

TENTATIVE 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**



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

	Beginning Fund Balances	Revenues	Expenditures	Net Other Financing Sources (Uses)	Ending Fund Balances
General Fund	\$17,650,256.00	\$24,408,706.00	\$18,829,076.20	(\$12,802,455.00)	\$10,427,430.80
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	\$2,543,860.00	(\$3,260.00)	\$381,108.00
Capital Improvement Fund	\$6,053,968.00	\$965,976.00	\$3,312,786.00	\$8,543,037.00	\$12,250,195.00
Art in Public Places Fund	\$63,048.00	\$11,849.00	\$0.00	\$30,010.00	\$104,907.00
Wastewater Fund	\$14,792,116.76	\$6,403,864.00	\$12,104,643.80	\$3,881,668.00	\$12,973,004.96
Total All Funds	\$41,828,938.55	\$33,210,895.00	\$38,360,866.00	\$0.00	\$36,678,967.55

City of Sedona
FY16-17 Tentative Budget - General Fund Summary
General 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
General Fund - Beginning Fund Balance	\$17,650,255.84	\$13,071,000.00	35%	\$12,763,823.84	38%	(\$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	\$6,581,076.20	\$6,439,704.00	2%	\$6,486,862.00	1%	(\$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	\$1,851,415.00	\$1,859,823.00	0%	\$1,790,343.00	3%	\$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	\$18,829,076.20	\$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	(\$12,802,455.00)	(\$506,500.00)	2428%	(\$506,500.00)	2428%	\$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	(\$12,802,455.00)	(\$220,500.00)	5706%	(\$411,239.00)	3013%	(\$190,739.00)	(\$157,987.84)	38%	(\$7,657,901.00)	\$201,952.31

City of Sedona
FY16-17 Tentative Budget - General Fund Summary
General 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
General Fund - Ending Fund Balances										
Operating Reserve**	\$8,610,855.10			\$7,495,469.00						
Debt Service Reserve***	\$1,300,000.00			\$1,300,000.00						
Balance for Capital Improvement Projects	\$516,575.54			\$6,069,786.84						
Contingency for Transfer to Capital Improvement Projects				\$2,500,000.00						
Budget Carryovers				\$285,000.00						
Remaining Available Fund Balance	\$0.00			\$0.00						
Total General Fund Total Ending Fund Balances	\$10,427,430.64	\$13,759,389.00	-24%	\$17,650,255.84	-41%	\$907,692.84	\$13,170,341.25	75%	\$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 Tentative 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 Tentative Budget - Expenditures & Other Financing Uses Summary
General Fund

67% of year completed

	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	\$226,080.00	\$209,213.00	8%	\$217,713.00	4%	(\$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	\$539,557.00	\$484,324.00	11%	\$456,966.00	18%	\$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	\$1,646,691.00	\$1,469,385.00	12%	\$1,246,729.00	32%	\$222,656.00	\$760,861.16	61%	\$1,054,198.87	\$924,555.41
10-5320 - Public Works & Engineering	\$3,139,298.00	\$2,345,922.00	34%	\$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	\$342,950.00	\$305,509.00	12%	\$310,619.00	10%	(\$5,110.00)	\$193,739.19	62%	\$291,684.05	\$271,120.69
Total General Fund Expenditures	\$18,829,076.20	\$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	\$8,569,787.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$7,834,370.00	\$0.00
Total General Fund Other Financing Uses	\$12,802,455.00	\$9,806,500.00	31%	\$8,441,239.00	52%	\$1,365,261.00	\$8,187,987.84	97%	\$7,834,370.00	\$1,845,000.00
GRAND TOTAL	\$31,631,531.20	\$25,882,442.00	22%	\$24,275,594.00	30%	\$1,606,848.00	\$18,450,019.32	76%	\$22,116,824.99	\$14,364,718.38

City of Sedona
FY16-17 Tentative 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
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 Tentative Budget - Wastewater Fund Summary
Wastewater 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
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	\$3,193,790.00	\$8,298,545.00	-62%	\$4,242,532.00	-25%	\$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	\$12,104,643.80	\$17,459,272.00	-31%	\$13,086,431.31	-8%	\$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 Tentative Budget - Wastewater Fund Summary
Wastewater 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
Wastewater Fund - Ending Fund Balances										
Operating Reserve**	\$1,139,936.93			\$1,191,035.44						
Debt Service Reserve***	\$4,870,195.07			\$4,706,599.56						
Remaining Available Fund Balance	\$6,962,872.96			\$8,894,481.76						
Total Wastewater Fund Total Ending Fund Balances	\$12,973,004.96	\$10,705,578.00	21%	\$14,792,116.76	-12%	(\$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 33.3% of operating expenditures.

***Debt service reserve represents average annual debt service.

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

67% of year completed

	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										
59-5220 - City Manager's Office	\$47,950.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00
59-5221 - Human Resources	\$19,440.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00
59-5222 - 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
59-5224 - Information Technology	\$87,577.80	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00
59-5230 - City Attorney's Office	\$21,090.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00
59-5240 - City Clerk's Office	\$12,650.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00
59-5230 - Public Works & Engineering	\$3,316,903.00	\$8,329,591.00	-60%	\$4,271,210.00	-22%	\$4,058,381.00	\$3,068,797.51	72%	\$2,282,764.50	\$1,088,969.81
59-5250 - 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
59-5250 - 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
59-5252 - Wastewater Capital	\$65,200.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00
59-5253 - 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	\$12,104,643.80	\$17,459,272.00	-31%	\$13,086,431.31	-8%	\$4,372,840.69	\$7,626,309.33	58%	\$11,927,959.02	\$8,560,238.49
Wastewater Fund - Other Financing Uses										
59-5252 - 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	\$12,104,643.80	\$17,549,272.00	-31%	\$13,086,431.31	-8%	\$4,462,840.69	\$7,626,309.33	58%	\$12,016,193.52	\$8,643,865.15

City of Sedona
FY16-17 Tentative 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	\$11,849.00
Contingent Grants/Donations	\$300,000.00	\$0.00	\$0.00	\$0.00
Total Revenues	\$420,500.00	\$201,000.00	\$965,976.00	\$11,849.00
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	\$2,513,860.00	\$3,312,786.00	\$0.00
Contingency	\$300,000.00	\$0.00	\$0.00	\$0.00
Total Expenditures	\$420,500.00	\$2,543,860.00	\$3,312,786.00	\$0.00
Other Financing Sources (Uses)				
Transfers from Other Funds	\$0.00	\$0.00	\$8,569,787.00	\$30,010.00
Transfers to Other Funds	\$0.00	(\$3,260.00)	(\$26,750.00)	\$0.00
Total Other Financing Sources	\$0.00	(\$3,260.00)	\$8,543,037.00	\$30,010.00
Ending Fund Balances	\$164,184.00	\$381,108.00	\$12,250,195.00	\$104,907.00

**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	\$200,000	\$0	\$0	\$200,000	\$0	\$0	\$0	\$200,000
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			\$200,000	\$100,000	\$0	\$300,000	\$0	\$0	\$0	\$300,000
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	\$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
Subtotal			\$739,000	\$851,500	\$0	\$1,590,500	\$9,090,000	\$0	\$0	\$10,680,500

**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
PUBLIC WORKS										
Uptown Pedestrian Access Improvements - PR		17	\$862,500	\$0	\$0	\$862,500	\$0	\$0	\$0	\$862,500
SR 89A Landscape Improvements		18	\$0	\$292,000	\$303,000	\$595,000	\$0	\$0	\$0	\$595,000
Jordan Road Sidewalk Extension - R		19	\$58,250	\$0	\$0	\$58,250	\$0	\$0	\$0	\$58,250
Dry Creek Road Overlay - PR		20	\$50,000	\$555,399	\$0	\$605,399	\$0	\$0	\$0	\$605,399
Sanborn Drive/Thunder Mountain Road Overlay - PR		21	\$151,000	\$0	\$587,820	\$738,820	\$0	\$0	\$0	\$738,820
Ranger Road - Brewer Road - SR89A Intersection - U		22	\$0	\$0	\$0	\$0	\$300,000	\$1,262,500	\$0	\$1,562,500
Uptown Public Restroom Improvements - Uptown Parking Lot - U		23	\$0	\$0	\$0	\$0	\$121,000	\$0	\$0	\$121,000
Uptown Public Restroom Improvements - Hitching Post - U		24	\$0	\$0	\$0	\$0	\$121,000	\$0	\$0	\$121,000
Transportation Study/Implementation		25	\$300,000	\$250,000	\$250,000	\$800,000	\$250,000	\$250,000	\$250,000	\$1,550,000
Cathedral Rock Trailhead		26	\$100,000	\$0	\$0	\$100,000	\$0	\$0	\$0	\$100,000
Andante Sidewalk SR 89A to Sandborn - U		27	\$0	\$0	\$0	\$0	\$175,000	\$1,121,000	\$0	\$1,296,000
Sanborn Drive Sidewalk - U		28	\$0	\$0	\$0	\$0	\$0	\$330,000	\$3,280,000	\$3,610,000
Rodeo Road Sidewalk - U		29	\$0	\$0	\$0	\$0	\$262,000	\$0	\$0	\$262,000
Chapel Road Sidewalk - U		30	\$0	\$0	\$0	\$0	\$1,165,000	\$0	\$0	\$1,165,000
Coffee Pot Sidewalk - U		31	\$0	\$0	\$0	\$0	\$115,000	\$606,000	\$0	\$721,000
Subtotal			\$1,521,750	\$1,097,399	\$1,140,820	\$3,759,969	\$2,509,000	\$3,569,500	\$3,530,000	\$13,368,469

**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
DRAINAGE										
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	\$1,071,810	\$1,071,810	\$0	\$2,143,620	\$0	\$0	\$0	\$2,143,620
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			\$1,746,060	\$3,725,485	\$2,272,200	\$7,743,745	\$266,000	\$1,161,000	\$4,277,500	\$13,448,245
Total Projects Non-Wastewater			\$7,321,405	\$5,804,384	\$3,710,220	\$16,836,009	\$12,547,658	\$4,956,500	\$8,791,500	\$43,131,667

**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
WASTEWATER										
WW Master Plan		46	\$150,000	\$20,000	\$220,000	\$390,000	\$220,000		\$320,000	\$930,000
Wastewater Effluent Management		47	\$2,044,750	\$1,275,000	\$2,155,000	\$5,474,750	\$1,356,500	\$0	\$0	\$6,831,250
WWRP Bar Screen and Filter System Upgrades		48	\$350,000	\$50,000	\$650,000	\$1,050,000	\$650,000	\$0	\$0	\$1,700,000
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	\$3,049,750	\$1,345,000	\$3,210,000	\$7,604,750	\$2,646,500	\$0	\$320,000	\$10,571,250
TOTAL ALL PROJECTS			\$10,371,155	\$7,149,384	\$6,920,220	\$24,440,759	\$15,194,158	\$4,956,500	\$9,111,500	\$53,702,917

R= Restricted Funding

PR - Partially Restricted Funding

U - Unfunded

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.

