 Budget	FY16 Est. Actuals	FY17 Incr. over FY16 Est.	FY16 Est. (over)/ under budget	FY16 Thru Feb	FY16 YTD % of Est.	FY15 Actuals	FY14 Actuals	Explanation of Changes
General Fund											
10-5320-01 - General Administration											
Personnel	\$0.00	\$462,990.00	-100%	\$428,732.00	-100%	\$34,258.00	\$264,995.10	62%	\$388,187.26	\$434,333.16	Decrease: Change in allocations between programs Current year under budget due to vacancy savings
Supplies & Services	\$0.00	\$39,794.00	-100%	\$39,794.00	-100%	\$0.00	\$17,257.71	43%	\$55,128.53	\$13,624.71	Decrease: Change in allocations between programs
General Administration Total	\$0.00	\$502,784.00	-100%	\$468,526.00	-100%	\$34,258.00	\$282,252.81	60%	\$443,315.79	\$447,957.87	
10-5320-26 - Parks Maintenance											
Personnel	\$284,450.00	\$483,512.00	-41%	\$441,390.00	-36%	\$42,122.00	\$276,468.80	63%	\$408,892.81	\$415,269.60	Decrease: Change in allocations between programs Current year under budget due to vacancy savings
Supplies & Services	\$264,896.00	\$202,572.00	31%	\$202,572.00	31%	\$0.00	\$130,153.81	64%	\$190,915.61	\$222,727.51	Increase: Moved Wetlands Areas Maintenance Plan from Facilities Maintenance (\$40,000), moved USDA Forest Trails IGA payment from Capital & Debt Service (\$30,000)
Capital & Debt Service	\$26,000.00	\$44,394.00	-41%	\$44,394.00	-41%	\$0.00	\$30,000.00	68%	\$30,000.00	\$34,998.00	Decrease: One-time capital purchases, moved USDA Forest Trails IGA payment to Supplies & Services (\$30,000)
Parks Maintenance Total	\$575,346.00	\$730,478.00	-21%	\$688,356.00	-16%	\$42,122.00	\$436,622.61	63%	\$629,808.42	\$672,995.11	
10-5320-38 - Engineering Services											
Personnel	\$740,990.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	Increase: Change in allocations between program, moved Administrative Assistant from Community Development, includes Decision Package - 80% of new City Maintenance Worker II (CM Recommended)
Supplies & Services	\$44,089.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	Increase: Change in allocations between program, includes Decision Package - other expenses for new City Maintenance Worker II (CM Recommended)
Engineering Services Total	\$785,079.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	
10-5320-39 - Streets											
Supplies & Services	\$765,529.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	Increase: Moved all non-rehab Streets costs from Streets Fund to General Fund (decreased from prior year by \$186)
Capital & Debt Service	\$52,800.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	Increase: Moved all non-rehab Streets costs from Streets Fund to General Fund (decreased from prior year by \$64,400 - one-time capital purchases)
Streets Total	\$818,329.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	

City of Sedona
 FY16-17 Proposed Budget - Expenditure Summary
 Public Works/Engineering Department

67% of year completed

Cost Category	FY17 Requested	FY16 Budget	FY17 Incr. over FY16 Budget	FY16 Est. Actuals	FY17 Incr. over FY16 Est.	FY16 Est. (over)/ under budget	FY16 Thru Feb	FY16 YTD % of Est.	FY15 Actuals	FY14 Actuals	Explanation of Changes
10-5320-68 - Stormwater Quality											
Personnel	\$120,040.00	\$88,640.00	35%	\$67,523.00	78%	\$21,117.00	\$41,643.52	62%	\$68,836.02	\$56,827.46	Increase: Change in allocations between programs Current year under budget due to vacancy savings and changes in allocations between programs Increase: Moved Oak Creek Watershed Council support from General Services (\$15,000)
Supplies & Services	\$52,500.00	\$37,500.00	40%	\$37,500.00	40%	\$0.00	\$18,040.64	48%	\$34,368.58	\$25,289.60	
Stormwater Quality Total	\$172,540.00	\$126,140.00	37%	\$105,023.00	64%	\$21,117.00	\$59,684.16	57%	\$103,204.60	\$82,117.06	
10-5320-79 - Facilities Maintenance											
Personnel	\$102,590.00	\$113,445.00	-10%	\$140,103.00	-27%	(\$26,658.00)	\$89,679.22	64%	\$113,630.64	\$104,815.79	Increase: Change in allocations between programs Current year over budget due to changes in staffing allocations between programs Increase: Moved City Facilities Maintenance Plan from Capital & Debt Service (\$25,000), increased utilities budgets (\$4,980) Decrease: Includes one-time capital purchases, moved City Facilities Maintenance Plan to Supplies & Services (\$25,000), moved Wetlands Areas Maintenance Plan to Parks Maintenance (\$40,000), moved hydrant maintenance to General Services (\$50,000), includes Decision Package - Jordan Museum electrical upgrade (CM Recommended)
Supplies & Services	\$409,374.00	\$375,074.00	9%	\$375,074.00	9%	\$0.00	\$226,694.71	60%	\$302,208.42	\$333,824.96	
Capital & Debt Service	\$25,000.00	\$212,000.00	-88%	\$212,000.00	-88%	\$0.00	\$46,926.03	22%	\$22,284.00	\$35,543.44	
Facilities Maintenance Total	\$536,964.00	\$700,519.00	-23%	\$727,177.00	-26%	(\$26,658.00)	\$363,299.96	50%	\$438,123.06	\$474,184.19	
10-5320-89 - Capital Projects											
Personnel	\$240,140.00	\$286,001.00	-16%	\$233,136.00	3%	\$52,865.00	\$132,615.59	57%	\$178,131.81	\$165,590.59	Increase: Change in allocations between programs Current year over budget due to changes in allocations between programs
Capital Projects Total	\$240,140.00	\$286,001.00	-16%	\$233,136.00	3%	\$52,865.00	\$132,615.59	57%	\$178,131.81	\$165,590.59	
Personnel Subtotal	\$1,488,210.00	\$1,434,588.00	4%	\$1,310,884.00	14%	\$123,704.00	\$805,402.23	61%	\$1,157,678.54	\$1,176,836.60	
Supplies & Services Subtotal	\$1,536,388.00	\$654,940.00	135%	\$654,940.00	135%	\$0.00	\$392,146.87	60%	\$582,621.14	\$595,466.78	
Capital & Debt Service Subtotal	\$103,800.00	\$256,394.00	-60%	\$256,394.00	-60%	\$0.00	\$76,926.03	30%	\$52,284.00	\$70,541.44	
General Fund Total	\$3,128,398.00	\$2,345,922.00	33%	\$2,222,218.00	41%	\$123,704.00	\$1,274,475.13	57%	\$1,792,583.68	\$1,842,844.82	

City of Sedona
 FY16-17 Proposed Budget - Expenditure Summary
 Public Works/Engineering Department

67% of year completed

Cost Category	FY17 Requested	FY16 Budget	FY17 Incr. over FY16 Budget	FY16 Est. Actuals	FY17 Incr. over FY16 Est.	FY16 Est. (over)/ under budget	FY16 Thru Feb	FY16 YTD % of Est.	FY15 Actuals	FY14 Actuals	Explanation of Changes
Streets Fund											
11-5320-01 - General Administration											
Supplies & Services	\$0.00	\$93,120.00	-100%	\$93,120.00	-100%	\$0.00	\$38,285.18	41%	\$51,641.92	\$70,358.30	Decrease: Moved to General Fund
Capital & Debt Service	\$0.00	\$30,200.00	-100%	\$30,200.00	-100%	\$0.00	\$29,963.37	99%	\$94,451.62	\$60,536.91	Decrease: Moved to General Fund
General Administration Total	\$0.00	\$123,320.00	-100%	\$123,320.00	-100%	\$0.00	\$68,248.55	55%	\$146,093.54	\$130,895.21	
11-5320-52 - Road & Drainage Rehabilitation											
Supplies & Services	\$1,150,000.00	\$796,774.00	44%	\$796,774.00	44%	\$0.00	\$64,421.00	8%	\$67,600.91	\$1,279,868.64	Increase: Increased streets rehab for the 4.5 to 5 miles per year required to adequately maintain the City streets, moved right-of-way maintenance (\$20,000) and drainage maintenance (\$255,000) to General Fund
Road & Drainage Rehabilitation Total	\$1,150,000.00	\$796,774.00	44%	\$796,774.00	44%	\$0.00	\$64,421.00	8%	\$67,600.91	\$1,279,868.64	
11-5320-54 - Right-of-Way Maintenance											
Supplies & Services	\$0.00	\$226,582.00	-100%	\$226,582.00	-100%	\$0.00	\$73,812.47	33%	\$167,882.06	\$239,477.09	Decrease: Moved to General Fund
Capital & Debt Service	\$0.00	\$87,000.00	-100%	\$87,000.00	-100%	\$0.00	\$26,562.32	31%	\$0.00	\$31,719.23	Decrease: Moved to General Fund
Right-of-Way Maintenance Total	\$0.00	\$313,582.00	-100%	\$313,582.00	-100%	\$0.00	\$100,374.79	32%	\$167,882.06	\$271,196.32	
11-5320-73 - Traffic Signals											
Supplies & Services	\$0.00	\$171,013.00	-100%	\$171,013.00	-100%	\$0.00	\$57,937.18	34%	\$106,495.76	\$117,380.23	Decrease: Moved to General Fund
Traffic Signals Total	\$0.00	\$171,013.00	-100%	\$171,013.00	-100%	\$0.00	\$57,937.18	34%	\$106,495.76	\$117,380.23	
Supplies & Services Subtotal	\$1,150,000.00	\$1,287,489.00	-11%	\$1,287,489.00	-11%	\$0.00	\$234,455.83	18%	\$393,620.65	\$1,707,084.26	
Capital & Debt Service Subtotal	\$0.00	\$117,200.00	-100%	\$117,200.00	-100%	\$0.00	\$56,525.69	48%	\$94,451.62	\$92,256.14	
Streets Fund Total	\$1,150,000.00	\$1,404,689.00	-18%	\$1,404,689.00	-18%	\$0.00	\$290,981.52	21%	\$488,072.27	\$1,799,340.40	

City of Sedona
 FY16-17 Proposed Budget - Expenditure Summary
 Public Works/Engineering Department

67% of year completed

Cost Category	FY17 Requested	FY16 Budget	FY17 Incr. over FY16 Budget	FY16 Est. Actuals	FY17 Incr. over FY16 Est.	FY16 Est. (over)/ under budget	FY16 Thru Feb	FY16 YTD % of Est.	FY15 Actuals	FY14 Actuals	Explanation of Changes
Wastewater Fund											
59-5320-38 - Engineering Services											
Personnel	\$163,000.00	\$2,368.00	6783%	\$0.00	∞	\$2,368.00	\$0.00	N/A	\$0.00	\$0.00	Increase: Accounts have been changed for departmental staff allocations to Wastewater Fund (all allocations were previously charged to 59-5250-01)
Supplies & Services	\$25,313.00	\$25,313.00	0%	\$25,313.00	0%	\$0.00	\$10,717.77	42%	\$0.00	\$0.00	
Capital & Debt Service	\$0.00	\$3,365.00	-100%	\$3,365.00	-100%	\$0.00	\$0.00	0%	\$0.00	\$0.00	Decrease: One-time capital purchase, IT related purchases moved to IT budget in the Wastewater Fund
Engineering Services Total	\$188,313.00	\$31,046.00	507%	\$28,678.00	557%	\$2,368.00	\$10,717.77	37%	\$0.00	\$0.00	
59-5320-89 - Capital Projects											
Personnel	\$78,840.00	\$136,427.00	-42%	\$122,532.00	-36%	\$13,895.00	\$76,646.51	63%	\$135,227.35	\$102,191.88	Decrease: Change in allocations between programs, also no separation in current year for Wastewater Department staff allocations and Engineering Department staff allocations Current year under budget due to vacancy savings
Supplies & Services	\$0.00	\$20,000.00	-100%	\$20,000.00	-100%	\$0.00	\$0.00	0%	\$0.00	\$2,035.79	
Capital & Debt Service	\$3,533,508.00	\$8,142,118.00	-57%	\$4,100,000.00	-14%	\$4,042,118.00	\$2,981,433.23	73%	\$0.00	\$11,050.80	Decrease: Based on CIP projects anticipated for the year Current year under budget due to decreases in project costs and carryforward of projects into the next fiscal year
Capital Projects Total	\$3,612,348.00	\$8,298,545.00	-56%	\$4,242,532.00	-15%	\$4,056,013.00	\$3,058,079.74	72%	\$135,227.35	\$115,278.47	
Personnel Subtotal	\$241,840.00	\$138,795.00	74%	\$122,532.00	97%	\$16,263.00	\$76,646.51	63%	\$135,227.35	\$102,191.88	
Supplies & Services Subtotal	\$25,313.00	\$45,313.00	-44%	\$45,313.00	-44%	\$0.00	\$10,717.77	24%	\$0.00	\$2,035.79	
Capital & Debt Service Subtotal	\$3,533,508.00	\$8,145,483.00	-57%	\$4,103,365.00	-14%	\$4,042,118.00	\$2,981,433.23	73%	\$0.00	\$11,050.80	
Wastewater Fund Total	\$3,800,661.00	\$8,329,591.00	-54%	\$4,271,210.00	-11%	\$4,058,381.00	\$3,068,797.51	72%	\$135,227.35	\$115,278.47	
Grand Totals											
Personnel Total	\$1,730,050.00	\$1,573,383.00	10%	\$1,433,416.00	21%	\$139,967.00	\$882,048.74	62%	\$1,292,905.89	\$1,279,028.48	
Supplies & Services Total	\$2,711,701.00	\$1,987,742.00	36%	\$1,987,742.00	36%	\$0.00	\$637,320.47	32%	\$976,241.79	\$2,304,586.83	
Capital & Debt Service Total	\$3,637,308.00	\$8,519,077.00	-57%	\$4,476,959.00	-19%	\$4,042,118.00	\$3,114,884.95	70%	\$146,735.62	\$173,848.38	
Grand Total	\$8,079,059.00	\$12,080,202.00	-33%	\$7,898,117.00	2%	\$4,182,085.00	\$4,634,254.16	59%	\$2,415,883.30	\$3,757,463.69	

**City of Sedona
 FY16-17 Proposed Budget - Positions/Allocations
 Public Works/Engineering Department**

Position	FTE	Org Unit	Org Description	FTE
Administrative Assistant	0.60			
Assistant Engineer	2.00			
Associate Engineer	3.00			
Chief Engineering Inspector	1.00			
City Maintenance Supervisor	1.00			
City Maintenance Worker I	6.00			
City Maintenance Worker II	1.80			
Director of Public Works/City Engineer	1.00			
Engineering Administrative Supervisor	1.00			
Engineering Services Inspector	2.00			
Engineering Supervisor	1.00			
Facilities Maintenance Manager	1.00			
Traffic Aide	2.00			
Total	23.40			
General Fund				
		10-5320-26	Parks Maintenance	4.95
		10-5320-38	Engineering Services	9.92
		10-5320-68	Sormwater Quality	1.29
		10-5320-79	Facilities Maintenance	1.60
		10-5320-89	Capital Projects	2.45
			General Fund Total	20.21
Wastewater Fund				
		59-5320-38	Engineering Services	2.30
		59-5320-89	Capital Projects	0.89
			Wastewater Fund Total	3.19
			Grand Total	23.40



**City of Sedona
Decision Package
Fiscal Year 2016-2017**

Project Title:	Jordan Museum Electrical Upgrade
Originating Department and Division:	Engineering Services/Maintenance
Funding Request Type (Ongoing vs. One-Time)	One-Time
Source of Funds (General Funds, Grants or other outside Funding, New Revenue Source(s), Wastewater, etc.)	

I Problem/Issue

a) Does this affect our citizens/customers quality of life?	
	Yes
If yes, then how:	
	Bringing the electrical system up to code compliance ensures the safety of both building and public.
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 electrical upgrade needs were identified in 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.
d) Does the project/issue relate to the strategic/community plans?	
	Strategic Plan:
	Yes
	Community Plan:
	Commitment to Environmental Protection & Community Gathering Places
If not in either plan, how does this fit into the City of Sedona's priorities?	
e) Are there environmental implications?	
	Yes
If yes, explain:	Bringing the electrical system up to code compliance addresses

	the potential of fire.
f)	Cost (include economic/financial analysis) and recommendation as to funding sources (include partnerships):
II Risk Analysis	
a)	What happens if this is not done?
	The electrical system in the building would remain out of code compliance.
	What would happen if this is done?
	This brings the electrical system in the building into code compliance.
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:
	This brings the electrical system in the building into code compliance.
III Resources Required	
a)	What departments will be involved in the planning and operation of this project/issue?
	Engineering/City Maintenance
	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:
	A consultant has prepared a design for this work.
d)	Are special equipment resources required? Please explain:
	No
e)	Are there on-going operation and maintenance costs involved? Please explain:
	In-house maintenance and inspections of equipment.
IV Implementation	
a)	What is the time frame for completion of plan and implementation for project/issue?
	A contractor would be selected and the project would be completed in the fall of 2016.
b)	How will you market/communicate the project/issue to the public?

	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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IV	Proposed Expenditures
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Line Item Description (One-Time)	Account*	FY 2016-2017 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 2016-2017 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 2016-2017

Project Title:	Full Time City Maintenance Worker 2 Position
Originating Department and Division:	Engineering Services/Maintenance
Funding Request Type (Ongoing vs. One-Time)	Ongoing
Source of Funds(General Funds, Grants or other outside Funding, New Revenue Source(s), Wastewater, etc.)	
I Problem/Issue	
a) Does this affect our citizens/customers quality of life?	Yes
If yes, then how:	<p>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.</p> <p>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.</p>
b) Is this a traditional government function?	Yes
If it is not a traditional function, why should the City of Sedona deal with it?	
c) History/background of project issue:	<p>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.</p> <p>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</p>

responsibility of the City Maintenance Division. The number of City-maintained facilities and Parks has steadily increased each year; however, the staff level has remained unchanged since 2010. The reconstruction of the SR 179 corridor 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, the Pre-Monsoon Maintenance Program, and Uptown traffic control support were added. Also, Uptown traffic control support was added. 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)
- Pressure Washing Uptown and Parks weekly
- Jordan Museum

Future maintenance work loads will include:

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

Facility Maintenance is 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 without additional assistance.

The Parks and Recreation Department is requesting a staff person be dedicated to assist with Parks and Recreation events. The Parks and Recreation Department has three staff positions. 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 allow one maintenance staff person to become the go-to person for the Parks and Recreation Department for maintenance support. This additional staff person will allow Maintenance Services to assist the Parks and Recreation

	<p>Department with the level of service required for these events.</p> <p>This new position would provide assistance to City Maintenance, Facility Maintenance and the Parks and Recreation Department.</p>
	d) Does the project/issue relate to the strategic/community plans?
	<p>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.</p>
	Community Plan:
	N/A
	If not in either plan, how does this fit into the City of Sedona's priorities?
	e) Are there environmental implications?
	No
	If yes, explain:
	f) Cost (include economic/financial analysis) and recommendation as to funding sources (include partnerships):
	<p>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 General Administration 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 assist the Facility Maintenance Plan implemented in FY 15/16 that allows staff to provide adequate proactive maintenance to expand the life of City assets, making a relatively small increase in the maintenance cost and avoiding large capital costs from occurring too early in the life of an asset.</p>
II Risk Analysis	

	a) What happens if this is not done?
	Current staff is limited in their ability to provide adequate services to all areas of responsibility. Assets are beginning to fall into disrepair as was indicated in the FY 15/16 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.
	What would happen if this is done?
	We would be able to provide appropriate and adequate coverage for scheduled and routine maintenance, provide additional support to Facilities Maintenance for every-day maintenance responsibilities and provide increased support to Parks and Recreation by making a maintenance person available for City events. The level of maintenance services provided throughout the City will be at the appropriate level.
	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 normal, in other cities, for the Parks and Recreation Department to have an adequate level of maintenance staff.
III Resources Required	
	a) What departments will be involved in the planning and operation of this project/issue?
	Engineering / Maintenance / Parks and Recreation
	Do these departments concur with this priority?
	Yes
	b) What are the in-house staff requirements?
	An additional City Maintenance Worker 2 Staff position
	c) Are outside consultants needed? Please explain:
	No
	d) Are special equipment resources required? Please explain:
	PPE (Personal Protective Equipment) and cell phone
	e) Are there on-going operation and maintenance costs involved? Please explain:

Recommended \$55,535
PW&E Portion \$44,615

	Payroll, safety equipment, cell phone and uniforms																																								
IV Implementation																																									
	a) What is the time frame for completion of plan and implementation for project/issue?																																								
	This position would be hired in FY16/17																																								
	b) How will you market/communicate the project/issue to the public?																																								
	The position would be advertised on the City's website and/or local newspaper.																																								
	c) What performance measures will you use to evaluate the project/issue?																																								
	<p>The overall general appearance of our current facilities, parks, right-of-ways and State Routes 89A and 179 landscaped areas.</p> <p>Reduction in contract services and costs to maintain the City's current assets.</p> <p>Ability for maintenance staff to provide a higher level of service to internal and external customers, visitors and residents.</p>																																								
IV Proposed Expenditures																																									
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Line Item Description (One-Time)</th> <th style="width: 25%;">Account*</th> <th style="width: 25%;">FY 2016-2017 Request</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td style="text-align: right;">\$0</td> </tr> <tr> <td> </td> <td> </td> <td style="text-align: right;">\$0</td> </tr> <tr> <td colspan="3" style="text-align: right;">One-time Expenditures Total: \$0</td> </tr> <tr> <td>43698</td> <td>Account *</td> <td>FY 2016-2017 Request</td> </tr> <tr> <td>Salary & wages, plus benefits – 80% - General Administration</td> <td style="text-align: center;">10-5320-38-6005</td> <td style="text-align: right;">\$43,670</td> </tr> <tr> <td>Salary & wages, plus benefits – 20% Parks & Recreation</td> <td style="text-align: center;">10-5242-02-6005</td> <td style="text-align: right;">\$10,920</td> </tr> <tr> <td>Employee Exams</td> <td style="text-align: center;">10-5320-38-6141</td> <td style="text-align: right;">\$20.00</td> </tr> <tr> <td>Telephone</td> <td style="text-align: center;">10-5320-38-6213</td> <td style="text-align: right;">\$400.00</td> </tr> <tr> <td>Uniform Expenses</td> <td style="text-align: center;">10-5320-38-6214</td> <td style="text-align: right;">\$350.00</td> </tr> <tr> <td>Special Supplies/Safety Equipment/Emg</td> <td style="text-align: center;">10-5320-38-6243</td> <td style="text-align: right;">\$175.00</td> </tr> <tr> <td colspan="3" style="text-align: right;">On-going Expenditures Total: \$55,535.00</td> </tr> </tbody> </table>			Line Item Description (One-Time)	Account*	FY 2016-2017 Request						\$0			\$0	One-time Expenditures Total: \$0			43698	Account *	FY 2016-2017 Request	Salary & wages, plus benefits – 80% - General Administration	10-5320-38-6005	\$43,670	Salary & wages, plus benefits – 20% Parks & Recreation	10-5242-02-6005	\$10,920	Employee Exams	10-5320-38-6141	\$20.00	Telephone	10-5320-38-6213	\$400.00	Uniform Expenses	10-5320-38-6214	\$350.00	Special Supplies/Safety Equipment/Emg	10-5320-38-6243	\$175.00	On-going Expenditures Total: \$55,535.00		
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Recommended \$55,535
PW&E Portion \$44,615

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



**City of Sedona
Decision Package
Fiscal Year 2016-2017**

Project Title:	Full-Time Administrative Assistant
Originating Department and Division:	Public Works / Maintenance Services
Funding Request Type (Ongoing vs. One-Time)	One-Time
Source of Funds (General Fund, Grants or Other Outside Funding, New Revenue Source(s), Wastewater Fund, etc.)	General Fund

I Problem/Issue

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

yes

If yes, then how:

This would improve the level of service for our Department. Currently, Public Works has one full-time administrative and one part-time administrative staff. This position would provide daily coverage for the four 10-hour workweek between 8:00 a.m. – 5:00 p.m. which are traditional public business hours, and would increase work flow efficiency.

Not only does this position handle administrative duties, the position also often has first contact with the public. The position answers calls for the Department’s main phone line and greets walk-ins. Inquiries are then routed to the correct City staff member for assistance. Having adequate staff support for this function ensures a good experience for public-City relations.

In addition, this position assists with quality control and refining processes that improve efficiency. Without adequate staff support in this area, management is not afforded the time for these types of efforts.

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 2012, Streets/Maintenance Services began receiving separate administrative support on a part-time basis. In 2014, a separate part-time position was

	<p>created to support Streets/Maintenance Services with 24 hours per week allocated.</p> <p>Over the last several years, the Public Works Department has grown in number of employees; in responsibilities and budget due to the addition of Parks Maintenance, Facilities Maintenance and construction management associated with acceleration of components of the Capital Improvement Program; the addition of the annual Pre-Monsoon Program; and greater responsibility in budget management. With the addition of project management staff, the amount of contracts, bid documents and correspondence has increased. The administrative staff level has not increased linearly with these increases in responsibility.</p> <p>In Scenario A (no change) – maintaining current part-time 24 hours - we would continue to be unable to coordinate, work on process and complete large administrative projects. With the increased workload, we would continue to struggle to complete the current workload. There would not be full daily-coverage during vacation of administrative staff.</p> <p>In Scenario B (request approved) – transitioning to 32 hours, we would possess the ability to coordinate, work on process and complete large administrative projects. We would be able to provide full daily-coverage during vacation of administrative staff and increase assignment completion.</p>
	<p>d) Does the project/issue relate to the Community Plan (or other master plans)?</p>
	<p>no</p>
	<p>If not in a specific plan, how does this fit into the City of Sedona's priorities?</p>
	<p>Community Plan page 14 states: <i>“Sedona has a resilient economy, provides the highest quality of service to visitors, and offers rewarding and diverse employment opportunities.”</i></p> <p>Providing the requested additional administrative support helps to ensure the City provides the highest quality of service to visitors.</p>
	<p>e) Provide a cost/benefit analysis. What does the City/community get for this investment?</p>
	<p>Cost: Currently, the Administrative Assistant is allotted 48 hours per two weeks at \$17.22/hr plus vacation and retirement benefits. The salary cost is therefore \$23,955.53 per year.</p> <p>If the Administrative Assistant position were increased to 64 hours per two weeks at \$17.22/hr plus vacation, retirement, health, social security, and workers compensation benefits, the annual cost would be \$46,218.29 per year, this an increase of \$22,262.76 above the current compensation.</p>

	<p>Currently, most of the part-time Administrative Assistant's time is spent processing invoices, reconciling purchasing card statements and small contracts. Other tasks include budget preparation for Streets/Parks Maintenance/ and Facilities Maintenance, budget monitoring, accounts payable, purchase order entry, requests for proposals, management of vendor information, business license review, insurance requirement review, coordinating appropriate documents for retention with the City Clerks Office, and website management.</p> <p>Benefits</p> <p>An example of the benefit of having adequate administrative staff support is that it helps to ensure a good experience for public-City relations. Customer service is improved by ensuring public inquiries are handled correctly and timely with adequate staff coverage.</p> <p>The Administrative Assistant assists with policy development, and refining processes that improve efficiency. Some examples include creating master document templates, auditing purchasing processes, refining our filing systems and infrastructure/asset/vendor management. Having adequate administrative assistance also allows time for management to allocate to refining processes and improving the efficiency of the department. In addition, critical functions must be maintained during staff leave. Without the additional time requested, full coverage throughout the year is not possible.</p>
II Risk Analysis	
a)	What happens if this is not done?
	Administrative duties will fall behind, proactive efforts will not be possible due to a lack of available time, and the level of customer service may be reduced.
b)	Show examples of best practices from other cities, if applicable:
III Implementation	
a)	What is the timeframe for completion of plan and implementation for project/issue?
	Begin increased hours in FY 16/17
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 performance measures utilized to evaluate the benefit of this time increase will be level of customer service and efficiency of the department. This can be measured through the accuracy and response time for public inquiries, timely completion of administrative duties, and efficient completion rate of CIP's.

IV Proposed Expenditures		
Please explain the resources required (in-house staff, consultants, special equipment, ongoing operation and maintenance, other department(s) support, etc.)		
Line Item Description (One-Time)	Account*	FY 2016-17 Request
Annual Wages	10-5320-38-6005	\$7,163.52
FICA/Medicare	10-5320-38-6125	\$548.01
ASRS- Retire	10-5320-38-6130	\$822.37
Workers Comp	10-5320-38-6136	\$17.00
Health costs	10-5320-38-6135	\$13,711.86
<u>One-time Expenditures Total: \$22,262.76</u>		
Line Item Description (On-going)	Account*	FY 2016-17 Request
<u>On-going Expenditures Total: \$0</u>		

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

City of Sedona
 FY16-17 Proposed Budget - Line Item Detail
 Public Works/Engineering Department

67% of year completed

												FY17 Requested - Details	
Account Number	Account Description	FY17 Requested	FY16 Budget	FY17 Incr. over FY16 Budget	FY16 Est. Actuals	FY17 Incr. over FY16 Est.	FY16 Est. (over)/ under budget	FY16 Thru Feb	FY16 YTD % of Est.	FY15 Actuals	FY14 Actuals	Amount	Description
General Fund - General Administration													
10-5320-01-6005	Salary & Wages	\$0.00	\$315,497.00	-100%	\$297,750.00	-100%	\$17,747.00	\$186,990.05	63%	\$264,365.82	\$301,882.12		
10-5320-01-6006	Overtime	\$0.00	\$0.00	N/A	\$2,470.00	-100%	(\$2,470.00)	\$1,216.05	49%	\$652.77	\$697.26		
10-5320-01-6010	Temp/Part-Time Wages	\$0.00	\$0.00	N/A	\$0.00	N/A	\$0.00	\$0.00	N/A	\$0.00	\$2,919.30		
10-5320-01-6046	Other Allowances	\$0.00	\$2,160.00	-100%	\$3,800.00	-100%	(\$1,640.00)	\$2,374.50	62%	\$4,071.98	\$3,900.00		
10-5320-01-6125	FICA	\$0.00	\$25,042.00	-100%	\$22,660.00	-100%	\$2,382.00	\$14,028.60	62%	\$20,406.65	\$23,066.30		
10-5320-01-6130	ASRS Retirement	\$0.00	\$37,547.00	-100%	\$34,700.00	-100%	\$2,847.00	\$21,438.05	62%	\$32,006.43	\$35,463.51		
10-5320-01-6134	STD/LTD Insurance	\$0.00	\$1,136.00	-100%	\$2,340.00	-100%	(\$1,204.00)	\$226.82	10%	\$1,446.40	\$2,427.36		
10-5320-01-6135	Health/Dental/Life Insurance	\$0.00	\$73,776.00	-100%	\$57,180.00	-100%	\$16,596.00	\$35,244.03	62%	\$59,106.22	\$55,274.55		
10-5320-01-6136	Workers Compensation Insurance	\$0.00	\$7,832.00	-100%	\$7,832.00	-100%	\$0.00	\$3,477.00	44%	\$6,130.99	\$8,702.76		
	General Administration - Personnel Costs Subtotal	\$0.00	\$462,990.00	-100%	\$428,732.00	-100%	\$34,258.00	\$264,995.10	62%	\$388,187.26	\$434,333.16		
10-5320-01-6210	Printing/Office Supplies	\$0.00	\$5,100.00	-100%	\$5,100.00	-100%	\$0.00	\$2,000.74	39%	\$236.42	\$4,725.31		
10-5320-01-6213	Voice & Data Communications	\$0.00	\$1,776.00	-100%	\$1,776.00	-100%	\$0.00	\$1,086.55	61%	\$2,089.17	\$1,958.03		
10-5320-01-6214	Uniform Expenses	\$0.00	\$4,445.00	-100%	\$4,445.00	-100%	\$0.00	\$2,485.39	56%	\$2,715.12	\$1,683.08		
10-5320-01-6243	Spec Supplies/Safety Equip/Emg	\$0.00	\$100.00	-100%	\$100.00	-100%	\$0.00	\$99.66	100%	\$191.34	\$524.91		
10-5320-01-6244	Office Furniture - Non Capital	\$0.00	\$0.00	N/A	\$0.00	N/A	\$0.00	\$1,769.89	∞	\$1,689.53	\$0.00		
10-5320-01-6405	Professional Services	\$0.00	\$15,000.00	-100%	\$15,000.00	-100%	\$0.00	\$3,480.00	23%	\$37,329.63	\$2,130.37		
10-5320-01-6703	Dues/Subscriptions/License	\$0.00	\$1,443.00	-100%	\$1,443.00	-100%	\$0.00	\$603.75	42%	\$4,975.35	\$2,603.01		
10-5320-01-6708	Fines and Penalties	\$0.00	\$0.00	N/A	\$0.00	N/A	\$0.00	\$1,500.00	∞	\$0.00	\$0.00		
10-5320-01-6750	Travel & Training	\$0.00	\$11,930.00	-100%	\$11,930.00	-100%	\$0.00	\$4,231.73	35%	\$5,901.97	\$0.00		
	General Administration - Supplies & Services Costs Subtotal	\$0.00	\$39,794.00	-100%	\$39,794.00	-100%	\$0.00	\$17,257.71	43%	\$55,128.53	\$13,624.71		
	General Fund - General Administration Total	\$0.00	\$502,784.00	-100%	\$468,526.00	-100%	\$34,258.00	\$282,252.81	60%	\$443,315.79	\$447,957.87		

City of Sedona
 FY16-17 Proposed Budget - Line Item Detail
 Public Works/Engineering Department

67% of year completed

Account Number	Account Description	FY17 Requested	FY16 Budget	FY17 Incr. over FY16 Budget	FY16 Est. Actuals	FY17 Incr. over FY16 Est.	FY16 Est. (over)/ under budget	FY16 Thru Feb	FY16 YTD % of Est.	FY15 Actuals	FY14 Actuals	FY17 Requested - Details		
												Amount	Description	
General Fund - Parks Maintenance														
10-5320-26-6005	Salary & Wages	\$182,100.00	\$311,832.00	-42%	\$281,610.00	-35%	\$30,222.00	\$180,934.66	64%	\$264,458.40	\$269,393.14			
10-5320-26-6006	Overtime	\$4,060.00	\$0.00	∞	\$4,750.00	-15%	(\$4,750.00)	\$2,856.83	60%	\$3,126.25	\$9,164.81			
10-5320-26-6045	Uniform Allowance	\$1,310.00	\$300.00	337%	\$0.00	∞	\$300.00	\$0.00	N/A	\$0.00	\$0.00			
10-5320-26-6125	FICA	\$14,350.00	\$24,587.00	-42%	\$21,330.00	-33%	\$3,257.00	\$13,417.84	63%	\$20,797.13	\$20,042.38			
10-5320-26-6130	ASRS Retirement	\$21,260.00	\$36,864.00	-42%	\$33,080.00	-36%	\$3,784.00	\$20,586.03	62%	\$31,616.14	\$30,461.79			
10-5320-26-6134	STD/LTD Insurance	\$920.00	\$1,123.00	-18%	\$1,360.00	-32%	(\$237.00)	\$217.75	16%	\$1,995.11	\$2,077.17			
10-5320-26-6135	Health/Dental/Life Insurance	\$55,700.00	\$97,536.00	-43%	\$87,990.00	-37%	\$9,546.00	\$52,862.69	60%	\$76,964.00	\$72,649.90			
10-5320-26-6136	Workers Compensation Insurance	\$4,750.00	\$11,270.00	-58%	\$11,270.00	-58%	\$0.00	\$5,593.00	50%	\$9,935.78	\$11,480.41			
	Parks Maintenance - Personnel Costs Subtotal	\$284,450.00	\$483,512.00	-41%	\$441,390.00	-36%	\$42,122.00	\$276,468.80	63%	\$408,892.81	\$415,269.60			
10-5320-26-6213	Voice & Data Communications	\$1,776.00	\$1,776.00	0%	\$1,776.00	0%	\$0.00	\$904.26	51%	\$1,656.15	\$1,575.01		Cell phone usage (4 units), replacement supplies	
10-5320-26-6214	Uniform Expenses	\$2,100.00	\$2,100.00	0%	\$2,100.00	0%	\$0.00	\$2,013.70	96%	\$1,773.41	\$1,462.03		Safety boots, apparel for 4 Parks Maintenance employees	
10-5320-26-6224	Chemicals	\$7,000.00	\$10,000.00	-30%	\$10,000.00	-30%	\$0.00	\$935.44	9%	\$7,113.60	\$10,240.81		Fertilizer and Pesticides for grounds and parks	
10-5320-26-6231	Grounds Maintenance	\$37,500.00	\$23,106.00	62%	\$23,106.00	62%	\$0.00	\$16,033.35	69%	\$49,528.85	\$67,039.52		Reduction due to installation of weed barrier materials FY15/16	
10-5320-26-6235	Equipment Repair	\$6,000.00	\$6,000.00	0%	\$6,000.00	0%	\$0.00	\$1,369.02	23%	\$4,794.06	\$5,762.46		Materials and parts for maintenance of grounds, playgrounds, playground equipment and musical instruments	
10-5320-26-6243	Spec Supplies/Safety Equip/Emg	\$1,440.00	\$1,440.00	0%	\$1,440.00	0%	\$0.00	\$1,169.00	81%	\$2,632.59	\$2,924.60		Preventative Maintenance Program for equipment	
10-5320-26-6248	Machinery & Equip - Non Capit	\$0.00	\$2,000.00	-100%	\$2,000.00	-100%	\$0.00	\$1,078.03	54%	\$0.00	\$0.00		Personnel protective equipment	
10-5320-26-6250	Instrument & Tools - Non Capit	\$5,000.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
10-5320-26-6405	Professional Services	\$74,075.00	\$14,075.00	426%	\$14,075.00	426%	\$0.00	\$3,285.76	23%	\$5,046.25	\$10,470.00		Parks Maintenance shop tools and supplies (excludes grounds maintenance)	
													\$1,575.00 Backflow device inspections	
													\$2,500.00 Large tree removal	
													USDA Forest Trails IGA Payment (50% share of coordinator for trail maintenance)	
													\$30,000.00 Wetlands Areas Maintenance Plan	
10-5320-26-6530	Utilities	\$0.00	\$137,550.00	-100%	\$137,550.00	-100%	\$0.00	\$101,299.42	74%	\$111,999.65	\$118,523.33		\$40,000.00	
10-5320-26-6540	Solid Waste / Recycling	\$1,300.00	\$1,300.00	0%	\$1,300.00	0%	\$0.00	\$1,175.67	90%	\$2,001.28	\$1,297.82		\$1,300.00 Trash disposal	
10-5320-26-6541	Utilities - Water	\$37,200.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		\$29,200.00 Water service	
													Water service for Splash Pad	
													\$8,000.00	