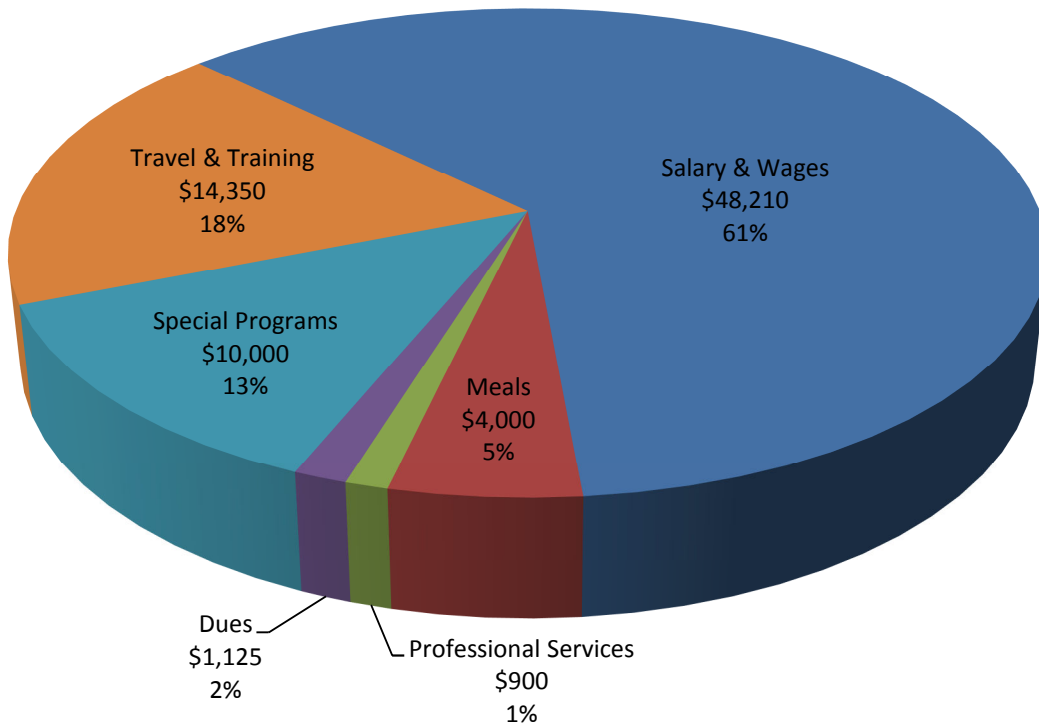
SIGNIFICANT CHANGES

- ❖ 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 Tentative 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 Tentative 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 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
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	
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 Tentative 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 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?

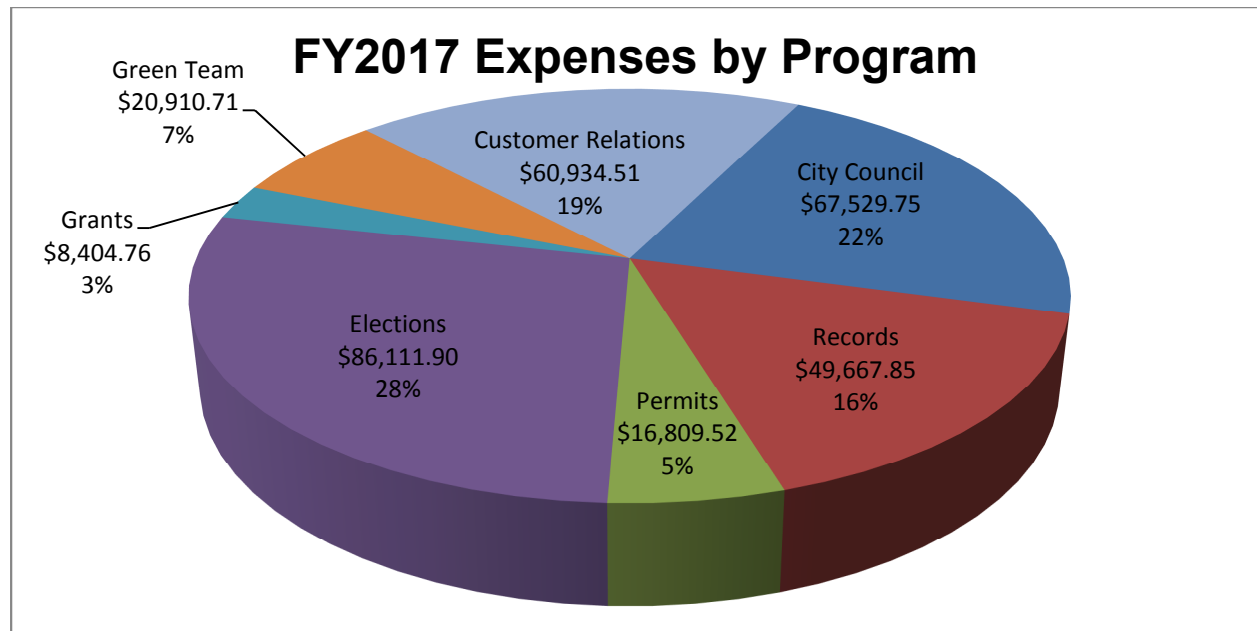
The Municipal Clerk is the oldest public servant profession and is worldwide! The City Clerk has become the hub of government. The office of City Clerk is the direct link between the residents of the community and their government

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

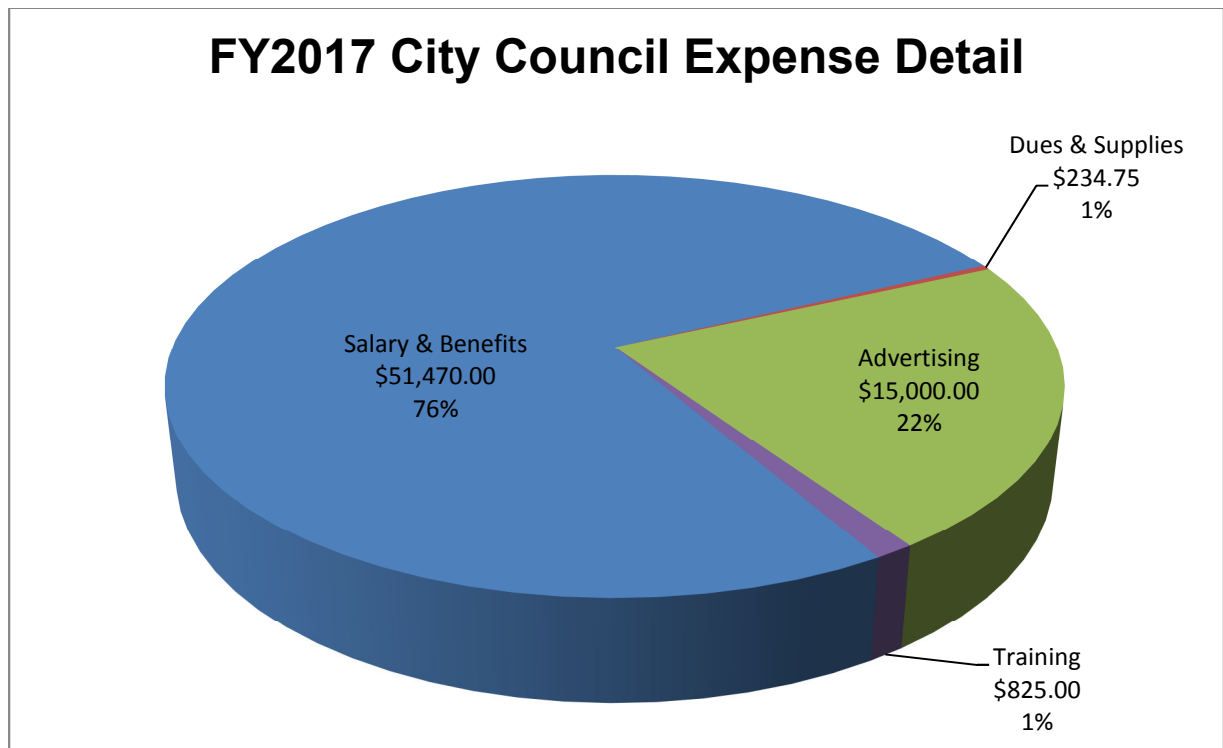
- Provide training for incoming City Councilors.
- Provide Council support.
- Complete agendas, packets, minutes, action item lists, and proclamations in an accurate and timely fashion.
- Process ordinances, resolutions, and applications for voluntary service on City Boards & Commissions.

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

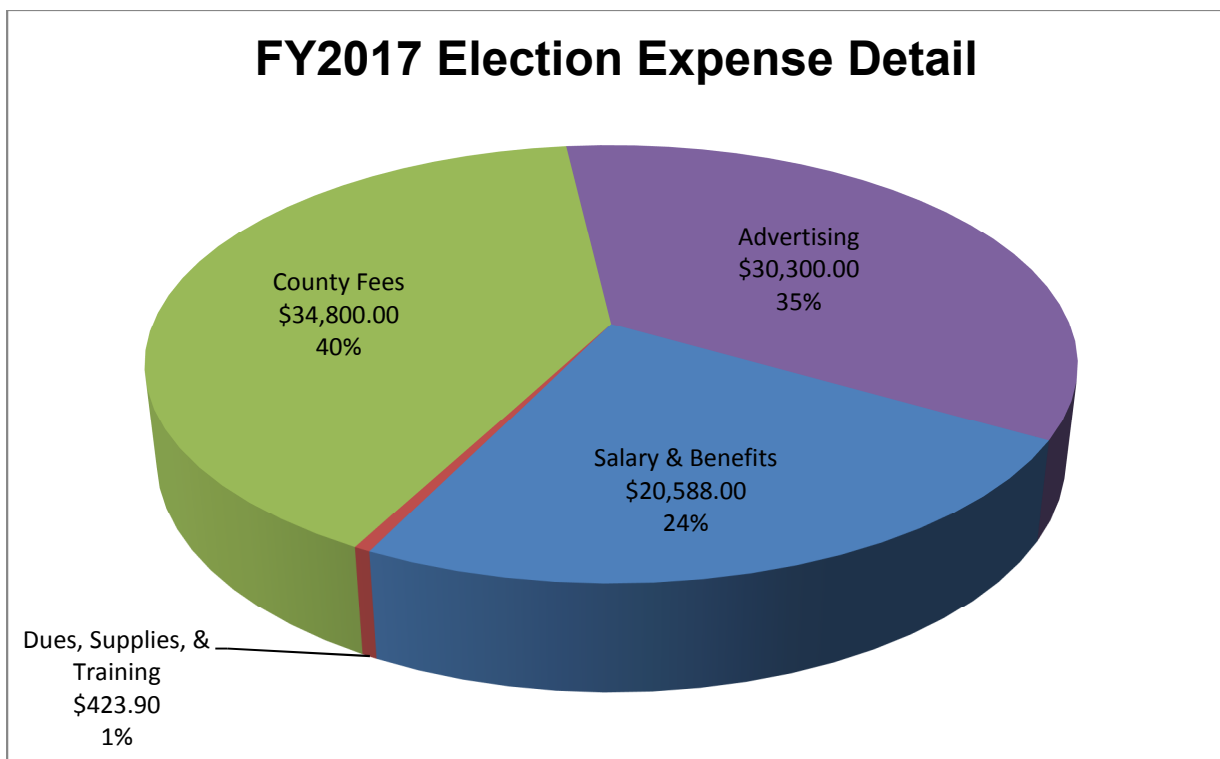
- Prepare packets for City Council candidates.
- Conduct election(s) for City Council and APS and UNS Franchise Extensions.
- Ensure filing of campaign finance filings.

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

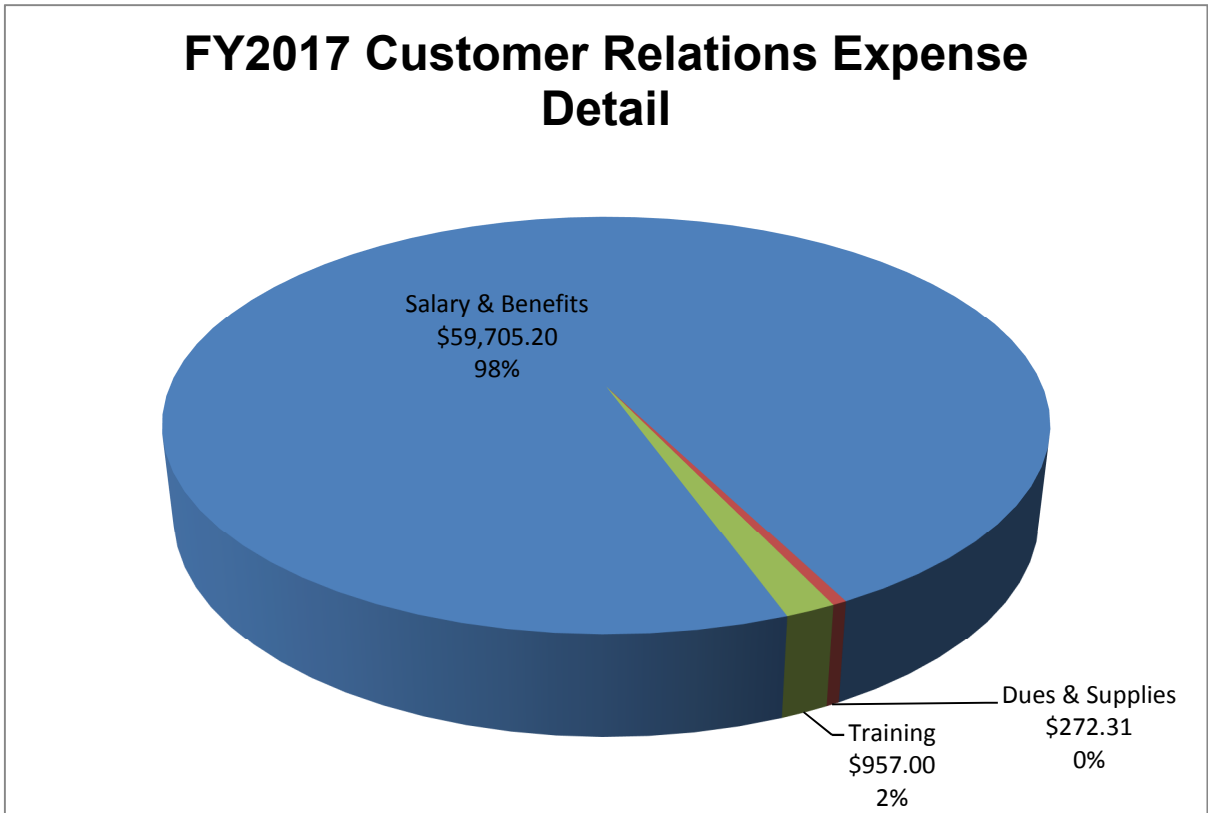
- Act as the gatekeeper for Sedona Citizens Connect, monitor issues for completion, and suggest enhancements.
- Deliver claims to the City Attorney's office in a timely fashion.
- Ensure high level of customer satisfaction for both internal and external customers.