City of Sedona
 FY16-17 Proposed Budget - Line Item Detail
 Public Works/Engineering Department

67% of year completed

Account Number	Account Description	FY17 Requested	FY16 Budget	FY17 Incr. over FY16 Budget	FY16 Est. Actuals	FY17 Incr. over FY16 Est.	FY16 Est. (over)/ under budget	FY16 Thru Feb	FY16 YTD % of Est.	FY15 Actuals	FY14 Actuals	FY17 Requested - Details	
												Amount	Description
10-5320-26-6542	Utilities - Wastewater	\$6,400.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	\$6,400.00	Sewer service
10-5320-26-6543	Utilities - Electric	\$84,880.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	\$1,200.00	Electric for SplashPad
												\$83,680.00	Electric service
10-5320-26-6703	Dues/Subscriptions/License	\$225.00	\$225.00	0%	\$225.00	0%	\$0.00	\$0.00	0%	\$79.00	\$131.75		Annual Pest Control Application License renewal & Commercial Drivers License Renewal
10-5320-26-6730	Maint & Improvement	\$0.00	\$3,000.00	-100%	\$3,000.00	-100%	\$0.00	\$890.16	30%	\$4,290.77	\$3,300.18		
	Parks Maintenance - Supplies & Services Costs Subtotal	\$264,896.00	\$202,572.00	31%	\$202,572.00	31%	\$0.00	\$130,153.81	64%	\$190,915.61	\$222,727.51		
10-5320-26-6848	Machinery & Equipment	\$26,000.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	\$26,000.00	Sports Field Mower Replacement
10-5320-26-6857	Improvements - City Owned Property	\$0.00	\$44,394.00	-100%	\$44,394.00	-100%	\$0.00	\$30,000.00	68%	\$30,000.00	\$34,998.00		
	Parks Maintenance - Capital & Debt Service Costs Subtotal	\$26,000.00	\$44,394.00	-41%	\$44,394.00	-41%	\$0.00	\$30,000.00	68%	\$30,000.00	\$34,998.00		
	General Fund - Parks Maintenance Total	\$575,346.00	\$730,478.00	-21%	\$688,356.00	-16%	\$42,122.00	\$436,622.61	63%	\$629,808.42	\$672,995.11		

City of Sedona
 FY16-17 Proposed Budget - Line Item Detail
 Public Works/Engineering Department

67% of year completed

Account Number	Account Description	FY17 Requested	FY16 Budget	FY17 Incr. over FY16 Budget	FY16 Est. Actuals	FY17 Incr. over FY16 Est.	FY16 Est. (over)/ under budget	FY16 Thru Feb	FY16 YTD % of Est.	FY15 Actuals	FY14 Actuals	FY17 Requested - Details		
												Amount	Description	
General Fund - Engineering Services														
10-5320-38-6005	Salary & Wages	\$490,530.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
10-5320-38-6006	Overtime	\$1,210.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
10-5320-38-6010	Temp/Part-Time Wages	\$22,780.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
10-5320-38-6045	Uniform Allowance	\$1,100.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
10-5320-38-6046	Other Allowances	\$2,240.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
10-5320-38-6125	FICA	\$39,620.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
10-5320-38-6130	ASRS Retirement	\$58,730.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
10-5320-38-6134	STD/LTD Insurance	\$2,580.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
10-5320-38-6135	Health/Dental/Life Insurance	\$113,000.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
10-5320-38-6136	Workers Compensation Insurance	\$9,200.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
	Engineering Services - Personnel Costs Subtotal	\$740,990.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
10-5320-38-6141	Employee Exams	\$20.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
												\$20.00	Decision Package: New City Maintenance Worker II (CM Recommended)	
10-5320-38-6210	Printing/Office Supplies	\$5,400.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
												\$5,400.00	Supplies, scanning large documents, reference materials updates	
10-5320-38-6213	Voice & Data Communications	\$2,176.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
												\$1,776.00	Cell phone usage (4 units), replacement supplies	
												\$400.00	Decision Package: Telephone for New City Maintenance Worker II (CM Recommended)	
10-5320-38-6214	Uniform Expenses	\$4,795.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
												\$350.00	Decision Package: New City Maintenance Worker II (CM Recommended)	
												\$4,445.00	Safety boots, apparel for Facility Manager and 3 Engineering Services Inspectors	
10-5320-38-6243	Spec Supplies/Safety Equip/Emg	\$275.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
												\$175.00	Decision Package: New City Maintenance Worker II (CM Recommended)	
												\$100.00	Personnel protective equipment	
10-5320-38-6244	Office Furniture - Non Capital	\$1,000.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
												\$1,000.00	Chairs, filing cabinets, bookshelves	
10-5320-38-6405	Professional Services	\$15,000.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
												\$15,000.00	Surveying and appraisals	
10-5320-38-6703	Dues/Subscriptions/License	\$1,443.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
												\$1,443.00	Annual corporate subscriptions (APWA, AFMA, AzFMA, Toastmasters) and certification renewals	
10-5320-38-6750	Travel & Training	\$13,980.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
												\$13,980.00	Training for entire division	
	Engineering Services - Supplies & Services Costs Subtotal	\$44,089.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
	General Fund - Engineering Services Total	\$785,079.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			

City of Sedona
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 Public Works/Engineering Department

67% of year completed

Account Number	Account Description	FY17 Requested	FY16 Budget	FY17 Incr. over FY16 Budget	FY16 Est. Actuals	FY17 Incr. over FY16 Est.	FY16 Est. (over)/ under budget	FY16 Thru Feb	FY16 YTD % of Est.	FY15 Actuals	FY14 Actuals	FY17 Requested - Details		
												Amount	Description	
General Fund - Streets														
10-5320-39-6213	Voice & Data Communications	\$3,108.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	\$3,108.00	Cell phone usage (7 units), replacement supplies	
10-5320-39-6214	Uniform Expenses	\$2,850.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	\$2,850.00	Safety boots, apparel for 2 Traffic Aides, City Maintenance Supervisor and 3 Maintenance Workers	
10-5320-39-6215	Gas & Oil	\$17,307.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	\$17,307.00	Fuel for 4 vehicles	
10-5320-39-6233	Equipment & Other Rental	\$10,070.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	\$10,070.00	Rental of task-related equipment	
10-5320-39-6235	Equipment Repair	\$6,500.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	\$6,500.00	Maintenance and repair of equipment	
10-5320-39-6241	Automobile Expense	\$8,000.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	(\$10,000.00)	Decrease of \$10,000 - maintenance of vactor truck removed	
10-5320-39-6243	Spec Supplies/Safety Equip/Erg	\$1,440.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	\$18,000.00	Maintenance and repair of 5 vehicles	
10-5320-39-6248	Machinery & Equip - Non Capit	\$5,000.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	\$1,440.00	Personal protective equipment	
10-5320-39-6272	Materials	\$10,000.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	\$5,000.00	Replacement for small equipment	
10-5320-39-6405	Professional Services	\$15,000.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	\$10,000.00	Sand, cinders, salt and pothole/crackseal repair	
10-5320-39-6540	Solid Waste / Recycling	\$5,300.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	\$15,000.00	Surveying and engineering design services / ADA Compliance	
10-5320-39-6541	Utilities - Water	\$50,050.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	\$5,300.00	Dumpster for Community Clean-up and Firewise events	
10-5320-39-6543	Utilities - Electric	\$44,100.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	\$50,050.00	Water expenses for landscaping irrigation	
10-5320-39-6703	Dues/Subscriptions/License	\$375.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	\$44,100.00	Electric expenses for streets, roundabouts, Uptown crosswalk, traffic signals	
10-5320-39-6737	Landscaping/Materials/Supplies	\$10,000.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	\$375.00	IMSA and ATSSA membership and certifications for Traffic Aides	
												\$10,000.00	Rock, geo-fabric, irrigation supplies	

City of Sedona
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67% of year completed

												FY17 Requested - Details	
Account Number	Account Description	FY17 Requested	FY16 Budget	FY17 Incr. over FY16 Budget	FY16 Est. Actuals	FY17 Incr. over FY16 Est.	FY16 Est. (over)/ under budget	FY16 Thru Feb	FY16 YTD % of Est.	FY15 Actuals	FY14 Actuals	Amount	Description
10-5320-39-6766	Right-Of-Way Maintenance	\$188,300.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		Concrete work, sinkhole repairs, tree and brush removal and dumpster haul-off, wall repair, mowing, Street Sweeping, Backflow Preventor Testing, graffiti removal, weed control/pre and post-emergent herbicide service
10-5320-39-6767	Traffic Control	\$83,129.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	\$188,300.00	Striping, signage and hardware supplies, barricades/barriers, counters
10-5320-39-6769	Storm Emergencies	\$35,000.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	\$35,000.00	Services /supplies to respond to seasonal emergencies
10-5320-39-6771	Drainage Maintenance	\$255,000.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	\$255,000.00	Pre-monsoon Maintenance Program target areas
10-5320-39-6772	Traffic Facilities Maintenance	\$15,000.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	\$15,000.00	Traffic Signal maintenance, emergency response, pedestrian lighting maintenance
	Streets - Supplies & Services Costs Subtotal	\$765,529.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	\$0.00	
10-5320-39-6814	Sidewalk Improvements	\$52,800.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	\$52,800.00	ROW sidewalk maintenance
	Streets - Capital & Debt Service Costs Subtotal	\$52,800.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	\$0.00	
	General Fund - Streets Total	\$818,329.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	\$0.00	

City of Sedona
 FY16-17 Proposed Budget - Line Item Detail
 Public Works/Engineering Department

67% of year completed

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												Amount	Description	
General Fund - Stormwater Quality														
10-5320-68-6005	Salary & Wages	\$83,790.00	\$62,620.00	34%	\$47,520.00	76%	\$15,100.00	\$29,841.19	63%	\$48,545.85	\$43,198.35			
10-5320-68-6006	Overtime	\$0.00	\$0.00	N/A	\$0.00	N/A	\$0.00	\$0.00	N/A	\$46.06	\$140.51			
10-5320-68-6046	Other Allowances	\$690.00	\$720.00	-4%	\$0.00	∞	\$720.00	\$0.00	N/A	\$30.00	\$0.00			
10-5320-68-6125	FICA	\$6,470.00	\$4,981.00	30%	\$3,440.00	88%	\$1,541.00	\$2,150.31	63%	\$3,638.56	\$3,120.49			
10-5320-68-6130	ASRS Retirement	\$9,580.00	\$7,468.00	28%	\$5,400.00	77%	\$2,068.00	\$3,386.96	63%	\$5,654.21	\$4,606.13			
10-5320-68-6134	STD/LTD Insurance	\$420.00	\$225.00	87%	\$230.00	83%	(\$5.00)	\$35.96	16%	\$264.32	\$282.55			
10-5320-68-6135	Health/Dental/Life Insurance	\$17,600.00	\$10,903.00	61%	\$9,210.00	91%	\$1,693.00	\$5,612.10	61%	\$9,378.13	\$5,479.43			
10-5320-68-6136	Workers Compensation Insurance	\$1,490.00	\$1,723.00	-14%	\$1,723.00	-14%	\$0.00	\$617.00	36%	\$1,278.89	\$0.00			
	Stormwater Quality - Personnel Costs Subtotal	\$120,040.00	\$88,640.00	35%	\$67,523.00	78%	\$21,117.00	\$41,643.52	62%	\$68,836.02	\$56,827.46			
10-5320-68-6221	Janitorial Supplies	\$3,000.00	\$3,000.00	0%	\$3,000.00	0%	\$0.00	\$2,312.64	77%	\$1,707.55	\$3,051.69			
												\$3,000.00	Trash bags, recycle receptacles - Uptown	
10-5320-68-6405	Professional Services	\$21,400.00	\$21,400.00	0%	\$21,400.00	0%	\$0.00	\$10,728.00	50%	\$21,406.00	\$9,371.40			
												\$21,400.00	Per ADEQ Stormwater Program requirements, sweeping of City-owned Parking Lots	
10-5320-68-6511	Advertising	\$8,100.00	\$8,100.00	0%	\$8,100.00	0%	\$0.00	\$0.00	0%	\$6,255.03	\$7,866.51			
												\$8,100.00	Printing/editing/mailing of brochures	
10-5320-68-6727	Oak Creek Watershed Council	\$15,000.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
												\$15,000.00	FY17 Support	
10-5320-68-6736	Permit Fees	\$5,000.00	\$5,000.00	0%	\$5,000.00	0%	\$0.00	\$5,000.00	100%	\$5,000.00	\$5,000.00			
												\$5,000.00	ADEQ Annual Stormwater MS4 permit fee	
	Stormwater Quality - Supplies & Services Costs Subtotal	\$52,500.00	\$37,500.00	40%	\$37,500.00	40%	\$0.00	\$18,040.64	48%	\$34,368.58	\$25,289.60			
	General Fund - Stormwater Quality Total	\$172,540.00	\$126,140.00	37%	\$105,023.00	64%	\$21,117.00	\$59,684.16	57%	\$103,204.60	\$82,117.06			

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												Amount	Description	
General Fund - Facilities Maintenance														
10-5320-79-6005	Salary & Wages	\$61,010.00	\$66,996.00	-9%	\$90,300.00	-32%	(\$23,304.00)	\$58,219.87	64%	\$70,443.12	\$70,178.45			
10-5320-79-6006	Overtime	\$3,060.00	\$8,928.00	-66%	\$780.00	292%	\$8,148.00	\$487.53	63%	\$3,691.56	\$872.32			
10-5320-79-6045	Uniform Allowance	\$440.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
10-5320-79-6125	FICA	\$4,940.00	\$5,240.00	-6%	\$6,500.00	-24%	(\$1,260.00)	\$4,255.16	65%	\$5,890.01	\$5,388.84			
10-5320-79-6130	ASRS Retirement	\$7,320.00	\$7,857.00	-7%	\$10,080.00	-27%	(\$2,223.00)	\$6,371.36	63%	\$8,589.83	\$7,516.23			
10-5320-79-6134	STD/LTD Insurance	\$310.00	\$241.00	29%	\$430.00	-28%	(\$189.00)	\$67.46	16%	\$388.10	\$652.88			
10-5320-79-6135	Health/Dental/Life Insurance	\$23,570.00	\$22,150.00	6%	\$29,980.00	-21%	(\$7,830.00)	\$18,210.84	61%	\$21,394.67	\$18,074.01			
10-5320-79-6136	Workers Compensation Insurance	\$1,940.00	\$2,033.00	-5%	\$2,033.00	-5%	\$0.00	\$2,067.00	102%	\$3,233.35	\$2,133.06			
	Facilities Maintenance - Personnel Costs Subtotal	\$102,590.00	\$113,445.00	-10%	\$140,103.00	-27%	(\$26,658.00)	\$89,679.22	64%	\$113,630.64	\$104,815.79			
10-5320-79-6213	Voice & Data Communications	\$444.00	\$444.00	0%	\$444.00	0%	\$0.00	\$254.27	57%	\$444.66	\$425.68			
												\$444.00	Cell Phone Usage (1 Unit), replacement supplies	
10-5320-79-6214	Uniform Expenses	\$0.00	\$0.00	N/A	\$0.00	N/A	\$0.00	\$0.00	N/A	\$175.00	\$0.00			
10-5320-79-6221	Janitorial Supplies	\$14,500.00	\$12,500.00	16%	\$12,500.00	16%	\$0.00	\$8,682.99	69%	\$14,387.98	\$9,234.99			
												\$14,500.00	Custodial/Janitorial Supplies for all Facilities	
10-5320-79-6243	Spec Supplies/Safety Equip/Emg	\$0.00	\$0.00	N/A	\$0.00	N/A	\$0.00	\$0.00	N/A	\$0.00	\$466.06			
10-5320-79-6405	Professional Services	\$147,100.00	\$119,600.00	23%	\$119,600.00	23%	\$0.00	\$64,115.21	54%	\$104,290.87	\$87,715.44			
												\$950.00	Backflow device inspections	
												\$400.00	Chimney Cleaning - Jordan House and Brewer	
												\$25,000.00	City Facilities Maintenance Plan	
												\$5,000.00	Door mat service - City Hall	
												\$5,850.00	Exterminator Service	
												\$5,800.00	Fire Safety Inspections and vehicle extinguishers	
												\$5,700.00	Floor Cleaning - City Hall, Sinagua	
												\$4,600.00	HVAC Preventative Maintenance	
												\$71,400.00	Janitorial Services	
												\$4,800.00	Janitorial Services - Splashpad Bathroom (7days/week) MemorialDay-Labor Day	
												\$600.00	PD Garage Gate Maintenance	
												\$600.00	Restroom Pumping Service - Wetlands Park	
												\$7,000.00	Roof Inspections - annual and pre-monsoon	
												\$6,200.00	Water Cooler Rental Service	
												\$3,200.00	Window Cleaning - Quarterly inside / Bi-Annual outside	
10-5320-79-6530	Utilities	\$0.00	\$147,280.00	-100%	\$147,280.00	-100%	\$0.00	\$72,959.41	50%	\$85,297.63	\$115,441.78			
10-5320-79-6540	Solid Waste / Recycling	\$8,200.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
												\$8,200.00	Trash Service - City Hall, Teen Center, and 2070 Contractors Road only	
10-5320-79-6541	Utilities - Water	\$29,200.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
												\$29,200.00	Facilities Water	

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												Amount	Description
10-5320-79-6542	Utilities - Wastewater	\$6,400.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	\$6,400.00	Facilities Wastewater
10-5320-79-6543	Utilities - Electric	\$83,680.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	\$83,680.00	Facilities Electric
10-5320-79-6544	Utilities - Gas	\$19,600.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	\$19,600.00	Facilities Gas
10-5320-79-6546	Utilities - Propane	\$5,000.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	\$5,000.00	Propane - Teen Center, PD, and Parks & Rec Office only
10-5320-79-6703	Dues/Subscriptions/License	\$250.00	\$250.00	0%	\$250.00	0%	\$0.00	\$0.00	0%	\$0.00	\$200.00	\$250.00	Annual membership in International Facility Manager Association
10-5320-79-6730	Maint & Improvement	\$95,000.00	\$95,000.00	0%	\$95,000.00	0%	\$0.00	\$80,682.83	85%	\$97,612.28	\$120,341.01	\$15,000.00	Facilities HVAC Equipment Maintenance
												\$55,000.00	Facilities Maintenance and Repair
												\$25,000.00	Facilities Roof Maintenance
	Facilities Maintenance - Supplies & Services Costs Subtotal	\$409,374.00	\$375,074.00	9%	\$375,074.00	9%	\$0.00	\$226,694.71	60%	\$302,208.42	\$333,824.96		
10-5320-79-6857	Improvements - City Owned Property	\$25,000.00	\$212,000.00	-88%	\$212,000.00	-88%	\$0.00	\$46,926.03	22%	\$22,284.00	\$35,543.44	\$25,000.00	Decision Package: Jordan Museum Electrical Upgrade (CM Recommended)
	Facilities Maintenance - Capital & Debt Service Costs Subtotal	\$25,000.00	\$212,000.00	-88%	\$212,000.00	-88%	\$0.00	\$46,926.03	22%	\$22,284.00	\$35,543.44		
	General Fund - Facilities Maintenance Total	\$536,964.00	\$700,519.00	-23%	\$727,177.00	-26%	(\$26,658.00)	\$363,299.96	50%	\$438,123.06	\$474,184.19		

City of Sedona
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 Public Works/Engineering Department

67% of year completed

Account Number	Account Description	FY17 Requested	FY16 Budget	FY17 Incr. over FY16 Budget	FY16 Est. Actuals	FY17 Incr. over FY16 Est.	FY16 Est. (over)/ under budget	FY16 Thru Feb	FY16 YTD % of Est.	FY15 Actuals	FY14 Actuals	FY17 Requested - Details		
												Amount	Description	
General Fund - Capital Projects														
10-5320-89-6005	Salary & Wages	\$168,810.00	\$197,961.00	-15%	\$172,010.00	-2%	\$25,951.00	\$98,783.62	57%	\$129,611.29	\$121,153.16			
10-5320-89-6125	FICA	\$12,920.00	\$15,611.00	-17%	\$12,500.00	3%	\$3,111.00	\$7,147.88	57%	\$9,639.30	\$8,948.12			
10-5320-89-6130	ASRS Retirement	\$19,150.00	\$23,406.00	-18%	\$19,500.00	-2%	\$3,906.00	\$11,188.95	57%	\$15,408.23	\$13,409.79			
10-5320-89-6134	STD/LTD Insurance	\$850.00	\$713.00	19%	\$830.00	2%	(\$117.00)	\$118.41	14%	\$155.54	\$885.24			
10-5320-89-6135	Health/Dental/Life Insurance	\$35,410.00	\$42,864.00	-17%	\$22,850.00	55%	\$20,014.00	\$13,223.73	58%	\$19,992.89	\$17,965.76			
10-5320-89-6136	Workers Compensation Insurance	\$3,000.00	\$5,446.00	-45%	\$5,446.00	-45%	\$0.00	\$2,153.00	40%	\$3,324.56	\$3,228.52			
	General Fund - Capital Projects Total	\$240,140.00	\$286,001.00	-16%	\$233,136.00	3%	\$52,865.00	\$132,615.59	57%	\$178,131.81	\$165,590.59			
	General Fund Personnel Costs Subtotal	\$1,488,210.00	\$1,434,588.00	4%	\$1,310,884.00	14%	\$123,704.00	\$805,402.23	61%	\$1,157,678.54	\$1,176,836.60			
	General Fund Supplies & Services Costs Subtotal	\$1,536,388.00	\$654,940.00	135%	\$654,940.00	135%	\$0.00	\$392,146.87	60%	\$582,621.14	\$595,466.78			
	General Fund Capital & Debt Service Costs Subtotal	\$103,800.00	\$256,394.00	-60%	\$256,394.00	-60%	\$0.00	\$76,926.03	30%	\$52,284.00	\$70,541.44			
	General Fund Total	\$3,128,398.00	\$2,345,922.00	33%	\$2,222,218.00	41%	\$123,704.00	\$1,274,475.13	57%	\$1,792,583.68	\$1,842,844.82			

City of Sedona
 FY16-17 Proposed Budget - Line Item Detail
 Public Works/Engineering Department

67% of year completed

Account Number	Account Description	FY17 Requested	FY16 Budget	FY17 Incr. over FY16 Budget	FY16 Est. Actuals	FY17 Incr. over FY16 Est.	FY16 Est. (over)/ under budget	FY16 Thru Feb	FY16 YTD % of Est.	FY15 Actuals	FY14 Actuals	FY17 Requested - Details		
												Amount	Description	
Streets Fund - General Administration														
11-5320-01-6213	Voice & Data Communications	\$0.00	\$3,108.00	-100%	\$3,108.00	-100%	\$0.00	\$1,502.54	48%	\$2,845.87	\$2,724.35			
11-5320-01-6214	Uniform Expenses	\$0.00	\$2,520.00	-100%	\$2,520.00	-100%	\$0.00	\$2,290.18	91%	\$1,512.98	\$1,059.43			
11-5320-01-6215	Gas & Oil	\$0.00	\$17,307.00	-100%	\$17,307.00	-100%	\$0.00	\$5,001.51	29%	\$11,695.04	\$15,132.75			
11-5320-01-6233	Equipment & Other Rental	\$0.00	\$10,070.00	-100%	\$10,070.00	-100%	\$0.00	\$5,148.06	51%	\$51.96	\$1,119.68			
11-5320-01-6235	Equipment Repair	\$0.00	\$5,000.00	-100%	\$5,000.00	-100%	\$0.00	\$2,270.63	45%	\$5,810.08	\$3,297.91			
11-5320-01-6241	Automobile Expense	\$0.00	\$18,000.00	-100%	\$18,000.00	-100%	\$0.00	\$13,845.30	77%	\$8,833.85	\$9,519.50			
11-5320-01-6243	Spec Supplies/Safety Equip/Emg	\$0.00	\$1,440.00	-100%	\$1,440.00	-100%	\$0.00	\$1,124.37	78%	\$1,331.68	\$1,340.50			
11-5320-01-6248	Machinery & Equip - Non Capit	\$0.00	\$5,000.00	-100%	\$5,000.00	-100%	\$0.00	\$2,445.05	49%	\$3,021.01	\$6,243.71			
11-5320-01-6272	Materials	\$0.00	\$10,000.00	-100%	\$10,000.00	-100%	\$0.00	\$4,340.75	43%	\$3,253.30	\$0.00			
11-5320-01-6407	Professional/Contracted Serv	\$0.00	\$15,000.00	-100%	\$15,000.00	-100%	\$0.00	\$53.40	0%	\$9,855.69	\$20,940.08			
11-5320-01-6530	Utilities	\$0.00	\$0.00	N/A	\$0.00	N/A	\$0.00	\$0.00	N/A	\$2,169.30	\$2,634.21			
11-5320-01-6540	Solid Waste / Recycling	\$0.00	\$5,300.00	-100%	\$5,300.00	-100%	\$0.00	\$0.00	0%	\$1,002.21	\$2,215.18			
11-5320-01-6703	Dues/Subscriptions/License	\$0.00	\$375.00	-100%	\$375.00	-100%	\$0.00	\$263.39	70%	\$258.95	\$531.00			
11-5320-01-6765	Administrative & Storage Yard	\$0.00	\$0.00	N/A	\$0.00	N/A	\$0.00	\$0.00	N/A	\$0.00	\$3,600.00			
	General Administration - Supplies & Services Costs Subtotal	\$0.00	\$93,120.00	-100%	\$93,120.00	-100%	\$0.00	\$38,285.18	41%	\$51,641.92	\$70,358.30			
11-5320-01-6840	Motor Vehicles	\$0.00	\$30,200.00	-100%	\$30,200.00	-100%	\$0.00	\$29,963.37	99%	\$94,451.62	\$60,536.91			
	General Administration - Capital & Debt Service Costs Subtotal	\$0.00	\$30,200.00	-100%	\$30,200.00	-100%	\$0.00	\$29,963.37	99%	\$94,451.62	\$60,536.91			
	Streets Fund - General Administration Total	\$0.00	\$123,320.00	-100%	\$123,320.00	-100%	\$0.00	\$68,248.55	55%	\$146,093.54	\$130,895.21			
Streets Fund - Road & Drainage Rehabilitation														
11-5320-52-6766	Right-Of-Way Maintenance	\$0.00	\$20,000.00	-100%	\$20,000.00	-100%	\$0.00	\$3,586.12	18%	\$4,667.00	\$15,669.84			
11-5320-52-6770	Road Rehab./Maintenance	\$1,150,000.00	\$146,774.00	684%	\$146,774.00	684%	\$0.00	\$5,950.95	4%	\$0.00	\$883,911.65			
													Paving work performed in spring/early summer identified with each fiscal year - mandatory rehab/repair	
													\$375,000.00	
													\$775,000.00	
													Streets rehab identified with each fiscal year	
11-5320-52-6771	Drainage Maintenance	\$0.00	\$255,000.00	-100%	\$255,000.00	-100%	\$0.00	\$52,978.39	21%	\$62,933.91	\$250,545.90			
11-5320-52-6773	Pavement Preservation	\$0.00	\$375,000.00	-100%	\$375,000.00	-100%	\$0.00	\$1,905.54	1%	\$0.00	\$129,741.25			
	Streets Fund - Road & Drainage Rehabilitation Total	\$1,150,000.00	\$796,774.00	44%	\$796,774.00	44%	\$0.00	\$64,421.00	8%	\$67,600.91	\$1,279,868.64			
Streets Fund - Right-of-Way Maintenance														
11-5320-54-6405	Professional Services	\$0.00	\$0.00	N/A	\$0.00	N/A	\$0.00	\$0.00	N/A	\$12,252.70	\$5,801.00			
11-5320-54-6530	Utilities	\$0.00	\$50,050.00	-100%	\$50,050.00	-100%	\$0.00	\$27,345.78	55%	\$33,028.25	\$42,564.82			
11-5320-54-6737	Landscaping/Materials/Supplies	\$0.00	\$10,000.00	-100%	\$10,000.00	-100%	\$0.00	\$400.58	4%	\$756.60	\$10,185.46			
11-5320-54-6766	Right-Of-Way Maintenance	\$0.00	\$166,532.00	-100%	\$166,532.00	-100%	\$0.00	\$46,066.11	28%	\$121,844.51	\$180,925.81			
	Right-of-Way Maintenance - Supplies & Services Costs Subtotal	\$0.00	\$226,582.00	-100%	\$226,582.00	-100%	\$0.00	\$73,812.47	33%	\$167,882.06	\$239,477.09			
11-5320-54-6814	Sidewalk Improvements	\$0.00	\$52,000.00	-100%	\$52,000.00	-100%	\$0.00	\$0.00	0%	\$0.00	\$0.00			
11-5320-54-6840	Motor Vehicles	\$0.00	\$35,000.00	-100%	\$35,000.00	-100%	\$0.00	\$26,562.32	76%	\$0.00	\$31,719.23			
	Right-of-Way Maintenance - Capital & Debt Service Costs Subtotal	\$0.00	\$87,000.00	-100%	\$87,000.00	-100%	\$0.00	\$26,562.32	31%	\$0.00	\$31,719.23			
	Streets Fund - Right-of-Way Maintenance Total	\$0.00	\$313,582.00	-100%	\$313,582.00	-100%	\$0.00	\$100,374.79	32%	\$167,882.06	\$271,196.32			

City of Sedona
 FY16-17 Proposed Budget - Line Item Detail
 Public Works/Engineering Department

67% of year completed

												FY17 Requested - Details	
Account Number	Account Description	FY17 Requested	FY16 Budget	FY17 Incr. over FY16 Budget	FY16 Est. Actuals	FY17 Incr. over FY16 Est.	FY16 Est. (over)/ under budget	FY16 Thru Feb	FY16 YTD % of Est.	FY15 Actuals	FY14 Actuals	Amount	Description
Streets Fund - Traffic Signals													
11-5320-73-6220	Special Supplies	\$0.00	\$2,000.00	-100%	\$2,000.00	-100%	\$0.00	\$129.74	6%	\$1,921.85	\$2,000.00		
11-5320-73-6247	Computer Software - Non Capita	\$0.00	\$2,946.24	-100%	\$2,946.00	-100%	\$0.24	\$0.00	0%	\$0.00	\$0.00		
11-5320-73-6530	Utilities	\$0.00	\$44,100.00	-100%	\$44,100.00	-100%	\$0.00	\$25,074.75	57%	\$32,226.30	\$35,266.52		
11-5320-73-6766	Right-Of-Way Maintenance	\$0.00	\$8,784.00	-100%	\$8,784.00	-100%	\$0.00	\$1,676.34	19%	\$6,616.73	\$14,492.18		
11-5320-73-6767	Traffic Control	\$0.00	\$78,182.76	-100%	\$78,183.00	-100%	(\$0.24)	\$27,618.30	35%	\$55,162.16	\$53,240.18		
11-5320-73-6769	Storm Emergencies	\$0.00	\$35,000.00	-100%	\$35,000.00	-100%	\$0.00	\$3,438.05	10%	\$10,568.72	\$12,381.35		
	Streets Fund - Traffic Signals Total	\$0.00	\$171,013.00	-100%	\$171,013.00	-100%	(\$0.00)	\$57,937.18	34%	\$106,495.76	\$117,380.23		
	Streets Fund Personnel Costs Subtotal	\$0.00	\$0.00	N/A	\$0.00	N/A	\$0.00	\$0.00	N/A	\$0.00	\$0.00		
	Streets Fund Supplies & Services Costs Subtotal	\$1,150,000.00	\$1,287,489.00	-11%	\$1,287,489.00	-11%	(\$0.00)	\$234,455.83	18%	\$393,620.65	\$1,707,084.26		
	Streets Fund Capital & Debt Service Costs Subtotal	\$0.00	\$117,200.00	-100%	\$117,200.00	-100%	\$0.00	\$56,525.69	48%	\$94,451.62	\$92,256.14		
	Streets Fund Total	\$1,150,000.00	\$1,404,689.00	-18%	\$1,404,689.00	-18%	(\$0.00)	\$290,981.52	21%	\$488,072.27	\$1,799,340.40		

City of Sedona
 FY16-17 Proposed Budget - Line Item Detail
 Public Works/Engineering Department

67% of year completed

Account Number	Account Description	FY17 Requested	FY16 Budget	FY17 Incr. over FY16 Budget	FY16 Est. Actuals	FY17 Incr. over FY16 Est.	FY16 Est. (over)/ under budget	FY16 Thru Feb	FY16 YTD % of Est.	FY15 Actuals	FY14 Actuals	FY17 Requested - Details		
												Amount	Description	
Wastewater Enterprise Fund - Engineering Services														
59-5320-38-6005	Salary & Wages	\$112,350.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
59-5320-38-6045	Uniform Allowance	\$500.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
59-5320-38-6125	FICA	\$8,640.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
59-5320-38-6130	ASRS Retirement	\$12,800.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
59-5320-38-6134	STD/LTD Insurance	\$570.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
59-5320-38-6135	Health/Dental/Life Insurance	\$26,090.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
59-5320-38-6136	Workers Compensation Insurance	\$2,050.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
	Engineering Services - Personnel Costs Subtotal	\$163,000.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
59-5320-38-6213	Voice & Data Communications	\$3,108.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
													Cell phone usage (allocation 7 units) and replacement supplies	
												\$3,108.00		
59-5320-38-6215	Gas & Oil	\$2,875.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
													Fuel for Engineering Services Inspectors (3 vehicles)	
												\$2,875.00		
59-5320-38-6241	Automobile Expense	\$1,000.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
													Maintenance/oil changes (3 vehicles)	
												\$1,000.00		
59-5320-38-6243	Spec Supplies/Safety Equip/Emg	\$5,030.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
													Blue Stake paint, tool replacement, personal protective equipment	
												\$5,030.00		
59-5320-38-6405	Professional Services	\$2,000.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
													Annual Blue Stake assessments, verification testing	
												\$2,000.00		
59-5320-38-6420	Legal Services	\$5,000.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
													Legal fees for claims against the City	
												\$5,000.00		
59-5320-38-6452	Recording Fees	\$300.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
													Recordation of wastewater easements	
												\$300.00		
59-5320-38-6505	Rent	\$6,000.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
													Rent portion	
												\$6,000.00		
	Engineering Services - Supplies & Services Costs Subtotal	\$25,313.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
	Wastewater Enterprise Fund - Engineering Services Total	\$188,313.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			

City of Sedona
 FY16-17 Proposed Budget - Line Item Detail
 Public Works/Engineering Department

67% of year completed

Account Number	Account Description	FY17 Requested	FY16 Budget	FY17 Incr. over FY16 Budget	FY16 Est. Actuals	FY17 Incr. over FY16 Est.	FY16 Est. (over)/ under budget	FY16 Thru Feb	FY16 YTD % of Est.	FY15 Actuals	FY14 Actuals	FY17 Requested - Details		
												Amount	Description	
Wastewater Enterprise Fund - Capital Projects														
59-5320-89-6005	Salary & Wages	\$54,430.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
59-5320-89-6045	Uniform Allowance	\$210.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
59-5320-89-6046	Other Allowances	\$690.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
59-5320-89-6125	FICA	\$4,240.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
59-5320-89-6130	ASRS Retirement	\$6,280.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
59-5320-89-6134	STD/LTD Insurance	\$280.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
59-5320-89-6135	Health/Dental/Life Insurance	\$11,740.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
59-5320-89-6136	Workers Compensation Insurance	\$970.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
	Capital Projects - Personnel Costs Subtotal	\$78,840.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
59-5320-89-6832	Master Plan & Studies	\$150,000.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
												\$150,000.00	CIP Project #46: WW Master Plan	
59-5320-89-6892	Long Term Effluent	\$2,528,508.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
												\$2,528,508.00	CIP Project #47: WW Effluent Management	
59-5320-89-6895	WWTP Filter System Upgrades	\$855,000.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
												\$350,000.00	CIP Project #48: WWRP Bar Screen & Filter System Upgrades	
												\$25,000.00	CIP Project #49: WWRP Odor Control	
												\$480,000.00	CIP Project #50: WWRP Headworks Replacement	
	Capital Projects - Capital & Debt Service Costs Subtotal	\$3,533,508.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
	Wastewater Enterprise Fund - Capital Projects Total	\$3,612,348.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
	Wastewater Enterprise Fund Personnel Costs Subtotal	\$241,840.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
	Wastewater Enterprise Fund Supplies & Services Costs Subtotal	\$25,313.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
	Wastewater Enterprise Fund Capital & Debt Service Costs Subtotal	\$3,533,508.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
	Wastewater Enterprise Fund Total	\$3,800,661.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			

City of Sedona
 FY16-17 Proposed Budget - Line Item Detail
 Wastewater Administration Department

67% of year completed

Account Number	Account Description	FY17 Requested	FY16 Budget	FY17 Incr. over FY16 Budget	FY16 Est. Actuals	FY17 Incr. over FY16 Est.	FY16 Est. (over)/ under budget	FY16 Thru Feb	FY16 YTD % of Est.	FY15 Actuals	FY14 Actuals	FY17 Requested - Details		
												Amount	Description	
Wastewater Enterprise Fund - Engineering Services														
59-5250-38-6006	Overtime	\$0.00	\$2,368.00	-100%	\$0.00	N/A	\$2,368.00	\$0.00	N/A	\$0.00	\$0.00			
	Engineering Services - Personnel Costs Subtotal	\$0.00	\$2,368.00	-100%	\$0.00	N/A	\$2,368.00	\$0.00	N/A	\$0.00	\$0.00			
59-5250-38-6213	Voice & Data Communications	\$0.00	\$3,108.00	-100%	\$3,108.00	-100%	\$0.00	\$1,502.54	48%	\$0.00	\$0.00			
59-5250-38-6215	Gas & Oil	\$0.00	\$2,875.00	-100%	\$2,875.00	-100%	\$0.00	\$1,324.50	46%	\$0.00	\$0.00			
59-5250-38-6241	Automobile Expense	\$0.00	\$1,000.00	-100%	\$1,000.00	-100%	\$0.00	\$432.04	43%	\$0.00	\$0.00			
59-5250-38-6243	Spec Supplies/Safety Equip/Emg	\$0.00	\$5,030.00	-100%	\$5,030.00	-100%	\$0.00	\$4,778.12	95%	\$0.00	\$0.00			
59-5250-38-6405	Professional Services	\$0.00	\$2,000.00	-100%	\$2,000.00	-100%	\$0.00	\$680.57	34%	\$0.00	\$0.00			
59-5250-38-6450	Legal Fees/Settlements/Deductibles	\$0.00	\$5,000.00	-100%	\$5,000.00	-100%	\$0.00	\$2,000.00	40%	\$0.00	\$0.00			
59-5250-38-6452	Recording Fees	\$0.00	\$300.00	-100%	\$300.00	-100%	\$0.00	\$0.00	0%	\$0.00	\$0.00			
59-5250-38-6505	Rent	\$0.00	\$6,000.00	-100%	\$6,000.00	-100%	\$0.00	\$0.00	0%	\$0.00	\$0.00			
	Engineering Services - Supplies & Services Costs Subtotal	\$0.00	\$25,313.00	-100%	\$25,313.00	-100%	\$0.00	\$10,717.77	42%	\$0.00	\$0.00			
59-5250-38-6846	Computer Hardware	\$0.00	\$3,365.00	-100%	\$3,365.00	-100%	\$0.00	\$0.00	0%	\$0.00	\$0.00			
	Engineering Services - Capital & Debt Service Costs Subtotal	\$0.00	\$3,365.00	-100%	\$3,365.00	-100%	\$0.00	\$0.00	0%	\$0.00	\$0.00			
	Wastewater Enterprise Fund - Engineering Services Total	\$0.00	\$31,046.00	-100%	\$28,678.00	-100%	\$2,368.00	\$10,717.77	37%	\$0.00	\$0.00			