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

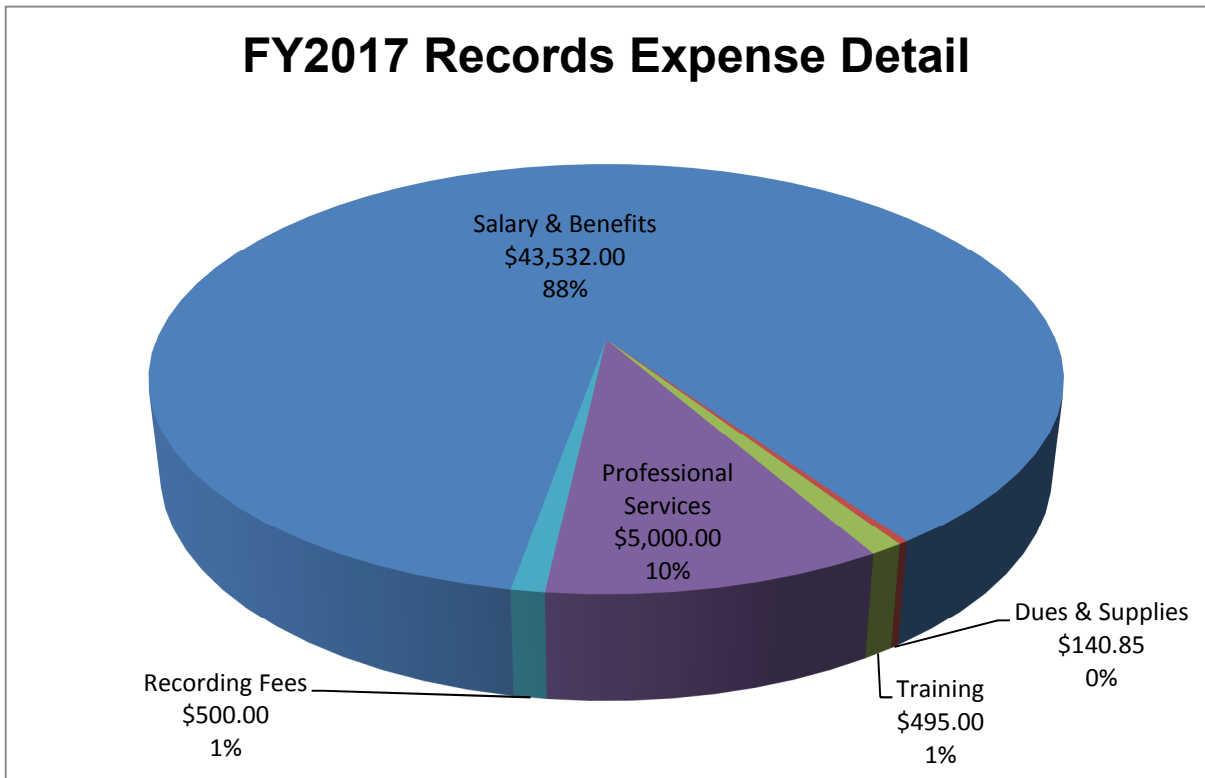
- Continue improvements to the records archive and management system.
- Ensure records requests are fulfilled in a timely nature.

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 Tentative 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%	\$243,828.63	\$226,817.95
General Fund Total	\$297,719.00	\$218,770.00	36%	\$226,632.00	31%	(\$7,862.00)	\$137,048.89	60%	\$243,828.63	\$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%	\$243,828.63	\$226,817.95
Grand Totals	\$310,369.00	\$218,770.00	42%	\$226,632.00	37%	(\$7,862.00)	\$137,048.89	60%	\$243,828.63	\$226,817.95

City of Sedona
 FY16-17 Tentative 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%	\$57,866.57	\$44,568.01	
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	Increase: Added election costs including franchise agreement renewals (\$65,100)
General Fund 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 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%	\$57,866.57	\$44,568.01	
Grand Total	\$310,369.00	\$218,770.00	42%	\$226,632.00	37%	(\$7,862.00)	\$137,048.89	60%	\$243,828.63	\$226,817.95	

**City of Sedona
 FY16-17 Tentative 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

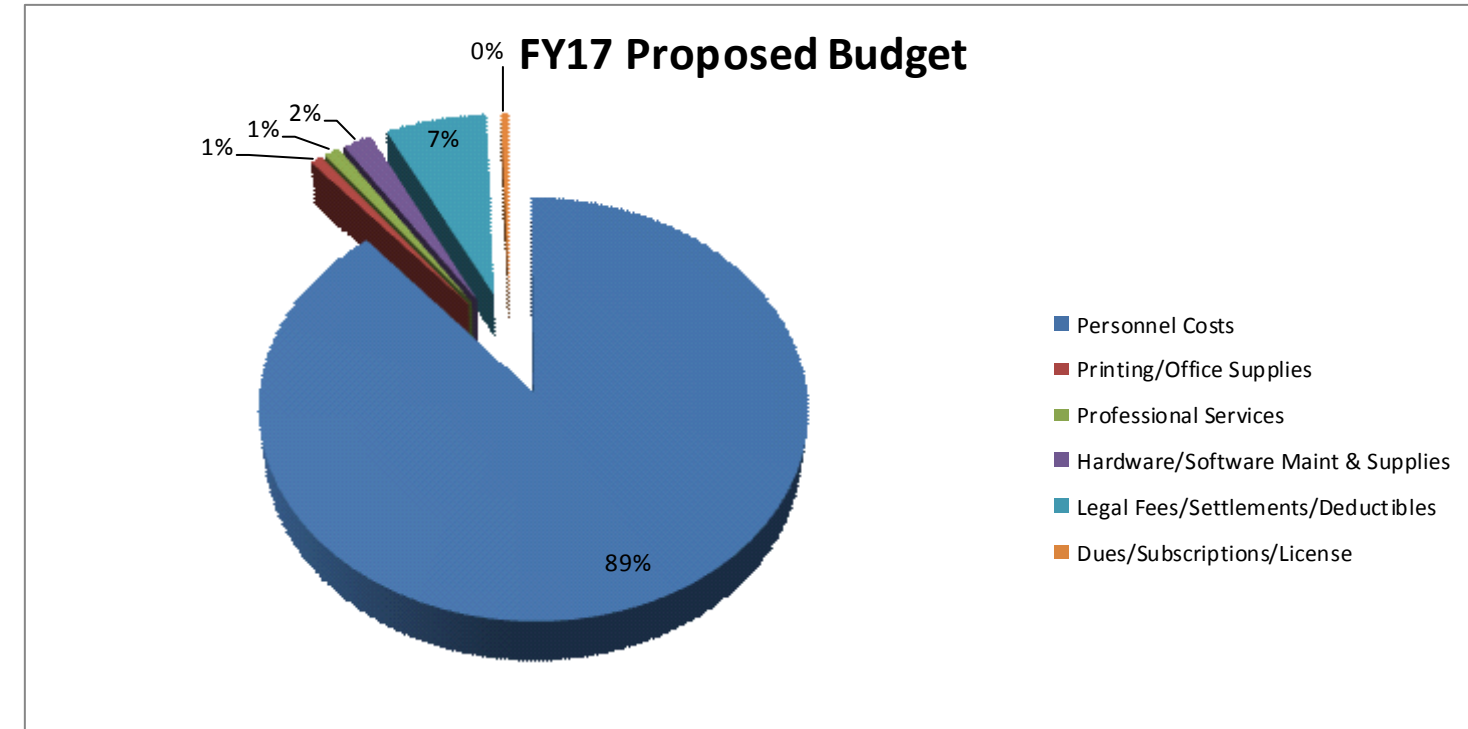
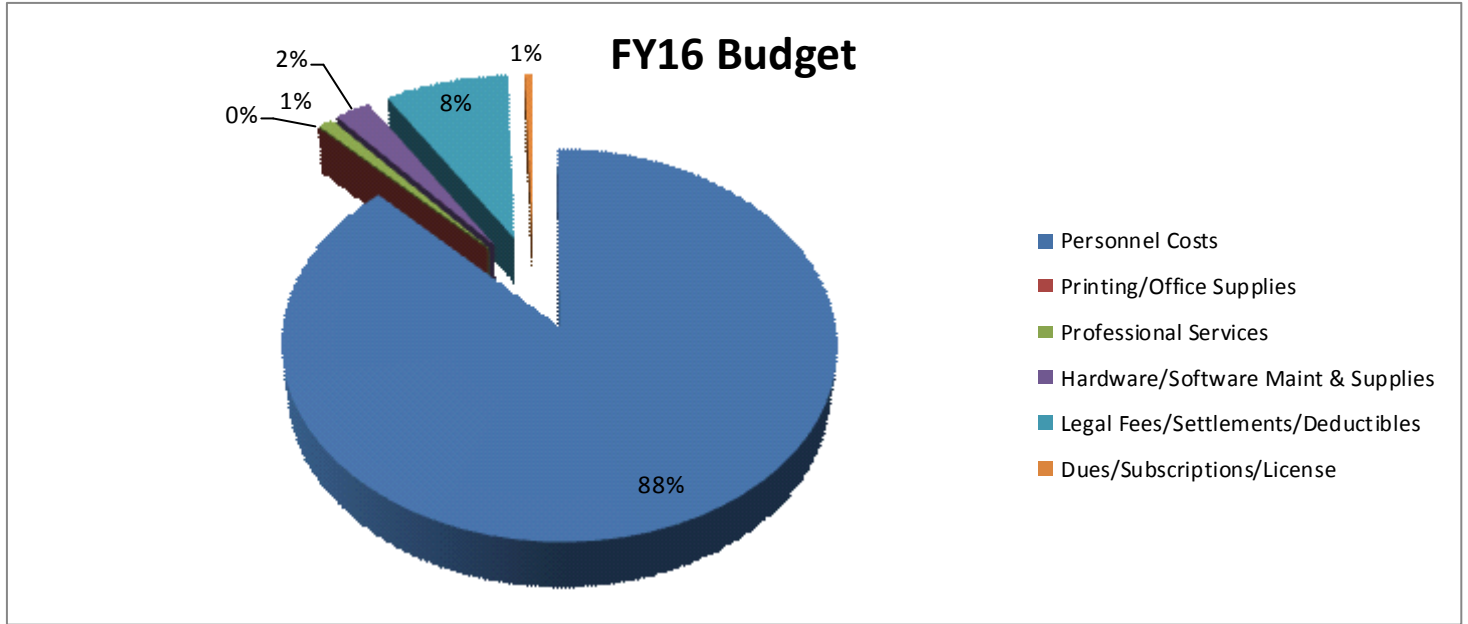
Org Unit	Org Description	FTE
General Fund		
10-5240-01	General Administration	2.66
General Fund Total		2.66
Wastewater Fund		
59-5240-01	General Administration	0.22
Wastewater Fund Total		0.22
Grand Total		2.88

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.