City of Sedona
 FY16-17 Proposed Budget - Line Item Detail
 Wastewater Administration Department

67% of year completed

												FY17 Requested - Details	
Account Number	Account Description	FY17 Requested	FY16 Budget	FY17 Incr. over FY16 Budget	FY16 Est. Actuals	FY17 Incr. over FY16 Est.	FY16 Est. (over)/ under budget	FY16 Thru Feb	FY16 YTD % of Est.	FY15 Actuals	FY14 Actuals	Amount	Description

City of Sedona
 FY16-17 Proposed Budget - Line Item Detail
 Wastewater Capital Department

67% of year completed

Account Number	Account Description	FY17 Requested	FY16 Budget	FY17 Incr. over FY16 Budget	FY16 Est. Actuals	FY17 Incr. over FY16 Est.	FY16 Est. (over)/ under budget	FY16 Thru Feb	FY16 YTD % of Est.	FY15 Actuals	FY14 Actuals	FY17 Requested - Details		
												Amount	Description	
Wastewater Enterprise Fund - Capital Projects														
59-5252-89-6005	Salary & Wages	\$0.00	\$92,207.00	-100%	\$86,370.00	-100%	\$5,837.00	\$55,130.06	64%	\$93,455.93	\$73,645.94			
59-5252-89-6006	Overtime	\$0.00	\$142.00	-100%	\$1,330.00	-100%	(\$1,188.00)	\$665.58	50%	\$269.31	\$148.79			
59-5252-89-6046	Other Allowances	\$0.00	\$1,890.00	-100%	\$0.00	N/A	\$1,890.00	\$0.00	N/A	\$30.00	\$0.00			
59-5252-89-6125	FICA	\$0.00	\$7,478.00	-100%	\$6,340.00	-100%	\$1,138.00	\$3,936.35	62%	\$6,838.10	\$5,587.32			
59-5252-89-6130	ASRS Retirement	\$0.00	\$11,213.00	-100%	\$10,130.00	-100%	\$1,083.00	\$6,341.41	63%	\$12,460.58	\$8,264.31			
59-5252-89-6134	STD/LTD Insurance	\$0.00	\$332.00	-100%	\$420.00	-100%	(\$88.00)	\$66.96	16%	\$499.88	\$610.39			
59-5252-89-6135	Health/Dental/Life Insurance	\$0.00	\$19,203.00	-100%	\$13,980.00	-100%	\$5,223.00	\$8,735.15	62%	\$18,285.63	\$13,935.13			
59-5252-89-6136	Workers Compensation Insurance	\$0.00	\$3,962.00	-100%	\$3,962.00	-100%	\$0.00	\$1,771.00	45%	\$3,387.92	\$0.00			
	Capital Projects - Personnel Costs Subtotal	\$0.00	\$136,427.00	-100%	\$122,532.00	-100%	\$13,895.00	\$76,646.51	63%	\$135,227.35	\$102,191.88			
59-5252-89-6405	Professional Services	\$0.00	\$20,000.00	-100%	\$20,000.00	-100%	\$0.00	\$0.00	0%	\$0.00	\$0.00			
59-5252-89-6450	Legal Fees/Settlements/Deductibles	\$0.00	\$0.00	N/A	\$0.00	N/A	\$0.00	\$0.00	N/A	\$0.00	\$2,035.79			
	Capital Projects - Supplies & Services Costs Subtotal	\$0.00	\$20,000.00	-100%	\$20,000.00	-100%	\$0.00	\$0.00	0%	\$0.00	\$2,035.79			
59-5252-89-6832	Master Plan & Studies	\$0.00	\$250,000.00	-100%	\$50,000.00	-100%	\$200,000.00	\$224.00	0%	\$0.00	\$0.00			
59-5252-89-6891	Plant Upgrade	\$0.00	\$4,201,000.00	-100%	\$3,000,000.00	-100%	\$1,201,000.00	\$2,588,516.21	86%	\$0.00	\$0.00			
59-5252-89-6892	Long Term Effluent	\$0.00	\$3,066,118.00	-100%	\$1,000,000.00	-100%	\$2,066,118.00	\$388,632.92	39%	\$0.00	\$11,050.80			
59-5252-89-6895	WWTP Filter System Upgrades	\$0.00	\$625,000.00	-100%	\$50,000.00	-100%	\$575,000.00	\$4,060.10	8%	\$0.00	\$0.00			
	Capital Projects - Capital & Debt Service Costs Subtotal	\$0.00	\$8,142,118.00	-100%	\$4,100,000.00	-100%	\$4,042,118.00	\$2,981,433.23	73%	\$0.00	\$11,050.80			
	Wastewater Enterprise Fund - Capital Projects Total	\$0.00	\$8,298,545.00	-100%	\$4,242,532.00	-100%	\$4,056,013.00	\$3,058,079.74	72%	\$135,227.35	\$115,278.47			

City of Sedona
 FY16-17 Proposed Budget - Line Item Detail
 Wastewater Capital Department

67% of year completed

												FY17 Requested - Details	
Account Number	Account Description	FY17 Requested	FY16 Budget	FY17 Incr. over FY16 Budget	FY16 Est. Actuals	FY17 Incr. over FY16 Est.	FY16 Est. (over)/ under budget	FY16 Thru Feb	FY16 YTD % of Est.	FY15 Actuals	FY14 Actuals	Amount	Description

DEPARTMENT DESCRIPTION

Under the philosophy of community policing and problem solving partnerships, the department provides 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.

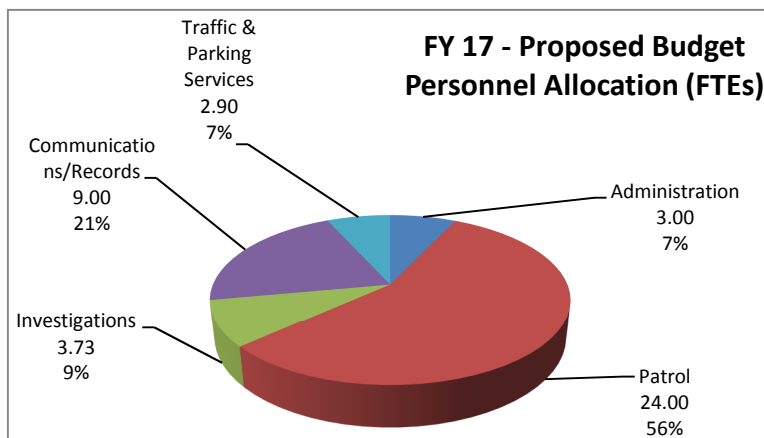
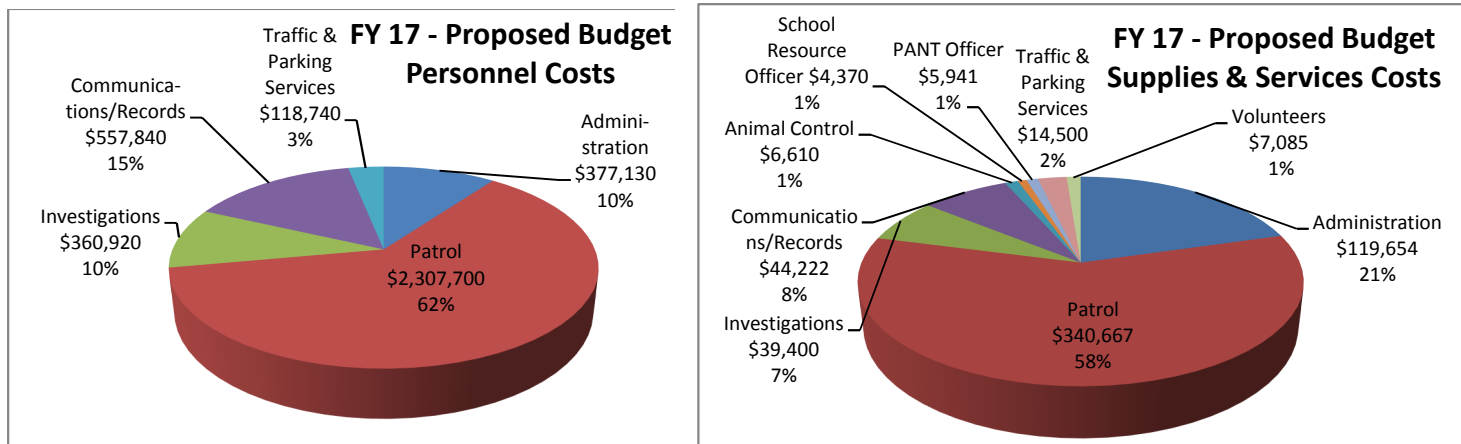
MISSION STATEMENT

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.

PROGRAM DESCRIPTIONS, OBJECTIVES & ACCOMPLISHMENTS

Police Administration

This program consists of the Chief of Police, one of the department's two commanding officers and the department's administrative assistant. The personnel within the program provide essential administrative services such as the development and implementation of policy and procedure; budget planning and management; long range planning; grant development and management; coordination of training/travel expenditures, facility maintenance coordination and the management of the department's volunteer program. City Management and City Council liaison is also carried out in this program as well as media and community relations. All department internal affairs are managed within the Police Administration program.



FY 2016-17 Objectives

- Complete implementation of the Lexipol policy manual system and conduct at least two policy knowledge tests for all department personnel by May 30, 2017.
- Evaluate the implementation and use of body worn cameras for police patrol personnel through both internal processes and community input by March 1, 2017.
- Develop and conduct at least two community interaction events to enhance the relationship between the department and members of the community by June 30, 2017.
- Seek out and obtain grant funding to enhance department operations and activities by March 31, 2017.
- Conduct at least one department-wide employee survey on the leadership effectiveness of management and supervisory personnel by January 31, 2017.
- Conduct one department-wide survey on employee job satisfaction by November 30, 2016.
- Develop and implement an annual employee awards and recognition event by March 30, 2017.
- Develop and implement an annual Police Volunteer recognition event by November 30, 2016.
- Research, procure and implement electronic citation program for field personnel by May 31, 2017.

FY 2015-16 Accomplishments

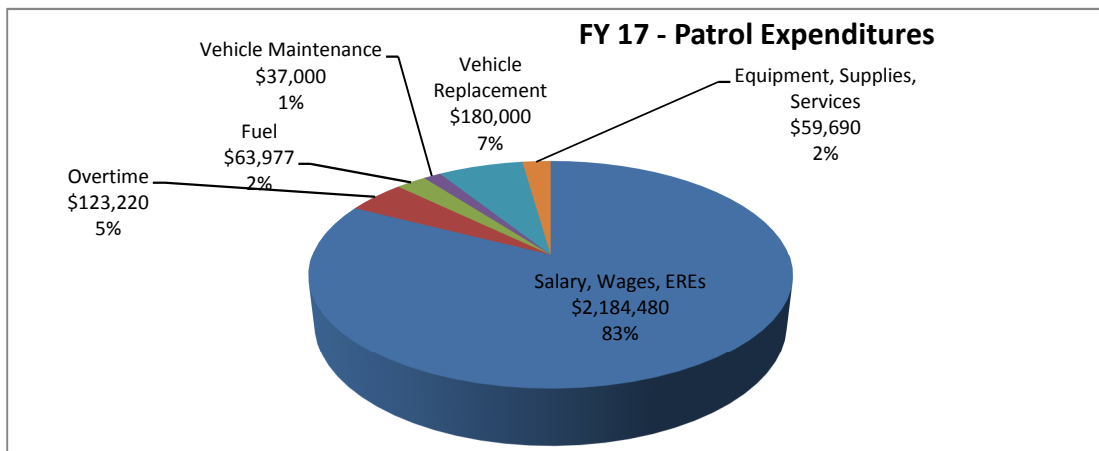
- ✓ Conducted a department-wide survey on the leadership effectiveness of management and supervisory personnel in November 2015.
- ✓ Facilitated the travel of a team of patrol and training personnel to visit with out-of-state law enforcement agencies to gain knowledge and insight on enhancing use of force training and the incorporation of de-escalation techniques into training exercises.
- ✓ Implemented new Lexipol policy manual system that will provide all personnel online access to department policies and procedures.

Police Administration Performance Measures	FY 2014-15 Actual	FY 2015-16 Estimated	FY 2016-17 Proposed
Leadership Team Development Sessions	N/A	4	6
Citizen Satisfaction Rate of Overall Police Services	N/A	N/A	80%
Employee Rating of Department Leadership Effectiveness	N/A	TBD	80%

Police Patrol

This program which is managed by the Police Lieutenant consists of all sworn and civilian uniformed personnel who carry out the department’s direct field services to the community such as patrol, responding to emergency and routine calls for service; K9 activities; traffic and parking enforcement and various quality of life matters. The personnel within the program are also responsible for jail operations; maintenance of the department’s fleet of vehicles; coordination and maintenance of the police training/shooting range facility; maintenance of all equipment utilized within the program; conducting the Police Citizens Academy; coordinating the Police Explorer Program and ensuring the on-going professional development of personnel within the program.

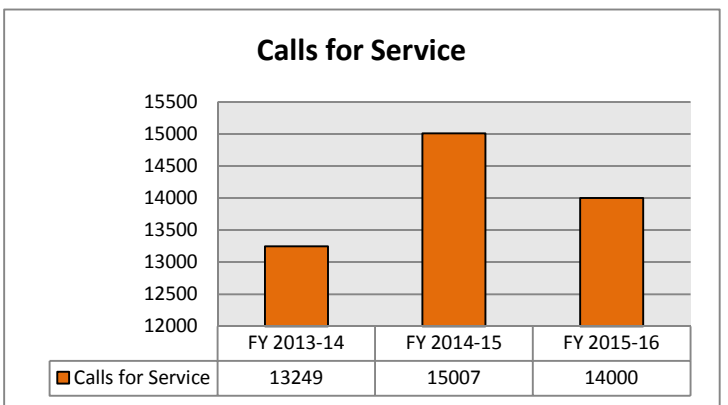
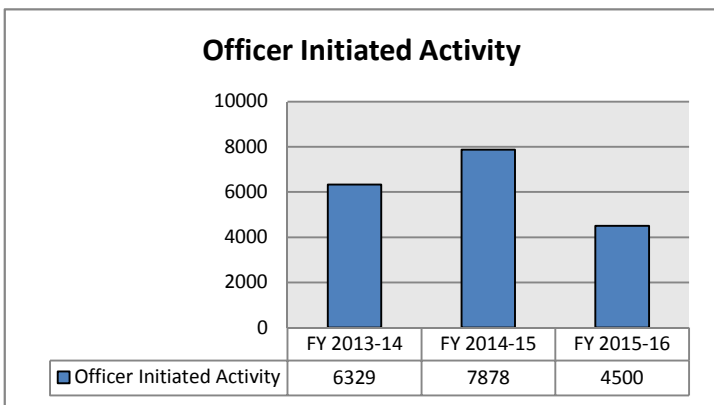
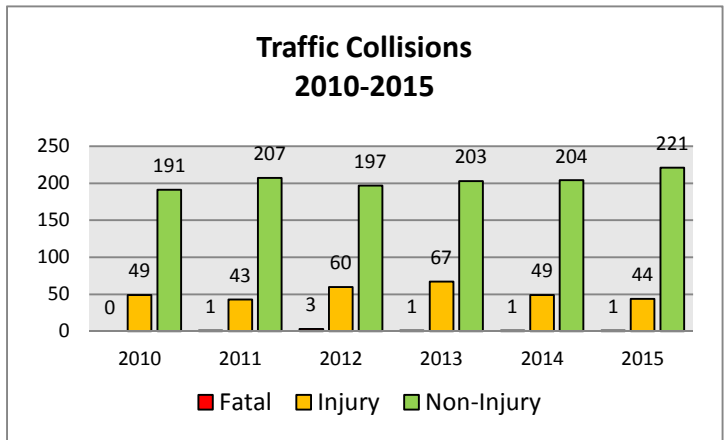
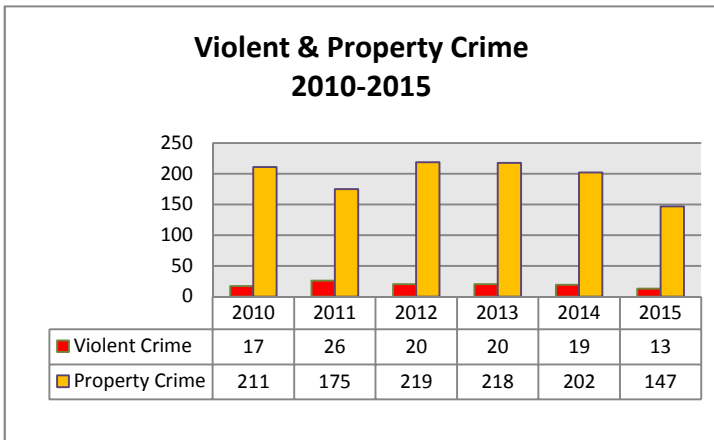
FY 2016-17 Objectives



- Conduct at least one table top or field exercise in an unusual or emergency response incident with the Sedona Fire District by June 30, 2017.
- Conduct at least four speed enforcement and awareness operations through the use of portable electronic speed radar displays signs by June 30, 2017.
- Participate in at least one Police Explorer competition event by June 30, 2017.
- Reduce injury and non-injury traffic collisions by at least 3% as compared to those occurring in FY 2016.
- Conduct at least one traffic safety program focused on pedestrian or bicyclist safety by April 30, 2017.
- Increase officer initiated activity by 25% as compared to FY 2015-16.

FY 2015-16 Accomplishments

- ✓ 4 Police Officers and 1 Detective served as Lead Officers in charge of a patrol squad to gain experience and knowledge in supervision of police personnel and patrol operations.
- ✓ Developed and implemented new performance evaluation forms and rating criteria for police officers assigned to the patrol function.
- ✓ Conducted police sergeant promotion testing process and promoted two tenured police officers to Police Sergeant.
- ✓ Conducted ATV safety checkpoints on Soldiers Pass Road and Dry Creek Road to address noise, speed and other safety concerns.
- ✓ Completed installation of new turning target system at police shooting range.

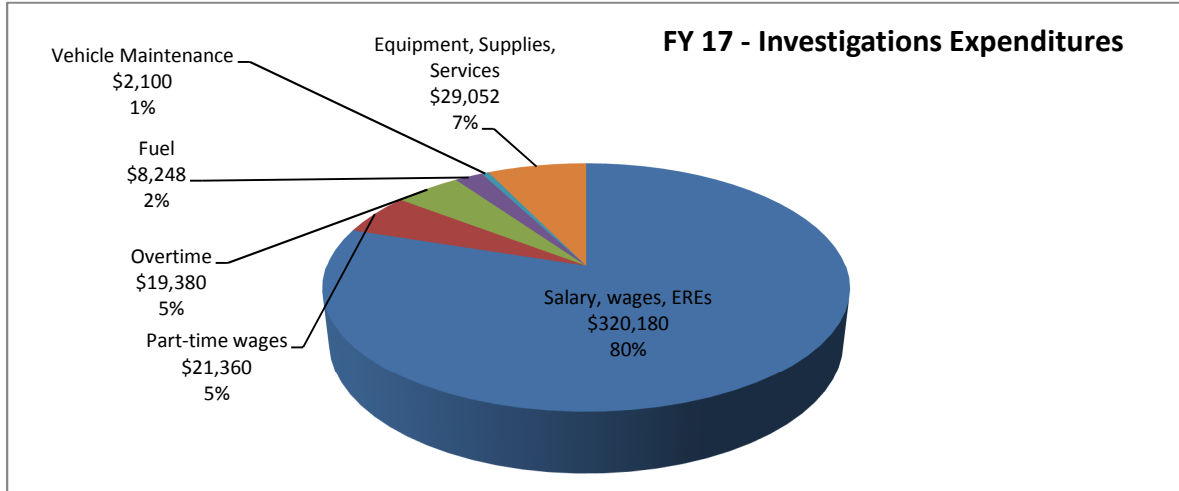


Police Patrol Performance Measures	FY 2014-15 Actual	FY 2015-16 Estimated	FY 2016-17 Proposed
Maintain a response time of 5 minutes or less 90% of the time to emergency calls	87.1%	85%	90%
Reduce traffic collisions by 3% from previous fiscal year	274	260	252
Increase officer initiated activity by 25% from previous fiscal year	7878	4500	5625

Police

Investigations

The Police Investigations Program is managed by the Police Commander and consists of sworn personnel who are assigned to conduct follow up criminal investigations; background investigations and reviews of various city permit and license applications; processing of criminal complaints being sent to the municipal and county courts; police employee applicant background investigations and sex offender registrant monitoring. Personnel in this program are also assigned to specialized regional investigative tasks forces which bring a level of resources and expertise that would not be feasible for the department to staff on its own. Property and evidence processing and storage functions are also carried out within this program by civilian personnel.



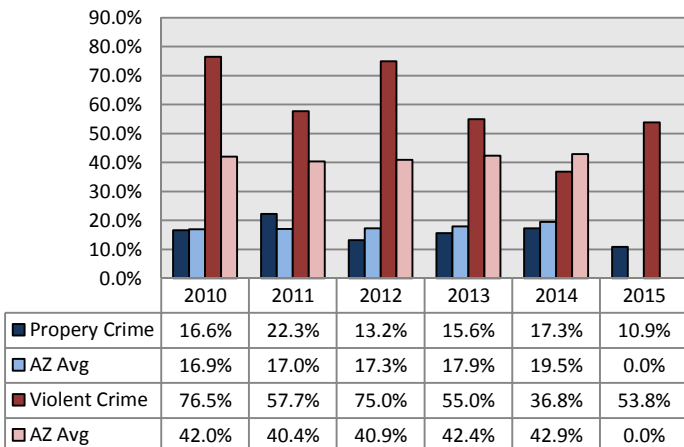
FY 2016-17 Objectives

- Conduct at least one sexual offender registrant compliance operation by April 30, 2017.
- Develop and implement an orientation and training guide outline for police officers assigned to the Support Bureau Officer position by August 31, 2016.
- Participate in at least one regional enforcement program to serve outstanding arrest warrants by June 30, 2017.
- Implement enhanced criminal investigations case management processes by December 31, 2017 to ensure that the status of all follow up investigations is readily available and cases are completed in a timely manner.

FY 2015-16 Accomplishments

- ✓ Conducted two prescription drug Take-Back programs in conjunction with MATFORCE and the U.S. Drug Enforcement Agency to ensure proper disposal of used prescription medications.
- ✓ Conducted joint child abuse investigations with the Department of Child Safety and removed children from sexually abusive homes and arrested the perpetrators.

Crime Clearance Rates

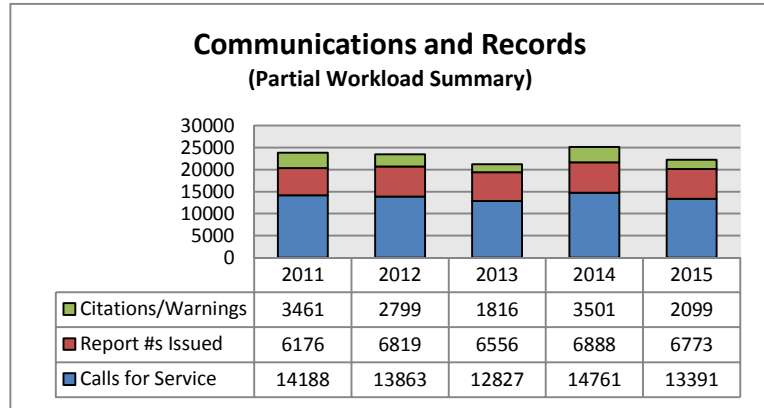
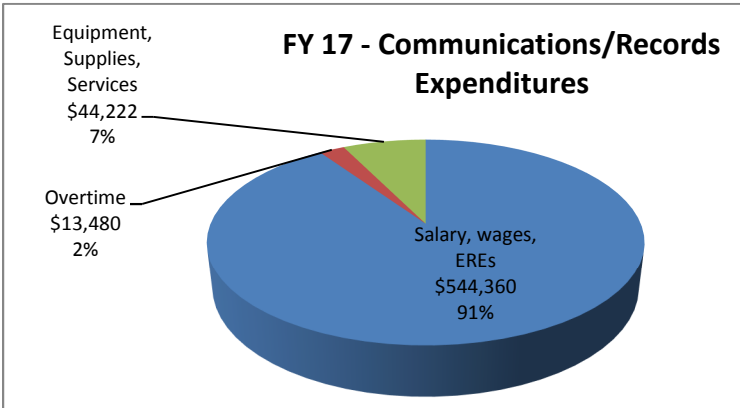


Police Investigations Performance Measures	2014 Actual	2015 Estimated	2016 Proposed
Meet or exceed annual Arizona state crime clearance rates for property crime	Yes	No	Yes
Meet or exceed annual Arizona state crime clearance rates for violent crime	No	Yes	Yes
Citizen satisfaction rate of follow up criminal investigations	N/A	N/A	80%

Police Communications/Records

The Communications/Records program consists of civilian personnel who provide support to all department personnel through radio communications, Computer-Aided Dispatching, and Mobile Data Computer software applications. Specially trained personnel are responsible for answering 9-1-1 emergency telephone lines including all wireless and Voice Over Internet Protocol calls from all providers in our jurisdiction, receiving and dispatching calls for service to field personnel. Additionally, personnel within this program are an answering and relay point for after-hours calls for emergency service or questions for other City departments.

The Records function provides first level contact for all Police Department business inquiries and is the primary service provider for public inquiries, vehicle and report releases, and other front counter customer services. This function is responsible for processing reports, court dispositions, citations, and any related documentation. In addition, Records tracks and responds to all civil and criminal subpoenas and processes requests for the public disclosure of records. Records inputs data into the department's Records Management System, or RMS, and various other criminal justice databases for the purpose of collection and analysis of statistical data related to state and federal reporting requirements.



FY 2016-17 Objectives

- Develop and complete a report on the effectiveness of the enhancements made to the radio communications system through the department's Capital Improvement Program project by December 31, 2016.
- Develop and complete a report on the Communications Center's compliance to the NENA and NFPA 9-1-1 call answering standards by April 30, 2017.
- Procure and install a new digital phone recording system to be with NG 9-1-1 standards by May 31, 2017.

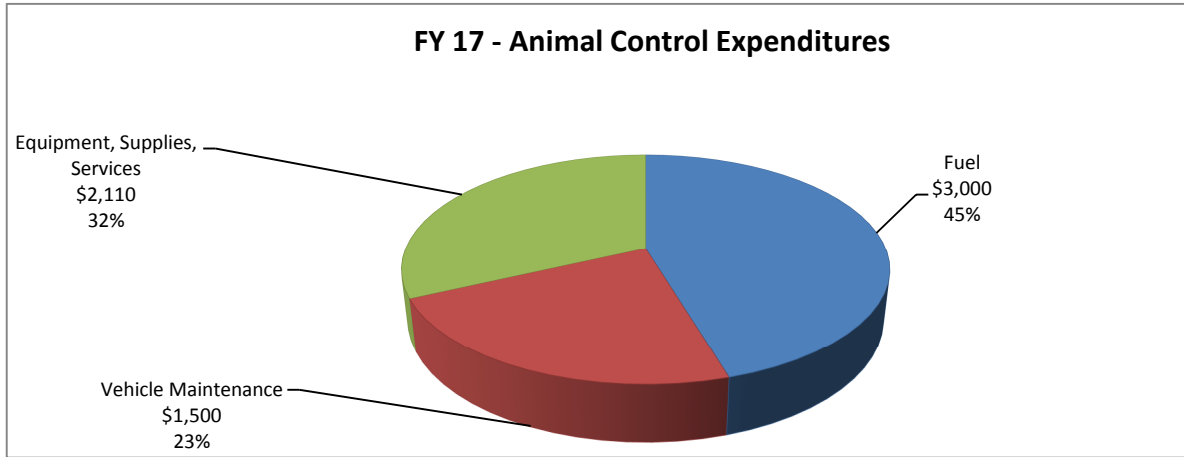
FY 2015-16 Accomplishments

- ✓ The Communications Center transitioned to being the primary Public Safety Answering Point (PSAP) for 9-1-1 calls generating from the City of Sedona.
- ✓ The Communications Center reached full staffing levels in January 2016.
- ✓ Installed direct dial lobby phone to the Communications Center to service citizens who come to the police station after city business hours, on holidays, or on weekends.
- ✓ Completed improvements to the radio communications system in April 2016 as recommended by a professional technical study of the system.

Communications/Records Performance Measures	FY 2014-15 Actual	FY 2015-16 Estimated	FY 2016-17 Proposed
Meet or exceed NENA standards for answering 9-1-1 calls	Yes	Yes	Yes
Meet or exceed NFPA standards for answering 9-1-1 calls	Yes	Yes	Yes
Citizen satisfaction rate of police front counter services	N/A	N/A	80%

Police Animal Control

The Animal Control Program is staffed by a part-time civilian who is responsible for enforcement of City and state regulations pertaining to animal welfare and nuisance matters. Activities within the program include enforcement of licensing requirements for the control of rabies for the safety of the community, interaction with the public on information and instructions for the control and over-population of unwanted animals, as well as the care and treatment of pets. The program also is also responsible for impound, care, and disposition of stray domestic animals and responds to calls for service regarding problems with domestic animals and wildlife.

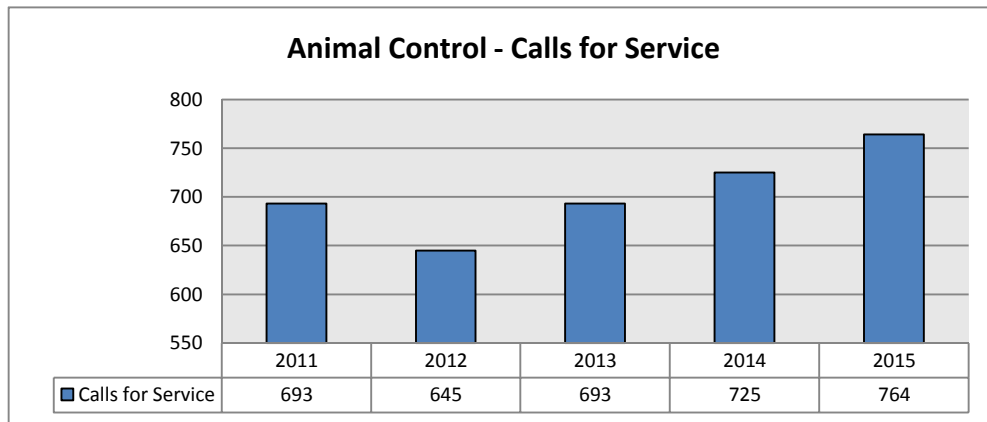


FY 2016-17 Objectives

- Conduct at least one community presentation on leash law and dog licensing requirements by May 30, 2017.
- Increase enforcement of animal control violations (barking dog, unrestrained dog, license requirement) by 25% as compared to enforcement efforts in FY 2015-16.

FY 2015-16 Accomplishments

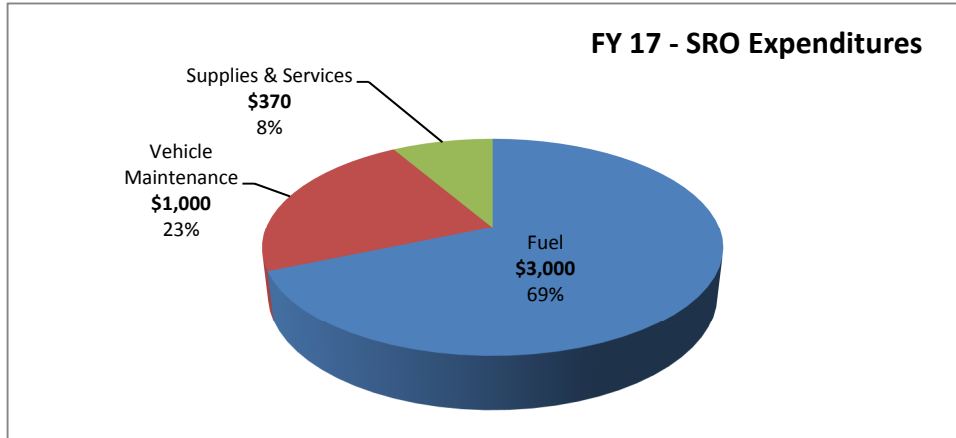
- ✓ Animal Control Officer completed National Animal Control and Humane Officer Academy training to enhance the level of service provided to the community.



Animal Control Performance Measures	FY 2014-15 Actual	FY 2015-16 Estimated	FY 2016-17 Proposed
At least 75% of barking dog complaints will not result in a repeat complaint within 6 months	TBD	TBD	75%
Citizen satisfaction rate of animal control services	N/A	N/A	80%

Police School Resource Officer (SRO)

Under an Intergovernmental Agreement with the Sedona-Oak Creek Unified School District, this program provides a full-time police officer to carry out prevention, education and enforcement activities for the students, staff and parents at school campuses. The SRO also assists the district in developing, implementing and evaluating school campus safety programs. The SRO acts as department liaison to youth oriented service providers such MATFORCE and the Verde Valley Restorative Justice Program and assists in the counseling of students and parents and conducts presentations on crime, safety and substance abuse matters.



FY 2016-17 Objectives

- Conduct at least one campus safety plan evaluation at both Sedona Red Rock High School and West Sedona School by May 30, 2017.
- Develop and implement methods to track and analysis key workload activities performed by the SRO by July 31, 2016.

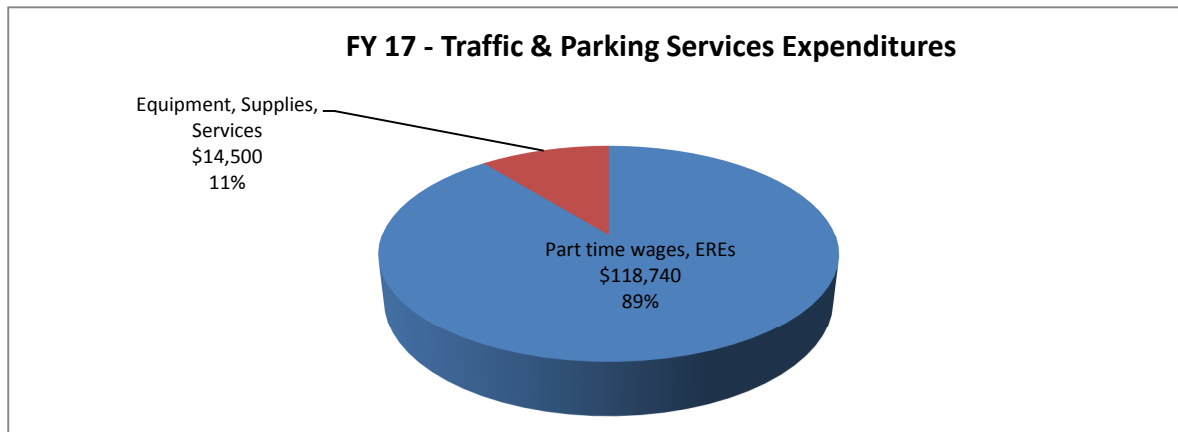
FY 2015-16 Accomplishments

- ✓ Assisted Sedona Fire District with fire drills at both Sedona Red Rock High School and West Sedona School campuses.
- ✓ Implemented “Operation Identification” at Sedona Red Rock High School by etching 60 devices with identifying information to prevent theft and aid in recovery.

School Resource Officer Performance Measures	FY 2014-15 Actual	FY 2015-16 Estimated	FY 2016-17 Proposed
School staff satisfaction rate of SRO services at Sedona Red Rock High School	N/A	TBD	80%
School staff satisfaction rate of SRO services at West Sedona School	N/A	TBD	80%

Police Traffic & Parking Services

The Traffic & Parking Services Program consists of part-time civilian personnel who are responsible for parking and traffic control activities. The program also provides equipment and resources to the department which by State statute can only be used to fund traffic related activities.



FY 2016-17 Objectives

- Provide dedicated traffic/pedestrian control activities on N. SR 89A in Uptown on all major holiday weekends and other identified high traffic volume dates.
- Deploy personnel to provide timely response to parking complaints and ensure effective levels of parking enforcement.
- Identify and develop key metrics to effectively and appropriately track and measure workload and productivity factors for Community Service Aide activities in Uptown.

FY 2015-16 Accomplishments

- ✓ In partnership with Engineering Services, developed and deployed a traffic management plan for N. SR 89A in Uptown during periods of high traffic volumes.

Traffic & Parking Services Performance Measures	FY 2014-15 Actual	FY 2015-16 Estimated	FY 2016-17 Proposed
Uptown business satisfaction rate of traffic and parking enforcement services	N/A	TBD	80%

SIGNIFICANT CHANGES

- Sergeant Kevin Ahern retired from the police department after 21 years of service to the City of Sedona.
- Stephanie Foley and Bill Hunt were promoted to Police Sergeant.