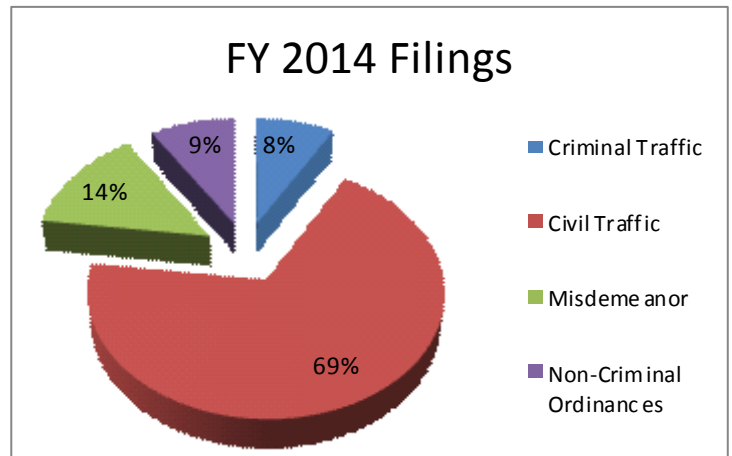
FY 2016 ACCOMPLISHMENTS

- 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.

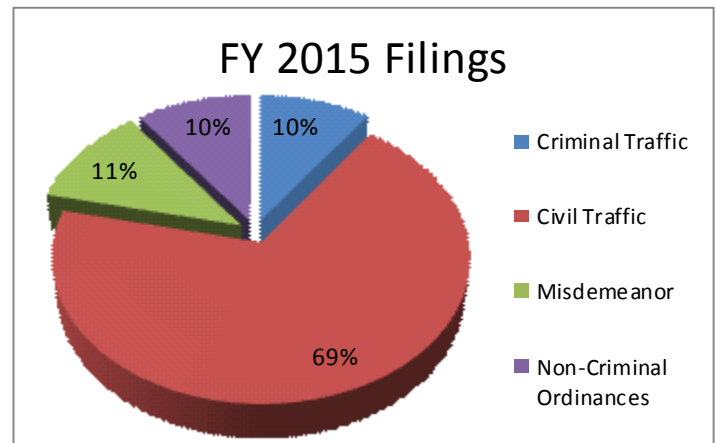
FY 2017 OBJECTIVES

- 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.

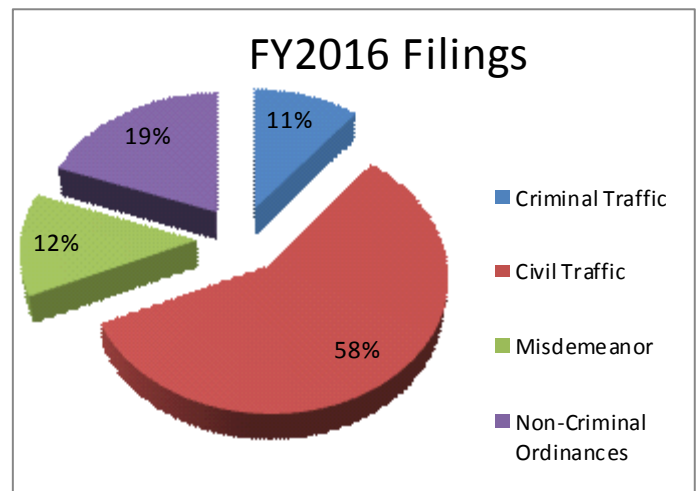
FY 2014 Filings	
Criminal Traffic	170
Civil Traffic	1434
Misdemeanor	292
Non-Criminal Ordinances	184
Total	2080



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 Tentative 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	\$342,950.00	\$305,509.00	12%	\$310,619.00	10%	(\$5,110.00)	\$193,739.19	62%	\$291,684.05	\$271,120.69
General Fund Total	\$342,950.00	\$305,509.00	12%	\$310,619.00	10%	(\$5,110.00)	\$193,739.19	62%	\$291,684.05	\$271,120.69

City of Sedona
 FY16-17 Tentative 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	\$298,400.00	\$265,859.00	12%	\$270,969.00	10%	(\$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 part-time Court Clerk (CM Recommended) 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	\$342,950.00	\$305,509.00	12%	\$310,619.00	10%	(\$5,110.00)	\$193,739.19	62%	\$291,684.05	\$271,120.69	
General Fund Total	\$342,950.00	\$305,509.00	12%	\$310,619.00	10%	(\$5,110.00)	\$193,739.19	62%	\$291,684.05	\$271,120.69	

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

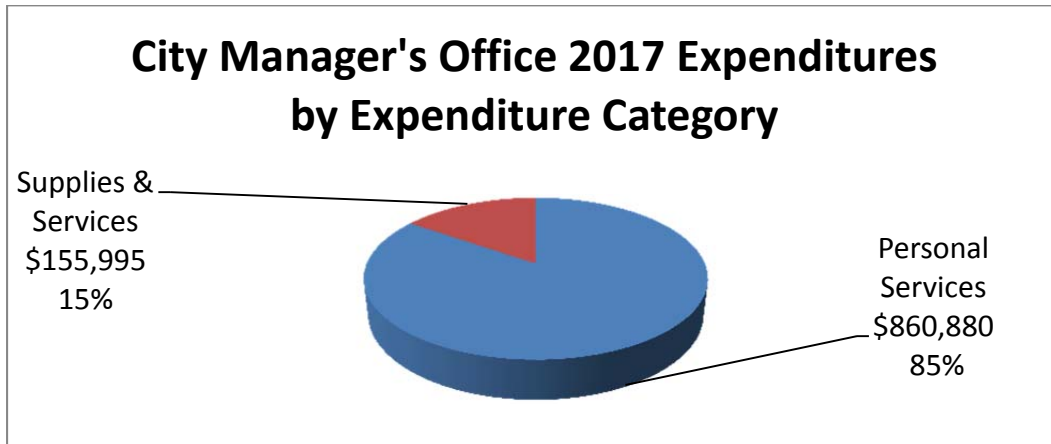
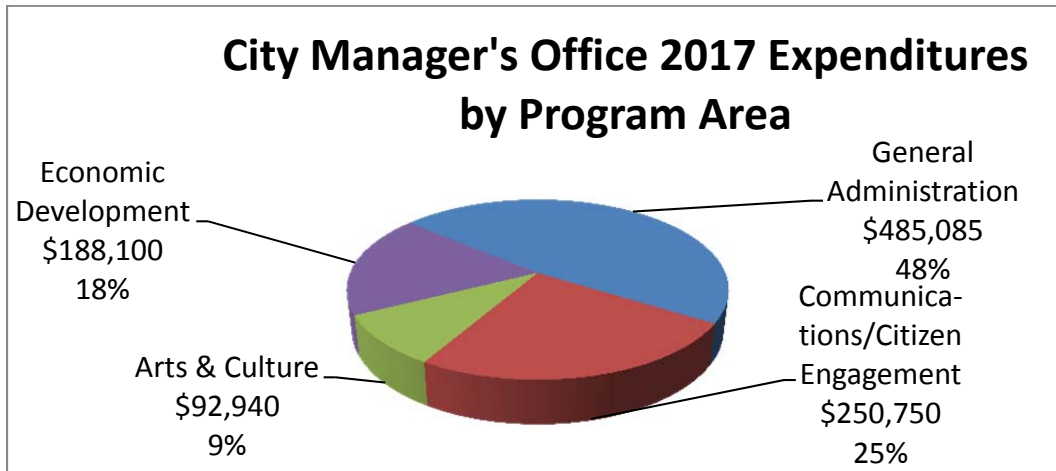
Position	FTE
Court Administrator	1.00
Court Clerk	2.60
Magistrate Judge	0.60
Magistrate Judge Pro Tem	0.00
Total	4.20

Org Unit	Org Description	FTE
General Fund		
10-5520-01	General Administration	4.20
General Fund Total		4.20

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 Tentative 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 Tentative 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 Tentative 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 Tentative Budget - Positions/Allocations
 City Manager's Office**

Position	FTE
Arts and Culture Coordinator	0.75
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	6.82

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	0.75
10-5220-76	Economic Development	1.00
General Fund Total		6.52
Wastewater Fund		
59-5230-01	General Administration	0.30
Wastewater Fund Total		0.30
Grand Total		6.82

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.

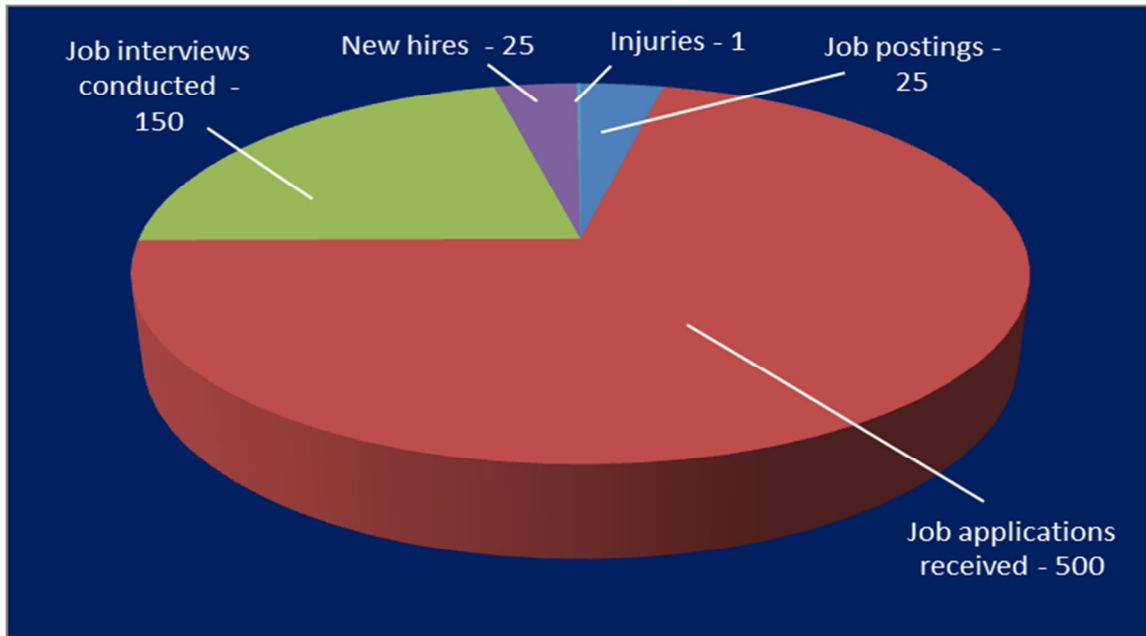
Did You Know?

- 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 Tentative 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	\$226,080.00	\$209,213.00	8%	\$217,713.00	4%	(\$8,500.00)	\$129,149.46	59%	\$191,431.82	\$178,026.09
General Fund Total	\$226,080.00	\$209,213.00	8%	\$217,713.00	4%	(\$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	\$245,520.00	\$209,213.00	17%	\$217,713.00	13%	(\$8,500.00)	\$129,149.46	59%	\$191,431.82	\$178,026.09
Grand Totals	\$245,520.00	\$209,213.00	17%	\$217,713.00	13%	(\$8,500.00)	\$129,149.46	59%	\$191,431.82	\$178,026.09

City of Sedona
 FY16-17 Tentative 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	\$51,460.00	\$45,885.00	12%	\$45,885.00	12%	\$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), Council increase to volunteer appreciation luncheon (\$5,000)
General Administration Total	\$226,080.00	\$209,213.00	8%	\$217,713.00	4%	(\$8,500.00)	\$129,149.46	59%	\$191,431.82	\$178,026.09	
General Fund Total	\$226,080.00	\$209,213.00	8%	\$217,713.00	4%	(\$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	\$51,460.00	\$45,885.00	12%	\$45,885.00	12%	\$0.00	\$19,732.24	43%	\$25,855.29	\$24,094.31	
Grand Total	\$245,520.00	\$209,213.00	17%	\$217,713.00	13%	(\$8,500.00)	\$129,149.46	59%	\$191,431.82	\$178,026.09	

**City of Sedona
 FY16-17 Tentative 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

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

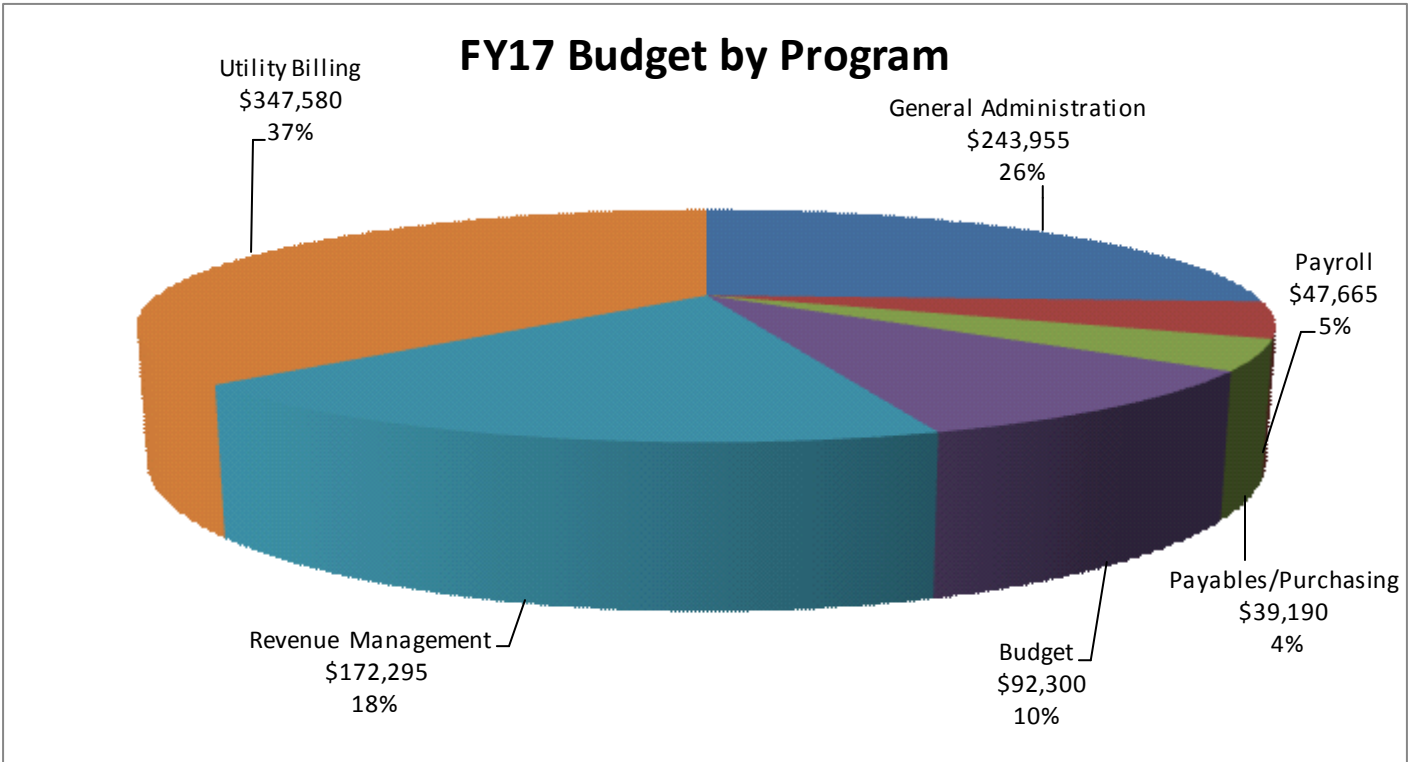
FY 2016 ACCOMPLISHMENTS

- 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%



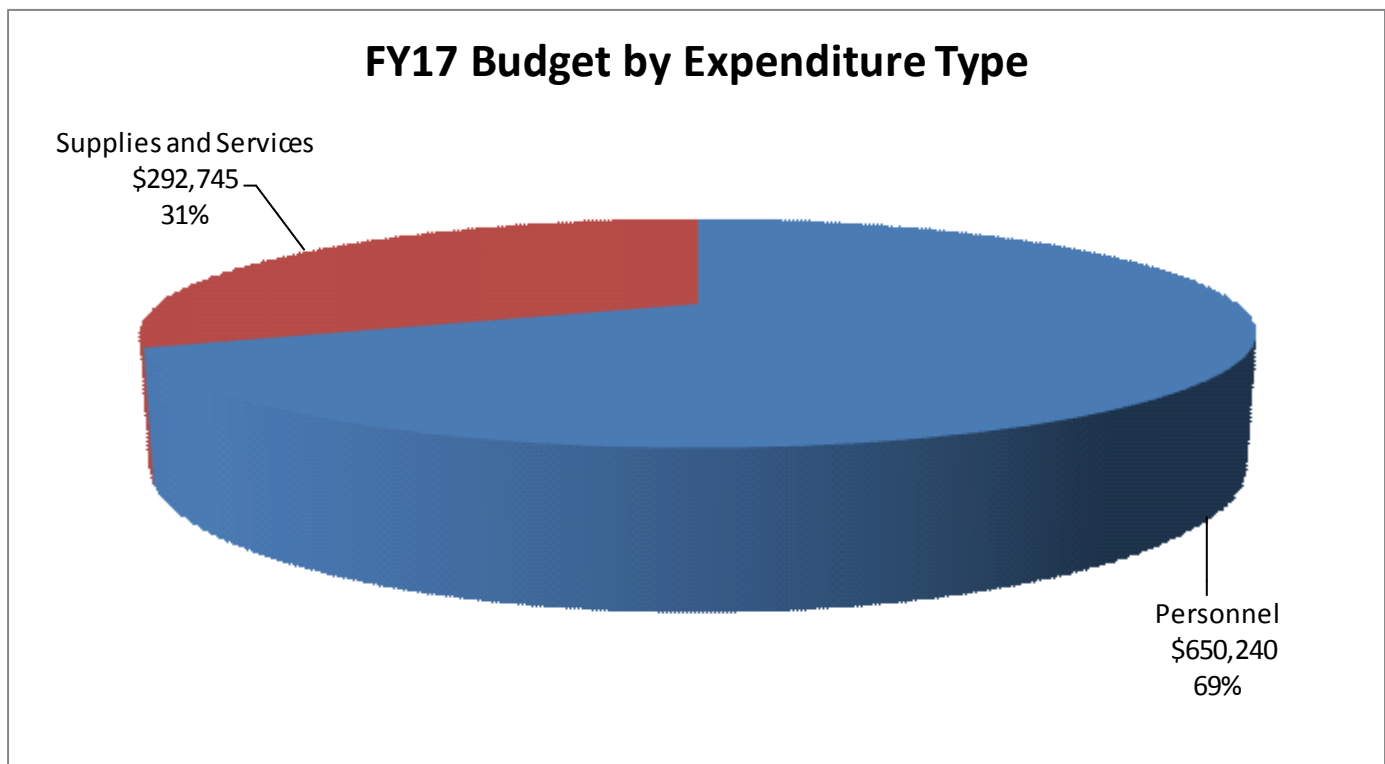
FY 2016 ACCOMPLISHMENTS

- 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 Tentative 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 Tentative 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 Tentative 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 Tentative 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 Tentative 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

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 Tentative 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 Tentative 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 Tentative 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	

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

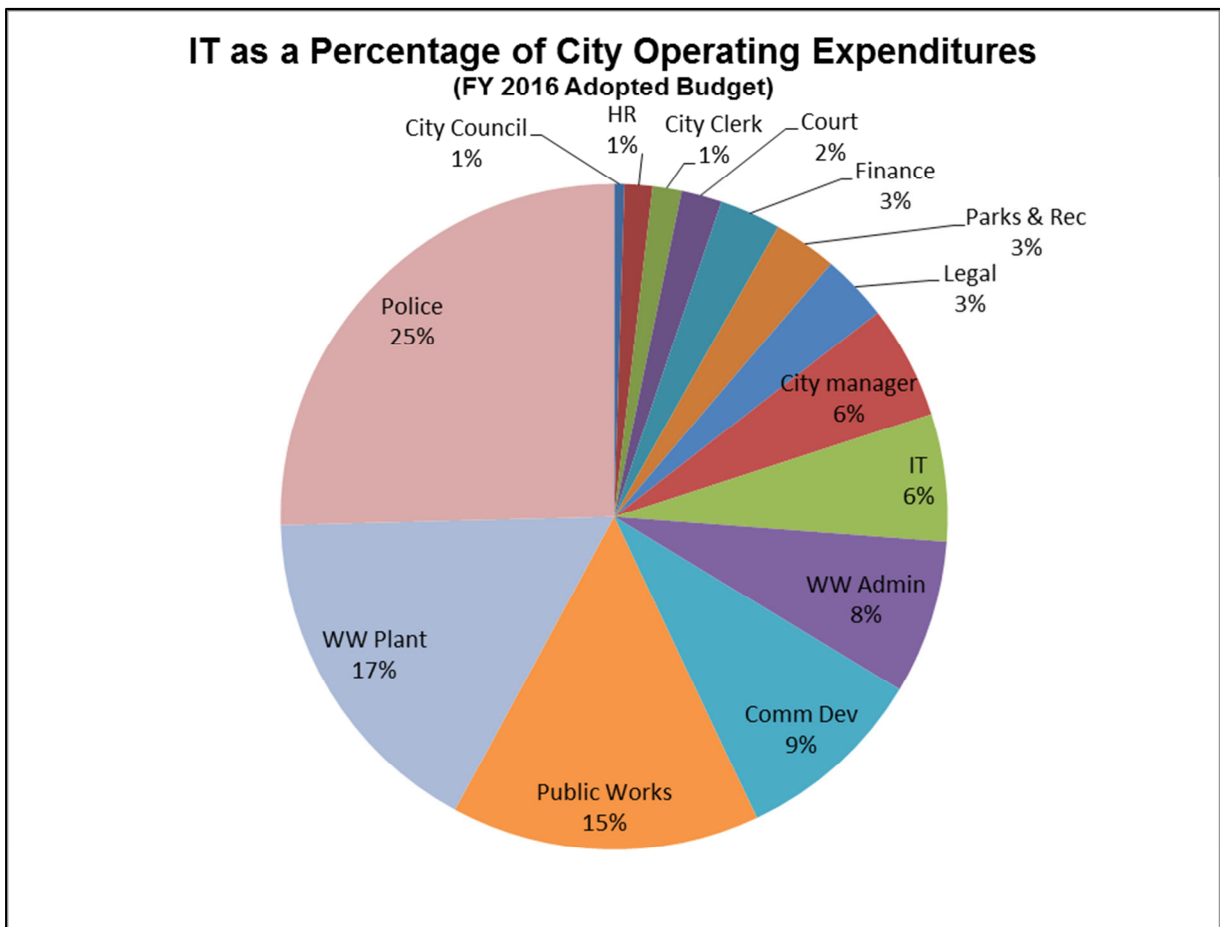
- New Mission Statement and Vision Statement developed for the IT Department
- "Client Support Guidelines" developed to ensure consistent, high-quality service to city staff

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 Tentative 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 Tentative 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 Tentative 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 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 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 Tentative 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 Tentative 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

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.

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

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

- 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

Did You Know?