**City of Sedona
 FY16-17 Proposed Budget - Program Summary
 Police Department**

67% of year completed

Program	FY17 Requested	FY16 Budget	FY17 Incr. over FY16 Budget	FY16 Est. Actuals	FY17 Incr. over FY16 Est.	FY16 Est. (over)/ under budget	FY16 Thru Feb	FY16 YTD % of Est.	FY15 Actuals	FY14 Actuals
General Fund										
10-5510-01 - General Administration	\$496,784.00	\$483,427.00	3%	\$455,200.00	9%	\$28,227.00	\$286,097.72	63%	\$410,865.48	\$370,850.82
10-5510-43 - Patrol	\$2,648,367.00	\$2,457,386.00	8%	\$2,261,262.00	17%	\$196,124.00	\$1,433,673.10	63%	\$2,302,833.96	\$1,960,962.31
10-5510-44 - Investigations	\$400,320.00	\$296,856.00	35%	\$317,192.00	26%	(\$20,336.00)	\$170,282.13	54%	\$226,370.02	\$270,295.03
10-5510-45 - Communications	\$602,062.00	\$561,887.00	7%	\$536,242.00	12%	\$25,645.00	\$332,348.37	62%	\$525,117.22	\$478,233.39
10-5510-46 - Animal Control	\$6,610.00	\$36,956.00	-82%	\$23,572.00	-72%	\$13,384.00	\$17,438.89	74%	\$27,266.23	\$61,364.80
10-5510-47 - School Resource Officer	\$4,370.00	\$4,365.00	0%	\$4,365.00	0%	\$0.00	\$1,733.90	40%	\$1,763.31	\$3,177.82
10-5510-61 - PANT Officer	\$5,941.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00
10-5510-81 - Traffic & Parking Services	\$133,240.00	\$105,611.00	26%	\$136,188.00	-2%	(\$30,577.00)	\$85,321.91	63%	\$132,550.66	\$117,009.26
10-5510-84 - Volunteers	\$7,085.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00
10-5510-87 - K-9 Program	\$0.00	\$0.00	N/A	\$0.00	N/A	\$0.00	\$0.00	N/A	\$0.00	\$30,326.46
General Fund Total	\$4,304,779.00	\$3,946,488.00	9%	\$3,734,021.00	15%	\$212,467.00	\$2,326,896.02	62%	\$3,626,766.88	\$3,292,219.89

City of Sedona
 FY16-17 Proposed Budget - Expenditure Summary
 Police Department

67% of year completed

Cost Category	FY17 Requested	FY16 Budget	FY17 Incr. over FY16 Budget	FY16 Est. Actuals	FY17 Incr. over FY16 Est.	FY16 Est. (over)/ under budget	FY16 Thru Feb	FY16 YTD % of Est.	FY15 Actuals	FY14 Actuals	Explanation of Changes
General Fund											
10-5510-01 - General Administration											
Personnel	\$377,130.00	\$414,603.00	-9%	\$390,891.00	-4%	\$23,712.00	\$249,395.27	64%	\$362,114.58	\$316,839.26	Decrease: Change in allocations between programs Current year under budget due to changes in allocations between programs Increase: Moved office supplies from General Services (\$12,000) Increase: One-time capital purchases, added vehicle replacement
Supplies & Services	\$79,654.00	\$68,824.00	16%	\$64,309.00	24%	\$4,515.00	\$36,702.45	57%	\$48,750.90	\$20,811.56	
Capital & Debt Service	\$40,000.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$33,200.00	
General Administration Total	\$496,784.00	\$483,427.00	3%	\$455,200.00	9%	\$28,227.00	\$286,097.72	63%	\$410,865.48	\$370,850.82	
10-5510-43 - Patrol											
Personnel	\$2,307,700.00	\$2,273,868.00	1%	\$2,072,259.00	11%	\$201,609.00	\$1,353,767.07	65%	\$2,056,066.27	\$1,748,565.64	Increase: Includes Decision Package - Reclassifications for two Community Service Officers (CM Recommended) Current year under budget due to vacancy savings Decrease: Reduction in uniform expenses (\$15,000), radio and equipment replacements (\$3,700), ammunitions and firearms costs (\$4,230) Current year over budget due to increases in employee exams conducted Increase: One-time capital purchases, added vehicle replacement, includes Decision Package - Patrol assigned vehicle program (CM Contingent Recommendation)
Supplies & Services	\$160,667.00	\$183,518.00	-12%	\$189,003.00	-15%	(\$5,485.00)	\$79,154.58	42%	\$155,852.84	\$157,501.47	
Capital & Debt Service	\$180,000.00	\$0.00	∞	\$0.00	∞	\$0.00	\$751.45	∞	\$90,914.85	\$54,895.20	
Patrol Total	\$2,648,367.00	\$2,457,386.00	8%	\$2,261,262.00	17%	\$196,124.00	\$1,433,673.10	63%	\$2,302,833.96	\$1,960,962.31	
10-5510-44 - Investigations											
Personnel	\$360,920.00	\$213,250.00	69%	\$238,096.00	52%	(\$24,846.00)	\$144,149.12	61%	\$204,867.52	\$208,888.12	Increase: Change in allocations between programs, includes Decision Package - Police Sergeant (CM Contingent Recommendation) Current year over budget due to changes in allocations between programs Decrease: One-time capital purchases
Supplies & Services	\$39,400.00	\$38,606.00	2%	\$38,096.00	3%	\$510.00	\$26,133.01	69%	\$21,502.50	\$28,206.91	
Capital & Debt Service	\$0.00	\$45,000.00	-100%	\$41,000.00	-100%	\$4,000.00	\$0.00	0%	\$0.00	\$33,200.00	
Investigations Total	\$400,320.00	\$296,856.00	35%	\$317,192.00	26%	(\$20,336.00)	\$170,282.13	54%	\$226,370.02	\$270,295.03	

City of Sedona
 FY16-17 Proposed Budget - Expenditure Summary
 Police Department

67% of year completed

Cost Category	FY17 Requested	FY16 Budget	FY17 Incr. over FY16 Budget	FY16 Est. Actuals	FY17 Incr. over FY16 Est.	FY16 Est. (over)/ under budget	FY16 Thru Feb	FY16 YTD % of Est.	FY15 Actuals	FY14 Actuals	Explanation of Changes
10-5510-45 - Communications											
Personnel	\$557,840.00	\$521,117.00	7%	\$493,482.00	13%	\$27,635.00	\$307,367.02	62%	\$491,900.27	\$454,041.40	Increase: Includes merit and COLA increases plus correction for current year budget calculation error Current year under budget due to vacancy savings
Supplies & Services	\$44,222.00	\$40,770.00	8%	\$42,760.00	3%	(\$1,990.00)	\$24,981.35	58%	\$33,216.95	\$24,191.99	Increase: Increase in radio service contract and generator inspections and repairs (\$2,756) Current year under budget due to increases in generator inspections and repairs
Communications Total	\$602,062.00	\$561,887.00	7%	\$536,242.00	12%	\$25,645.00	\$332,348.37	62%	\$525,117.22	\$478,233.39	
10-5510-46 - Animal Control											
Personnel	\$0.00	\$30,036.00	-100%	\$16,852.00	-100%	\$13,184.00	\$16,393.10	97%	\$25,615.46	\$57,934.53	Decrease: Decision Package - reclassifications for two Community Service Officers (CM Recommended) Current year under budget due to vacancy savings
Supplies & Services	\$6,610.00	\$6,920.00	-4%	\$6,720.00	-2%	\$200.00	\$1,045.79	16%	\$1,650.77	\$3,430.27	
Animal Control Total	\$6,610.00	\$36,956.00	-82%	\$23,572.00	-72%	\$13,384.00	\$17,438.89	74%	\$27,266.23	\$61,364.80	
10-5510-47 - School Resource Officer											
Supplies & Services	\$4,370.00	\$4,365.00	0%	\$4,365.00	0%	\$0.00	\$1,733.90	40%	\$1,763.31	\$3,177.82	
School Resource Officer Total	\$4,370.00	\$4,365.00	0%	\$4,365.00	0%	\$0.00	\$1,733.90	40%	\$1,763.31	\$3,177.82	
10-5510-61 - PANT Officer											
Supplies & Services	\$5,941.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	Increase: Change in allocations between programs
PANT Officer Total	\$5,941.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	
10-5510-81 - Traffic & Parking Services											
Personnel	\$118,740.00	\$93,211.00	27%	\$123,788.00	-4%	(\$30,577.00)	\$83,047.85	67%	\$129,381.10	\$115,604.31	Decrease: Current year budgeted as a Police Officer, next year budgeted as four part-time Community Service Aides Current year over budget due to change in staffing from one Police Officer to four part-time Community Service Aides
Supplies & Services	\$14,500.00	\$12,400.00	17%	\$12,400.00	17%	\$0.00	\$2,274.06	18%	\$3,169.56	\$1,404.95	Increase: Added uniform expenses for Community Service Aides (\$3,000)
Traffic & Parking Services Total	\$133,240.00	\$105,611.00	26%	\$136,188.00	-2%	(\$30,577.00)	\$85,321.91	63%	\$132,550.66	\$117,009.26	

City of Sedona
 FY16-17 Proposed Budget - Expenditure Summary
 Police Department

67% of year completed

Cost Category	FY17 Requested	FY16 Budget	FY17 Incr. over FY16 Budget	FY16 Est. Actuals	FY17 Incr. over FY16 Est.	FY16 Est. (over)/under budget	FY16 Thru Feb	FY16 YTD % of Est.	FY15 Actuals	FY14 Actuals	Explanation of Changes
10-5510-84 - Volunteers											
Supplies & Services	\$7,085.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	Increase: Change in allocations between programs
Volunteers Total	\$7,085.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	
10-5510-87 - K-9 Program											
Personnel	\$0.00	\$0.00	N/A	\$0.00	N/A	\$0.00	\$0.00	N/A	\$0.00	\$30,326.46	
K-9 Program Total	\$0.00	\$0.00	N/A	\$0.00	N/A	\$0.00	\$0.00	N/A	\$0.00	\$30,326.46	
Personnel Subtotal	\$3,722,330.00	\$3,546,085.00	5%	\$3,335,368.00	12%	\$210,717.00	\$2,154,119.43	65%	\$3,269,945.20	\$2,932,199.72	
Supplies & Services Subtotal	\$362,449.00	\$355,403.00	2%	\$357,653.00	1%	(\$2,250.00)	\$172,025.14	48%	\$265,906.83	\$238,724.97	
Capital & Debt Service Subtotal	\$220,000.00	\$45,000.00	389%	\$41,000.00	437%	\$4,000.00	\$751.45	2%	\$90,914.85	\$121,295.20	
General Fund Total	\$4,304,779.00	\$3,946,488.00	9%	\$3,734,021.00	15%	\$212,467.00	\$2,326,896.02	62%	\$3,626,766.88	\$3,292,219.89	

**City of Sedona
 FY16-17 Proposed Budget - Positions/Allocations
 Police Department**

Position	FTE
Administrative Assistant	1.00
Chief of Police	1.00
Communication Specialist	7.00
Community Service Officer	2.00
Community Services Aide	2.90
Lieutenant	1.00
Police Commander	1.00
Police Communications/Records Supervisor	1.00
Police Detective	2.00
Police Officer	17.00
Police Records Technician	1.00
Police Sergeant*	5.00
Property & Evidence Technician	0.73
Total	42.63

Org Unit	Org Description	FTE
General Fund		
10-5510-01	General Administration	3.00
10-5510-43	Patrol	24.00
10-5510-44	Investigations*	3.73
10-5510-45	Communications	9.00
10-5510-81	Traffic & Parking Services	2.90
General Fund Total		42.63

*Includes contingent recommendation for 1.0 Police Sergeant



**City of Sedona
Decision Package
Fiscal Year 2016-2017**

Project Title:	Community Service Officer
Originating Department and Division:	Police Department
Funding Request Type (Ongoing vs. One-Time)	Ongoing (wages and benefits)
Source of Funds (General Fund, Grants or Other Outside Funding, New Revenue Source(s), Wastewater Fund, etc.)	General Fund – reallocation of existing funding plus new funding
I Problem/Issue	
a) Does this affect our citizens/customers quality of life?	Yes
If yes, then how:	Residents, businesses and visitors are negatively impacted by unreasonable noise, unlawful solicitation, unauthorized parking, animal problems and neighborhood nuisances.
b) Is this a traditional government function?	Yes. Responsive and progressive municipalities seek to enhance community health, safety and general welfare through efficient and effective investigation, resolution and appropriate enforcement of municipal code violations and nuisance problems.
If it is not a traditional function, why should the City of Sedona deal with it?	
c) History/background of project issue:	Both the Police and Community Development Departments respond to issues related to noise complaints, abandoned vehicles, parking concerns, illegal dumping, unlawful solicitors, yard/garage sales, and various neighborhood nuisance problems. While both departments endeavor to work in partnership to address these concerns and complaints, involved parties may report an issue to one department and then are referred to the other department for the handling of the matter. These calls for service do come to both departments at varying hours of the day and any day of the week. Reporting parties can become frustrated that their concern is not responded to at the time of their call and also feel ignored when referred to a different department.

In September 2014, the Police Department received authorization to change its full-time Animal Control Officer position into two part-time positions. This change was needed to more appropriately assign the full-time position's collateral responsibilities for property/evidence processing, police fleet maintenance and special event traffic control to other areas of the department. The Animal Control Officer position became part-time, a new part-time Property/Evidence Technician position was created and special event traffic control along with fleet maintenance activities were transitioned to the patrol function.

The Animal Control Officer works approximately 29 hours per week during a 4 to 5 day work week. In reviewing animal control related calls for service, the department has found that these types of calls occur every day of the week mostly between 8:00 AM and 8:00 PM. As such, the Animal Control Officer is often not available to respond to these calls resulting in the need to have a police officer handle the call for service. Although the total animal related call volume (approximately 750 calls annually) would not show the need to have a full-time position dedicated solely to animal control functions, adding certain code enforcement and other field related responsibilities to the position would make it more effective for the department and the community.

The Police Department believes that the service demands for certain code enforcement activities, animal control functions and neighborhood nuisances, could be better served by the restructuring of the part-time Animal Control Officer position into a new full-time position. This position would be renamed Community Service Officer and would carry out animal control functions, certain code enforcement activities and could also supplement the special event and traffic control activities carried out by the part-time Community Service Aides.

The Police Department has met with the Director of the Community Development Department to discuss the creation of the Community Service Officer position. The Director supports the Police Department's proposed new position and program.

	d) Does the project/issue relate to the Community Plan (or other master plans)?
	Yes
	If not in a specific plan, how does this fit into the City of Sedona's priorities?

	e) Provide a cost/benefit analysis. What does the City/community get for this investment?
	The Police Department is proposing to reallocate funding within its current operating budget from a full-time Police Officer and the part-time Animal Control Officer to assist in creating two (2) full-time Community Services Officer positions. The functions of this new position would encompass animal control and many of the nuisance issues handled by Code Enforcement Officers within the Community Development Department. Some of these nuisance issues

	<p>would be noise complaints, unlawful solicitors, abandoned vehicles, sign violations, illegal dumping, unauthorized parking and others that do not involve building inspection expertise or extensive administrative processes. Combining these functions into this new position would provide a more seamless and consistent response to nuisance issues in the community.</p> <p>The Police Department already has the necessary systems infrastructure to support these additional functions which includes a 24 hour communications center to receive and dispatch personnel to calls for service, Computer Aided Dispatch and Records Management System (CAD/RMS) to provide calls for service documentation and data analysis, property and evidence storage and tracking system to a handle any case needs, field supervision to provide supervisory support and guidance, field and investigative personnel to provide immediate assistance and/or on-going investigative support, and information systems to aid in investigating, resolving and enforcing violations of the law.</p> <p>This new position would allow the Police Department to provide animal control services to the community at least six days a week and lessen the need for police officers to respond to these calls for service. This position would also be utilized to supplement traffic control and parking enforcement activities. The new position would also enable the Community Development Department to focus or re-purpose its Code Enforcement function on more significant building inspection and land development code matters.</p>
<p>II Risk Analysis</p>	
<p>a)</p>	<p>What happens if this is not done?</p>
	<p>Neighborhood and business area nuisance issues will continue to be reported to both the Police and Community Development Departments which possibly would result in delayed, inefficient and deficient problem resolution outcomes. Animal Control services would have to be supplemented by police officers.</p>
<p>b)</p>	<p>Show examples of best practices from other cities, if applicable:</p>
	<p>There are many municipalities who incorporate certain code enforcement services in their police department services. A few of these municipalities include:</p> <ul style="list-style-type: none"> • El Mirage, AZ http://cityofelmirage.org/index.aspx?nid=1193 • Prescott, AZ http://www.prescott-az.gov/services/police/divisions.php • Peoria, AZ https://www.peoriaaz.gov/newsecondary.aspx?id=1229 • Cottonwood, AZ http://cottonwoodaz.gov/PD/ordinance-enforcement.php • Steamboat Springs, CO http://steamboatsprings.net/index.aspx?NID=150 • Vail, CO http://www.vailgov.com/departments/police/about-us
<p>III Implementation</p>	

	a) What is the timeframe for completion of plan and implementation for project/issue?
	The Community Development and Police Departments could begin working together immediately to identify the specific code enforcement activities that would be handled by the Community Service Officers. A specific implementation plan would be in place before July 1, 2016.
	b) How will you market/communicate the project/issue to the public?
	Press releases to the public as well adding information about the position and its functions to the Police and Community Development Departments' web pages.
	c) What performance measures will you use to evaluate the project/issue?
	Standard metrics of calls for service, enforcement actions, and data specific to the functions carried out by the Community Service Officers will be maintained. Internal and external surveys would be developed to gauge program effectiveness, employee satisfaction and community satisfaction levels.

IV Proposed Expenditures

Please explain the resources required (in-house staff, consultants, special equipment, ongoing operation and maintenance, other department(s) support, etc.)

***NOTE:** The line item costs below reflect the balance of the expenditures for two CSO positions from the one ACO position already included in the base budget.*

Line Item Description (One-Time)	Account*	FY 2016-17 Request
		\$0
		\$0
<u>One-time Expenditures Total: \$0</u>		
Line Item Description (On-going)	Account*	FY 2016-17 Request
Salary & Benefits	10-5510-43-XXXX	\$121,290.00
Positions eliminated	10-5510-XX-XXXX	(\$117,635.00)

On-going Expenditures Total: \$3,655.00

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



**City of Sedona
Decision Package
Fiscal Year 2016-2017**

Project Title:	Police Sergeant
Originating Department and Division:	Police Department
Funding Request Type (Ongoing vs. One-Time)	Ongoing
Source of Funds (General Fund, Grants or Other Outside Funding, New Revenue Source(s), Wastewater Fund, etc.)	General Fund

I Problem/Issue

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

Yes

If yes, then how:

The Police Department provides public safety services to the City of Sedona 24 hours a day – 7 days a week. Two of the core functions which provide these services are uniformed patrol and investigations.

In order to ensure that the services provided by the patrol function are carried out in an effective and efficient manner, the department deploys Sergeants to supervise and support the officers assigned to field duties. Sergeants respond to significant calls to ensure the safety of personnel, facilitate the appropriate use of department resources, provide oversight and direction of critical decision-making processes, and take initial action to address risk management concerns.

The Police Department also previously assigned a Sergeant to supervise important support functions such as criminal investigations, other city department requested inquiries/investigations, personnel recruitment and hiring, training management, property and evidence management, school resource officer program, media relations, city and county prosecutor liaison, and liaison to regional task forces. Currently, the police department has 5 full-time sworn officers and two part-time civilian employees assigned to provide these support functions.

The role that the Sergeants perform is vital in making sure that policies and procedures are followed and that timely follow-up action is being taken on initial criminal investigations, traffic collisions, or any other matters brought to the attention of patrol personnel. Sergeants also serve as trainers and mentors for

CM Contingent Recommendation \$115,135

	<p>their subordinate personnel and are responsible for guiding and supporting their professional development.</p> <p>Residents, businesses, visitors and all customers of city services need to be assured that the police department is handling their matters in a professional and responsible manner. Police Sergeants are the first line in establishing quality service and providing appropriate direction and guidance to field, investigative and support personnel. The department needs to ensure that these functions are carried out in a consistent and quality manner through an effective deployment of police sergeants.</p>
	b) Is this a traditional government function?
	Yes
	If it is not a traditional function, why should the City of Sedona deal with it?
	c) History/background of project issue:
	<p>In 2010, two of the Police Department's six Police Sergeant positions were eliminated through a city-wide reduction in force initiative. This reduction required the department to alter its police sergeant deployment strategy to ensure that maximum supervisory support and oversight continued to be provided to all department functions and personnel. Prior to the reduction, the department assigned four sergeants to the patrol function, one sergeant to the investigative/support function, and one sergeant to a regional narcotics task force.</p> <p>The department is currently authorized to have four police sergeant positions. Prior to 2012, three of these positions were assigned to the patrol function and one was assigned to the investigative/support function. Under this structure it was difficult to provide sufficient supervisory coverage for the patrol function.</p> <p>Established best practices by law enforcement agencies across the United States strive to have a police supervisor on-duty for field activities at all times. Under the sergeant staffing deployment plan used prior to 2012, the department was only able to staff a sergeant on-duty in the field 71% of the time. This figure did not account for staffing absences due to training assignments, vacation or sick leave or any unplanned staffing shortages. An accepted on-duty factor of 80% is often used to calculate staffing requirements. By using this factor, the department was only providing field supervision 64% of the time. In order to provide field supervision 80% of the time the department would need to have 5.25 FTE sergeant positions dedicated to the patrol function.</p> <p>To help increase the availability of supervision in the patrol function, the sergeant assigned to the investigative function was reassigned to the patrol function. This deployment change resulted in having the Police Commander become the immediate supervisor of line level personnel within the investigative</p>

CM Contingent Recommendation \$115,135

	<p>function.</p> <p>Shortly after this change the department began to experience significant personnel turnover due to retirements and employees seeking employment elsewhere. It was necessary to return the reassigned sergeant back to his previous assignment with added support function responsibilities which included personnel recruitment and hiring. An acting sergeant position was implemented on an interim basis to continue to provide additional supervisory support in the patrol function.</p> <p>Since 2012, the department has implemented various short-term efforts to address the supervisory needs in the patrol and investigative/support functions. These efforts, including those mentioned above, have involved reassigning the investigative/support supervisory functions to the Chief of Police and Police Commander, adding supervisory responsibility of certain field related functions to a civilian supervisor, reducing the amount of sergeants assigned to the patrol function, and reassigning a detective from his normal duties to an acting sergeant position. All these efforts, although necessary to address immediate concerns and service needs, have been problematic as they tend to create a lack of supervisory consistency and continuity in department operations. They have also placed additional responsibility on personnel which has diminished the amount of time and effort that would normally be devoted to their primary duties. Most significantly, these short-term changes can and have caused chain of command conflict and fall short of quality risk management and leadership best practices.</p> <p>The department has operated more effectively during the time that it has had one sergeant assigned to the investigative/support function and four sergeants assigned to the patrol function. The addition of a fifth sergeant position will enable the department to effectively provide supervisory support and oversight of the investigative/support function. It will also allow all personnel to focus on their primary roles, responsibilities and workloads.</p>
	d) Does the project/issue relate to the Community Plan (or other master plans)?
	If not in a specific plan, how does this fit into the City of Sedona's priorities?
	Although the Community Plan does not list public safety as an overall goal or significant element of an action plan, the vision and goals specified in the plan can be adversely impacted by the poor and/or deficient delivery of public safety services.
	e) Provide a cost/benefit analysis. What does the City/community get for this investment?
	The police department recognizes that increased personnel needs exist in other city departments. As mentioned previously, the police department has taken various steps to address its supervisory staffing needs within its existing personnel resources. These efforts have not produced sustained positive

CM Contingent Recommendation \$115,135

	<p>results and will be best accomplished through the addition of a police sergeant position.</p> <p>The Police Commander is currently the first line supervisor for the investigative function and spends about 40% of her time providing supervisory support to the personnel and activities within this function.</p> <p>The additional sergeant position will enable the police department to enhance the skills, knowledge and abilities of all sergeants by having the assignment in the investigative/support function rotate every three years. This position will also provide the police department with the ability to have first line supervision positions in each of its three major functions; patrol, investigations and communications/records. Chain of command and lines of communication would be more clear and consistent. The Department would become more responsive to needs of its employees and service provided to the community.</p>
II Risk Analysis	
	a) What happens if this is not done?
	<p>Effective supervision and guidance of patrol and investigative/support functions will be diminished which would impact the quality of work being completed by the Police Department. Inequitable and inefficient workloads would be placed on other personnel. Increased possibility of incomplete risk management assessments could result in safety issues for department personnel and the community. Police sergeants would not be exposed to other functions of the department resulting in deficient teamwork and less than desirable decision making. Residents, businesses and visitors could become dissatisfied with police department services.</p>
	b) Show examples of best practices from other cities, if applicable:
	<p>The below law enforcement agencies are similar in size to the Sedona Police Department and have the listed police sergeant staffing levels:</p> <ul style="list-style-type: none"> • Camp Verde Marshal’s Office – 4 Police Sergeants (1 assigned to Investigations) • Chino Valley Police Department – 5 Police Sergeants (1 assigned to Investigations) • Coolidge Police Department – 6 Police Sergeants (1 assigned to Investigations) • Cottonwood Police Department – 8 Police Sergeants (1 assigned to Investigations) • Paradise Valley Police Department – 5 Police Sergeants (1 assigned to Investigations)
III Implementation	

CM Contingent Recommendation \$115,135

	a)	What is the timeframe for completion of plan and implementation for project/issue?
		The police department recently completed a police sergeant promotion process and does have eligible and qualified candidates who can be promoted upon approval of the additional police sergeant position.
	b)	How will you market/communicate the project/issue to the public?
	c)	What performance measures will you use to evaluate the project/issue?
		The department will continue to utilize internal systems such as employee performance reviews, periodic employee surveys, workgroup performance data and customer surveys to gauge and monitor the effectiveness of this position.

IV Proposed Expenditures

Please explain the resources required (in-house staff, consultants, special equipment, ongoing operation and maintenance, other department(s) support, etc.)

Line Item Description (One-Time)	Account*	FY 2016-17 Request
		\$0
		\$0
		\$0
		\$0

One-time Expenditures Total: \$0

Line Item Description (On-going)	Account*	FY 2016-17 Request
Wages & Benefits	10-5510-43-XXXX	\$115,135.00

On-going Expenditures Total: \$115,135.00

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



**City of Sedona
Decision Package
Fiscal Year 2016-2017**

Project Title:	Patrol Assigned Vehicle Program
Originating Department and Division:	Police Department
Funding Request Type (Ongoing vs. One-Time)	Ongoing
Source of Funds (General Fund, Grants or Other Outside Funding, New Revenue Source(s), Wastewater Fund, etc.)	General Fund
I Problem/Issue	
a) Does this affect our citizens/customers quality of life?	Yes
If yes, then how:	Police personnel must always be prepared to respond to emergency, urgent and routine calls for service from the community and other public safety entities. Delayed responses can impact the safety of persons as well as the successful outcome of a field incident or investigation. Quality delivery of public safety services is dependent upon the police department having appropriately equipped and reliable vehicles to respond to calls for service and carry out daily enforcement, prevention and community interaction activities.
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:	Since the inception of the Sedona Police Department, vehicles specially designed and equipped for public safety functions have been utilized to provide transportation and service delivery needs for police personnel. Historically, the department has sized and operated its patrol fleet in a traditional motor pool system which provides for a fixed number of vehicles that are shared by all personnel assigned to the patrol function. In a motor pool system, police vehicles often are operated over 12 hours a day every day of the week. Shared police vehicles are susceptible to rapid accumulation of high mileage, increased maintenance needs, decreased accountability for daily inspections, and frequent out-of-service status due to needed repairs or maintenance.

CM Contingent Recommendation \$120,00

	<p>Additionally, the police department has added new functions and positions to its operations that have various transportation and service delivery needs such as Community Service Aides, Property & Evidence Technician, and Police Volunteers. These needs have been partially addressed by retaining police vehicles that had reached their normal end of life cycle for patrol purposes but could still be operated with manageable maintenance costs. The majority of these retained vehicles are now at least 10 years old and beginning to experience increased maintenance costs.</p> <p>For the past two years, the police department has managed a portion of the patrol fleet under a limited Assigned Vehicle Program where a patrol vehicle is assigned and shared by two patrol officers who have opposing days off. Due to the number of patrol vehicles within the police fleet, only eight patrol officers were able to participate in the program. While operating under the program, the department has been able to more effectively manage vehicle maintenance, increase accountability for the cleanliness and daily equipping of the vehicles, and provide more timely response to calls for service that occur during change of shift times.</p> <p>The Assigned Vehicle Program was implemented at the request of patrol personnel whom voiced concerns that the Sedona Police Department was the only agency in the Verde Valley that did not have a fully-implemented assigned vehicle program for all their patrol personnel.</p>
d)	Does the project/issue relate to the Community Plan (or other master plans)?
	If not in a specific plan, how does this fit into the City of Sedona's priorities?
	Although the Community Plan does not list public safety as an overall goal or significant element of an action plan, the vision and goals specified in the plan can be adversely impacted by the poor and/or deficient delivery of public safety services.
e)	Provide a cost/benefit analysis. What does the City/community get for this investment?
	<p>The desire for patrol personnel to have a fully implemented Assigned Vehicle Program is very strong and has been mentioned as a retention issue by officers who have left the department to seek employment other law enforcement agencies. Assigned Vehicle Programs do have operational benefits and have been implemented by law enforcement agencies of all sizes across the nation. A 2014 study by the Pima County Sheriff's Department (Pima County, AZ) of their Assigned Vehicle Program showed that the program had various benefits such as:</p> <ul style="list-style-type: none"> • Increased police presence • Improved patrol shift transitions • Improved operational mobility and flexibility • Improved emergency response and control • Improved command and control

CM Contingent Recommendation \$120,00

- Increased vehicle longevity
- Lower operating cost per mile
- Less down time for maintenance
- Lower collision rates

In order to fully implement an Assigned Vehicle Program for all patrol personnel the police department would request to add 12 fully equipped police vehicles to its fleet. The average cost of an equipped police vehicle is about \$52,000 bringing the total estimated capital cost for a fully implemented program to \$624,000.

The police department has researched alternatives to fully implementing the program which included incrementally increasing the fleet over the next few fiscal years or moving to a lease/purchase option for obtaining new police vehicles. The police department supports utilizing a lease/purchase option to increase the police fleet as it enables the police department to fully implement the program in FY 2016-17 and spread the costs of implementation over the next four or more fiscal years.

Both Ford Motor Company and General Motors offer fully equipped police vehicle lease/purchase programs to local municipalities. These programs spread the costs of new vehicles over a specified time period through agreed upon terms which includes modest interest rates. Based on quotes from Ford Motor Company and General Motors, the police department could add 12 new police vehicles to its fleet for an average annual cost of about \$171,600 for four years. The police department would have the option of purchasing the vehicles at the end of the lease period for \$1.00 each and could choose to either retain the vehicles or send them to auction as surplus property. Based on previous police vehicle auctions, these vehicles could sell for at least \$4,000 which would result in overall cost of fully implementing the Assigned Vehicle Program to \$14,400 during the four year lease/purchase agreement.

The police department will need to replace an average of three police vehicles each year over the next four fiscal years. The capital cost to replace these vehicles would be approximately \$150,000 annually. If funding was approved to increase the police fleet through the above lease/purchase option, it would only require an additional \$22,000 annually to fully implement an Assigned Vehicle Program for all patrol personnel.

Additionally, by increasing the police fleet with 12 new lease/purchase patrol vehicles, the aging retained vehicles could be replaced by higher mileage patrol vehicles that are rotated out of the patrol fleet. The higher mileage retained vehicles would continue to be used to provide transportation and service delivery needs to other functions and activities in the police department.

CM Contingent Recommendation \$120,00

II Risk Analysis	
	a) What happens if this is not done?
	The Police Department would continue to manage its police fleet through a combination of assigned and motor pool vehicles. Some of these vehicles would rapidly accumulate high mileage which could reduce the time that it takes to reach their end of life cycle. Retained police vehicles for other department functions and activities would become too costly to maintain and would need to be removed from the police fleet. Vehicles for transportation and service delivery needs for these other functions and activities would be significantly reduce and may require requests to fund new vehicles.
	b) Show examples of best practices from other cities, if applicable:
	The listed Verde Valley law enforcement agencies provide assigned vehicles to their patrol personnel: <ul style="list-style-type: none"> • Clarkdale Police Department • Cottonwood Police Department • Camp Verde Marshal's Office • AZ Department of Public Safety • Yavapai County Sheriff's Office • Coconino County Sheriff's Office
III Implementation	
	a) What is the timeframe for completion of plan and implementation for project/issue?
	The police department would need about two weeks to evaluate and select the best police vehicle lease/purchase provider for its specific needs. This process could be accomplished prior to the beginning of FY 2016-17. Delivery of vehicles obtained through a lease/purchase program usually takes two to six months from the date of ordering depending on vehicle availability and scheduling of equipment installation.
	b) How will you market/communicate the project/issue to the public?
	c) What performance measures will you use to evaluate the project/issue?
	The police department maintains detailed service and maintenance records on its entire fleet of vehicles. These records would be reviewed on a quarterly basis to evaluate the cost effectiveness of the lease/purchase vehicles.
IV Proposed Expenditures	
Please explain the resources required (in-house staff, consultants, special equipment, ongoing operation and maintenance, other department(s) support, etc.)	

CM Contingent Recommendation \$120,00

Line Item Description (One-Time)	Account*	FY 2016-17 Request
		\$0
		\$0
		\$0
		\$0
<u>One-time Expenditures Total: \$0</u>		
Line Item Description (On-going)	Account*	FY 2016-17 Request
Lease Purchase	10-5510-43-6925	\$120,000
		\$0
		\$0
<u>On-going Expenditures Total: \$120,000</u>		

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



**City of Sedona
Decision Package
Fiscal Year 2016-2017**

Project Title:	Part-time Communications Specialist
Originating Department and Division:	Police Department
Funding Request Type (Ongoing vs. One-Time)	On-going
Source of Funds (General Fund, Grants or Other Outside Funding, New Revenue Source(s), Wastewater Fund, etc.)	General Fund
I Problem/Issue	
a) Does this affect our citizens/customers quality of life?	Yes
If yes, then how:	The police department's communication center is the primary PSAP (Public Safety Answering Point) for 9-1-1 calls in the City of Sedona. It is critical that the communications center be appropriately staffed at all times to ensure that all calls for service and field communication activities are handled and responded to in a timely manner.
b) Is this a traditional government function?	Yes
If it is not a traditional function, why should the City of Sedona deal with it?	
c) History/background of project issue:	<p>In December 2014, the police department was authorized to employ a temporary part-time Communications Specialist through the use of existing overtime funds. This position was needed to address staffing vacancies, allow personnel to take planned vacations, and follow through on scheduled training assignments for dispatch personnel.</p> <p>In FY 2014-15, the part-time position covered 605 hours of staffing needs in the Communications Center. In FY 2015-16, as of February 1, 2016, the position has covered 495 hours of staffing needs in the center.</p> <p>Currently, all Communications Specialist positions are filled but it is anticipated that staffing needs will exist due to extended personnel leaves, vacations schedules and training assignments.</p>

	d) Does the project/issue relate to the Community Plan (or other master plans)?
	Yes. Although the Community Plan does not list public safety as an overall goal or significant element of an action plan, the vision and goals specified in the plan can be adversely impacted by poor and/or deficient public safety services.
	If not in a specific plan, how does this fit into the City of Sedona's priorities?
	e) Provide a cost/benefit analysis. What does the City/community get for this investment?
	In FY 2014-15, the part-time Communications Specialist position covered 605 hours of staffing needs in the Communications Center. As of February 1, 2016, the position has covered 495 hours of staffing needs in the current fiscal year. This has amounted to over \$8,200 in personnel expenditure savings when compared to the average overtime rate for a Communications Specialist. Of equal importance, it has reduced the need to have our full-time Communications Specialist work extended work hours or be required to come in on their scheduled day off to fill a staffing need. This has enabled the police department to more effectively manage employee vacation schedules, training assignments and unexpected staffing vacancies.
II Risk Analysis	
	a) What happens if this is not done?
	Full-time Communication Specialists will be required to work additional hours to cover staffing needs due to vacation schedules, training assignments and unexpected staffing vacancies.
	b) Show examples of best practices from other cities, if applicable:
III Implementation	
	a) What is the timeframe for completion of plan and implementation for project/issue?
	Immediate implementation
	b) How will you market/communicate the project/issue to the public?
	c) What performance measures will you use to evaluate the project/issue?
	Tracking of overtime expenditures completed training assignments and expenditure of part-time funds.
IV Proposed Expenditures	
Please explain the resources required (in-house staff, consultants, special equipment, ongoing operation and maintenance, other department(s) support, etc.)	

Line Item Description (One-Time)	Account*	FY 2016-17 Request
		\$0
		\$0
		\$0
		\$0
<u>One-time Expenditures Total: \$0</u>		
Line Item Description (On-going)	Account*	FY 2016-17 Request
Communications Temp/Part-Time Wages	10-5510-45-6010	\$10,000
Direct Payroll Costs	10-5510-45-6125	\$765.00
Retirement – ASRS	10-5510-45-6130	\$947.00
Workers Comp Insurance	10-5510-45-3163	\$24.00
<u>On-going Expenditures Total: \$11,736</u>		

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



**City of Sedona
Decision Package
Fiscal Year 2016-2017**

Project Title:	Community Service Aide (CSA) Vehicle
Originating Department and Division:	Police Department
Funding Request Type (Ongoing vs. One-Time)	One-time (vehicle purchase) Ongoing (maintenance and fuel)
Source of Funds (General Fund, Grants or Other Outside Funding, New Revenue Source(s), Wastewater Fund, etc.)	General Fund
I Problem/Issue	
a) Does this affect our citizens/customers quality of life?	Yes
If yes, then how:	The CSAs perform traffic and pedestrian control services along with parking enforcement in the Uptown area as well as other locations in the city. Being able to efficiently travel to and within their service areas is essential to timely handling of traffic, pedestrian and parking concerns.
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 CSA program was implemented FY 2012-13 and has since expanded its operating hours and service responsibilities. Since its implementation the CSAs have utilized existing vehicles within the police department to provide their transportation needs to responds to calls for service and carry out their daily activities. A vehicle is not always readily available for the CSAs which can delay their arrival to their service area. Additionally, full-sized specially equipped police sedans are not the most efficient nor effective vehicle for parking enforcement activities.
d) Does the project/issue relate to the Community Plan (or other master plans)?	
If not in a specific plan, how does this fit into the City of Sedona's priorities?	Although the Community Plan does not list public safety as an overall goal or

	significant element of an action plan, the vision and goals specified in the plan can be adversely impacted by the poor and/or deficient delivery of public safety services.
e)	Provide a cost/benefit analysis. What does the City/community get for this investment?
	A dedicated vehicle for the CSAs would ensure that their transportation needs would be met. The purchase of a vehicle that is suitable for parking enforcement would enable the CSAs to more effectively and efficiently carry out their parking enforcement activities. Cost savings could be as much as \$20,000 when compared to the costs of a non-specially equipped police sedan or other traditional type of parking enforcement vehicle.
II Risk Analysis	
a)	What happens if this is not done?
	CSAs will need to rely upon the availability of police vehicles to provide their transportation needs to respond to calls for service and carry out their daily activities.
b)	Show examples of best practices from other cities, if applicable:
	In recent years the Phoenix Police Department has been transitioning from traditional parking enforcement vehicles to smart cars. http://ktar.com/story/69826/phoenix-police-begin-patrols-in-smart-cars/ http://archive.azcentral.com/arizonarepublic/local/articles/20120625phoenix-smart-car-parking-enforcement.html
III Implementation	
a)	What is the timeframe for completion of plan and implementation for project/issue?
b)	How will you market/communicate the project/issue to the public?
c)	What performance measures will you use to evaluate the project/issue?
	The police department maintains detailed service and maintenance records on its entire fleet of vehicles. These records would be reviewed on a quarterly basis to evaluate the cost effectiveness of the purchased vehicle.
IV Proposed Expenditures	
Please explain the resources required (in-house staff, consultants, special equipment, ongoing operation and maintenance, other department(s) support, etc.)	