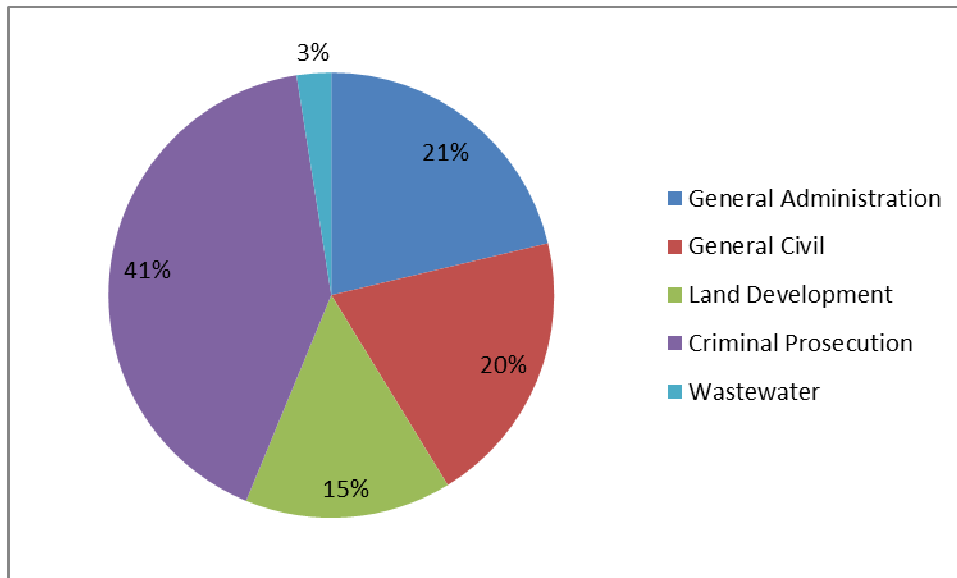
Per Ordinance No. 2015-10 , it is illegal in any place of public accommodation to discriminate against any person, including to restrict or refuse access on the basis of race, color, gender, gender identity, sexual orientation, religion, national origin, marital status, familial status, age, disability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

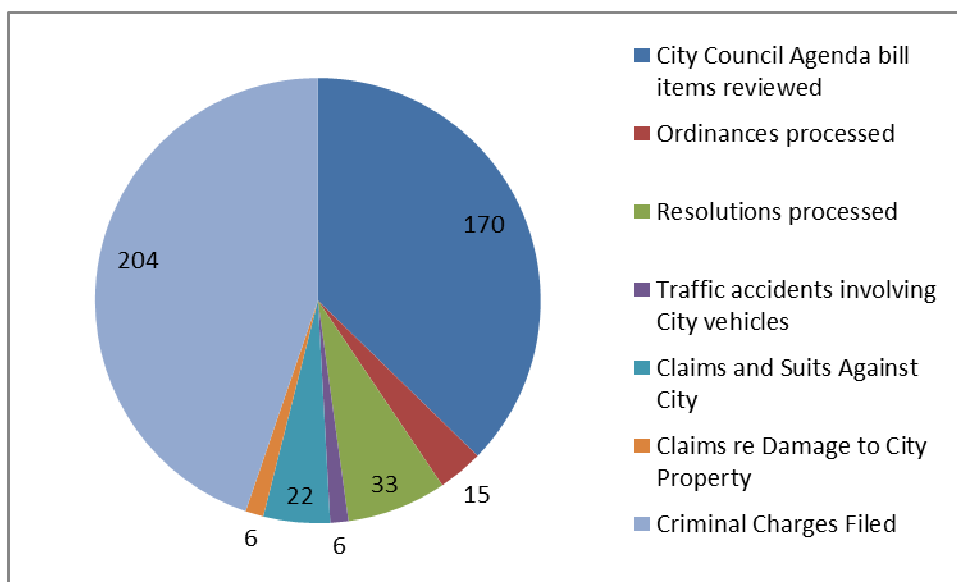
PROGRAM AREAS

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 Tentative 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 Tentative 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	Decrease: Change in allocations between programs
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
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	Increase: Change in allocations between programs
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
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	Increase: Change in allocations between programs, moved payment of legal claims from General Services (\$25,000)
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 Tentative 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
Wastewater Fund											
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	
Grand Totals											
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 Tentative 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

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

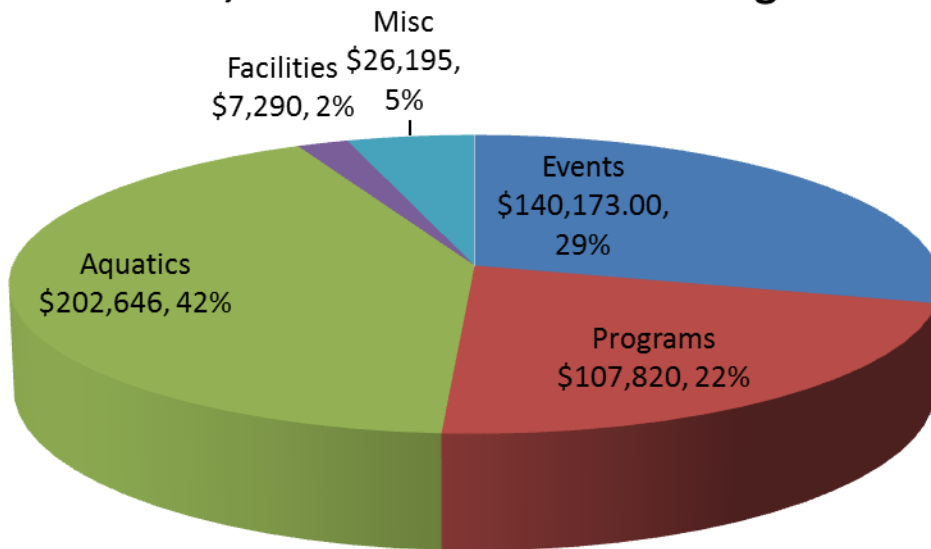
- Obtained \$122,881 in Grant Funding.
- Offered 85 days of events in one year.
- \$68,773 in Free Stuff!
- Increased volunteer hours

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.

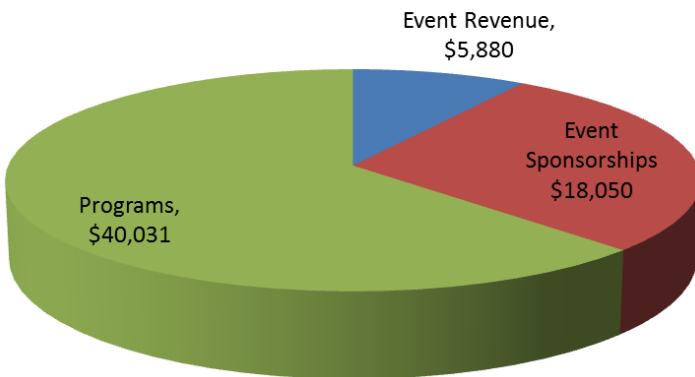
- New events for teens and tweens: Spring Fling and Celebration of Tween.
- New event: Yappy Hour.

FY 2017 OBJECTIVES

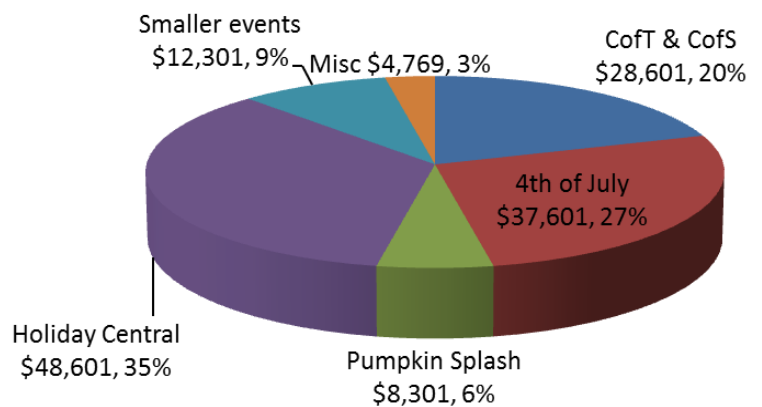
- Increase number of city hosted programs provided by contract.
- Build on summer camp success.
- Add additional events to our calendar line-up.
- Partner with local organizations to add variety to our events.
- Increase number of customer surveys.
- Expand marketing avenues.

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.

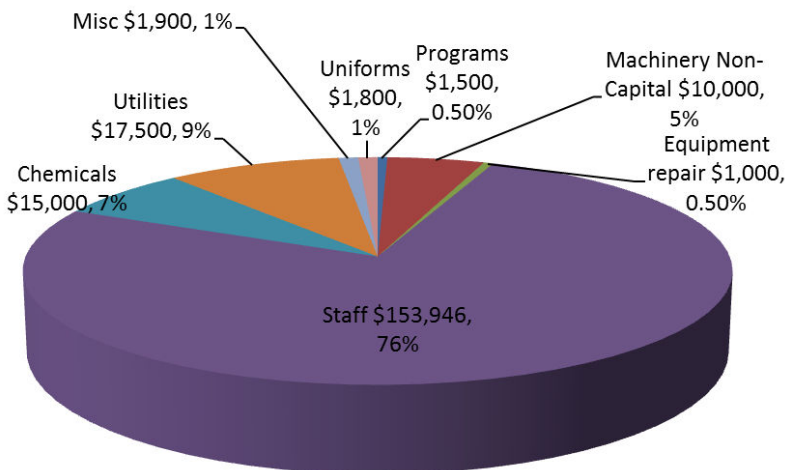
- Operated a safe aquatic facility.
- Successfully contracted with Sedona Swim Team for winter operations.

FY 2017 OBJECTIVES

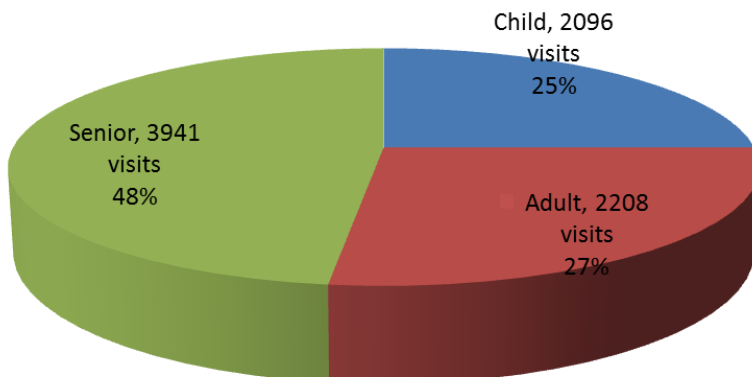
- Increase attendance at open swim.
- Increase number of swim lesson participants.
- Maintain Water Aerobics participation.
- Expand marketing avenues.
- Train new swim instructors.
- Train new pool Supervisor.

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

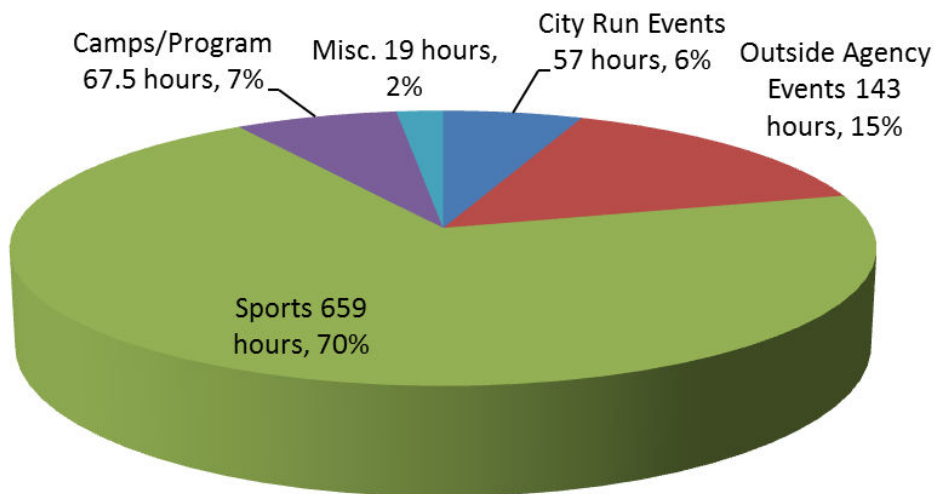
- Increase ramada rentals.
- Bike Skills Park operations.
- Assist with Fitness Trail construction.
- Customer service surveys.