Line Item Description (One-Time)	Account*	FY 2016-17 Request
Smart Car	10-5510-43-6843	\$25,000
		\$0
		\$0
		\$0
<u>One-time Expenditures Total: \$25,000.00</u>		
Line Item Description (On-going)	Account*	FY 2016-17 Request
Automobile Expense	10-5510-43-6241	\$1000.00
Gas & Oil	10-5510-43-6215	\$500.00
		\$0
		\$0
<u>On-going Expenditures Total: \$1500.00</u>		

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

City of Sedona
 FY16-17 Proposed Budget - Line Item Detail
 Police Department

67% of year completed

Account Number	Account Description	FY17 Requested	FY16 Budget	FY17 Incr. over FY16 Budget	FY16 Est. Actuals	FY17 Incr. over FY16 Est.	FY16 Est. (over)/ under budget	FY16 Thru Feb	FY16 YTD % of Est.	FY15 Actuals	FY14 Actuals	FY17 Requested - Details		
												Amount	Description	
General Fund - General Administration														
10-5510-01-6005	Salary & Wages	\$267,560.00	\$246,624.00	8%	\$261,250.00	2%	(\$14,626.00)	\$167,516.68	64%	\$246,443.51	\$221,068.99			
10-5510-01-6006	Overtime	\$0.00	\$23,617.00	-100%	\$590.00	-100%	\$23,027.00	\$389.19	66%	\$30.45	\$0.00			
10-5510-01-6045	Uniform Allowance	\$2,400.00	\$1,920.00	25%	\$1,920.00	25%	\$0.00	\$1,920.00	100%	\$1,920.00	\$1,920.00			
10-5510-01-6125	FICA	\$14,340.00	\$8,258.00	74%	\$6,600.00	117%	\$1,658.00	\$4,238.77	64%	\$6,393.00	\$4,554.04			
10-5510-01-6130	ASRS Retirement	\$5,240.00	\$31,223.00	-83%	\$16,470.00	-68%	\$14,753.00	\$10,553.85	64%	\$38,487.45	\$13,509.37			
10-5510-01-6131	PSPRS Retirement	\$43,780.00	\$53,621.00	-18%	\$58,290.00	-25%	(\$4,669.00)	\$37,392.06	64%	\$22,288.75	\$35,116.48			
10-5510-01-6134	STD/LTD Insurance	\$1,610.00	\$2,194.00	-27%	\$1,050.00	53%	\$1,144.00	\$85.22	8%	\$1,151.61	\$1,106.60			
10-5510-01-6135	Health/Dental/Life Insurance	\$32,240.00	\$32,835.00	-2%	\$30,410.00	6%	\$2,425.00	\$19,831.50	65%	\$32,091.06	\$26,372.40			
10-5510-01-6136	Workers Compensation Insurance	\$9,960.00	\$14,311.00	-30%	\$14,311.00	-30%	\$0.00	\$7,468.00	52%	\$13,308.75	\$13,191.38			
	General Administration - Personnel Costs Subtotal	\$377,130.00	\$414,603.00	-9%	\$390,891.00	-4%	\$23,712.00	\$249,395.27	64%	\$362,114.58	\$316,839.26			
10-5510-01-6210	Printing/Office Supplies	\$12,000.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$84.55	\$0.00	\$12,000.00	Printing and office supplies	
10-5510-01-6212	Postage	\$50.00	\$50.00	0%	\$50.00	0%	\$0.00	\$0.00	0%	\$0.00	\$0.00	\$50.00	Overnight shipping, certified mail costs	
10-5510-01-6213	Voice & Data Communications	\$1,500.00	\$2,240.00	-33%	\$1,600.00	-6%	\$640.00	\$910.80	57%	\$1,329.03	\$2,542.25	\$1,500.00	cell phone for Chief and Cmdr	
10-5510-01-6214	Uniform Expenses	\$0.00	\$1,500.00	-100%	\$1,500.00	-100%	\$0.00	\$332.19	22%	\$658.53	\$946.70			
10-5510-01-6215	Gas & Oil	\$6,669.00	\$6,669.00	0%	\$6,669.00	0%	\$0.00	\$1,721.57	26%	\$3,541.34	\$4,794.70	\$6,669.00	Fuel Costs	
10-5510-01-6241	Automobile Expense	\$1,800.00	\$1,800.00	0%	\$1,800.00	0%	\$0.00	\$981.78	55%	\$1,258.64	\$1,574.57	\$1,800.00	Maintenance and repairs for Admin vehicles	
10-5510-01-6243	Spec Supplies/Safety Equip/Emg	\$3,000.00	\$3,000.00	0%	\$3,000.00	0%	\$0.00	\$1,720.05	57%	\$531.61	\$798.66	\$3,000.00	Awards program for medals, plaques & ribbons	
10-5510-01-6244	Office Furniture - Non Capital	\$1,500.00	\$1,500.00	0%	\$1,500.00	0%	\$0.00	\$995.19	66%	\$0.00	\$2,000.00	\$1,500.00	Office Chair Replacement	
10-5510-01-6703	Dues/Subscriptions/License	\$10,485.00	\$8,190.00	28%	\$8,190.00	28%	\$0.00	\$6,740.00	82%	\$6,132.60	\$6,660.80	\$250.00	1033 Defense Program - Payson	
												\$525.00	AACOP Dues for Chief and Cmdr	
												\$50.00	AZ Emergency Services	
												\$130.00	FBINA Membership for Chief	
												\$170.00	IACP Membership	
												\$875.00	IACPNet Login	
												\$225.00	PERF - Police Executive Research Forum	
												\$7,300.00	Policy Manual Lexipol	
												\$960.00	Rotary Membership for Chief	
10-5510-01-6705	Public Information Program	\$2,650.00	\$5,000.00	-47%	\$5,000.00	-47%	\$0.00	\$2,282.14	46%	\$3,222.40	\$1,493.88	\$300.00	Police Dept Citizens Academy supplies	
												\$2,000.00	Public Safety Programs	
												\$350.00	Veteran's Day BBQ	
10-5510-01-6750	Travel & Training	\$40,000.00	\$38,875.00	3%	\$35,000.00	14%	\$3,875.00	\$21,018.73	60%	\$31,992.20	\$0.00	\$40,000.00	Training/Staff development	
	General Administration - Supplies & Services Costs Subtotal	\$79,654.00	\$68,824.00	16%	\$64,309.00	24%	\$4,515.00	\$36,702.45	57%	\$48,750.90	\$20,811.56			

City of Sedona
 FY16-17 Proposed Budget - Line Item Detail
 Police Department

67% of year completed

Account Number	Account Description	FY17 Requested	FY16 Budget	FY17 Incr. over FY16 Budget	FY16 Est. Actuals	FY17 Incr. over FY16 Est.	FY16 Est. (over)/ under budget	FY16 Thru Feb	FY16 YTD % of Est.	FY15 Actuals	FY14 Actuals	FY17 Requested - Details	
												Amount	Description
10-5510-01-6840	Motor Vehicles	\$40,000.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$33,200.00		
												\$40,000.00	Replacement of Chief's Vehicle
	General Administration - Capital & Debt Service Costs Subtotal	\$40,000.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$33,200.00		
	General Fund - General Administration Total	\$496,784.00	\$483,427.00	3%	\$455,200.00	9%	\$28,227.00	\$286,097.72	63%	\$410,865.48	\$370,850.82		

City of Sedona
 FY16-17 Proposed Budget - Line Item Detail
 Police Department

67% of year completed

Account Number	Account Description	FY17 Requested	FY16 Budget	FY17 Incr. over FY16 Budget	FY16 Est. Actuals	FY17 Incr. over FY16 Est.	FY16 Est. (over)/ under budget	FY16 Thru Feb	FY16 YTD % of Est.	FY15 Actuals	FY14 Actuals	FY17 Requested - Details		
												Amount	Description	
General Fund - Patrol														
10-5510-43-6005	Salary & Wages	\$1,359,790.00	\$1,267,570.00	7%	\$1,131,610.00	20%	\$135,960.00	\$736,749.36	65%	\$1,206,504.10	\$1,017,378.92			
10-5510-43-6006	Overtime	\$123,220.00	\$118,304.00	4%	\$213,610.00	-42%	(\$95,306.00)	\$149,585.26	70%	\$178,198.22	\$193,545.32			
10-5510-43-6009	Special Pay	\$0.00	\$0.00	N/A	\$0.00	N/A	\$0.00	\$0.00	N/A	(\$84,388.37)	\$0.00			
10-5510-43-6010	Temp/Part-Time Wages	\$0.00	\$75,989.00	-100%	\$36,110.00	-100%	\$39,879.00	\$25,889.08	72%	\$23,203.09	\$17,677.57			
10-5510-43-6045	Uniform Allowance	\$28,800.00	\$22,080.00	30%	\$23,990.00	20%	(\$1,910.00)	\$18,240.00	76%	\$18,970.00	\$10,560.00			
10-5510-43-6046	Other Allowances	\$6,000.00	\$6,000.00	0%	\$0.00	∞	\$6,000.00	\$3,750.00	∞	\$6,000.00	\$4,250.00			
10-5510-43-6125	FICA	\$26,430.00	\$27,033.00	-2%	\$24,420.00	8%	\$2,613.00	\$16,792.23	69%	\$22,660.04	\$18,648.18			
10-5510-43-6130	ASRS Retirement	\$8,090.00	\$8,957.00	-10%	\$8,450.00	-4%	\$507.00	\$6,546.63	77%	\$1,953.71	\$0.00			
10-5510-43-6131	PSPRS Retirement	\$373,640.00	\$363,368.00	3%	\$320,600.00	17%	\$42,768.00	\$208,074.00	65%	\$332,945.75	\$220,004.05			
10-5510-43-6134	STD/LTD Insurance	\$13,250.00	\$13,115.00	1%	\$11,360.00	17%	\$1,755.00	\$5,237.70	46%	\$10,340.33	\$4,020.02			
10-5510-43-6135	Health/Dental/Life Insurance	\$308,030.00	\$278,943.00	10%	\$209,600.00	47%	\$69,343.00	\$138,884.81	66%	\$250,803.55	\$182,421.26			
10-5510-43-6136	Workers Compensation Insurance	\$60,450.00	\$92,509.00	-35%	\$92,509.00	-35%	\$0.00	\$44,018.00	48%	\$88,875.85	\$80,060.32			
	Patrol - Personnel Costs Subtotal	\$2,307,700.00	\$2,273,868.00	1%	\$2,072,259.00	11%	\$201,609.00	\$1,353,767.07	65%	\$2,056,066.27	\$1,748,565.64			
10-5510-43-6141	Employee Exams	\$5,190.00	\$4,560.00	14%	\$11,400.00	-54%	(\$6,840.00)	\$5,332.50	47%	\$1,142.50	\$7,013.50			
													AZ POST Physicals for new hires	
													\$1,440.00	
													\$1,050.00	
													\$2,700.00	
													\$2,700.00	
10-5510-43-6210	Printing/Office Supplies	\$0.00	\$0.00	N/A	\$0.00	N/A	\$0.00	\$0.00	N/A	\$0.00	\$1,710.82			
10-5510-43-6212	Postage	\$350.00	\$350.00	0%	\$350.00	0%	\$0.00	\$187.27	54%	\$128.98	\$35.73			
													\$350.00	
													\$350.00	
10-5510-43-6213	Voice & Data Communications	\$4,160.00	\$2,565.00	62%	\$2,450.00	70%	\$115.00	\$1,082.78	44%	\$904.86	\$319.76			
													\$4,160.00	
													\$4,160.00	
10-5510-43-6214	Uniform Expenses	\$13,500.00	\$28,500.00	-53%	\$28,500.00	-53%	\$0.00	\$12,370.80	43%	\$11,333.26	\$24,625.16			
													\$200.00	
													\$1,200.00	
													\$1,000.00	
													\$10,000.00	
													\$700.00	
													\$400.00	
10-5510-43-6215	Gas & Oil	\$63,977.00	\$63,977.00	0%	\$63,977.00	0%	\$0.00	\$27,070.38	42%	\$54,210.79	\$52,958.55			
													\$63,977.00	
													\$63,977.00	
10-5510-43-6235	Equipment Repair	\$5,550.00	\$6,300.00	-12%	\$6,300.00	-12%	\$0.00	\$0.00	0%	\$2,366.75	\$2,137.22			
													\$500.00	
													\$2,000.00	
													\$250.00	
													\$1,800.00	
													\$1,000.00	
10-5510-43-6241	Automobile Expense	\$37,000.00	\$37,000.00	0%	\$37,000.00	0%	\$0.00	\$20,831.43	56%	\$25,375.19	\$24,186.68			
													\$37,000.00	
													\$37,000.00	
10-5510-43-6243	Spec Supplies/Safety Equip/Emg	\$1,000.00	\$2,200.00	-55%	\$2,200.00	-55%	\$0.00	\$404.41	18%	\$5,330.55	\$594.08			
													\$1,000.00	
													\$1,000.00	
10-5510-43-6249	Radio & Phone Equip-Non Capita	\$1,000.00	\$4,700.00	-79%	\$5,200.00	-81%	(\$500.00)	\$4,876.60	94%	\$1,513.19	\$363.95			
													\$1,000.00	
													\$1,000.00	

City of Sedona
 FY16-17 Proposed Budget - Line Item Detail
 Police Department

67% of year completed

Account Number	Account Description	FY17 Requested	FY16 Budget	FY17 Incr. over FY16 Budget	FY16 Est. Actuals	FY17 Incr. over FY16 Est.	FY16 Est. (over)/ under budget	FY16 Thru Feb	FY16 YTD % of Est.	FY15 Actuals	FY14 Actuals	FY17 Requested - Details	
												Amount	Description
10-5510-43-6251	Firearms & Training Equipment	\$22,670.00	\$26,900.00	-16%	\$26,900.00	-16%	\$0.00	\$3,646.97	14%	\$50,537.43	\$41,032.80	\$16,000.00	Ammunition
												\$1,000.00	Firearms repairs
												\$170.00	Pepper Spray replacements - Every 2 years
												\$1,000.00	Simunition Ammo/Supplies
												\$2,500.00	Targets and supplies for Range
												\$2,000.00	Taser Supplies
10-5510-43-6405	Professional Services	\$2,025.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	\$625.00	Porta Potty monthly cleaning at Range
												\$1,400.00	Tow Chages
10-5510-43-6703	Dues/Subscriptions/License	\$4,245.00	\$4,440.00	-4%	\$2,700.00	57%	\$1,740.00	\$1,955.22	72%	\$1,566.78	\$1,335.51	\$1,355.00	Annual Law Books for Officers - LexisNexis
												\$350.00	I.D. Checking Guides
												\$800.00	K-9 Narcotic/Patrol Annuual Recerts
												\$40.00	NAFTO
												\$1,700.00	Police One Annual Subscription for Online training
10-5510-43-6709	Miscellaneous	\$0.00	\$2,026.00	-100%	\$2,026.00	-100%	\$0.00	\$1,396.22	69%	\$1,442.56	\$1,187.71		
	Patrol - Supplies & Services Costs Subtotal	\$160,667.00	\$183,518.00	-12%	\$189,003.00	-15%	(\$5,485.00)	\$79,154.58	42%	\$155,852.84	\$157,501.47		
10-5510-43-6840	Motor Vehicles	\$60,000.00	\$0.00	∞	\$0.00	∞	\$0.00	\$751.45	∞	\$90,914.85	\$54,895.20	\$60,000.00	Replacement of one patrol vehicle
10-5510-43-6925	Lease Purchase Payments	\$120,000.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	\$120,000.00	Decision Package: Patrol assigned vehicle program (CM Contingent Recommendation)
	Patrol - Capital & Debt Service Costs Subtotal	\$180,000.00	\$0.00	∞	\$0.00	∞	\$0.00	\$751.45	∞	\$90,914.85	\$54,895.20		
	General Fund - Patrol Total	\$2,648,367.00	\$2,457,386.00	8%	\$2,261,262.00	17%	\$196,124.00	\$1,433,673.10	63%	\$2,302,833.96	\$1,960,962.31		

City of Sedona
 FY16-17 Proposed Budget - Line Item Detail
 Police Department

67% of year completed

Account Number	Account Description	FY17 Requested	FY16 Budget	FY17 Incr. over FY16 Budget	FY16 Est. Actuals	FY17 Incr. over FY16 Est.	FY16 Est. (over)/ under budget	FY16 Thru Feb	FY16 YTD % of Est.	FY15 Actuals	FY14 Actuals	FY17 Requested - Details		
												Amount	Description	
General Fund - Investigations														
10-5510-44-6005	Salary & Wages	\$198,750.00	\$124,987.00	59%	\$133,010.00	49%	(\$8,023.00)	\$83,066.41	62%	\$122,350.62	\$122,583.22			
10-5510-44-6006	Overtime	\$19,380.00	\$12,472.00	55%	\$19,150.00	1%	(\$6,678.00)	\$11,747.04	61%	\$11,758.03	\$23,180.19			
10-5510-44-6010	Temp/Part-Time Wages	\$21,360.00	\$0.00	∞	\$8,630.00	148%	(\$8,630.00)	\$1,491.75	17%	\$0.00	\$0.00			
10-5510-44-6045	Uniform Allowance	\$3,600.00	\$1,920.00	88%	\$1,920.00	88%	\$0.00	\$1,920.00	100%	\$1,920.00	\$1,920.00			
10-5510-44-6125	FICA	\$4,850.00	\$2,066.00	135%	\$2,880.00	68%	(\$814.00)	\$1,478.62	51%	\$1,985.49	\$2,065.80			
10-5510-44-6130	ASRS Retirement	\$2,430.00	\$0.00	∞	\$1,040.00	134%	(\$1,040.00)	\$178.20	17%	\$0.00	\$0.00			
10-5510-44-6131	PSPRS Retirement	\$57,270.00	\$35,655.00	61%	\$38,100.00	50%	(\$2,445.00)	\$23,702.77	62%	\$32,631.94	\$26,954.00			
10-5510-44-6134	STD/LTD Insurance	\$2,090.00	\$1,262.00	66%	\$630.00	232%	\$632.00	\$101.88	16%	\$100.00	\$678.69			
10-5510-44-6135	Health/Dental/Life Insurance	\$42,300.00	\$26,282.00	61%	\$24,130.00	75%	\$2,152.00	\$15,732.45	65%	\$25,611.39	\$22,691.76			
10-5510-44-6136	Workers Compensation Insurance	\$8,890.00	\$8,606.00	3%	\$8,606.00	3%	\$0.00	\$4,730.00	55%	\$8,510.05	\$8,814.46			
	Investigations - Personnel Costs Subtotal	\$360,920.00	\$213,250.00	69%	\$238,096.00	52%	(\$24,846.00)	\$144,149.12	61%	\$204,867.52	\$208,888.12			
10-5510-44-6212	Postage	\$250.00	\$500.00	-50%	\$250.00	0%	\$250.00	\$0.00	0%	\$28.07	\$95.71	\$250.00	Found Property Returns	
10-5510-44-6213	Voice & Data Communications	\$1,320.00	\$1,760.00	-25%	\$1,800.00	-27%	(\$40.00)	\$1,220.90	68%	\$1,207.87	\$1,893.74	\$1,320.00	Detectives Cell Phones	
10-5510-44-6215	Gas & Oil	\$8,248.00	\$8,248.00	0%	\$8,248.00	0%	\$0.00	\$3,338.70	40%	\$5,063.84	\$7,471.15	\$8,248.00	Fuel costs for detective vehicles	
10-5510-44-6241	Automobile Expense	\$2,100.00	\$2,100.00	0%	\$2,100.00	0%	\$0.00	\$1,356.89	65%	\$1,281.50	\$4,538.37	\$2,100.00	Maintenance and repair cost for detective vehicles	
10-5510-44-6243	Spec Supplies/Safety Equip/Emg	\$4,540.00	\$4,160.00	9%	\$4,160.00	9%	\$0.00	\$1,230.06	30%	\$3,833.35	\$5,022.36	\$600.00	Digitil Cameras for Patrol	
												\$400.00	Digitil Recorders for Patrol	
												\$40.00	DNA Kits Restocking Supply	
												\$500.00	Drug Test Kits	
												\$1,500.00	Evidence Supplies	
													Latent Fingerprint	
												\$400.00	Kits/supplies	
												\$500.00	Nitrile Gloves	
												\$600.00	Refrigerator for Evidence	
10-5510-44-6703	Dues/Subscriptions/License	\$4,403.00	\$4,038.00	9%	\$4,038.00	9%	\$0.00	\$2,957.12	73%	\$3,984.70	\$3,965.55			
												\$100.00	AAPE - Arizona Assoc Property/Evidence	
												\$650.00	Accurint /LexisNexis	
												\$350.00	Experian (Credit Checks & Monthly fees for service	
												\$110.00	IAFCI International Assoc of Finance Crime Inv	
												\$55.00	IALEFI - Detective Dominguez	
												\$2,238.00	Leads OnLine	
												\$150.00	RMIN	
												\$750.00	Stericycle Biological Disposal Quarterly P/U	
10-5510-44-6705	Public Information Program	\$1,200.00	\$1,200.00	0%	\$1,200.00	0%	\$0.00	\$29.34	2%	\$659.46	\$0.00	\$1,200.00	Sex Offender Notification through Offender Watch	
10-5510-44-6709	Miscellaneous	\$300.00	\$600.00	-50%	\$300.00	0%	\$300.00	\$0.00	0%	\$443.71	\$220.03	\$300.00	Subpeona/Preindictment Charges	

City of Sedona
 FY16-17 Proposed Budget - Line Item Detail
 Police Department

67% of year completed

Account Number	Account Description	FY17 Requested	FY16 Budget	FY17 Incr. over FY16 Budget	FY16 Est. Actuals	FY17 Incr. over FY16 Est.	FY16 Est. (over)/ under budget	FY16 Thru Feb	FY16 YTD % of Est.	FY15 Actuals	FY14 Actuals	FY17 Requested - Details	
												Amount	Description
10-5510-44-6720	Community Service Contracts	\$17,039.00	\$16,000.00	6%	\$16,000.00	6%	\$0.00	\$16,000.00	100%	\$5,000.00	\$5,000.00		
												\$6,000.00	Northern AZ Restorative Justice Contract
												\$3,539.00	TIP Service Contract
												\$5,000.00	Verde Valley Sanctuary Service Contract
												\$2,500.00	YFAC Service Contract
	Investigations - Supplies & Services Costs Subtotal	\$39,400.00	\$38,606.00	2%	\$38,096.00	3%	\$510.00	\$26,133.01	69%	\$21,502.50	\$28,206.91		
10-5510-44-6840	Motor Vehicles	\$0.00	\$45,000.00	-100%	\$41,000.00	-100%	\$4,000.00	\$0.00	0%	\$0.00	\$33,200.00		
	Investigations - Capital & Debt Service Costs Subtotal	\$0.00	\$45,000.00	-100%	\$41,000.00	-100%	\$4,000.00	\$0.00	0%	\$0.00	\$33,200.00		
	General Fund - Investigations Total	\$400,320.00	\$296,856.00	35%	\$317,192.00	26%	(\$20,336.00)	\$170,282.13	54%	\$226,370.02	\$270,295.03		

City of Sedona
 FY16-17 Proposed Budget - Line Item Detail
 Police Department

67% of year completed

Account Number	Account Description	FY17 Requested	FY16 Budget	FY17 Incr. over FY16 Budget	FY16 Est. Actuals	FY17 Incr. over FY16 Est.	FY16 Est. (over)/ under budget	FY16 Thru Feb	FY16 YTD % of Est.	FY15 Actuals	FY14 Actuals	FY17 Requested - Details		
												Amount	Description	
General Fund - Communications														
10-5510-45-6005	Salary & Wages	\$375,450.00	\$339,835.00	10%	\$303,400.00	24%	\$36,435.00	\$182,715.67	60%	\$307,308.81	\$291,516.50			
10-5510-45-6006	Overtime	\$13,480.00	\$12,667.00	6%	\$28,720.00	-53%	(\$16,053.00)	\$20,171.28	70%	\$32,888.54	\$29,415.84			
10-5510-45-6010	Temp/Part-Time Wages	\$0.00	\$0.00	N/A	\$28,190.00	-100%	(\$28,190.00)	\$20,006.52	71%	\$4,541.85	\$0.00			
10-5510-45-6045	Uniform Allowance	\$3,500.00	\$3,960.00	-12%	\$2,500.00	40%	\$1,460.00	\$2,500.00	100%	\$3,166.68	\$3,166.68			
10-5510-45-6046	Other Allowances	\$0.00	\$2,410.00	-100%	\$0.00	N/A	\$2,410.00	\$0.00	N/A	\$0.00	\$0.00			
10-5510-45-6125	FICA	\$29,600.00	\$28,190.00	5%	\$26,440.00	12%	\$1,750.00	\$17,164.27	65%	\$27,299.60	\$23,843.19			
10-5510-45-6130	ASRS Retirement	\$44,510.00	\$42,707.00	4%	\$39,000.00	14%	\$3,707.00	\$25,117.33	64%	\$41,149.09	\$36,400.14			
10-5510-45-6134	STD/LTD Insurance	\$1,910.00	\$1,223.00	56%	\$1,600.00	19%	(\$377.00)	\$255.80	16%	\$1,722.47	\$1,654.54			
10-5510-45-6135	Health/Dental/Life Insurance	\$88,470.00	\$88,843.00	0%	\$62,350.00	42%	\$26,493.00	\$38,794.15	62%	\$72,641.93	\$66,818.24			
10-5510-45-6136	Workers Compensation Insurance	\$920.00	\$1,282.00	-28%	\$1,282.00	-28%	\$0.00	\$642.00	50%	\$1,181.30	\$1,226.27			
	Communications - Personnel Costs Subtotal	\$557,840.00	\$521,117.00	7%	\$493,482.00	13%	\$27,635.00	\$307,367.02	62%	\$491,900.27	\$454,041.40			
10-5510-45-6141	Employee Exams	\$710.00	\$710.00	0%	\$1,000.00	-29%	(\$290.00)	\$574.00	57%	\$399.00	\$329.00			
												\$360.00	Civilian Physicals	
												\$350.00	Civilian Polygraphs	
10-5510-45-6213	Voice & Data Communications	\$660.00	\$300.00	120%	\$650.00	2%	(\$350.00)	\$383.57	59%	\$201.83	\$0.00		Communications Supervisor	
												\$660.00	Phone	
10-5510-45-6214	Uniform Expenses	\$500.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		\$500.00	Initial Uniforms
10-5510-45-6235	Equipment Repair	\$39,700.00	\$36,944.00	7%	\$39,000.00	2%	(\$2,056.00)	\$23,296.00	60%	\$31,666.00	\$20,749.00		Annual Generator	
												\$3,000.00	Inspection/Repair	
												\$36,700.00	Radio Service Contract	
10-5510-45-6249	Radio & Phone Equip-Non Capita	\$1,200.00	\$1,110.00	8%	\$1,110.00	8%	\$0.00	\$281.24	25%	\$105.51	\$1,684.25		\$400.00	Headsets
													\$300.00	Rechargeable Batteries
													\$500.00	Wireless Battery Interface
10-5510-45-6703	Dues/Subscriptions/License	\$1,452.00	\$1,706.00	-15%	\$1,000.00	45%	\$706.00	\$446.54	45%	\$844.61	\$1,429.74		\$92.00	APCO (Supervisor Only)
													\$960.00	Language Line
													\$400.00	NENA
	Communications - Supplies & Services Costs Subtotal	\$44,222.00	\$40,770.00	8%	\$42,760.00	3%	(\$1,990.00)	\$24,981.35	58%	\$33,216.95	\$24,191.99			
	General Fund - Communications Total	\$602,062.00	\$561,887.00	7%	\$536,242.00	12%	\$25,645.00	\$332,348.37	62%	\$525,117.22	\$478,233.39			

City of Sedona
 FY16-17 Proposed Budget - Line Item Detail
 Police Department

67% of year completed

Account Number	Account Description	FY17 Requested	FY16 Budget	FY17 Incr. over FY16 Budget	FY16 Est. Actuals	FY17 Incr. over FY16 Est.	FY16 Est. (over)/ under budget	FY16 Thru Feb	FY16 YTD % of Est.	FY15 Actuals	FY14 Actuals	FY17 Requested - Details	
												Amount	Description
General Fund - Animal Control													
10-5510-46-6005	Salary & Wages	\$0.00	\$0.00	N/A	\$2,670.00	-100%	(\$2,670.00)	\$2,664.35	100%	\$8,774.31	\$36,341.56		
10-5510-46-6006	Overtime	\$0.00	\$0.00	N/A	\$75.00	-100%	(\$75.00)	\$70.65	94%	\$0.00	\$176.76		
10-5510-46-6010	Temp/Part-Time Wages	\$0.00	\$23,374.00	-100%	\$10,650.00	-100%	\$12,724.00	\$10,649.27	100%	\$11,156.15	\$0.00		
10-5510-46-6045	Uniform Allowance	\$0.00	\$960.00	-100%	\$0.00	N/A	\$960.00	\$0.00	N/A	\$0.00	\$960.00		
10-5510-46-6125	FICA	\$0.00	\$1,917.00	-100%	\$1,030.00	-100%	\$887.00	\$1,025.81	100%	\$1,642.34	\$3,100.64		
10-5510-46-6130	ASRS Retirement	\$0.00	\$2,874.00	-100%	\$1,530.00	-100%	\$1,344.00	\$1,521.94	99%	\$2,327.57	\$4,029.74		
10-5510-46-6134	STD/LTD Insurance	\$0.00	\$84.00	-100%	\$70.00	-100%	\$14.00	\$16.08	23%	\$59.85	\$212.77		
10-5510-46-6135	Health/Dental/Life Insurance	\$0.00	\$0.00	N/A	\$0.00	N/A	\$0.00	\$0.00	N/A	\$990.54	\$11,725.62		
10-5510-46-6136	Workers Compensation Insurance	\$0.00	\$827.00	-100%	\$827.00	-100%	\$0.00	\$445.00	54%	\$664.70	\$1,387.44		
	Animal Control - Personnel Costs Subtotal	\$0.00	\$30,036.00	-100%	\$16,852.00	-100%	\$13,184.00	\$16,393.10	97%	\$25,615.46	\$57,934.53		
10-5510-46-6212	Postage	\$250.00	\$500.00	-50%	\$300.00	-17%	\$200.00	\$14.86	5%	\$0.00	\$23.74		
												\$250.00	Rabies head shipping to State Lab
10-5510-46-6213	Voice & Data Communications	\$300.00	\$360.00	-17%	\$360.00	-17%	\$0.00	\$166.98	46%	\$266.37	\$313.06	\$300.00	ACO Cell Phone
10-5510-46-6215	Gas & Oil	\$3,000.00	\$3,000.00	0%	\$3,000.00	0%	\$0.00	\$728.57	24%	\$607.31	\$1,509.56	\$3,000.00	Fuel cost for ACO vehicle
10-5510-46-6241	Automobile Expense	\$1,500.00	\$1,500.00	0%	\$1,500.00	0%	\$0.00	\$55.03	4%	\$105.91	\$1,161.51	\$1,500.00	Maintenance and repair of ACO vehicle
10-5510-46-6243	Spec Supplies/Safety Equip/Emg	\$500.00	\$500.00	0%	\$500.00	0%	\$0.00	\$45.35	9%	\$209.91	\$422.40	\$500.00	ACO Supplies- traps, catch poles, snake containers, etc.
10-5510-46-6405	Professional Services	\$1,000.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	\$1,000.00	Vet Charges for injured domestic animals
10-5510-46-6703	Dues/Subscriptions/License	\$60.00	\$60.00	0%	\$60.00	0%	\$0.00	\$35.00	58%	\$35.00	\$0.00	\$25.00	ARACEAA Annual renewal
												\$35.00	NACA Annual renewal
10-5510-46-6709	Miscellaneous	\$0.00	\$1,000.00	-100%	\$1,000.00	-100%	\$0.00	\$0.00	0%	\$426.27	\$0.00		
	Animal Control - Supplies & Services Costs Subtotal	\$6,610.00	\$6,920.00	-4%	\$6,720.00	-2%	\$200.00	\$1,045.79	16%	\$1,650.77	\$3,430.27		
	General Fund - Animal Control Total	\$6,610.00	\$36,956.00	-82%	\$23,572.00	-72%	\$13,384.00	\$17,438.89	74%	\$27,266.23	\$61,364.80		
General Fund - School Resource Officer													
10-5510-47-6213	Voice & Data Communications	\$300.00	\$300.00	0%	\$300.00	0%	\$0.00	\$191.56	64%	\$303.11	\$263.94	\$300.00	SRO cell phone
10-5510-47-6215	Gas & Oil	\$3,000.00	\$3,000.00	0%	\$3,000.00	0%	\$0.00	\$1,473.83	49%	\$1,391.65	\$2,881.43	\$3,000.00	Fuel costs for SRO vehicle
10-5510-47-6241	Automobile Expense	\$1,000.00	\$1,000.00	0%	\$1,000.00	0%	\$0.00	\$68.51	7%	\$68.55	\$32.45	\$1,000.00	Maintenance and repairs cost for SRO vehicle
10-5510-47-6703	Dues/Subscriptions/License	\$70.00	\$65.00	8%	\$65.00	8%	\$0.00	\$0.00	0%	\$0.00	\$0.00	\$30.00	AZSRO
												\$40.00	NASRO
	School Resource Officer - Supplies & Services Costs Subtotal	\$4,370.00	\$4,365.00	0%	\$4,365.00	0%	\$0.00	\$1,733.90	40%	\$1,763.31	\$3,177.82		
	General Fund - School Resource Officer Total	\$4,370.00	\$4,365.00	0%	\$4,365.00	0%	\$0.00	\$1,733.90	40%	\$1,763.31	\$3,177.82		

City of Sedona
 FY16-17 Proposed Budget - Line Item Detail
 Police Department

67% of year completed

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												Amount	Description
General Fund - PANT Officer													
10-5510-61-6215	Gas & Oil	\$3,396.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	\$3,396.00	Fuel cost for PANT vehicle
10-5510-61-6241	Automobile Expense	\$2,545.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	\$2,545.00	Maintenance and repair cost for PANT vehicle
PANT Officer - Supplies & Services Costs Subtotal		\$5,941.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		
General Fund - PANT Officer Total		\$5,941.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		
General Fund - Traffic & Parking Services													
10-5510-81-6005	Salary & Wages	\$0.00	\$56,618.00	-100%	\$35,980.00	-100%	\$20,638.00	\$35,748.28	99%	\$56,726.02	\$55,981.60		
10-5510-81-6006	Overtime	\$0.00	\$5,662.00	-100%	\$24,140.00	-100%	(\$18,478.00)	\$17,306.16	72%	\$16,631.81	\$15,967.43		
10-5510-81-6010	Temp/Part-Time Wages	\$95,800.00	\$0.00	∞	\$33,560.00	185%	(\$33,560.00)	\$6,483.65	19%	\$20,138.71	\$14,977.78		
10-5510-81-6045	Uniform Allowance	\$0.00	\$960.00	-100%	\$960.00	-100%	\$0.00	\$960.00	100%	\$960.00	\$960.00		
10-5510-81-6046	Other Allowances	\$0.00	\$0.00	N/A	\$0.00	N/A	\$0.00	\$0.00	N/A	\$960.00	\$0.00		
10-5510-81-6125	FICA	\$7,330.00	\$948.00	673%	\$3,370.00	118%	(\$2,422.00)	\$1,279.80	38%	\$2,794.31	\$2,083.52		
10-5510-81-6130	ASRS Retirement	\$10,870.00	\$0.00	∞	\$3,840.00	183%	(\$3,840.00)	\$735.91	19%	\$469.17	\$0.00		
10-5510-81-6131	PSPRS Retirement	\$0.00	\$16,357.00	-100%	\$13,280.00	-100%	\$3,077.00	\$13,274.20	100%	\$17,749.73	\$13,249.81		
10-5510-81-6134	STD/LTD Insurance	\$480.00	\$577.00	-17%	\$340.00	41%	\$237.00	\$57.78	17%	\$54.91	\$320.86		
10-5510-81-6135	Health/Dental/Life Insurance	\$0.00	\$8,191.00	-100%	\$4,420.00	-100%	\$3,771.00	\$4,412.07	100%	\$8,092.59	\$7,645.20		
10-5510-81-6136	Workers Compensation Insurance	\$4,260.00	\$3,898.00	9%	\$3,898.00	9%	\$0.00	\$2,790.00	72%	\$5,763.85	\$4,418.11		
Traffic & Parking Services - Personnel Costs Subtotal		\$118,740.00	\$93,211.00	27%	\$123,788.00	-4%	(\$30,577.00)	\$83,047.85	67%	\$129,381.10	\$115,604.31		
10-5510-81-6214	Uniform Expenses	\$3,000.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	\$3,000.00	Uniforms for CSAs
10-5510-81-6243	Spec Supplies/Safety Equip/Emg	\$10,000.00	\$10,900.00	-8%	\$10,900.00	-8%	\$0.00	\$2,274.06	21%	\$3,169.56	\$347.95	\$500.00	Intoxilyzer Supplies - DUI Investigation supplies
												\$9,000.00	Misc traffic/parking investigation supplies
												\$500.00	Phlebotomy Supplies
10-5510-81-6405	Professional Services	\$1,500.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	\$1,500.00	Blood draws done in ER
10-5510-81-6709	Miscellaneous	\$0.00	\$1,500.00	-100%	\$1,500.00	-100%	\$0.00	\$0.00	0%	\$0.00	\$1,057.00		
Traffic & Parking Services - Supplies & Services Costs Subtotal		\$14,500.00	\$12,400.00	17%	\$12,400.00	17%	\$0.00	\$2,274.06	18%	\$3,169.56	\$1,404.95		
General Fund - Traffic & Parking Services Total		\$133,240.00	\$105,611.00	26%	\$136,188.00	-2%	(\$30,577.00)	\$85,321.91	63%	\$132,550.66	\$117,009.26		
General Fund - Volunteers													
10-5510-84-6213	Voice & Data Communications	\$450.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	\$450.00	Volunteer cell phones
10-5510-84-6214	Uniform Expenses	\$2,000.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	\$2,000.00	Volunteer Uniforms
10-5510-84-6703	Dues/Subscriptions/License	\$35.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	\$35.00	NNO Annual Dues
10-5510-84-6705	Public Information Program	\$4,600.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	\$4,300.00	NNO Event supplies
												\$300.00	Volunteer Appreciation BBQ
General Fund - Volunteers Total		\$7,085.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		

City of Sedona
 FY16-17 Proposed Budget - Line Item Detail
 Police Department

67% of year completed

Account Number	Account Description	FY17 Requested	FY16 Budget	FY17 Incr. over FY16 Budget	FY16 Est. Actuals	FY17 Incr. over FY16 Est.	FY16 Est. (over)/ under budget	FY16 Thru Feb	FY16 YTD % of Est.	FY15 Actuals	FY14 Actuals	FY17 Requested - Details		
												Amount	Description	
General Fund - K-9 Program														
10-5510-87-6005	Salary & Wages	\$0.00	\$0.00	N/A	\$0.00	N/A	\$0.00	\$0.00	N/A	\$0.00	\$15,738.74			
10-5510-87-6006	Overtime	\$0.00	\$0.00	N/A	\$0.00	N/A	\$0.00	\$0.00	N/A	\$0.00	\$5,634.48			
10-5510-87-6045	Uniform Allowance	\$0.00	\$0.00	N/A	\$0.00	N/A	\$0.00	\$0.00	N/A	\$0.00	\$1,210.00			
10-5510-87-6046	Other Allowances	\$0.00	\$0.00	N/A	\$0.00	N/A	\$0.00	\$0.00	N/A	\$0.00	\$1,500.00			
10-5510-87-6125	FICA	\$0.00	\$0.00	N/A	\$0.00	N/A	\$0.00	\$0.00	N/A	\$0.00	\$330.71			
10-5510-87-6131	PSPRS Retirement	\$0.00	\$0.00	N/A	\$0.00	N/A	\$0.00	\$0.00	N/A	\$0.00	\$3,958.33			
10-5510-87-6134	STD/LTD Insurance	\$0.00	\$0.00	N/A	\$0.00	N/A	\$0.00	\$0.00	N/A	\$0.00	\$129.90			
10-5510-87-6135	Health/Dental/Life Insurance	\$0.00	\$0.00	N/A	\$0.00	N/A	\$0.00	\$0.00	N/A	\$0.00	\$1,824.30			
	General Fund - K-9 Program Total	\$0.00	\$0.00	N/A	\$0.00	N/A	\$0.00	\$0.00	N/A	\$0.00	\$30,326.46			
	General Fund Personnel Costs Subtotal	\$3,722,330.00	\$3,546,085.00	5%	\$3,335,368.00	12%	\$210,717.00	\$2,154,119.43	65%	\$3,269,945.20	\$2,932,199.72			
	General Fund Supplies & Services Costs Subtotal	\$362,449.00	\$355,403.00	2%	\$357,653.00	1%	(\$2,250.00)	\$172,025.14	48%	\$265,906.83	\$238,724.97			
	General Fund Capital & Debt Service Costs Subtotal	\$220,000.00	\$45,000.00	389%	\$41,000.00	437%	\$4,000.00	\$751.45	2%	\$90,914.85	\$121,295.20			
	General Fund Total	\$4,304,779.00	\$3,946,488.00	9%	\$3,734,021.00	15%	\$212,467.00	\$2,326,896.02	62%	\$3,626,766.88	\$3,292,219.89			

WASTEWATER DEPARTMENT

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 wastewater plant is located about 5 miles southwest of the City along SR 89A, on approximately 411 acres of land. The Department provides service to about 65 percent of the City's urbanized area.