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 Tentative 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	\$224,112.00	\$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	\$539,557.00	\$484,324.00	11%	\$456,966.00	18%	\$27,358.00	\$288,684.92	63%	\$454,463.85	\$331,091.20

City of Sedona
 FY16-17 Tentative 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	\$102,330.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	Increase: Change in allocations between programs
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	\$224,112.00	\$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	\$328,390.00	\$299,767.00	10%	\$290,122.00	13%	\$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	\$539,557.00	\$484,324.00	11%	\$456,966.00	18%	\$27,358.00	\$288,684.92	63%	\$454,463.85	\$331,091.20	

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

Position	FTE
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	5.81

Org Unit	Org Description	FTE
General Fund		
10-5242-23	Recreation Programs*	1.19
10-5242-24	Special Events	1.20
10-5242-25	Aquatics**	3.42
General Fund Total		5.81

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

COMMUNITY DEVELOPMENT

MISSION STATEMENT

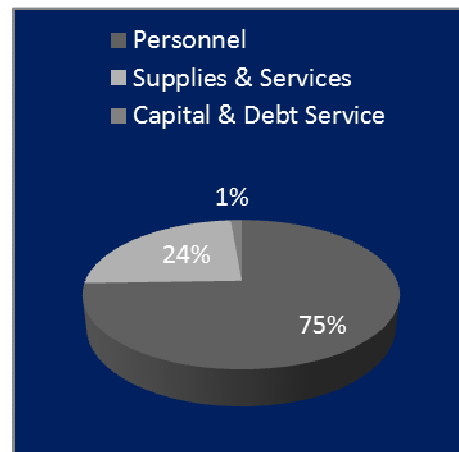
Managing growth through responsible stewardship and excellent customer service – *we make a difference.*

DESCRIPTION

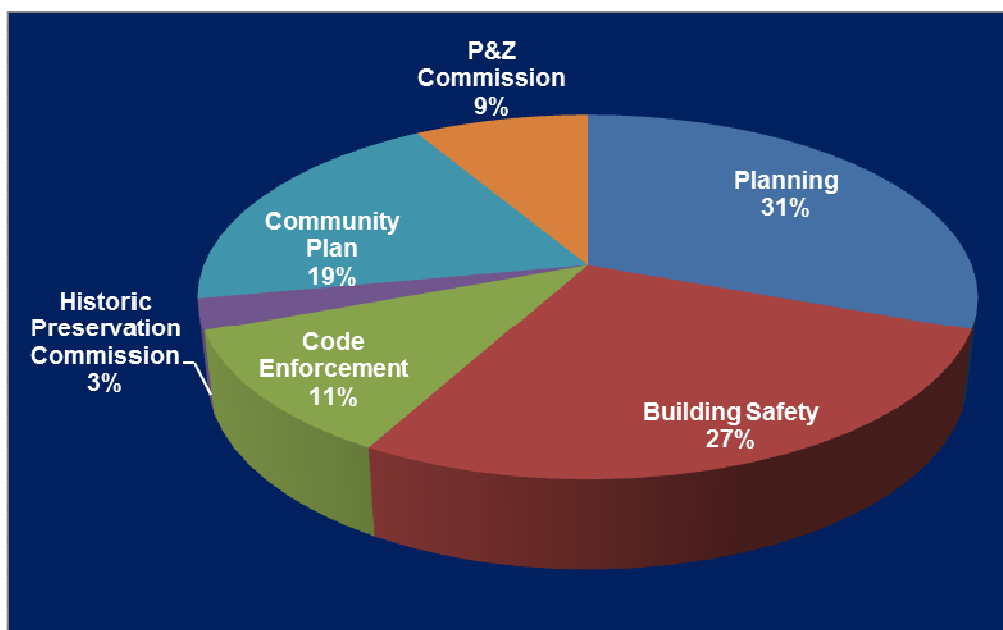
The Community Development Department is comprised of thirteen full-time employees (FTEs) in six divisions and provides support to City Council, the Historic Preservation and Planning & Zoning Commissions, as well as the Board of Adjustment.

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

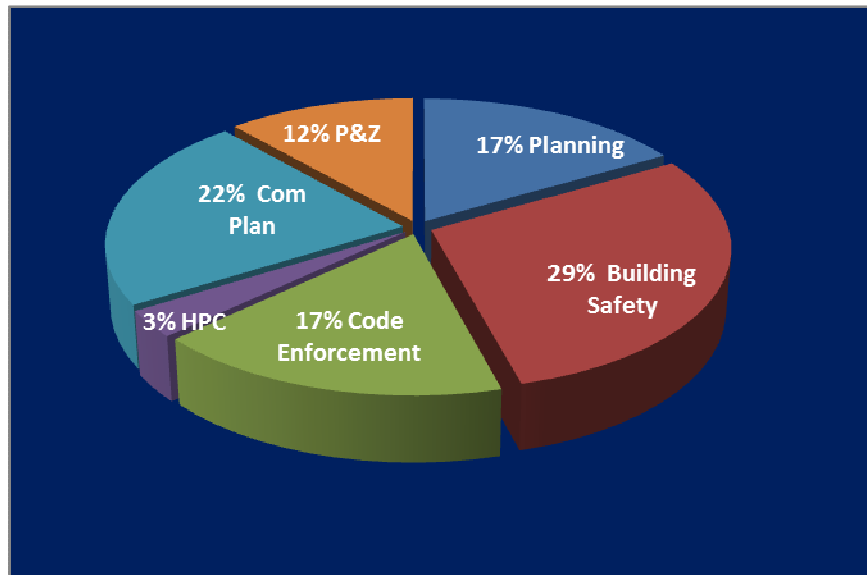


FY 17 EMPLOYEE TIME ALLOCATIONS (PERCENTAGE)

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

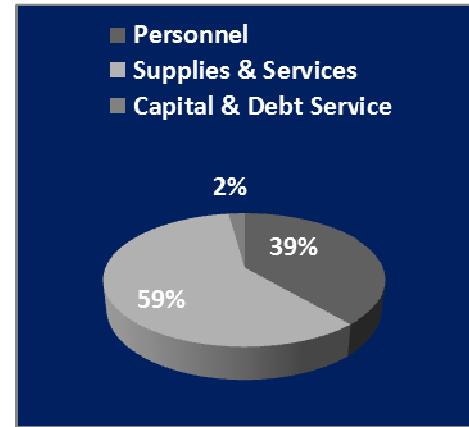
*100% = 1 Full time employee

Percentage of Employee Allocation by Program Area



PLANNING - \$497,906

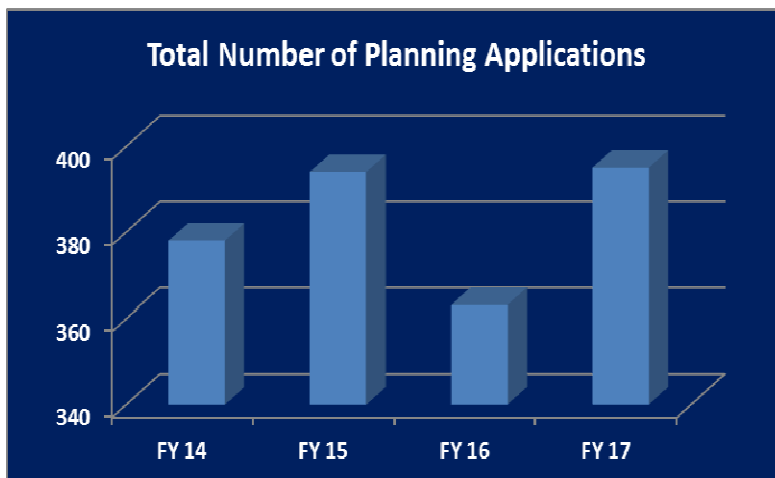
Personnel costs: \$192,580
Supplies & Services: \$295,294
Capital & Debt Service: \$ 11,032
FY 17 Estimated Revenues: \$67,461 (General Fund)
Employee Time Allocation: 2.15 FTEs



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

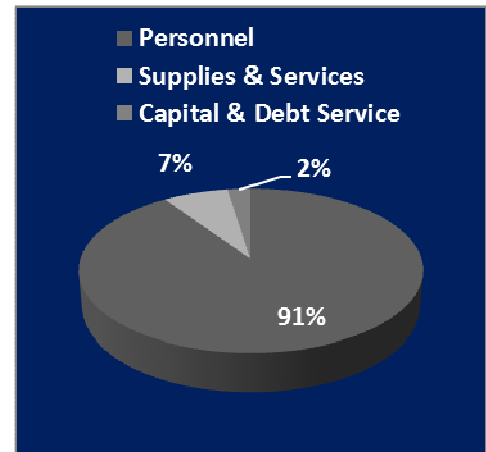


Initial Plan Review Timeframe Goals:

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

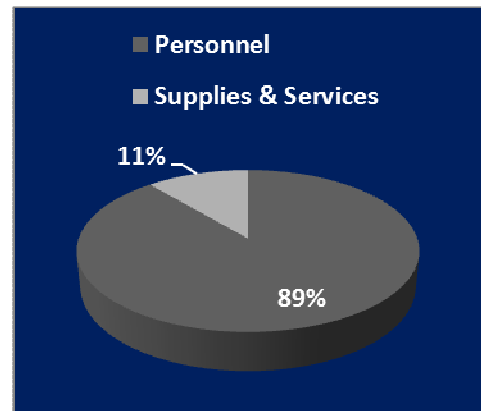
Initial Plan Review Timeframe Goals:

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.



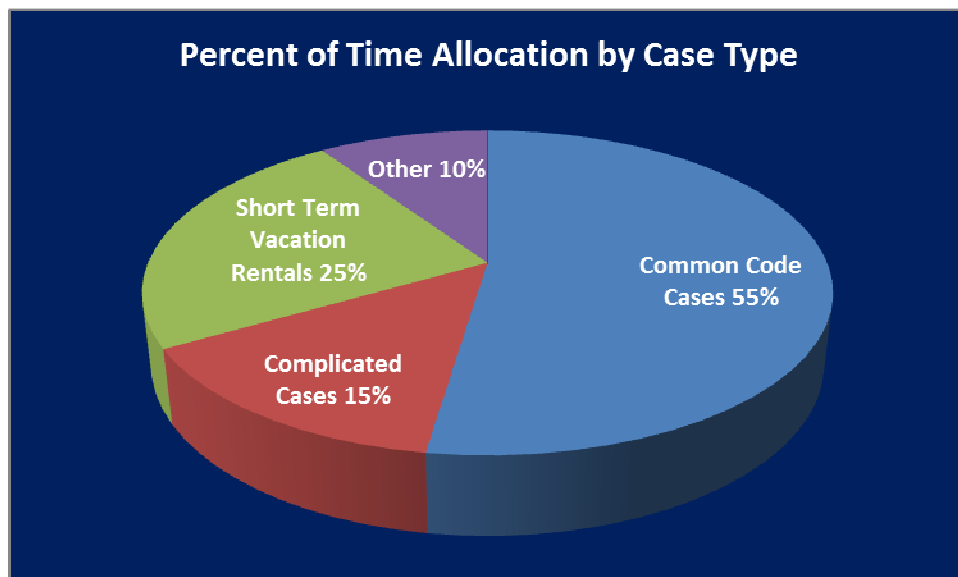
Performance Indicators:

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:

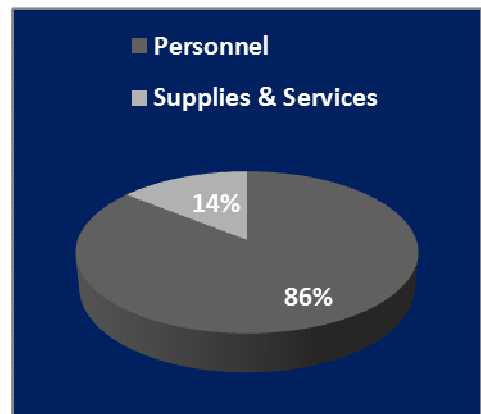
All Complaints: 48 hours
 Return Phone Calls: 24 hours
 Respond to Emails: 24 hours



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

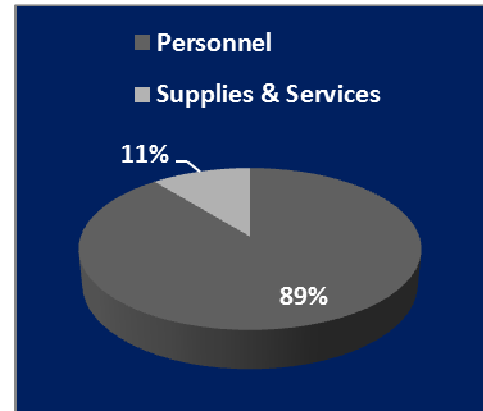
Performance Indicators:

	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:

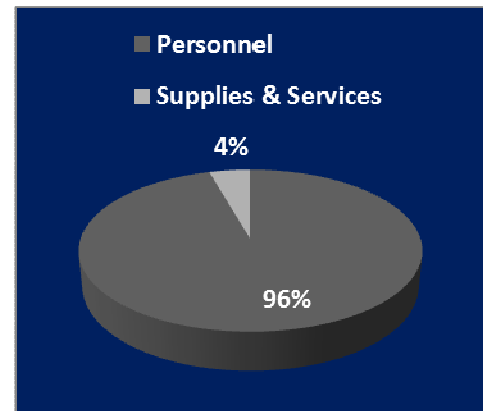
- Complete the Schnebly Hill CFA
- Initiate Land Development Code update to be compliant with Community Plan
- Initiate two additional CFAs
- Process major amendments to the Community Plan (mandatory)
- Complete the Brewer Road, Ranger Station Master Plan

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 Tentative 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	\$65,340.00	\$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	\$1,646,691.00	\$1,469,385.00	12%	\$1,246,729.00	32%	\$222,656.00	\$760,861.16	61%	\$1,054,198.87	\$924,555.41

**City of Sedona
 FY16-17 Tentative 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 Tentative 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
Supplies & Services	\$26,450.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	Increase: Change in allocations between programs, Council increase for HPC matching grants
Historic Preservation Commission Total	\$65,340.00	\$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
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	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
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
Supplies & Services	\$6,200.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	Increase: Change in allocations between programs
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	\$412,927.00	\$246,060.00	68%	\$114,660.00	260%	\$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	\$1,646,691.00	\$1,469,385.00	12%	\$1,246,729.00	32%	\$222,656.00	\$760,861.16	61%	\$1,054,198.87	\$924,555.41	

**City of Sedona
 FY16-17 Tentative 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

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.