The operation of the wastewater system is generally regulated by the Arizona Department of Environmental Quality. This Department sets standards collection system effectiveness, the level to which the plant treats wastewater, and the proper disposal of the treated water and sludge which are by-products of the treatment process.

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.

FY 2016 Budgeted Expenditure Allocations

Department	Amount	Percentage
Finance (Utility Billing)	\$395,539	10.54%
Public Works ¹	\$277,473.00	7.40%
Wastewater	\$2,824,193.00	75.27%
General Administration	254,801	6.79%
Operating Cost Totals	\$3,752,006.00	100.00%

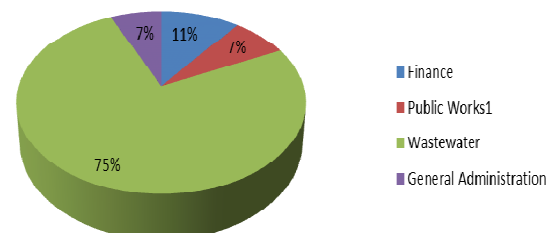
¹Includes Engineering Services and CIP administration. in FY 15/16 for capital projects.

² Not included in the above table are \$5,601,465 in debt service payments, and \$8,405,050 budgeted in FY 15/16 for capital projects.

WASTEWATER EXPENDITURES

Several City departments assist in the operation the Wastewater functions of the City and therefore expend wastewater funds. The City Manager and Legal Departments are involved in general administrative and resolution of legal issues related to the Wastewater system. The Finance Department performs financial billing and collection functions. The Public Works Department undertakes capital improvements projects to the system, as well as performing inspections and plan reviews related to connections to the collection system. The Wastewater Department is responsible for the day to day operation of the collection, treatment, and disposal elements of the wastewater system.

FY 2016 Budgeted Wastewater Operating Costs Allocated by Department



Wastewater Department Operations

The Wastewater Department's goal is to provide legal, safe, and professional operation of the wastewater system in a sustainable manner. This operation occurs in two broad categories. Those categories are the collection system and the wastewater reclamation plant. The collection system consists of approximately 166 miles of sewer line and 17 pump stations. The wastewater reclamation process includes a treatment plant, three solids handling facilities (drying beds, centrifuge, and digester), and effluent management facilities (spray irrigation areas, injection wells, and wetlands). The average annual flow to the plant is about 403 million gallons. This is about 1.1 million gallons per day. The treatment process results in about 365 million gallons of A+ quality effluent annually. Besides highly treated water (effluent), a byproduct of the treatment process is a solid called sludge. The amount of sludge managed annual is about 525 dry tons. This material is taken to the Grey Wolf Landfill near Dewey-Humboldt.

The EPA and USDA has provided a list of ten key management areas for a sustainably managed wastewater and water utilities. Several of these areas can be measured outcomes for the financial input into the department. Others are areas for input of resources in order to maintain desired outcomes.

**The Sustainably Managed Utility:
Ten Key Management Areas**

- **Product Quality**
- **Financial Viability**
- **Operational Optimization**
- **Infrastructure Stability**
- **Operational Resiliency**
- **Water Resource Adequacy**
- **Customer Satisfaction**
- **Community Sustainability & Economic Development**
- **Stakeholder Understanding & Support**
- **Employee & Leadership Development**

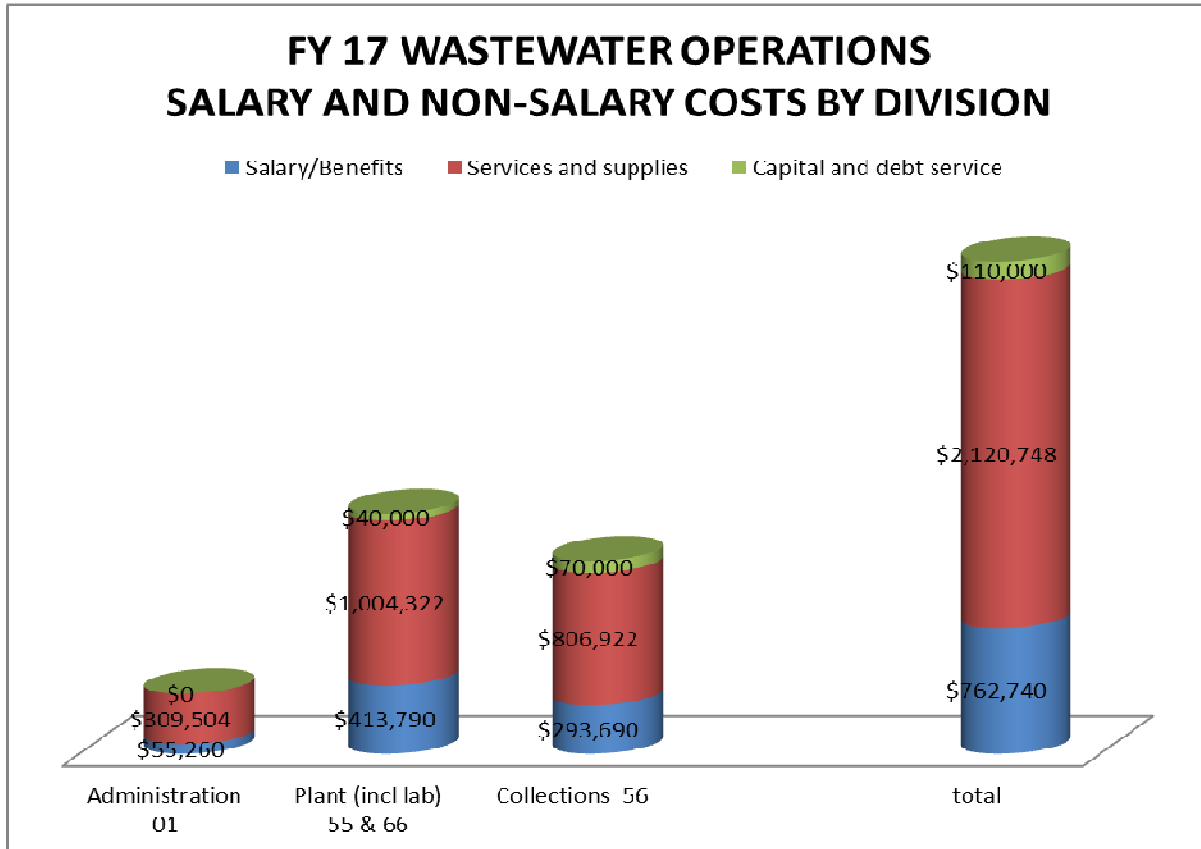
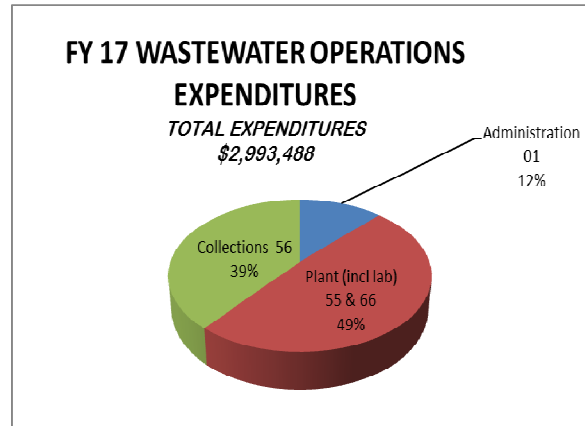
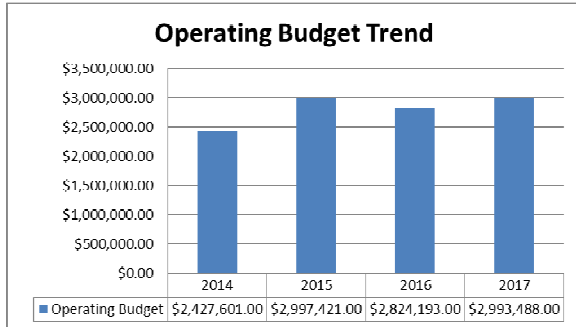
City of Sedona Wastewater Department Measures

- **Product Quality (OM)**
- **Financial Viability (OM)**
- **Operational Optimization (OM)**
- **Infrastructure Stability (OM)**
- **Operational Resiliency**
- ~~**Water Resource Adequacy**~~
- **Customer Satisfaction (CS)**
- **Community Sustainability & Economic Development (CS)**
- **Stakeholder Understanding & Support (CS)**
- **Employee & Leadership Development**

OM= Operational measure
Not relevant to wastewater system at this time
CS = Customer Service

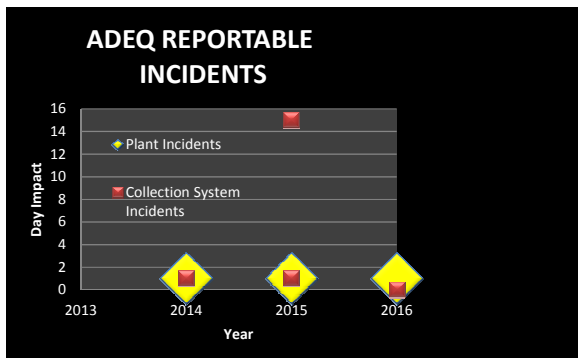
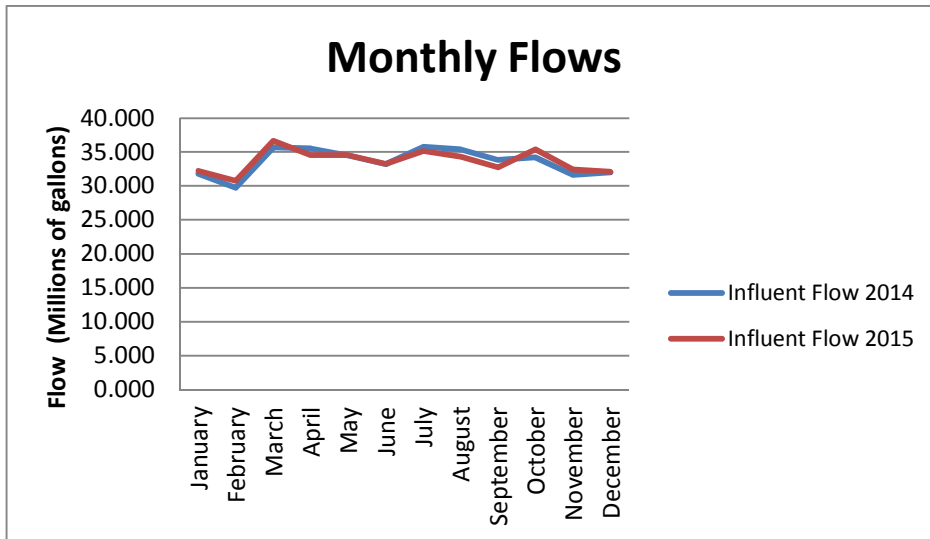
From Rural and Small Systems Guidebook to Sustainable Utility Management 2015 <https://www.epa.gov/small-and-rural-wastewater-systems/rural-and-small-systems-guidebook-sustainable-utility-management> 3/24/2016

FY 17 Request Budget Wastewater Operations Cost Distribution

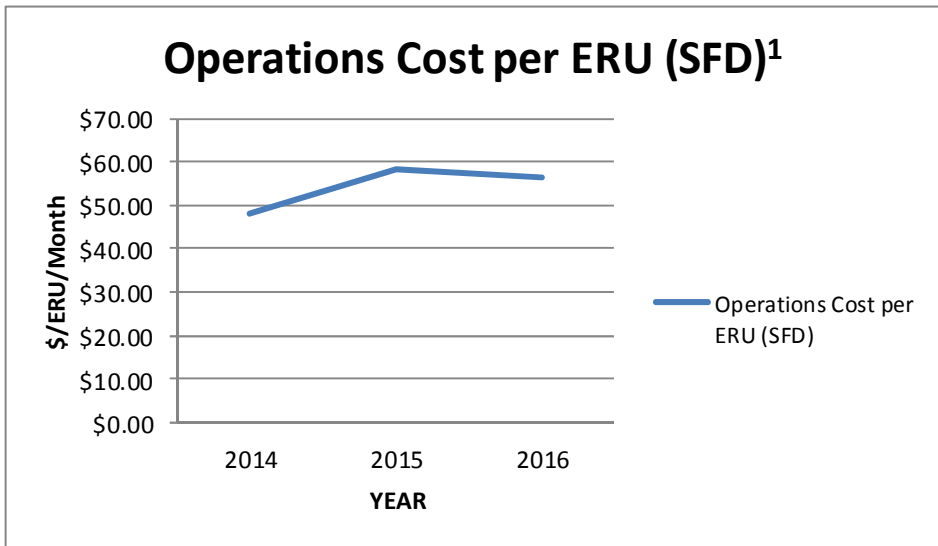


WASTEWATER OPERATIONAL MEASURES

Product Quality – Measures compliance with regulatory standards for collection, treatment and disposal of wastewater. The outcome measures of this is the number of incidents and days of non-compliance occurring in one year. In the collection system the goal is to have no overflows of the collection system. The second measure is the ability to treat the wastewater flow to A+ quality water as specified in the system’s Aquifer Protection Permit issued by Arizona Department of Environmental Quality (ADEQ). A+ is the highest standard of treatment required by ADEQ regulations. Finally the City is not to allow runoff of treated wastewater from its plant site. Non-compliance with these regulatory standards is reportable to ADEQ. The financial measure is the operation cost expended per million gallons managed annually to accomplish the outcome.

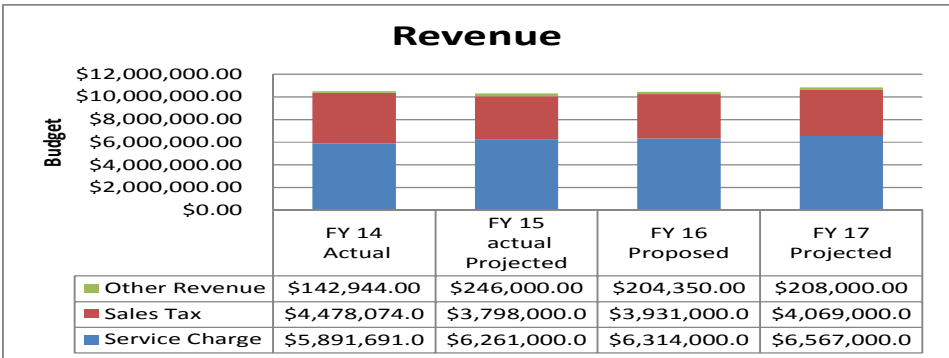


Incident	Year	Duration (days)	
		Plant	Collection
1	2014	1	1
1	2015	1	1
2	2015	1	1
3	2015	1	15
1	2016	1	0
2	2016	1	0
3	2016	1	0



Financial Viability – Measures the financial stability of the utility function. Stability requires an effective balance between long term debt, asset values, operation and maintenance expenditures and operating revenues¹. The question addressed is, “Are the rates charged adequate to pay bills and put some funds away for future capital expenditures and unanticipated issues, and maintain, repair, and replace equipment and facilities as needed?” The indicators of adequacy of maintenance and replacement are generally the ratio asset value to operational expenditures including depreciation², regulatory compliance and low emergency call outs. To determine future expenditures master plans for the utility need to be periodically updated. The master plans address system expansion, upgrades due to regulations and new technology, and replacement of existing facilities.

The City of Sedona participated in a 2015 utility study contracted by the Arizona Water Infrastructure Authority with the University of North Carolina Environmental Finance Center which focused on financial aspects of the City’s wastewater utility <http://www.efc.sog.unc.edu/project/utility-financial-sustainability-and-rates-dashboards>. In reviewing the results of this study it is important to note that the City while moving its wastewater utility toward operating fully as an enterprise fund, it is several years away reaching this goal. Presently the utility is funded by charged fees and monies from the City sales tax. The results were based on FY 2014. A summary of important findings are presented below



¹Operations costs include billing, general administration, Public works support, wastewater operations administration, plant operations, collection system operations, and laboratory. No capital projects.

² The Wastewater Department recognizes the need to define this ratio for the wastewater system and identify benchmarks for it.

Financial Benchmark (importance)	Verde Valley Watershed Value	Sedona Value	Notes
Utility Bill (Level of fees being collected from users)	Min \$29.15 to Max \$451.17	\$54.33/ERU	Based upon 7500 gallons in Verde Valley
Cost Recovery (Indicates if user fees cover daily expenses)	0.62 to 1.29	0.96	Ratio of sewer fees to operating expenses. This should be 1 or greater.
Liquidity (Cash on hand that could be used to cover daily expenses)	289 to 2134 days	2134 days	Number of days Sedona utility can pay its daily expenditures with no revenue coming in.

Customer Satisfaction

Customer Satisfaction – Measures public perception of the Wastewater Utility. Perception includes things such as awareness of the wastewater utility, access to its operation, and how the customer’s activities affect that operation. This awareness can be promoted through tours, presence on the city website and public access channel, and participation in community events. This is an area of improvement for the Wastewater Utility. In particular more frequent refreshing of its presence on the city website and public access channel. Tours are growing.

Including aspects of the wastewater interactions (tours, billings, service calls) in a City services survey would help in gaging customer satisfaction. Citizen contact follow-up satisfactions calls is another tool. The Wastewater Department should continue to participated in events such as Sci-Tech, and the Citizen Academy to improve stakeholder understanding. Also offering tours to councilors and upper management would also help in this direction.

Tours of Plant and Wetlands in FY 2016 4 -- participants estimated 230 (Through April 8, 2016. At least 3 more planned with estimated participation level of 50 people)

FY16 Accomplishments

- Upgraded centrifuge #1 control panel.
- Developed new contract to reduce costs for sludge disposal.
- Revised propane procurement process to reduce cost and allow more control over product procurement
- APS payments to City of \$110,000 due to implementation of energy saving measures on projects.
- Upgraded Bear Wallow pump station by installing new Variable Frequency Drive (reduces station operating cost by saving energy)
- Installed odor control facility to reduce odor west of Upper Red Rock Loop Road /89A intersection.
- Added management software to SCADA system to improve report writing and information analysis.
- Plant and wetland tours for 250+ people.
- System regulatory compliance for all but 3 days in the year.
- Worked with City Engineering Department on A+ upgrade project to bring new digester, new clarifier, and more energy efficient blowers into plant operation system.
- Upgraded Carroll Canyon Pump Station outfall to improve operational efficiency during repairs.

City of Sedona
 FY16-17 Proposed Budget - Program Summary
 Wastewater Department

67% of year completed

Program	FY17 Requested	FY16 Budget	FY17 Incr. over FY16 Budget	FY16 Est. Actuals	FY17 Incr. over FY16 Est.	FY16 Est. (over)/under budget	FY16 Thru Feb	FY16 YTD % of Est.	FY15 Actuals	FY14 Actuals
Wastewater Fund										
59-5250-01 - General Administration	\$364,764.00	\$476,868.00	-24%	\$423,935.00	-14%	\$52,933.00	\$249,614.14	59%	\$473,773.38	\$350,794.04
59-5250-15 - Debt Service	\$5,151,325.00	\$5,413,325.00	-5%	\$5,413,325.00	-5%	\$0.00	\$2,709,972.50	50%	\$2,229,618.72	\$2,249,467.71
59-5252-89 - Capital Projects	\$65,200.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00
59-5253-55 - Plant Operations	\$1,297,166.00	\$1,269,033.00	2%	\$1,059,453.90	22%	\$209,579.10	\$534,686.61	50%	\$988,162.24	\$1,066,822.15
59-5253-56 - Collection System	\$1,170,612.00	\$1,110,056.00	5%	\$1,081,117.00	8%	\$28,939.00	\$525,053.29	49%	\$990,991.93	\$897,653.44
59-5253-66 - Lab	\$160,946.00	\$210,059.00	-23%	\$192,473.41	-16%	\$17,585.59	\$109,361.47	57%	\$181,004.16	\$112,331.03
Wastewater Fund Total	\$8,210,013.00	\$8,479,341.00	-3%	\$8,170,304.31	0%	\$309,036.69	\$4,128,688.01	51%	\$4,863,550.43	\$4,677,068.37

City of Sedona
 FY16-17 Proposed Budget - Expenditure Summary
 Wastewater Department

67% of year completed

Cost Category	FY17 Requested	FY16 Budget	FY17 Incr. over FY16 Budget	FY16 Est. Actuals	FY17 Incr. over FY16 Est.	FY16 Est. (over)/ under budget	FY16 Thru Feb	FY16 YTD % of Est.	FY15 Actuals	FY14 Actuals	Explanation of Changes
Wastewater Fund											
59-5250-01 - General Administration											
Personnel	\$55,260.00	\$248,948.00	-78%	\$292,912.00	-81%	(\$43,964.00)	\$205,366.32	70%	\$334,716.57	\$300,588.60	Decrease: Change in allocations between programs, current year includes departmental allocations from Public Works that are coded as 59-5320-01 for next year, Chief Plant Operator moved to Plant Operations and Capital Projects Current year over budget due to budgeted vacancy savings for the entire department budgeted entirely in this program, budgeted vacancy savings exceeds actual vacancy savings for the year
Supplies & Services	\$309,504.00	\$224,164.00	38%	\$127,267.00	143%	\$96,897.00	\$40,392.24	32%	\$134,766.37	\$45,298.53	Increase: Moved operating lease from Capital & Debt Service, moved property and casualty insurance from 59-5250-02, added annual ADEQ APP fee (\$6,000), deleted building maintenance (\$5,000) Current year under budget due to unspent contingency budget
Capital & Debt Service	\$0.00	\$3,756.00	-100%	\$3,756.00	-100%	\$0.00	\$3,855.58	103%	\$4,290.44	\$4,906.91	Decrease: Moved operating lease to Supplies & Services
General Administration Total	\$364,764.00	\$476,868.00	-24%	\$423,935.00	-14%	\$52,933.00	\$249,614.14	59%	\$473,773.38	\$350,794.04	
59-5250-15 - Debt Service											
Capital & Debt Service	\$5,151,325.00	\$5,413,325.00	-5%	\$5,413,325.00	-5%	\$0.00	\$2,709,972.50	50%	\$2,229,618.72	\$2,249,467.71	Decrease: Based on debt retirement schedules
Debt Service Total	\$5,151,325.00	\$5,413,325.00	-5%	\$5,413,325.00	-5%	\$0.00	\$2,709,972.50	50%	\$2,229,618.72	\$2,249,467.71	
59-5252-89 - Capital Projects											
Personnel	\$65,200.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	Increase: Change in allocations between programs, Chief Plant Operator moved from General Administration (0.20 FTE), also no separation in current year for Wastewater staff allocations and Engineering Department staff allocations (see Public Works/Engineering Department for current year portion - PW&E largest portion of costs)
Capital Projects Total	\$65,200.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	

City of Sedona
 FY16-17 Proposed Budget - Expenditure Summary
 Wastewater Department

67% of year completed

Cost Category	FY17 Requested	FY16 Budget	FY17 Incr. over FY16 Budget	FY16 Est. Actuals	FY17 Incr. over FY16 Est.	FY16 Est. (over)/ under budget	FY16 Thru Feb	FY16 YTD % of Est.	FY15 Actuals	FY14 Actuals	Explanation of Changes
59-5253-55 - Plant Operations											
Personnel	\$312,580.00	\$269,109.00	16%	\$234,570.00	33%	\$34,539.00	\$161,257.65	69%	\$255,833.28	\$229,281.17	Increase: Change in allocations between programs, Chief Plant Operator moved from General Administration (0.80 FTE) Current year under budget due to vacancy savings
Supplies & Services	\$944,586.00	\$980,924.00	-4%	\$805,310.10	17%	\$175,613.90	\$372,856.25	46%	\$705,844.77	\$834,734.44	Decrease: Reduction in pump maintenance (\$15,000), PLC rack upgrade/replacement (\$40,000), Wetlands maintenance (\$20,000), electrical trades (\$7,500), weed control (\$10,000); decrease for one-time WIMS software (\$44,340), aeration basin diffuser replacement every 1-2 years (\$15,000), one-time septage wet well coating (\$15,000); add obsolete VFD replacements (\$25,000), training and report development (\$15,000); increase Wetlands maintenance (\$10,000), solar energy costs (\$36,651); includes Decision Package - Plant Education Graphics Project (CM Contingent Recommendation) Current year under budget due to carryover of flow meter and control for UV system (\$8,000), electrical vaults coating (\$10,000), operating area remodel (\$12,000); lower costs for pump maintenance and plant maintenance/repairs
Capital & Debt Service	\$40,000.00	\$19,000.00	111%	\$19,573.80	104%	(\$573.80)	\$572.71	3%	\$26,484.19	\$2,806.54	Increase: One-time capital purchases, includes Decision Package - replacement vehicle (CM Recommended)
Plant Operations Total	\$1,297,166.00	\$1,269,033.00	2%	\$1,059,453.90	22%	\$209,579.10	\$534,686.61	50%	\$988,162.24	\$1,066,822.15	

City of Sedona
 FY16-17 Proposed Budget - Expenditure Summary
 Wastewater Department

67% of year completed

Cost Category	FY17 Requested	FY16 Budget	FY17 Incr. over FY16 Budget	FY16 Est. Actuals	FY17 Incr. over FY16 Est.	FY16 Est. (over)/ under budget	FY16 Thru Feb	FY16 YTD % of Est.	FY15 Actuals	FY14 Actuals	Explanation of Changes
59-5253-56 - Collection System											
Personnel	\$293,690.00	\$283,576.00	4%	\$298,071.00	-1%	(\$14,495.00)	\$190,028.49	64%	\$307,550.44	\$306,138.59	Increase: Change in allocations between programs Current year under budgeted due to calculation error (\$16,800)
Supplies & Services	\$806,922.00	\$826,480.00	-2%	\$783,046.00	3%	\$43,434.00	\$335,024.80	43%	\$683,441.49	\$591,514.85	Decrease: Reduction in unleaded and red diesel fuel (\$8,000), equipment repair and maintenance (\$36,000); eliminate unknown emergency repairs (\$20,000); decrease for one-time phase power conversion (\$60,000); add biological odor control (\$20,640), generator replacement (\$30,000), Mystic/Chapel gate modification (\$10,500), SR179 pump station water supply (\$10,000), single line drawings (\$25,000); increase building construction supplies (\$10,000), includes Decision Package - maintenance for Water Truck and reduction of rentals (CM Recommended) Current year under budget due to lower costs for unleaded and red diesel fuel and equipment maintenance/repairs
Capital & Debt Service	\$70,000.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	Increase: One-time capital purchases, includes Decision Package - replacement vehicle (CM Recommended), Decision Package - water truck (CM recommended)
Collection System Total	\$1,170,612.00	\$1,110,056.00	5%	\$1,081,117.00	8%	\$28,939.00	\$525,053.29	49%	\$990,991.93	\$897,653.44	
59-5253-66 - Lab											
Personnel	\$101,210.00	\$125,499.00	-19%	\$133,345.00	-24%	(\$7,846.00)	\$82,198.68	62%	\$130,114.59	\$73,108.77	Decrease: Change in allocations between programs Current year under budgeted due to calculation error and unbudgeted wage adjustments
Supplies & Services	\$59,736.00	\$79,060.00	-24%	\$53,628.41	11%	\$25,431.59	\$27,162.79	51%	\$50,889.57	\$36,723.26	Decrease: Eliminate lab testing for Dell Lands Group (\$15,000), one-time lab hood exhaust (\$6,800) Current year under budget due to lower costs for lab supplies, lab testing
Capital & Debt Service	\$0.00	\$5,500.00	-100%	\$5,500.00	-100%	\$0.00	\$0.00	0%	\$0.00	\$2,499.00	Decrease: One-time capital purchases
Lab Total	\$160,946.00	\$210,059.00	-23%	\$192,473.41	-16%	\$17,585.59	\$109,361.47	57%	\$181,004.16	\$112,331.03	
Personnel Subtotal	\$827,940.00	\$927,132.00	-11%	\$958,898.00	-14%	(\$31,766.00)	\$638,851.14	67%	\$1,028,214.88	\$909,117.13	
Supplies & Services Subtotal	\$2,120,748.00	\$2,110,628.00	0%	\$1,769,251.51	20%	\$341,376.49	\$775,436.08	44%	\$1,574,942.20	\$1,508,271.08	
Capital & Debt Service Subtotal	\$5,261,325.00	\$5,441,581.00	-3%	\$5,442,154.80	-3%	(\$573.80)	\$2,714,400.79	50%	\$2,260,393.35	\$2,259,680.16	
Wastewater Fund Total	\$8,210,013.00	\$8,479,341.00	-3%	\$8,170,304.31	0%	\$309,036.69	\$4,128,688.01	51%	\$4,863,550.43	\$4,677,068.37	

**City of Sedona
 FY16-17 Proposed Budget - Positions/Allocations
 Wastewater Department**

Position	FTE
Administrative Assistant	0.60
Chief Collections Officer	1.00
Chief Plant Operator	1.00
Plant Chemist	1.00
Wastewater Plant Operator - Certified	2.00
Wastewater/Engineering Director	1.00
WW Collections Operator - Entry	1.00
WW Collections Operator III	1.00
WW Plant Mechanic/Electrician	1.00
WW Plant Operator I	1.00
Total	10.60

Org Unit	Org Description	FTE
Wastewater Fund		
59-5250-01	General Administration	1.20
59-5252-89	Capital Projects	0.60
59-5253-55	Plant Operations	4.30
59-5253-56	Collection System	3.50
59-5253-66	Lab	1.00
Wastewater Fund Total		10.60



**City of Sedona
Decision Package
Fiscal Year 2016-2017**

Project Title:	Water Truck
Originating Department and Division:	Wastewater
Funding Request Type (Ongoing vs. One-Time)	One-time
Source of Funds (General Fund, Grants or Other Outside Funding, New Revenue Source(s), Wastewater Fund, etc.)	Wastewater Fund
I Problem/Issue	
a) Does this affect our citizens/customers quality of life?	
	yes
If yes, then how:	
	Reduces impact of currently rented equipment on rates
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 Wastewater Department anticipates renting a water truck approximately 4 times a year at annual rental cost of about \$7,000. The purpose of the rental is maintenance of wetwells at the pump stations. The City has noticed that it can obtain a used water truck (2,000 to 4,000 gallon capacity) in the range of \$20,000 to \$35,000. The City must go to Flagstaff to pick-up and drop off the rental vehicle, which requires two people to make the trip.
d) Does the project/issue relate to the Community Plan (or other master plans)?	
	No
If not in a specific plan, how does this fit into the City of Sedona's priorities?	
	Providing good service in a cost effective manner is a city goal.
e) Provide a cost/benefit analysis. What does the City/community get for this investment?	
	Benefits The City currently spends projects to spend about \$7,000 annually for water truck rental, not including personnel costs. Personnel costs are not counted

	<p>because Collection System operators have CDL licenses. Over 10 years continued rental would amount to \$70,000 in today's costs. This is the estimated benefit of buying instead of renting.</p> <p>Costs:</p> <p>The price range for purchasing the truck is estimated to be between \$20,000 and \$35,000. No resale value has been assumed.</p> <p>If the city were to buy the water truck it would incur maintenance costs estimated at \$25,000 over the ten years. Because the proposal is to buy a used water truck the maintenance cost is speculative.</p> <p>The cost of buying a used water truck is therefore projected to be \$45,000 to \$60,000.</p> <p>Benefit/Cost In light of the preceeding the benefit/cost ration of buying a used water truck is estimated at between 1.17 and 1.56.</p> <p>Investment benefits Reduced cost for regularly used equipment.</p>
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II Risk Analysis	
	a) What happens if this is not done?
	The City continues to rent a water truck.
	b) Show examples of best practices from other cities, if applicable:
III Implementation	
	a) What is the timeframe for completion of plan and implementation for project/issue?
	The goal would be to purchase the truck prior to December 1, 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?
	The performance measures will be verification of the assumptions used in justifying this purchase. They are: <ol style="list-style-type: none"> 1. The purchase price for the used water truck.

		2. The maintenance cost for the water truck.
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IV Proposed Expenditures

Please explain the resources required (in-house staff, consultants, special equipment, ongoing operation and maintenance, other department(s) support, etc.)

Line Item Description (One-Time)	Account*	FY 2016-17 Request
Motor Vehicles	59-5253-56-6840	\$35,000
		\$0
		\$0
		\$0
One-time Expenditures Total: \$35,000		
Line Item Description (On-going)	Account*	FY 2016-17 Request
Equipment Repair	59-5253-56-6235	\$2,500
		\$0
		\$0
		\$0
<u>\$2,500</u>		

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



**City of Sedona
Decision Package
Fiscal Year 2016-2017**

Project Title:	Replacement Vehicle for 2009 Ford Explorer
Originating Department and Division:	Wastewater
Funding Request Type (Ongoing vs. One-Time)	One-Time
Source of Funds (General Fund, Grants or Other Outside Funding, New Revenue Source(s), Wastewater Fund, etc.)	Wastewater Fund
I Problem/Issue	
a) Does this affect our citizens/customers quality of life?	Yes
If yes, then how:	Reliable vehicles help reduce operating costs and help in making prompt responses. The net result is more reliable service and reduced rates.
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 Wastewater Department purchased a Ford Explorer XLT Sport Trac in March 2009 at a cost of \$24,091.18. The vehicle is used by the Chief Collection System Operator and approximately 80,000 miles. Recently it has encountered issues (leaking antifreeze, engine seal problems) that will cost \$5,000 to fix. The estimated blue book price for the vehicle is around \$14,500 in good condition. I estimate it be auctioned for about \$12,000. The other major cost item the vehicle has incurred is about \$1,628 in body damage after hitting a coyote. \$3,200 in damage was also incurred this year for a body repair, due to vendor vehicle backing into Ford Explorer Sport Trck while exiting, the Wastewater Department parking lot.
d) Does the project/issue relate to the Community Plan (or other master plans)?	No
If not in a specific plan, how does this fit into the City of Sedona's priorities?	Maintenance of equipment

	<p>e) Provide a cost/benefit analysis. What does the City/community get for this investment?</p> <p>Typically City policy has been to keep special use vehicles for 10 years or 100,000 miles. Using these values the remaining life of the Ford Explorer is 2 to 3 years, for City purposes.</p> <p>The car in its unrepaired condition is still driveable, although lost of antifreeze into the engine damages the engine. Thus the car is expected to have a loss in value of more than the \$5000 repair cost, if sold now. The proposal is spend the \$5,000 to restore most of its sale value.</p> <p>The car has depreciated \$10,000 in value based on Blue Book, over the last 7 years. This is approximately \$1,400 drop in value per year. Based on this the auction resale value of the Ford Explorer in three years is expected to be about \$8,000 assuming a Blue Book of about \$10,300.</p> <p>Based upon the anticipated resale value we expect to recapture the \$5,000 at resale and still have residual value from sale of the vehicle . The concern is that if the vehicle has another major repair most of the remaining residual value would have been spent repairing the vehicle and it would be best to sale the vehicle than repair it.</p> <p>Because it would be up to a year before a new vehicle could be requested, should a major repair be encountered, Wastewater is presenting this request for a new vehicle should that become necessary.</p> <p>The cost of a new vehicle is based on the cost of the 2015 Ford F250 purchased in February 2015 by Wastewater. This vehicle has capacity to carry the needed repair/maintenance equipment and standardizes wastewater equipment.</p>
II Risk Analysis	
	<p>a) What happens if this is not done?</p> <p>The Wastewater runs a risk of having to make a major repair to the Ford Explorer when it should be sold.</p>
	<p>b) Show examples of best practices from other cities, if applicable:</p>
III Implementation	
	<p>a) What is the timeframe for completion of plan and implementation for project/issue?</p> <p>The new vehicle would not be purchase unless mechanical repairs of the Ford Explorer exceed \$3000 in FY 16/17.</p>
	<p>b) How will you market/communicate the project/issue to the public?</p>

	N/A
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	c) What performance measures will you use to evaluate the project/issue?
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	Cost to repair the Ford Explorer
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IV	Proposed Expenditures
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Please explain the resources required (in-house staff, consultants, special equipment, ongoing operation and maintenance, other department(s) support, etc.)

Line Item Description (One-Time)	Account*	FY 2016-17 Request
Motor Vehicle	59-5253-56-6840	\$35,000
		\$0
		\$0
		\$0

One-time Expenditures Total: \$35,000

Line Item Description (On-going)	Account*	FY 2016-17 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 2016-2017**

Project Title:	Replacement Vehicle for 2007 Dodge RAM 2500 (Vin 3820)
Originating Department and Division:	Wastewater
Funding Request Type (Ongoing vs. One-Time)	One-Time
Source of Funds (General Fund, Grants or Other Outside Funding, New Revenue Source(s), Wastewater Fund, etc.)	Wastewater Fund
I Problem/Issue	
a) Does this affect our citizens/customers quality of life?	Yes
If yes, then how:	Reliable vehicles help reduce operating costs and help in making prompt responses. The net result is more reliable service and reduced rates.
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:	Wastewater purchased this vehicle October 2007 for \$30,052. The vehicle is in good condition although it has some leaks.
d) Does the project/issue relate to the Community Plan (or other master plans)?	No
If not in a specific plan, how does this fit into the City of Sedona's priorities?	Maintenance of equipment
e) Provide a cost/benefit analysis. What does the City/community get for this investment?	Typically City policy has been to keep special use vehicles for 10 years or 100,000 miles. Using these values the 2007 Dodge RAM 2500 (Vin 3820) is due for replacement in 2017. The vehicle has 47600 miles. The Wastewater Department has another 2007 Dodge RAM 2500 (Vin 6574). It has 38,000 miles and is used by the Mechnaic/Electrician. The Wastewater

	<p>plan is to assign the new vehicle to the Mechanic/Electrician and use his current vehicle as the Plant vehicle since it is in better condition than the 2007 Dodge RAM 2500 (Vin 3820).</p> <p>This plan disposes of one aging vehicle, but saves money by retaining a lower mileage aged vehicle for use in the plant. The Mechanic/Electrician who regularly drives the vehicle in the City and around the plant would be provided a new vehicle in accordance with the City vehicle policy. Although the plan is not strictly in accordance with the vehicle policy it saves the rate payer money by continuing to use the best of the aged vehicles.</p> <p>The cost of a new vehicle is based on the cost of the 2015 Ford F250 purchased in February 2015 by Wastewater. This vehicle has capacity to carry the needed repair/maintenance equipment and standardizes wastewater equipment.</p>
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II Risk Analysis	
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	a) What happens if this is not done?
	<p>Wastewater will continue to use the vehicle (Vin 3820) as the plant vehicle. The Wastewater Department fleet will age beyond the City Vehicle policy.</p> <p>Another 2007 Dodge RAM 2500 (Vin 6574) would continue to be used by the Mechanic/Electrician.</p>

	b) Show examples of best practices from other cities, if applicable:

III Implementation	
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	a) What is the timeframe for completion of plan and implementation for project/issue?
	The goal would be acquire a replacement vehicle by December 16, 2016 FY 16/17.

	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?
	Timely acquisition of new vehicle and auction of older vehicle.

IV Proposed Expenditures	
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<p>Please explain the resources required (in-house staff, consultants, special equipment, ongoing operation and maintenance, other department(s) support, etc.)</p>	

Recommended \$35,000

Line Item Description (One-Time)	Account*	FY 2016-17 Request
Motor Vehicle	59-5253-55-6840	\$35,000
		\$0
		\$0
		\$0
<u>One-time Expenditures Total: \$35,000</u>		
Line Item Description (On-going)	Account*	FY 2016-17 Request
		\$0
		\$0
		\$0
		\$0
<u>On-going Expenditures Total: \$0</u>		

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



**City of Sedona
Decision Package
Fiscal Year 2016-2017**

Project Title:	Wastewater Plant Educational Graphics Project
Originating Department and Division:	Wastewater
Funding Request Type (Ongoing vs. One-Time)	One-time and ongoing
Source of Funds (General Fund, Grants or Other Outside Funding, New Revenue Source(s), Wastewater Fund, etc.)	Wastewater Fund

I Problem/Issue

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

Yes

If yes, then how:

The City of Sedona Vision Statement says that the future of the City is to be animated by the arts. Many of the over 100 people who visit the wastewater plant in a year are children who come to see practical uses for the science and math they are being taught. Adding educational images (pictures, words, and equations) to the walls of tanks and buildings will help reinforce tour messages as well as making the site visit more interesting. Introducing graphics to the wastewater plant reinforces the City's connection to art and makes for a more interesting tour experiences.

b) Is this a traditional government function?

Yes. The City of Sedona, as a component of the Sedona culture, introduces art into many settings such, parks, meeting rooms, and its City Hall court yard. There are several cities that have used or proposed to use art on walls at wastewater plants. These include the city of Livermore, CA; Brunswick, Georgia; and Woonsocket, Rhode Island. The use of murals by cities is a common practice for other types of structures.

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

This project reinforces educational activities and further shows Sedona to be a City animated by the arts.

c) History/background of project issue:

The Wastewater gives several tours to the public each year. The tours use videos, lectures, and walks through the facilities. There a number of exposed walls through out the plant. These are walls for the facilities such as digesters, aeration basins, and sludge beds. In the future there will be a wet well

Contingent Recommendation \$25,500

	<p>associated with injection wells. It occurred to me, as Director of Wastewater, that it would both make the tour more interesting and reinforce through visual association lessons taught on the tours if murals were introduced into the plant. These murals would show biology, structural elements hidden by water or concrete, words, and equations.</p> <p>Some research was done and opportunities for students to work with the murals was presented as an approach. Student involvement could increase interest in pursuing work in the wastewater field or working for a city.</p>
	d) Does the project/issue relate to the Community Plan (or other master plans)?
	Yes. It reinforces the sense of place by providing another art experience for citizens and visitors.
	If not in a specific plan, how does this fit into the City of Sedona's priorities?
	e) Provide a cost/benefit analysis. What does the City/community get for this investment?
	The cost is estimated at \$25,000 to produce the mural and a cost estimated at \$500 annually to preserve the art. The benefit is less tangible because it is not directly monetized. Some of the benefits are enhanced tour experience, providing an art experience for students and adults by participation in painting the murals, another art venue for tourists, enhancing the sci-tech educational experience, and a less sterile work environment.
II Risk Analysis	
	a) What happens if this is not done?
	Tours would continue as they currently are.
	b) Show examples of best practices from other cities, if applicable:
III Implementation	
	a) What is the timeframe for completion of plan and implementation for project/issue?
	FY 16/17. I estimate the effort will take a year, since we will be working with the schools to encourage their involvement in painting the murals.
	b) How will you market/communicate the project/issue to the public?
	<ol style="list-style-type: none"> 1. We would seek proposals to lead the mural development. This would be a skilled artist who had done murals. 2. Work with school art classes to request their participation in the process of painting the murals 3. I think we should also consider advertising for participation from adults in painting portions of the murals. <p style="text-align: center;">If this is successful future murals could be pursued. At this stage</p>

Contingent Recommendation \$25,500

		educational art grants could be sought for the additional murals.
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		c) What performance measures will you use to evaluate the project/issue?
		Completion of the murals and comments from tour participants. The proof of success would be students remembering the murals by mentioning them in thank-you letters or showing them in drawings of the tours. People calling up to see the art at the plant would also be an indication of success.

IV Proposed Expenditures

Please explain the resources required (in-house staff, consultants, special equipment, ongoing operation and maintenance, other department(s) support, etc.)

A mural consultant would be needed.
Student and adult participants would be needed.
Annual maintenance would be performed by staff. Some periodic involvement may be needed from the consultant if fading occurs.

Line Item Description (One-Time)	Account*	FY 2016-17 Request
Professional Services	59-5253-55-6405	\$25,000
		\$0
		\$0
		\$0
<u>One-time Expenditures Total: \$25,000</u>		
Line Item Description (On-going)	Account*	FY 2016-17 Request
Operations and Maintenance/Repair	59-5253-55-6255	\$500
		\$0
		\$0
		\$0
<u>On-going Expenditures Total: \$500</u>		

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



**City of Sedona
Decision Package
Fiscal Year 2016-2017**

Project Title:	Contractor’s Road Wastewater Collection System Office
Originating Department and Division:	Wastewater Department
Funding Request Type (Ongoing vs. One-Time)	One-Time
Source of Funds (General Fund, Grants or Other Outside Funding, New Revenue Source(s), Wastewater Fund, etc.)	Wastewater Fund and General Fund

I Problem/Issue

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

Yes

If yes, then how:

Improving the efficiency of our crews by locating them closer to their area of work affects response to customers and the amount of time spent on routine maintenance tasks.

b) Is this a traditional government function?

Yes, looking at efficiencies of work/worker locations is a traditional function.

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

c) History/background of project issue:

The collection system group (currently 3 employees) offices are currently at the wastewater plant approximately 5 miles outside of the City. This requires traveling back and forth to plant during the day to review maps, lookup information, and check e-mails. The one-way trip, approximately 8 miles, takes about 10 minutes (Plant to City Hall). These trips affect efficiency of the work crews during the day due to the round trip travel time from a job site in town to the plant. Citizen/Customer response can be impacted when crew members need to return to the plant to check information relative to the issue being managed.

Crew members estimate that they return to the office once or twice a day per person. This would amount to about 30 to 60 minutes of travel time a day depending on where they were in town. Although the whole time can't be

	<p>eliminated having an office in town would add 30 minutes or more per day per person to time available for working on tasks. Unburdened Compensation for the Collection System Crew ranges from about \$15.50/hour to \$30/hour.</p> <p>The Collection System Crew has already taken several steps to reduce travel time between town and the plant. These include planning the day to reduce trips, siting pipes and other repair material at pump stations in town. Other items that could be done is to have computers in the field which contain maps, access to e-mails, and schematics of different facilities. Having some things such as historic records and larger maintenance manuals at offices in town would help in dealing with issues.</p>
	d) Does the project/issue relate to the Community Plan (or other master plans)?
	No.
	If not in a specific plan, how does this fit into the City of Sedona's priorities?
	I think it fits with the concepts of being responsive to citizens and improving the efficiency of work time.
	e) Provide a cost/benefit analysis. What does the City/community get for this investment?
	The estimated minimum annual benefit of having the Collection System Crew in town is:
	Increase in wages devoted to non-travel time.
II Risk Analysis	
	a) What happens if this is not done?
	b) Show examples of best practices from other cities, if applicable:
III Implementation	
	a) What is the timeframe for completion of plan and implementation for project/issue?
	b) How will you market/communicate the project/issue to the public?
	c) What performance measures will you use to evaluate the project/issue?
IV Proposed Expenditures	
<p>Please explain the resources required (in-house staff, consultants, special equipment, ongoing operation and maintenance, other department(s) support, etc.)</p> <p>Several cases were looked at.</p>	

1. On-site construction. This would require a design consultant, a plumber, and electrician. It is anticipated that in-house staff could do the construction as they have several recent in-house projects. This would result in OT costs. Estimated project cost \$50,000.
2. Leasing a modular office and placing it at one of the El Camino Pump Station site. This would require on-site grading, and extending utilities from the pump station site. Annual lease is about \$22,000 for furnished unit.
3. Purchase a modular office. This would require grading, utility extension. Estimated cost for 12 X 60 foot unit is about \$70,000. Not including furnishings.
4. Purchase a modular office for placement within the Contractor's Road Building. This would require plumbing and electrical contracting. Not including office furnishing the estimated cost for the modular office is \$17,000. An additional \$16,000 is allotted for floor leveling, staff installation labor and contracted services. Estimated \$33,000
5. Internet connection would be required for all options. The Contractor's Road offices would be the least expensive for extending internet service.

The office would be used by Community Development Engineering would supply cabinets and furnishing. An allowance of \$1250 for this cost is included in the Wastewater Department request. The Wastewater Department plan is to move furnishings from existing office at plant to new location. A furniture replacement allowance of \$1,000 is included in the Wastewater Department request.

Line Item Description (One-Time)	Account*	FY 2016-17 Request
Offices purchase and installation	59-5253-56-6857	\$33,000
WW office furniture purchase	59-5253-56-6244	\$1,000
Breakroom furniture	10-5320-01-6244	\$1250
		\$0

One-time Expenditures Total: \$35,250

Line Item Description (On-going)	Account*	FY 2016-17 Request
		\$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 2016-2017**

Project Title:	Full Time Administrative Assistant
Originating Department and Division:	Wastewater Department
Funding Request Type (Ongoing vs. One-Time)	Ongoing
Source of Funds (General Fund, Grants or Other Outside Funding, New Revenue Source(s), Wastewater Fund, etc.)	Wastewater Fund - 59

I Problem/Issue

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

yes

If yes, then how:

Improvement in office efficiency. Currently administrative staff is typically available Wednesday – Friday. Since this position orders supplies for staff this impacts the pace of completing maintenance and repair projects. Responding to phone calls from citizens is impacted on days where no one is present, currently Monday-Tuesday. Although, the Director tries to cover the phones when the Administrative Assistant is out, attendance at meetings and performing other duties impacts this aspect. The Director often picks up mail, to help with time management, although this is not the best use of his time. Having more time per week will allow for improving the record filing system with a reduction in the time researching an item. Improving the filing system would involve purging old files (some are decades old), and improving the electronic filing of documents. Having more time to research and implement efficiencies helps to contain costs. Improving efficiency improves citizen/customer quality of life by being able to resolve issues more quickly and look for ways to contain rates.

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:

Prior to 2003 Wastewater was its own separate department with a full time Administrative Assistant. In 2003, the Wastewater Department became a division under the Public Works Department.

	<p>Beginning in 2005 the Administrative Assistant for Wastewater and the Supervising Administrative Assistant for Public Works worked together as a team to cover the administrative functions of Public Works with a full time Administrative Assistant in both locations.</p> <p>In 2014 the Wastewater division again became a separate department, as it had been prior to 2003. When the previous Wastewater Administrative Assistant left the City, the decision was made to replace her with two positions allocating 24 hours per week, one for Wastewater and one for Community Development. The net result of these changes in the Administrative Assistant position at the Wastewater Department created a reduction of over 40% time allotted in this position.</p> <p>Since 2005 the Wastewater Department operations personnel group has grown from 2 administrative personnel (Director and Administrative Assistant) and 6 operators to 1.6 administrative personnel, 1 Chemist, 1 electrician mechanic, and 7 operators. This is an increase of 32.5 % staff increase. Since the Administrative Assistant is a service position for all employees the ratio of Administrative Assistant to assisted staff has gone from 1:6 to 1:9.6. The operations have changed from a reactionary maintenance approach to a preventative maintenance approach. This along with expansions and improvements to the plant, expansion of the collection system, and increased financial management of bills over the years have resulted in an increased work load on the Administrative Assistant position, with far less time to operate this new work load.</p>
d)	Does the project/issue relate to the Community Plan (or other master plans)?
	no
	If not in a specific plan, how does this fit into the City of Sedona's priorities?
	<p>An aspect of providing quality service is to have adequate resources. One of the City's prime resources is its personnel. There are a number of stress points associated with less than adequate staffing. They include a sense of falling behind, dreading vacation days because because of lack of time to keep up with work tasks, reduced ability to perform certain administrative assistant functions such as research and analysis, improving filing systems, and reduced ability to negotiate vendor contracts to save the city time and resources. This occurs because the available time is consumed with immediate tasks such as, bill paying, updating procedures, meeting minutes, adding new items to the website, on-the-job training to enhance and grow skills. Also time for team interaction with other City departments is restricted or eliminated, and this can contribute to isolation within the City team.</p>
e)	Provide a cost/benefit analysis. What does the City/community get for this investment?
	<p>Cost: Currently the Administrative Assistant is allotted 48 hour per two weeks at \$16.53/hr plus vacation and retirement benefits. The salary cost is therefore</p>

	<p>\$20,691.84 per year.</p> <p>If Administrative Assistant position were increased to 80 hours per two weeks at \$16.53/hr plus vacation, retire, health, social security, and workers compensation benefits the annual cost would be \$45,374.54 per year, this an increase of \$24,682.70 above the current compensation.</p> <p>Currently most of the Administrative Assistant's time is spent paying bills and placing orders for materials. The Administrative Assistant processes around 100 payment items per month (about one per working hour). This includes reviewing bills, verifying payment codes, making sure payment of the bill is appropriate, handling and processing all credit card transactions and reconcile monthly statement for 7 staff members, tracking line item balances, contacting vendors for clarification, making copies, requesting purchase orders, and filing. She also prepares letters, assists in budget preparations, data entry and updates our budget, and performs research projects at times.</p> <p><u>Benefits</u></p> <p>An example of the benefits that could accrue from providing more time for the Administrative Assistant position with more time is the following as explained by the current Administrative Assistant regarding a research project she performed:</p> <p><i>By focusing time and energy on our Propane costs I was able to bring our cost from \$3.53 per gallon to \$1.00 per gallon saving us \$3,795.00 per fill up, which we do 6-7 times per year saving us approx \$22,770.00. If we were able to look at all of our utilities and expenses we could save the city tax payers so much more off of our bottom line of expenses.</i></p> <p>Other areas of research that could be pursued if time allowed would be reviewing bottled water costs, looking into alternative costs for building security services, making cost comparisons for supplies purchased routinely by the operators, and checking on cell phone costs.</p> <p>If time allowed the administrative assistant could assist the Wastewater Director with contracts preparation for routine contract renewals. Also some plant document require updating as personnel change and she could assist the Director with these.</p> <p>Having more time would allow the administrative assistant to attend classes to maintain and upgrade skills. She could also look into improving and decluttering the filing system.</p> <p>Having a full time assistant would provide the city tax payers better coverage and customer service to handle their concerns and sewer maintance issues in a timely manner saving more tax dollars on repairs and contain spillage.</p>
II	Risk Analysis

	a)	What happens if this is not done?
		If more time is not allotted for this position it may become a high turnover position. Cost savings for the department that could be found will be overlooked. Misallocation of resources will continue as the Director does work that the Administrative Assistant should handle, if time allowed. Old materials will continue to accumulate in the files. And more time and energy is spent on researching and looking up old files.

	b)	Show examples of best practices from other cities, if applicable:

III Implementation

	a)	What is the timeframe for completion of plan and implementation for project/issue?
		Begin increased hours in Fy 16/17

	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 performance measures to assure the benefit of this time increase will be the assignment of cost saving projects including review of routine contracts for possible cost saving (bottled water, security costs, alternate purchasing sources for frequently ordered supplies, analysis to see if bulk ordering is possible, etc). With regard to filing, review retention schedules and determine what should be kept in files.

IV Proposed Expenditures

Please explain the resources required (in-house staff, consultants, special equipment, ongoing operation and maintenance, other department(s) support, etc.)

Line Item Description (One-Time)	Account*	FY 2016-17 Request
		\$0
		\$0
		\$0
		\$0
One-time Expenditures Total: \$0		
Line Item Description (On-going)	Account*	FY 2016-17 Request
Annual Wages	59-5250-01-6005	\$13,752.96
FICA/Medicare	59-5250-01-6125	\$1,052.10
Overtime	59-5250-01-6006	\$200

Not Recommended

ASRS- Retire	59-5250-01-6130	\$1,578.84
Workers Comp	59-5250-01-6136	\$32.64
Health costs	59-5250-01-6135	\$8,266.16
<u>On-going Expenditures Total: \$24,682.70</u>		

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

City of Sedona
 FY16-17 Proposed Budget - Line Item Detail
 Wastewater Administration Department

67% of year completed

Account Number	Account Description	FY17 Requested	FY16 Budget	FY17 Incr. over FY16 Budget	FY16 Est. Actuals	FY17 Incr. over FY16 Est.	FY16 Est. (over)/ under budget	FY16 Thru Feb	FY16 YTD % of Est.	FY15 Actuals	FY14 Actuals	FY17 Requested - Details		
												Amount	Description	
Wastewater Enterprise Fund - General Administration														
59-5250-01-6005	Salary & Wages	\$74,740.00	\$188,540.00	-60%	\$179,760.00	-58%	\$8,780.00	\$128,869.65	72%	\$212,267.18	\$211,495.91			
59-5250-01-6006	Overtime	\$0.00	\$0.00	N/A	\$5,700.00	-100%	(\$5,700.00)	\$3,563.25	63%	\$3,945.13	\$2,199.65			
59-5250-01-6009	Special Pay	(\$75,000.00)	(\$75,000.00)	0%	\$0.00	∞	(\$75,000.00)	\$0.00	N/A	\$0.00	\$0.00			
													(\$75,000.00) estimated vacancy savings	
59-5250-01-6010	Temp/Part-Time Wages	\$21,330.00	\$33,280.00	-36%	\$18,430.00	16%	\$14,850.00	\$11,768.23	64%	\$9,628.00	\$0.00			
59-5250-01-6046	Other Allowances	\$2,340.00	\$2,160.00	8%	\$3,740.00	-37%	(\$1,580.00)	\$2,437.50	65%	\$3,900.00	\$0.00			
59-5250-01-6125	FICA	\$7,530.00	\$17,716.00	-57%	\$15,270.00	-51%	\$2,446.00	\$10,705.48	70%	\$16,962.96	\$15,885.47			
59-5250-01-6130	ASRS Retirement	\$11,160.00	\$26,563.00	-58%	\$23,550.00	-53%	\$3,013.00	\$16,416.05	70%	\$30,510.95	\$23,697.60			
59-5250-01-6134	STD/LTD Insurance	\$490.00	\$799.00	-39%	\$950.00	-48%	(\$151.00)	\$173.38	18%	\$1,155.24	\$1,558.86			
59-5250-01-6135	Health/Dental/Life Insurance	\$10,000.00	\$46,128.00	-78%	\$36,750.00	-73%	\$9,378.00	\$26,933.78	73%	\$48,125.76	\$40,719.77			
59-5250-01-6136	Workers Compensation Insurance	\$2,670.00	\$8,762.00	-70%	\$8,762.00	-70%	\$0.00	\$4,499.00	51%	\$8,221.35	\$5,031.34			
	General Administration - Personnel Costs Subtotal	\$55,260.00	\$248,948.00	-78%	\$292,912.00	-81%	(\$43,964.00)	\$205,366.32	70%	\$334,716.57	\$300,588.60			
59-5250-01-6210	Printing/Office Supplies	\$2,560.00	\$1,000.00	156%	\$1,700.00	51%	(\$700.00)	\$1,155.36	68%	\$1,241.47	\$654.29			
													Increase An actual Office Supplies expense for a staff of 11 estimating about 10.00 per month on average for pens, paper, notepads, annual diaries for the guys, post it notes, calendars, files,ect.	
													\$1,200.00	
													Increase: Batteries AA, AAA, C, D, and 9 volt for entire dept	
													\$250.00	
													Increase: Visitor Ledger	
													Increased bottled water expense to approx 90.00 per month	
													\$1,080.00	
59-5250-01-6213	Voice & Data Communications	\$5,400.00	\$5,400.00	0%	\$5,400.00	0%	\$0.00	\$2,832.01	52%	\$7,078.60	\$2,447.39			
													\$5,400.00	Network and Cell Phones
59-5250-01-6215	Gas & Oil	\$0.00	\$0.00	N/A	\$0.00	N/A	\$0.00	\$329.59	∞	\$1,896.39	\$3,212.02			
59-5250-01-6220	Special Supplies	\$0.00	\$0.00	N/A	\$0.00	N/A	\$0.00	\$196.91	∞	\$671.41	\$798.63			
59-5250-01-6241	Automobile Expense	\$0.00	\$0.00	N/A	\$0.00	N/A	\$0.00	\$0.00	N/A	\$1,023.23	\$1,176.14			
59-5250-01-6243	Spec Supplies/Safety Equip/Emg	\$0.00	\$0.00	N/A	\$0.00	N/A	\$0.00	\$122.79	∞	\$873.55	\$693.13			
59-5250-01-6244	Office Furniture - Non Capital	\$0.00	\$0.00	N/A	\$0.00	N/A	\$0.00	\$0.00	N/A	\$103.81	\$0.00			
59-5250-01-6405	Professional Services	\$1,984.00	\$10,520.00	-81%	\$10,520.00	-81%	\$0.00	\$3,420.48	33%	\$7,149.23	\$8,108.26			
													\$264.00	Janitorial Service
													\$720.00	Window Cleaning
													\$1,000.00	Rodent Pest Control
59-5250-01-6420	Legal Services	\$100,000.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
													\$100,000.00	Legal fees for Sun Edison issue
59-5250-01-6431	System Maintenance	\$0.00	\$0.00	N/A	\$0.00	N/A	\$0.00	\$0.00	N/A	\$0.00	\$600.00			
59-5250-01-6450	Legal Fees/Settlements/Deductibles	\$0.00	\$100,000.00	-100%	\$100,000.00	-100%	\$0.00	\$23,406.80	23%	\$70,001.69	\$6,086.07			
59-5250-01-6452	Recording Fees	\$0.00	\$0.00	N/A	\$0.00	N/A	\$0.00	\$48.00	∞	\$570.50	\$10.00			
59-5250-01-6533	Property & Casualty Insurance	\$82,500.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
													\$82,500.00	Moved from 59-5250-02 (WWW portion)
59-5250-01-6703	Dues/Subscriptions/License	\$1,917.00	\$1,857.00	3%	\$1,647.00	16%	\$210.00	\$1,740.26	106%	\$253.42	\$8.00			
													\$170.00	APWA membership Mosley Group membership rate
													\$100.00	AZ Water Magazine renewal Northern AZ Municipal Waster Users Association for CM
													\$1,647.00	

City of Sedona
 FY16-17 Proposed Budget - Line Item Detail
 Wastewater Administration Department

67% of year completed

Account Number	Account Description	FY17 Requested	FY16 Budget	FY17 Incr. over FY16 Budget	FY16 Est. Actuals	FY17 Incr. over FY16 Est.	FY16 Est. (over)/ under budget	FY16 Thru Feb	FY16 YTD % of Est.	FY15 Actuals	FY14 Actuals	FY17 Requested - Details	
												Amount	Description
59-5250-01-6736	Permit Fees	\$6,000.00	\$0.00	∞	\$6,000.00	0%	(\$6,000.00)	\$6,000.00	100%	\$7,009.94	\$21,504.60		
59-5250-01-6750	Travel & Training	\$5,387.00	\$5,387.00	0%	\$2,000.00	169%	\$3,387.00	\$1,140.04	57%	\$6,883.13	\$0.00	\$6,000.00	Annual ADEQ APP fee
												\$5,000.00	Administrative Training CM and EH 500 Word/Excel Courses CM Statewide Convention \$3000 Dept Team Building \$1000 \$500 Ongoing
												\$197.00	Confined Space Entry Training
												\$95.00	Fall Protection Training
												\$95.00	LOTO Training 4 hours
59-5250-01-6761	Spendable Contingencies	\$100,000.00	\$100,000.00	0%	\$0.00	∞	\$100,000.00	\$0.00	N/A	\$30,010.00	\$0.00	\$100,000.00	Spendable Contingency Maint & Repairs
59-5250-01-6920	Lease Payments	\$3,756.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	\$3,756.00	Lease Payments moved from 6925 - operating lease
General Administration - Supplies & Services Costs Subtotal		\$309,504.00	\$224,164.00	38%	\$127,267.00	143%	\$96,897.00	\$40,392.24	32%	\$134,766.37	\$45,298.53		
59-5250-01-6846	Computer Hardware	\$0.00	\$0.00	N/A	\$0.00	N/A	\$0.00	\$2,083.39	∞	\$1,972.25	\$2,868.91		
59-5250-01-6925	Lease Purchase Payments	\$0.00	\$3,756.00	-100%	\$3,756.00	-100%	\$0.00	\$1,772.19	47%	\$2,318.19	\$2,038.00		
General Administration - Capital & Debt Service Costs Subtotal		\$0.00	\$3,756.00	-100%	\$3,756.00	-100%	\$0.00	\$3,855.58	103%	\$4,290.44	\$4,906.91		
Wastewater Enterprise Fund - General Administration Total		\$364,764.00	\$476,868.00	-24%	\$423,935.00	-14%	\$52,933.00	\$249,614.14	59%	\$473,773.38	\$350,794.04		

City of Sedona
 FY16-17 Proposed Budget - Line Item Detail
 Wastewater Administration Department

67% of year completed

Account Number	Account Description	FY17 Requested	FY16 Budget	FY17 Incr. over FY16 Budget	FY16 Est. Actuals	FY17 Incr. over FY16 Est.	FY16 Est. (over)/ under budget	FY16 Thru Feb	FY16 YTD % of Est.	FY15 Actuals	FY14 Actuals	FY17 Requested - Details		
												Amount	Description	
Wastewater Enterprise Fund - Debt Service														
59-5250-15-6905	Series 2007 - Ww & Capital	\$1,070,000.00	\$1,020,000.00	5%	\$1,020,000.00	5%	\$0.00	\$510,000.00	50%	\$0.00	\$0.00			
												\$1,070,000.00	per debt schedule	
59-5250-15-6907	Series 2014 Ref (Principal)	\$1,195,301.00	\$3,555,000.00	-66%	\$3,555,000.00	-66%	\$0.00	\$1,777,500.00	50%	\$0.00	\$0.00			
												\$1,195,301.00	per debt schedule	
59-5250-15-6908	Series 2015 Ref (Principal)	\$2,300,000.00	\$170,000.00	1253%	\$170,000.00	1253%	\$0.00	\$85,000.02	50%	\$0.00	\$0.00			
												\$2,300,000.00	per debt schedule	
59-5250-15-6912	Series 2014 Ref (Interest)	\$0.00	\$0.00	N/A	\$0.00	N/A	\$0.00	\$0.00	N/A	\$1,120,609.08	\$700,349.00			
59-5250-15-6913	Series 2004 - 2 Refinance (Interest)	\$0.00	\$0.00	N/A	\$0.00	N/A	\$0.00	\$0.00	N/A	\$0.00	\$522,911.20			
59-5250-15-6914	Series 2005 (Ref 1998) (Interest)	\$0.00	\$0.00	N/A	\$0.00	N/A	\$0.00	\$0.00	N/A	\$507,385.10	\$502,146.82			
59-5250-15-6915	Series 2007 - Ww & Capital (Interest)	\$53,500.00	\$104,500.00	-49%	\$104,500.00	-49%	\$0.00	\$52,249.98	50%	\$117,844.24	\$155,610.55			
												\$53,500.00	per debt schedule	
59-5250-15-6916	Series 2012 - Ref 1998 (Interest)	\$377,775.00	\$377,775.00	0%	\$377,775.00	0%	\$0.00	\$188,887.50	50%	\$291,691.94	\$291,691.93			
												\$377,775.00	per debt schedule	
59-5250-15-6917	Series 2014 - Ref (Interest)	\$7,889.00	\$31,352.00	-75%	\$31,352.00	-75%	\$0.00	\$15,676.02	50%	\$94,589.28	\$0.00			
												\$7,889.00	per debt schedule	
59-5250-15-6918	Series 2015 Ref (Interest)	\$132,860.00	\$140,698.00	-6%	\$140,698.00	-6%	\$0.00	\$70,348.98	50%	\$0.00	\$0.00			
												\$132,860.00	per debt schedule	
59-5250-15-6951	Cop Administration Fees	\$12,000.00	\$12,000.00	0%	\$12,000.00	0%	\$0.00	\$2,810.00	23%	\$6,070.00	\$8,935.00			
												\$12,000.00	Trustee fees	
59-5250-15-6952	Debt Issuance Cost	\$0.00	\$0.00	N/A	\$0.00	N/A	\$0.00	\$7,500.00	∞	\$90,679.08	\$67,823.21			
59-5250-15-6955	Arbitrage	\$2,000.00	\$2,000.00	0%	\$2,000.00	0%	\$0.00	\$0.00	0%	\$750.00	\$0.00			
												\$2,000.00	Arbitrage calculation fees	
Debt Service - Capital & Debt Service Costs Subtotal		\$5,151,325.00	\$5,413,325.00	-5%	\$5,413,325.00	-5%	\$0.00	\$2,709,972.50	50%	\$2,229,618.72	\$2,249,467.71			
Wastewater Enterprise Fund - Debt Service Total		\$5,151,325.00	\$5,413,325.00	-5%	\$5,413,325.00	-5%	\$0.00	\$2,709,972.50	50%	\$2,229,618.72	\$2,249,467.71			
Wastewater Enterprise Fund Personnel Costs Subtotal		\$55,260.00	\$248,948.00	-78%	\$292,912.00	-81%	(\$43,964.00)	\$205,366.32	70%	\$334,716.57	\$300,588.60			
Wastewater Enterprise Fund Supplies & Services Costs Subtotal		\$309,504.00	\$224,164.00	38%	\$127,267.00	143%	\$96,897.00	\$40,392.24	32%	\$134,766.37	\$45,298.53			
Wastewater Enterprise Fund Capital & Debt Service Costs Subtotal		\$5,151,325.00	\$5,417,081.00	-5%	\$5,417,081.00	-5%	\$0.00	\$2,713,828.08	50%	\$2,233,909.16	\$2,254,374.62			
Wastewater Enterprise Fund Total		\$5,516,089.00	\$5,890,193.00	-6%	\$5,837,260.00	-6%	\$52,933.00	\$2,959,586.64	51%	\$2,703,392.10	\$2,600,261.75			

City of Sedona
 FY16-17 Proposed Budget - Line Item Detail
 Wastewater Capital Department

67% of year completed

												FY17 Requested - Details	
Account Number	Account Description	FY17 Requested	FY16 Budget	FY17 Incr. over FY16 Budget	FY16 Est. Actuals	FY17 Incr. over FY16 Est.	FY16 Est. (over)/ under budget	FY16 Thru Feb	FY16 YTD % of Est.	FY15 Actuals	FY14 Actuals	Amount	Description
Wastewater Enterprise Fund - Capital Projects													
59-5252-89-6005	Salary & Wages	\$45,430.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		
59-5252-89-6046	Other Allowances	\$590.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		
59-5252-89-6125	FICA	\$3,520.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		
59-5252-89-6130	ASRS Retirement	\$5,220.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		
59-5252-89-6134	STD/LTD Insurance	\$230.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		
59-5252-89-6135	Health/Dental/Life Insurance	\$8,620.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		
59-5252-89-6136	Workers Compensation Insurance	\$1,590.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		
	Wastewater Enterprise Fund - Capital Projects Total	\$65,200.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		

City of Sedona
 FY16-17 Proposed Budget - Line Item Detail
 Wastewater Operations Department

67% of year completed

Account Number	Account Description	FY17 Requested	FY16 Budget	FY17 Incr. over FY16 Budget	FY16 Est. Actuals	FY17 Incr. over FY16 Est.	FY16 Est. (over)/ under budget	FY16 Thru Feb	FY16 YTD % of Est.	FY15 Actuals	FY14 Actuals	FY17 Requested - Details		
												Amount	Description	
Wastewater Enterprise Fund - Wastewater Plant Operations														
59-5253-55-6005	Salary & Wages	\$201,230.00	\$174,933.00	15%	\$156,330.00	29%	\$18,603.00	\$107,894.97	69%	\$162,417.84	\$150,500.43			
59-5253-55-6006	Overtime	\$9,830.00	\$1,525.00	545%	\$6,050.00	62%	(\$4,525.00)	\$4,108.62	68%	\$5,157.72	\$9,047.17			
59-5253-55-6045	Uniform Allowance	\$0.00	\$300.00	-100%	\$0.00	N/A	\$300.00	\$0.00	N/A	\$2,394.15	\$0.00			
59-5253-55-6046	Other Allowances	\$390.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
59-5253-55-6125	FICA	\$16,180.00	\$13,794.00	17%	\$11,930.00	36%	\$1,864.00	\$8,265.18	69%	\$12,583.82	\$11,691.21			
59-5253-55-6130	ASRS Retirement	\$23,980.00	\$20,681.00	16%	\$18,210.00	32%	\$2,471.00	\$12,547.41	69%	\$22,504.49	\$17,736.30			
59-5253-55-6134	STD/LTD Insurance	\$1,000.00	\$580.00	72%	\$720.00	39%	(\$140.00)	\$132.72	18%	\$882.50	\$1,281.58			
59-5253-55-6135	Health/Dental/Life Insurance	\$52,940.00	\$47,836.00	11%	\$31,870.00	66%	\$15,966.00	\$23,714.75	74%	\$41,518.51	\$31,953.04			
59-5253-55-6136	Workers Compensation Insurance	\$7,030.00	\$9,460.00	-26%	\$9,460.00	-26%	\$0.00	\$4,594.00	49%	\$8,374.25	\$7,071.44			
	Wastewater Plant Operations - Personnel Costs Subtotal	\$312,580.00	\$269,109.00	16%	\$234,570.00	33%	\$34,539.00	\$161,257.65	69%	\$255,833.28	\$229,281.17			
59-5253-55-6141	Employee Exams	\$2,030.00	\$1,456.00	39%	\$1,456.00	39%	\$0.00	\$156.00	11%	\$570.00	\$965.30			
													2017 Increase: ADEQ Operator Certification Exams (\$87 each)	
												\$174.00		
													2017 Increase: ADEQ Wastewater Operator Certification Renewal (Effective July 2016) (Exp. 4/2017-FV 6/2017-HR)	
												\$400.00		
												\$180.00	CDL Drug Tests	
												\$186.00	CDL Physicals Every 2 years (FV 2016, HG 2017, new employee 2017)	
												\$190.00	Medical Clearance Exams	
												\$900.00	Respirator Fit Tests (FV, HR, New employees)	
59-5253-55-6210	Printing/Office Supplies	\$0.00	\$0.00	N/A	\$0.00	N/A	\$0.00	\$85.56	∞	\$215.63	\$0.00			
59-5253-55-6212	Postage	\$50.00	\$100.00	-50%	\$25.00	100%	\$75.00	\$13.19	53%	\$102.92	\$27.03			
												\$50.00	Postage /Shipping costs	
59-5253-55-6213	Voice & Data Communications	\$8,985.00	\$8,531.00	5%	\$8,531.00	5%	\$0.00	\$6,741.98	79%	\$9,202.59	\$10,371.55			
												\$5,345.00	Century Link Basic Phone Service- FINANCE	
												\$450.00	Increase SCADA INTERNET from 56-6213- no longer a split fee	
												\$450.00	SCADA Internet	
												\$960.00	Verizon Air card for laptops DSL (1410.00 total)	
												\$1,780.00	Verizon Cell Phones \$37 mo per operator	

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Account Number	Account Description	FY17 Requested	FY16 Budget	FY17 Incr. over FY16 Budget	FY16 Est. Actuals	FY17 Incr. over FY16 Est.	FY16 Est. (over)/ under budget	FY16 Thru Feb	FY16 YTD % of Est.	FY15 Actuals	FY14 Actuals	FY17 Requested - Details	
												Amount	Description
59-5253-55-6214	Uniform Expenses	\$7,350.00	\$6,600.00	11%	\$4,620.00	59%	\$1,980.00	\$4,945.21	107%	\$3,914.67	\$5,899.74		
												\$300.00	2017 Increase: 2 new employee winter coats
												\$300.00	2017 Increase: Hats with Logo- RG, FV, 2 new employees
												\$500.00	Electrical Clothing for RG-NFPA standards
												\$200.00	Increase Uniform Winter Jacket- RG
												\$700.00	Safety boots for operators
												\$200.00	Safety Boots- specialty composite for Electrician- RG
												\$5,000.00	Uniform cleaning, shop rags, floor mats
												\$150.00	Winter Jacket
59-5253-55-6215	Gas & Oil	\$4,500.00	\$6,000.00	-25%	\$4,200.00	7%	\$1,800.00	\$2,161.37	51%	\$3,618.68	\$5,646.92		
												\$4,500.00	Fuel (includes all fuel; gasoline, on-road diesel, off-road diesel)
59-5253-55-6216	Plant Diesel, Oil & Lubricants	\$1,800.00	\$2,000.00	-10%	\$1,800.00	0%	\$200.00	\$0.00	0%	\$1,780.11	\$200.06		
												\$1,800.00	Oil & Grease (need to change item title to just oil and lubricants)
59-5253-55-6221	Janitorial Supplies	\$1,000.00	\$500.00	100%	\$425.00	135%	\$75.00	\$49.50	12%	\$36.15	\$418.00		
												\$500.00	2017 Increase: to Janitorial supplies to correct usage and where we currently charge this item Org were charged to GL item 6223
												\$500.00	Accounts
												\$500.00	Janitorial Supplies Clorox wipes and garbage bags
59-5253-55-6222	Electrical Supplies	\$1,500.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		
												\$1,500.00	Fuses TRF From GL 6223
59-5253-55-6223	Wasterwater Supplies	\$9,650.00	\$21,900.00	-56%	\$16,425.00	-41%	\$5,475.00	\$7,911.63	48%	\$14,069.65	\$14,492.65		
												(\$2,500.00)	2017 Decrease: Building and Construction Supplies
												(\$500.00)	2017 Decrease: Janitorial supplies previous paid from this item charge to item 6221
												\$7,000.00	Building & Construction supplies
												\$1,000.00	Fence & Maintenance
												\$1,900.00	Hoses & Plumbing Supplies
												\$1,000.00	Nuts & Bolts
												\$750.00	Wasp/Rodent Supplies
												\$1,000.00	Winterize Supplies
59-5253-55-6230	Building Maintenance	\$12,000.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		
												\$12,000.00	Carry Over Operator area Remodel TRF 6256
59-5253-55-6233	Equipment & Other Rental	\$3,000.00	\$5,500.00	-45%	\$5,500.00	-45%	\$0.00	\$0.00	0%	\$143.52	\$10,018.63		
												\$3,000.00	Rental; Backhoe, Forklift, Scissor Lift, Trailer Pump, Generator

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												Amount	Description
59-5253-55-6235	Equipment Repair	\$42,000.00	\$164,000.00	-74%	\$131,200.00	-68%	\$32,800.00	\$36,967.27	28%	\$112,552.08	\$115,654.49		
													2017 moved pump rebuild and maintenance item to new item 6236 \$67,500
													(\$65,000.00)
													2 017 Increase: VFD Repair Replacement Effluent Management
													\$6,500.00
													2017 CARRY OVER Replace Flow meter and flow control for UV system
													\$8,000.00
													2017 Increase: Motor for valves Preventative Maintenance accelerate repair/replacement of aging equipment
													\$10,000.00
													Increase PLC Rack2
													\$10,000.00
													Upgrade Add Processor
													\$7,500.00
													Preventative Maintenance
													\$65,000.00
													Pumps/Motor Rebuilds
59-5253-55-6236	Pump and Motor Repair/Rebuild	\$52,500.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		
													Mechanical Seals TRF From 6235
													\$2,500.00
													Pumps/Motor TRF From 6235
													\$65,000.00
													Reduce based on historical costs
													(\$15,000.00)
59-5253-55-6241	Automobile Expense	\$5,000.00	\$8,000.00	-38%	\$4,800.00	4%	\$3,200.00	\$858.96	18%	\$7,503.15	\$9,205.73		
													Maintenance /Repairs for Trucks, Golf Carts, Bobcat, and Tractor
													\$5,000.00
59-5253-55-6243	Spec Supplies/Safety Equip/Emg	\$4,500.00	\$6,000.00	-25%	\$6,000.00	-25%	\$0.00	\$3,298.03	55%	\$3,015.35	\$3,513.70		
													Gas Monitor Cartridges
													\$1,200.00
													Safety Personal Protection Equipment
													\$2,700.00
													\$600.00
													Safety Signs
59-5253-55-6244	Office Furniture - Non Capital	\$2,000.00	\$2,000.00	0%	\$0.00	∞	\$2,000.00	\$0.00	N/A	\$0.00	\$0.00		
													Carry Over: Office Purchase chairs and table for plant remodel
													\$2,000.00
59-5253-55-6246	Computer Hardware - Non Capita	\$2,000.00	\$3,000.00	-33%	\$3,000.00	-33%	\$0.00	\$2,606.40	87%	\$182.58	\$337.83		
													Battery Back Up's for PLC and SCADA
													\$1,000.00
													Replacement Computers/Monitors if needed
													\$1,000.00
59-5253-55-6248	Machinery & Equip - Non Capit	\$25,000.00	\$3,000.00	733%	\$4,950.00	405%	(\$1,950.00)	\$2,299.18	46%	\$5,444.45	\$1,443.93		
													Replace Obsolete VFDs
													\$25,000.00
59-5253-55-6249	Radio & Phone Equip-Non Capita	\$200.00	\$200.00	0%	\$100.00	100%	\$100.00	\$42.90	43%	\$32.75	\$57.39		
													Cell Phone Equipment
													\$200.00
59-5253-55-6250	Instrument & Tools - Non Capit	\$7,000.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		
													2017 Increase Ground Resister Tester
													\$5,000.00
													Tools
													\$2,000.00
59-5253-55-6254	Irrigation Maintenance	\$25,000.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		
													Irrigation Maintenance TRF FFrom 6256
													\$15,000.00
													Reduction to reflect historical costs
													(\$20,000.00)
													Soil Irrigation Amendment (Annual) TRF From 6256
													\$30,000.00

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												Amount	Description
59-5253-55-6255	Operations Maintenance	\$82,000.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		
												\$10,000.00	ARC Flash Update Bar Screens
												\$8,300.00	Calibrate flow meters
												\$10,000.00	Carryover - Electrical Vaults-Coating
												\$500.00	Decision Package: maintenance for Wastewater Plant Educational Graphics Project (CM Contingent Recommendation)
												\$3,000.00	Generator Inspection Contract
												\$5,000.00	HDPE Reservoir lining repair
												\$200.00	Increase: Back flow Prevention
												\$5,000.00	Pipe Painting
												\$5,000.00	Sand/rock for Sandfilters
												\$20,000.00	UV Bulbs/Quartz Sleeves/Ballast/UV Maintenance
												\$15,000.00	Weed/Vegetation Control
59-5253-55-6256	Wwt Plant Maintenance/Repairs	\$0.00	\$240,660.00	-100%	\$142,500.00	-100%	\$98,160.00	\$48,792.44	34%	\$92,467.02	\$196,496.74		
59-5253-55-6258	Wetlands Maintenance	\$93,800.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		
												\$10,000.00	2017 Increase to Wetlands Maintenance
												\$6,300.00	Gopher Maintenance at Wetlands
												\$27,500.00	Trail Maintenance
												\$50,000.00	Wetlands Maintenance
59-5253-55-6259	Injection Well Maintenance	\$10,000.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		
												\$5,000.00	2017 Increase Salt for new well Injection
												\$5,000.00	Chlorine Well Maintenance

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												Amount	Description
59-5253-55-6405	Professional Services	\$48,180.00	\$73,870.00	-35%	\$41,342.00	17%	\$32,528.00	\$17,483.24	42%	\$37,771.47	\$61,114.47		
												\$10,000.00	ARC Flash Update Bar Screens
												\$1,500.00	Crane and Hoist Inspections Decision Package: Wastewater Plant Education Graphics Project (CM Contingent Recommendation)
												\$25,000.00	DECREASE: Janitorial Services (moved to Admin costs)
												(\$3,000.00)	Fire Extinguisher and Fire Alarm Inspections
												\$1,000.00	Generator Inspection Contract
												\$3,000.00	Increase backflow prevention
												\$200.00	INCREASE: Rodent Proofing
												\$2,000.00	INCREASE: Security System TYCO
												\$440.00	Janitorial Services NOTE: Moving to Admin costs
												\$3,000.00	Monument Survey ADWR Regulations
												\$2,000.00	Rodent Proofing Security System TYCO
												\$2,100.00	
												\$940.00	
59-5253-55-6408	Technical Support	\$62,500.00	\$40,000.00	56%	\$36,000.00	74%	\$4,000.00	\$0.00	0%	\$16,146.77	\$20,492.48		
												\$4,000.00	SCADA annual loop checks
													2017 Increase WIM additional training and report development
												\$15,000.00	Increase 2017 PLC Rack Installation #4
												\$7,500.00	SCADA /PLC/Electrical Support
												\$36,000.00	
59-5253-55-6409	Electrical Support/Service	\$7,500.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		
												\$15,000.00	Electric/Trades TRF From 6256
													Reduction based on historical costs
												(\$7,500.00)	
59-5253-55-6436	Hardware/Software Maint & Supp	\$7,875.00	\$5,375.00	47%	\$4,568.75	72%	\$806.25	\$3,758.63	82%	\$4,506.31	\$3,411.13		
												\$2,500.00	2017 Increase WIMS new system
												\$2,900.00	Citect Support SCADA
													INCREASE Citect Support SCADA
												\$350.00	Kaspersky (SCADA Internet Security)
												\$100.00	LogMein for SCADA
												\$400.00	PC's/On call laptops
												\$1,200.00	Rockwell Support
													Spector Win 911 (SCADA Alarm software)
												\$425.00	

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												Amount	Description
59-5253-55-6530	Utilities	\$0.00	\$259,849.00	-100%	\$272,841.45	-100%	(\$12,992.45)	\$159,033.39	58%	\$280,081.04	\$271,896.04		
												(\$248,349.00)	2017 Decrease APS
												\$248,349.00	APS
												(\$2,700.00)	Transfer to 6540
												\$2,700.00	Trash Disposal create new line item 6548
59-5253-55-6540	Solid Waste / Recycling	\$113,700.00	\$113,650.00	0%	\$107,967.50	5%	\$5,682.50	\$72,852.65	67%	\$112,185.07	\$102,559.42		
												\$15,000.00	Polymer for Centrifuge
												\$63,000.00	Sludge Disposal at Landfill
												\$33,000.00	Sludge Hauling
												\$2,700.00	Transfer from 6530
59-5253-55-6543	Utilities - Electric	\$195,000.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		
													APS Plant Transfer from GL 6530 reducing from 248,000 last year to reassign solar costs to 6546
59-5253-55-6546	Utilities - Propane	\$6,000.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		
													2017 Decrease in Propane costs changed procurement practice by purchasing tanks
												\$8,800.00	Propane
59-5253-55-6547	Utilities - Solar Energy	\$90,000.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		
												\$36,651.00	2017 Increase Solar Actual costs
												\$53,349.00	Sun Edison Solar Last year this amount was assigned to 6530
59-5253-55-6703	Dues/Subscriptions/License	\$300.00	\$180.00	67%	\$216.00	39%	(\$36.00)	\$0.00	0%	\$150.00	\$380.00		
												\$100.00	AZ Magazine subscription costs
												\$180.00	AZ Water Dues
												\$20.00	Increase AZ Water Dues
59-5253-55-6730	Maint & Improvement	\$0.00	\$0.00	N/A	\$0.00	N/A	\$0.00	\$220.23	∞	\$152.81	\$0.00		
59-5253-55-6732	Office Maintenance	\$0.00	\$0.00	N/A	\$0.00	N/A	\$0.00	\$0.00	N/A	\$0.00	\$131.21		
59-5253-55-6737	Landscaping/Materials/Supplies	\$750.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		
												\$750.00	Landscaping
59-5253-55-6750	Travel & Training	\$9,916.00	\$8,553.00	16%	\$6,842.40	45%	\$1,710.60	\$2,578.49	38%	\$0.00	\$0.00		
												\$300.00	2017 increase First Aid/CPR train 4 operators
												\$3,000.00	Basic Training budget for Plant staff
												\$985.00	Confined Space Training (WSS 8 hours \$1970)
												\$2,153.00	CSE Rescue Training (WWS 16 hours \$3875)
												\$475.00	Fall Protection Training (WSS 4 hours \$950)
												\$475.00	LOTO Electrical Safety Training (WW 4 hours \$950)
												\$528.00	Respirator Training (Aerial 6 hr \$1500)
												\$1,250.00	RG Electrical Safety training Wade West Cross training operations
												\$750.00	
Wastewater Plant Operations - Supplies & Services Costs Subtotal		\$944,586.00	\$980,924.00	-4%	\$805,310.10	17%	\$175,613.90	\$372,856.25	46%	\$705,844.77	\$834,734.44		

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												Amount	Description
59-5253-55-6840	Motor Vehicles	\$35,000.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$9,705.98	\$0.00		
												\$35,000.00	Decision Package: Replacement Vehicle for 2007 Dodge RAM 2500 (CM Recommended)
59-5253-55-6846	Computer Hardware	\$0.00	\$19,000.00	-100%	\$573.80	-100%	\$18,426.20	\$572.71	100%	\$15,732.91	\$337.37	\$19,000.00	Computers refresh due at WW (eleven) computers and one laptop per J Smith
												(\$19,000.00)	Decrease eleven computers and one laptop at WW per JSmith
59-5253-55-6848	Machinery & Equipment	\$5,000.00	\$0.00	∞	\$19,000.00	-74%	(\$19,000.00)	\$0.00	0%	\$1,045.30	\$2,469.17	\$5,000.00	Increase: Row boats, motor, and trailer for Plant operations replaces existing boats for reservoir and ponds
Wastewater Plant Operations - Capital & Debt Service Costs Subtotal		\$40,000.00	\$19,000.00	111%	\$19,573.80	104%	(\$573.80)	\$572.71	3%	\$26,484.19	\$2,806.54		
Wastewater Enterprise Fund - Wastewater Plant Operations Total		\$1,297,166.00	\$1,269,033.00	2%	\$1,059,453.90	22%	\$209,579.10	\$534,686.61	50%	\$988,162.24	\$1,066,822.15		

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												Amount	Description	
Wastewater Enterprise Fund - Wastewater Collection System														
59-5253-56-6005	Salary & Wages	\$192,670.00	\$190,311.00	1%	\$192,320.00	0%	(\$2,009.00)	\$122,662.33	64%	\$191,597.28	\$194,432.61			
59-5253-56-6006	Overtime	\$12,800.00	\$440.00	2809%	\$17,300.00	-26%	(\$16,860.00)	\$11,644.98	67%	\$20,012.15	\$17,459.94			
59-5253-56-6045	Uniform Allowance	\$0.00	\$0.00	N/A	\$0.00	N/A	\$0.00	\$0.00	N/A	\$2,394.14	\$0.00			
59-5253-56-6046	Other Allowances	\$390.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00			
59-5253-56-6125	FICA	\$15,750.00	\$14,953.00	5%	\$15,290.00	3%	(\$337.00)	\$9,877.82	65%	\$15,943.60	\$15,555.86			
59-5253-56-6130	ASRS Retirement	\$23,350.00	\$22,420.00	4%	\$23,700.00	-1%	(\$1,280.00)	\$15,252.37	64%	\$27,873.42	\$23,856.80			
59-5253-56-6134	STD/LTD Insurance	\$960.00	\$628.00	53%	\$930.00	3%	(\$302.00)	\$161.30	17%	\$1,050.71	\$1,685.50			
59-5253-56-6135	Health/Dental/Life Insurance	\$41,040.00	\$44,533.00	-8%	\$38,240.00	7%	\$6,293.00	\$24,934.69	65%	\$38,379.27	\$41,081.86			
59-5253-56-6136	Workers Compensation Insurance	\$6,730.00	\$10,291.00	-35%	\$10,291.00	-35%	\$0.00	\$5,495.00	53%	\$10,299.87	\$12,066.02			
	Wastewater Collection System - Personnel Costs Subtotal	\$293,690.00	\$283,576.00	4%	\$298,071.00	-1%	(\$14,495.00)	\$190,028.49	64%	\$307,550.44	\$306,138.59			
59-5253-56-6141	Employee Exams	\$2,025.00	\$1,651.00	23%	\$1,651.00	23%	\$0.00	\$251.00	15%	\$421.00	\$1,280.20			
												\$174.00	2017 Increase: new ADEQ Certificate cost	
												\$200.00	2017 Increase: ADEQ charges for Wastewater certification effective July 2016 Exp. 1/2017 RS 8/2017 PC 12/2018 WW	
												\$900.00	Annual Respirator fit tests for 4 operators three \$75 tests per person	
												\$291.00	CDL Physicals \$97 each RS,PC, WW- RG not necessary	
												\$270.00	Drug test @90 each	
												\$190.00	Initial Respirator Medical Clearance Exam 2 \$95 each	
59-5253-56-6210	Printing/Office Supplies	\$1,000.00	\$1,000.00	0%	\$1,000.00	0%	\$0.00	\$111.80	11%	\$110.12	\$0.00		(grease and septic mailings)	
59-5253-56-6212	Postage	\$100.00	\$100.00	0%	\$100.00	0%	\$0.00	\$52.50	53%	\$0.00	\$43.01		Shipping Fed Ex/UPS	
59-5253-56-6213	Voice & Data Communications	\$13,745.00	\$13,295.00	3%	\$13,295.00	3%	\$0.00	\$9,517.52	72%	\$13,047.47	\$11,699.47		2017 Increase Omni added to 3 Major stations	
												\$900.00	Century Link	
												\$5,345.00	OMNI Alarm System- 14 Minor Pump Stations	
												\$3,864.00	Verizon Air card service for laptops collections portion of annual fee	
												\$960.00	Verizon Cell Phones 4@37 month	
												\$1,776.00	Wireless plan for Omnisite Alarm System device	
59-5253-56-6214	Uniform Expenses	\$5,825.00	\$5,425.00	7%	\$5,425.00	7%	\$0.00	\$3,980.70	73%	\$2,564.18	\$5,180.94		Increase Hats with logo Collections operators WW, RS, PC and Ronnie Garcia	
												\$300.00	Safety Boots Collections	
												\$525.00	Uniforms and Shop rags	
												\$4,800.00	Winter Jackets	
												\$200.00		
59-5253-56-6215	Gas & Oil	\$10,000.00	\$18,000.00	-44%	\$10,000.00	0%	\$8,000.00	\$5,859.90	59%	\$9,248.99	\$17,714.75		Unleaded and Red Diesel Fuel	
												\$10,000.00		

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Account Number	Account Description	FY17 Requested	FY16 Budget	FY17 Incr. over FY16 Budget	FY16 Est. Actuals	FY17 Incr. over FY16 Est.	FY16 Est. (over)/ under budget	FY16 Thru Feb	FY16 YTD % of Est.	FY15 Actuals	FY14 Actuals	FY17 Requested - Details	
												Amount	Description
59-5253-56-6216	Plant Diesel, Oil & Lubricants	\$250.00	\$1,000.00	-75%	\$1,000.00	-75%	\$0.00	\$43.63	4%	\$0.00	\$0.00	\$250.00	Oil & Grease
59-5253-56-6223	Wastewater Supplies	\$43,640.00	\$13,500.00	223%	\$32,400.00	35%	(\$18,900.00)	\$6,030.28	19%	\$12,652.37	\$8,015.88	\$20,640.00	2017 Increase Biological odor control along SR 89A
												\$1,000.00	Chlorine for spill response
												\$7,000.00	Electrical& Mechanical Supplies
												\$5,000.00	Fuse Inventory to replace mismatched fuses to comply with ArcFlash study and increase fuses for inventory
												\$10,000.00	Increase: Building Construction Supplies
59-5253-56-6233	Equipment & Other Rental	\$10,000.00	\$4,500.00	122%	\$4,500.00	122%	\$0.00	\$3,347.42	74%	\$578.00	\$1,039.62	\$8,000.00	Decision Package: remove rental for Water Truck purchase (CM Recommended)
												\$10,000.00	Increase Crane Rental
												\$3,600.00	Increase Water Truck Rental
												\$4,400.00	Water Truck Rental Quarterly rental
59-5253-56-6235	Equipment Repair	\$82,500.00	\$116,000.00	-29%	\$70,000.00	18%	\$46,000.00	\$10,055.94	14%	\$32,375.22	\$81,626.65	\$36,000.00	2017 Decrease due to historic expenditure levels
												\$2,500.00	Decision Package: Water Truck (CM Recommended)
												\$116,000.00	Pump Motor Rebuild & Maintenance/ Generators/VFD Repair
59-5253-56-6241	Automobile Expense	\$20,500.00	\$14,500.00	41%	\$12,325.00	66%	\$2,175.00	\$18,485.09	150%	\$10,956.22	\$14,834.44	\$6,000.00	2017 Increase Vac Truck Repairs. Cost no longer split with Community
												\$4,500.00	Development Engineer Collections Vehicles
												\$10,000.00	Repairs, tires, batteries Vac Truck cost. Although avg annual cost about \$8000 as single repair can be \$20,000
59-5253-56-6243	Spec Supplies/Safety Equip/Emg	\$1,500.00	\$2,000.00	-25%	\$2,000.00	-25%	\$0.00	\$393.85	20%	\$443.93	\$334.79	\$2,000.00	Personal Protective Equipment
												(\$500.00)	Reduce Personal Protective Equipment
59-5253-56-6244	Office Furniture - Non Capital	\$500.00	\$500.00	0%	\$0.00	∞	\$500.00	\$0.00	N/A	\$49.92	\$0.00	\$500.00	Carry Over Office Furniture desk for Phil Clay Delete If 2017 decision paper approved for Contractor's Road
59-5253-56-6246	Computer Hardware - Non Capita	\$2,500.00	\$3,000.00	-17%	\$3,000.00	-17%	\$0.00	\$0.00	0%	\$0.00	\$3,091.86	\$3,000.00	Batteries UPS
												(\$500.00)	Decrease Batteries UPS

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												Amount	Description
59-5253-56-6248	Machinery & Equip - Non Cap	\$30,000.00	\$2,300.00	1204%	\$32,300.00	-7%	(\$30,000.00)	\$0.00	0%	\$484.32	\$819.89		
												\$30,000.00	2017 Increase Generator Replacement at minors
												\$2,300.00	Prior year budget
												(\$2,300.00)	Reduce Machinery & Equipment
59-5253-56-6249	Radio & Phone Equip-Non Capita	\$150.00	\$150.00	0%	\$150.00	0%	\$0.00	\$0.00	0%	\$16.34	\$17.55		
												\$150.00	Cell Phone Equipment
59-5253-56-6255	Operations Maintenance	\$305,000.00	\$369,500.00	-17%	\$369,500.00	-17%	\$0.00	\$144,963.25	39%	\$326,951.21	\$207,422.33		
												\$10,500.00	2017 Increase: Mystic /Chapel Gate modification
												\$10,000.00	2017 Increase: SR179 Pump Station Water Supply
												\$2,000.00	Biofilter Bed Pumping
												\$20,000.00	Elect/Mechanic Trades includes replacing corroding wires
												\$5,000.00	Emergency Pumping
												\$70,000.00	Laterals & Conveyance Systems Repairs
												\$80,000.00	Manhole Rehabs
												\$7,500.00	Paving from sewer line and manhole repairs
												\$100,000.00	Sewer Cleaning and Video Covers 10QS
59-5253-56-6405	Professional Services	\$51,257.00	\$28,677.00	79%	\$15,000.00	242%	\$13,677.00	\$4,189.63	28%	\$105,185.80	\$35,118.50		
												\$25,000.00	2017 Increase: Single Line Drawings (14) Stations (one-time cost)
												\$6,500.00	2017 Increase Modify Electrical Labels/ Tagging
												\$2,500.00	Cultural Park Sewer Easement extension survey and filing
												\$2,000.00	Field Survey Service & Spill testing
												\$13,157.00	Generator Inspection Contract
												\$2,100.00	Rodent Proofing the buildings
59-5253-56-6408	Technical Support	\$3,500.00	\$3,500.00	0%	\$3,500.00	0%	\$0.00	\$1,263.00	36%	\$0.00	\$1,880.00		
												\$3,500.00	PLC Rockwell/OMNI/Electrical Tech Support
59-5253-56-6511	Advertising	\$0.00	\$200.00	-100%	\$200.00	-100%	\$0.00	\$0.00	0%	\$100.00	\$112.00		
59-5253-56-6530	Utilities	\$0.00	\$192,150.00	-100%	\$175,000.00	-100%	\$17,150.00	\$117,829.41	67%	\$154,278.14	\$183,637.97		
												(\$12,500.00)	Move to 6541
												\$12,500.00	Water: Pump Stations and Biofilter
59-5253-56-6540	Solid Waste / Recycling	\$0.00	\$400.00	-100%	\$400.00	-100%	\$0.00	\$0.00	0%	\$0.00	\$0.00		
59-5253-56-6541	Utilities - Water	\$12,500.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		
												\$12,500.00	Move from 6530
59-5253-56-6543	Utilities - Electric	\$175,000.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		
												\$175,000.00	APS 17 Pump Stations
59-5253-56-6703	Dues/Subscriptions/License	\$175.00	\$1,800.00	-90%	\$300.00	-42%	\$1,500.00	\$0.00	0%	\$139.99	\$135.00		
												\$175.00	AWPCA Dues RS, PC, WW
59-5253-56-6730	Maint & Improvement	\$0.00	\$0.00	N/A	\$0.00	N/A	\$0.00	\$433.88	∞	\$384.27	\$0.00		

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												Amount	Description
59-5253-56-6737	Landscaping/Materials/Supplies	\$2,000.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		
												\$2,500.00	Landscaping TRF From 6223 Reduction based on historical costs
59-5253-56-6750	Travel & Training	\$9,255.00	\$9,332.00	-1%	\$6,000.00	54%	\$3,332.00	\$1,436.00	24%	\$0.00	\$0.00		
												\$300.00	2017 Increase First Aid/CPR 3 operators and 1 Mechanic/Electrician
												(\$500.00)	2017 Decrease staff training to better match historical
												\$591.00	Confined Space Training 8 hours @1970
												\$1,292.00	CSW Rescue Training 16 hours @3875
												(\$565.00)	Decrease Crane and Rigging Training
												\$285.00	Fall Protection Training 4 hours @950
												\$285.00	LOTO Training 4 hours @950
												\$317.00	Respirator Training 4 hours @950
												\$1,250.00	Split RG Electrical Safety Training NFPA requirement
59-5253-56-6755	Septic Maintenance	\$24,000.00	\$24,000.00	0%	\$24,000.00	0%	\$0.00	\$6,780.00	28%	\$13,454.00	\$17,510.00	\$6,000.00	Staff Training RS, WW, PC and some for RG \$2150
												\$24,000.00	Cluster Agreements (FINANCE determines)
	Wastewater Collection System - Supplies & Services Costs Subtotal	\$806,922.00	\$826,480.00	-2%	\$783,046.00	3%	\$43,434.00	\$335,024.80	43%	\$683,441.49	\$591,514.85		
59-5253-56-6840	Motor Vehicles	\$70,000.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00		
												\$35,000.00	Decision Package: Replacement Vehicle for 2009 Ford Explorer (CM Recommended)
												\$35,000.00	Decision Package: Water Truck (CM Recommended)
59-5253-56-6848	Machinery & Equipment	\$0.00	\$0.00	N/A	\$0.00	N/A	\$0.00	\$539.00	∞	\$0.00	\$0.00		
	Wastewater Collection System - Capital & Debt Service Costs Subtotal	\$70,000.00	\$0.00	∞	\$0.00	∞	\$0.00	\$539.00	∞	\$0.00	\$0.00		
	Wastewater Enterprise Fund - Wastewater Collection System Total	\$1,170,612.00	\$1,110,056.00	5%	\$1,081,117.00	8%	\$28,939.00	\$525,592.29	49%	\$990,991.93	\$897,653.44		

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												Amount	Description	
Wastewater Enterprise Fund - Lab														
59-5253-66-6005	Salary & Wages	\$73,490.00	\$89,221.00	-18%	\$97,720.00	-25%	(\$8,499.00)	\$60,562.34	62%	\$92,888.79	\$51,505.03			
59-5253-66-6006	Overtime	\$1,610.00	\$142.00	1034%	\$280.00	475%	(\$138.00)	\$149.67	53%	\$1,024.08	\$1,328.58			
59-5253-66-6045	Uniform Allowance	\$0.00	\$0.00	N/A	\$0.00	N/A	\$0.00	\$0.00	N/A	\$111.39	\$0.00			
59-5253-66-6046	Other Allowances	\$200.00	\$1,170.00	-83%	\$0.00	∞	\$1,170.00	\$0.00	N/A	\$0.00	\$0.00			
59-5253-66-6125	FICA	\$5,760.00	\$7,162.00	-20%	\$7,260.00	-21%	(\$98.00)	\$4,434.10	61%	\$7,079.74	\$3,933.92			
59-5253-66-6130	ASRS Retirement	\$8,540.00	\$10,739.00	-20%	\$11,220.00	-24%	(\$481.00)	\$6,890.81	61%	\$12,471.12	\$5,957.43			
59-5253-66-6134	STD/LTD Insurance	\$350.00	\$321.00	9%	\$470.00	-26%	(\$149.00)	\$72.80	15%	\$500.78	\$411.59			
59-5253-66-6135	Health/Dental/Life Insurance	\$8,690.00	\$11,919.00	-27%	\$11,570.00	-25%	\$349.00	\$7,536.96	65%	\$11,449.64	\$4,076.77			
59-5253-66-6136	Workers Compensation Insurance	\$2,570.00	\$4,825.00	-47%	\$4,825.00	-47%	\$0.00	\$2,552.00	53%	\$4,589.05	\$5,895.45			
	Lab - Personnel Costs Subtotal	\$101,210.00	\$125,499.00	-19%	\$133,345.00	-24%	(\$7,846.00)	\$82,198.68	62%	\$130,114.59	\$73,108.77			
59-5253-66-6141	Employee Exams	\$75.00	\$75.00	0%	\$75.00	0%	\$0.00	\$0.00	0%	\$50.00	\$75.00		\$75.00 Annual Respirator Fit Test	
59-5253-66-6210	Printing/Office Supplies	\$0.00	\$0.00	N/A	\$0.00	N/A	\$0.00	\$0.00	N/A	\$47.45	\$0.00			
59-5253-66-6212	Postage	\$300.00	\$300.00	0%	\$75.00	300%	\$225.00	\$0.00	0%	\$216.32	\$0.00			
59-5253-66-6213	Voice & Data Communications	\$444.00	\$444.00	0%	\$444.00	0%	\$0.00	\$254.26	57%	\$444.67	\$425.68		Shipping instruments for \$300.00 services	
59-5253-66-6214	Uniform Expenses	\$575.00	\$575.00	0%	\$373.75	54%	\$201.25	\$150.70	40%	\$99.87	\$352.12		Verizon Cell Phone @37 \$444.00 month	
													\$175.00 Steel Toed Boots	
													\$300.00 Uniform Cleaning	
													Winter Jacket carried over from FY 15/16	
59-5253-66-6223	Wasterwater Supplies	\$24,000.00	\$22,000.00	9%	\$15,400.00	56%	\$6,600.00	\$11,551.24	75%	\$13,733.48	\$13,811.06		Lab Supplies (anticipated increased testing with A+ upgrade and injection well)	
59-5253-66-6243	Spec Supplies/Safety Equip/Emg	\$1,000.00	\$800.00	25%	\$1,680.00	-40%	(\$880.00)	\$0.00	0%	\$9,916.17	\$653.80		Decrease: Lab Safety Training Videos (\$300.00)	
													Increase Personal Protective Equipment \$500.00	
													Update Lab Safety Training Videos \$300.00	
59-5253-66-6248	Machinery & Equip - Non Capit	\$650.00	\$2,170.00	-70%	\$2,256.80	-71%	(\$86.80)	\$0.00	0%	\$0.00	\$0.00			
													(\$820.00) 2017 Decrease TOC Shaker	
													2017 Decrease Ammonia Probe (\$800.00)	
													2017 Increase Replace Portable Chlorine Analyzer \$650.00 (\$581 + tax & shipping)	
													2017 Microbiology Cell Counter (\$550.00)	
													\$2,170.00 Machinery & Equipment	
59-5253-66-6249	Radio & Phone Equip-Non Capita	\$50.00	\$50.00	0%	\$25.00	100%	\$25.00	\$0.00	0%	\$0.00	\$0.00		\$50.00 Phone Equipment if needed	

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												Amount	Description
59-5253-66-6256	Wwt Plant Maintenance/Repairs	\$6,756.00	\$5,800.00	16%	\$4,930.00	37%	\$870.00	\$3,055.00	62%	\$4,068.85	\$3,637.17		
													2017 Decrease: Lab Equipment Maintenance
													(\$800.00) Calibrations & Certifications
													Hach Equipment Service Contract on line Chlorine analyzers for injection well
												\$1,000.00	
													2017 Increase: Hach Equipment Serv Contract for Lab Spectrophotometer & Turb
													\$1,681.00
													2017 Increase: Hach Equipment Service Contract for in-line Turbidimeters and Transmittance Meter
													\$75.00
													Hach Equipment Service Contract for Line Tubidimeters and Transmittance Meter
													\$2,800.00
													Lab Equipment Maintenance Calibrations & Certifications - Fume Hood, Balance, & Thermometers
													\$2,000.00
59-5253-66-6405	Professional Services	\$21,900.00	\$36,900.00	-41%	\$18,450.00	19%	\$18,450.00	\$8,995.17	49%	\$20,075.76	\$15,536.43		
													Contract Lab Testing for APP Requirements
													\$19,400.00
													Decrease Contact lab testing for Dell Lands Group
													(\$15,000.00)
													Lab Courier Costs
													\$2,000.00
													Lab Testing for Dell Lands Group
													\$15,000.00
													Lab testing for sewer spills
													\$500.00
59-5253-66-6703	Dues/Subscriptions/License	\$220.00	\$50.00	340%	\$216.00	2%	(\$166.00)	\$216.00	100%	\$50.00	\$45.00		
													\$50.00 AZ Water
													\$170.00 Increase: WEF Dues
59-5253-66-6730	Maint & Improvement	\$500.00	\$6,800.00	-93%	\$6,800.00	-93%	\$0.00	\$652.84	10%	\$0.00	\$0.00		
													Decrease Lab Hood Exhaust
													(\$6,800.00)
													Increase 2017: Bldg Maint Misc Plumbing, repairs, ect
													\$500.00
													\$6,800.00 Lab Hood Exhaust
59-5253-66-6736	Permit Fees	\$2,278.00	\$2,278.00	0%	\$2,187.11	4%	\$90.89	\$2,187.00	100%	\$2,187.00	\$2,187.00		
													\$2,278.00 AZDHS Lab License

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												Amount	Description
59-5253-66-6750	Travel & Training	\$988.00	\$818.00	21%	\$715.75	38%	\$102.25	\$100.58	14%	\$0.00	\$0.00		
												\$75.00	2017 Increase First Aid/CPR
												\$197.00	Confined Space Training (8 hours @1350)
												\$431.00	CSF Rescue Training (16 hours @3875)
												\$95.00	Fall Protection Training (4 hours @950)
												\$95.00	Increase \$95 Respiratory Protection Training
												\$95.00	LOTO Training Electrical Safety (4 hr @950)
	Lab - Supplies & Services Costs Subtotal	\$59,736.00	\$79,060.00	-24%	\$53,628.41	11%	\$25,431.59	\$27,162.79	51%	\$50,889.57	\$36,723.26		
59-5253-66-6848	Machinery & Equipment	\$0.00	\$5,500.00	-100%	\$5,500.00	-100%	\$0.00	\$0.00	0%	\$0.00	\$2,499.00		
												\$5,500.00	2017 Decrease: Autoclave Replacement
												\$5,500.00	Autoclave Replacement
	Lab - Capital & Debt Service Costs Subtotal	\$0.00	\$5,500.00	-100%	\$5,500.00	-100%	\$0.00	\$0.00	0%	\$0.00	\$2,499.00		
	Wastewater Enterprise Fund - Lab Total	\$160,946.00	\$210,059.00	-23%	\$192,473.41	-16%	\$17,585.59	\$109,361.47	57%	\$181,004.16	\$112,331.03		
	Wastewater Enterprise Fund Personnel Costs Subtotal	\$707,480.00	\$678,184.00	4%	\$665,986.00	6%	\$12,198.00	\$433,484.82	65%	\$693,498.31	\$608,528.53		
	Wastewater Enterprise Fund Supplies & Services Costs Subtotal	\$1,811,244.00	\$1,886,464.00	-4%	\$1,641,984.51	10%	\$244,479.49	\$735,043.84	45%	\$1,440,175.83	\$1,462,972.55		
	Wastewater Enterprise Fund Capital & Debt Service Costs Subtotal	\$110,000.00	\$24,500.00	349%	\$25,073.80	339%	(\$573.80)	\$1,111.71	4%	\$26,484.19	\$5,305.54		
	Wastewater Enterprise Fund Total	\$2,628,724.00	\$2,589,148.00	2%	\$2,333,044.31	13%	\$256,103.69	\$1,169,640.37	50%	\$2,160,158.33	\$2,076,806.62		