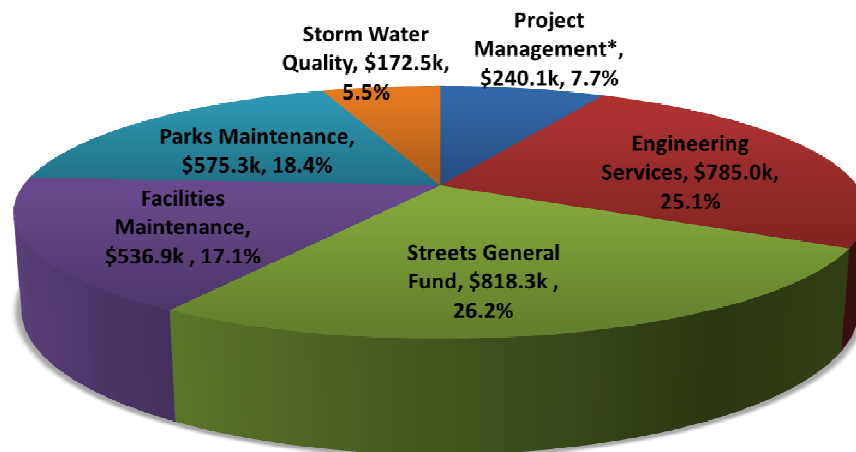
FY 2016 ACCOMPLISHMENTS

- ✓ 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

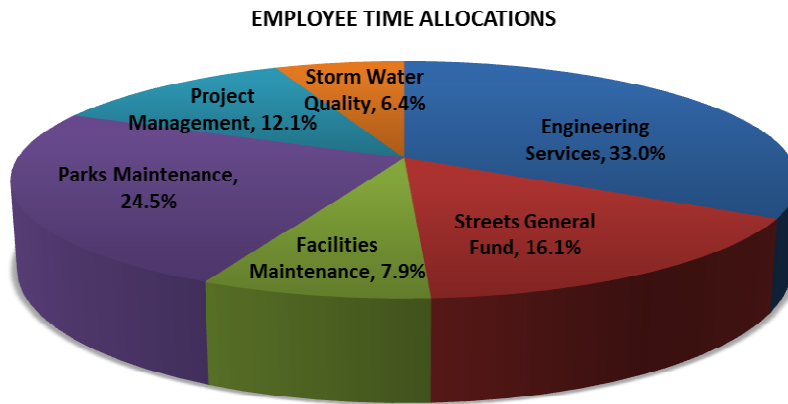


* = Costs for personnel only, other costs related to Capital Improvement Program (CIP) are in the CIP budget.

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.

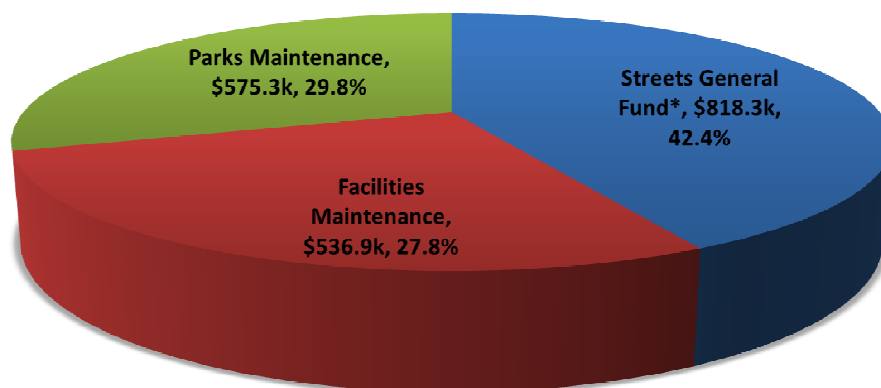
- ✓ Completed Pre-Monsoon Program for FY 15/16.
- ✓ Met ADEQ requirements for Municipal Separate Storm Sewer (MS4) compliance.
- ✓ Developed Property Management Maintenance Plan.
- ✓ Assisted with Community Clean-Up Event, for fire abatement and pre-monsoon drainage cleanup.

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:

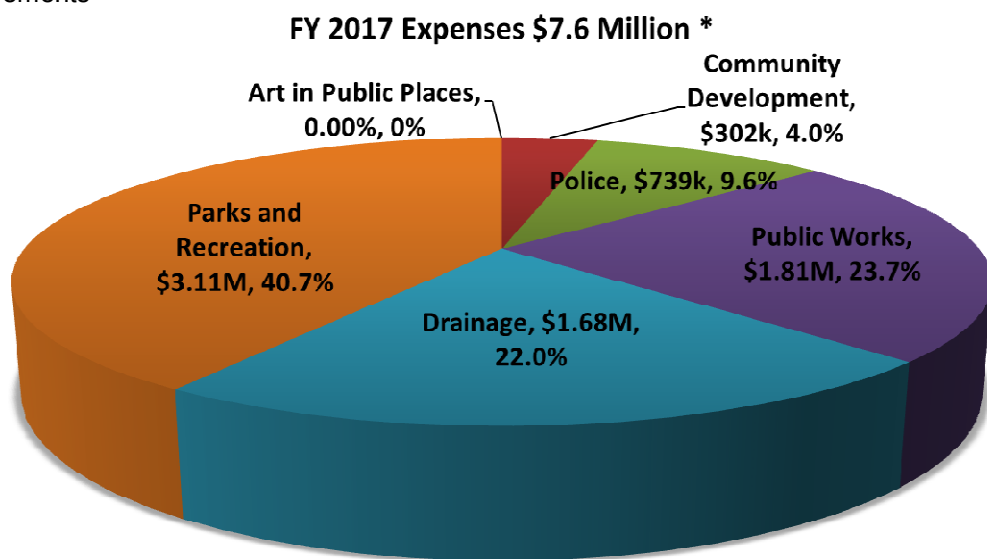
- 2.45 FTE employee time for this program.
- **Art in Public Places** – Art in the Roundabouts
- **Community Development** – Brewer Road Property
- **Police** – Shooting Range Improvements
- **Public Works** – Transportation Master Plan Update
- **Parks and Recreation** – Barbara Antonsen Memorial Park
- **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 Tentative 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	\$586,246.00	\$730,478.00	-20%	\$688,356.00	-15%	\$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	\$3,139,298.00	\$2,345,922.00	34%	\$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	\$3,128,590.00	\$8,298,545.00	-62%	\$4,242,532.00	-26%	\$4,056,013.00	\$3,058,079.74	72%	\$135,227.35	\$115,278.47
Wastewater Fund Total	\$3,316,903.00	\$8,329,591.00	-60%	\$4,271,210.00	-22%	\$4,058,381.00	\$3,068,797.51	72%	\$135,227.35	\$115,278.47

**City of Sedona
 FY16-17 Tentative 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	\$586,246.00	\$730,478.00	-20%	\$688,356.00	-15%	\$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*	\$3,368,730.00	\$8,584,546.00	-61%	\$4,475,668.00	-25%	\$4,108,878.00	\$3,190,695.33	71%	\$313,359.16	\$280,869.06
Grand Totals**	\$7,606,201.00	\$12,080,202.00	-37%	\$7,898,117.00	-4%	\$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	\$4,556,451.00	\$3,938,084.00	16%	\$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	\$2,588,122.00	\$2,656,715.00	-3%	\$2,516,748.00	3%	\$139,967.00	\$1,430,087.96	57%	\$2,073,904.57	\$2,077,967.70

City of Sedona
 FY16-17 Tentative 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	\$295,350.00	\$483,512.00	-39%	\$441,390.00	-33%	\$42,122.00	\$276,468.80	63%	\$408,892.81	\$415,269.60	Decrease: Change in allocations between programs, includes Decision Package - 20% of new City Maintenance Worker II (CM Recommended) 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	\$586,246.00	\$730,478.00	-20%	\$688,356.00	-15%	\$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	

City of Sedona
 FY16-17 Tentative 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
10-5320-39 - 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) Increase: Moved all non-rehab Streets costs from Streets Fund to General Fund (decreased from prior year by \$64,400 - one-time capital purchases)
Capital & Debt Service	\$52,800.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	
Streets Total	\$818,329.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$0.00	
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	

City of Sedona
 FY16-17 Tentative 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
10-5320-89 - 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	\$1,499,110.00	\$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	\$3,139,298.00	\$2,345,922.00	34%	\$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 Tentative 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 Tentative 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	\$3,049,750.00	\$8,142,118.00	-63%	\$4,100,000.00	-26%	\$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	\$3,128,590.00	\$8,298,545.00	-62%	\$4,242,532.00	-26%	\$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	\$3,049,750.00	\$8,145,483.00	-63%	\$4,103,365.00	-26%	\$4,042,118.00	\$2,981,433.23	73%	\$0.00	\$11,050.80	
Wastewater Fund Total	\$3,316,903.00	\$8,329,591.00	-60%	\$4,271,210.00	-22%	\$4,058,381.00	\$3,068,797.51	72%	\$135,227.35	\$115,278.47	
Grand Totals											
Personnel Total	\$1,740,950.00	\$1,573,383.00	11%	\$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	\$3,153,550.00	\$8,519,077.00	-63%	\$4,476,959.00	-30%	\$4,042,118.00	\$3,114,884.95	70%	\$146,735.62	\$173,848.38	
Grand Total	\$7,606,201.00	\$12,080,202.00	-37%	\$7,898,117.00	-4%	\$4,182,085.00	\$4,634,254.16	59%	\$2,415,883.30	\$3,757,463.69	

**City of Sedona
FY16-17 Tentative 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	2.00			
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	23.60			
General Fund				
		10-5320-26	Parks Maintenance	5.15
		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	20.41
Wastewater Fund				
		59-5320-38	Engineering Services	2.30
		59-5320-89	Capital Projects	0.89
			Wastewater Fund Total	3.19
			Grand Total	23.60

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.

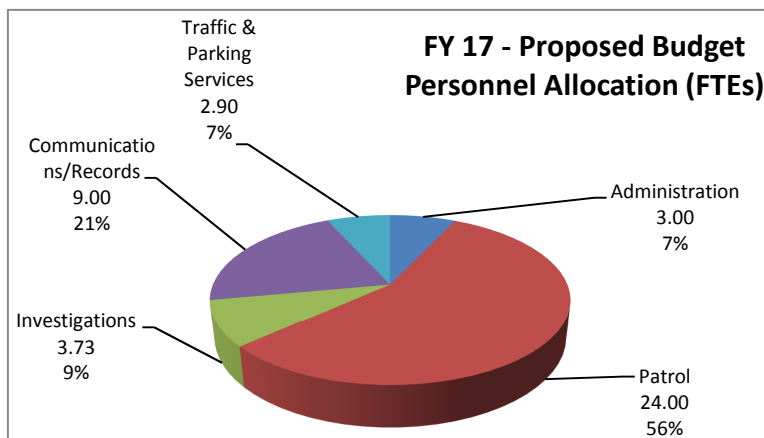
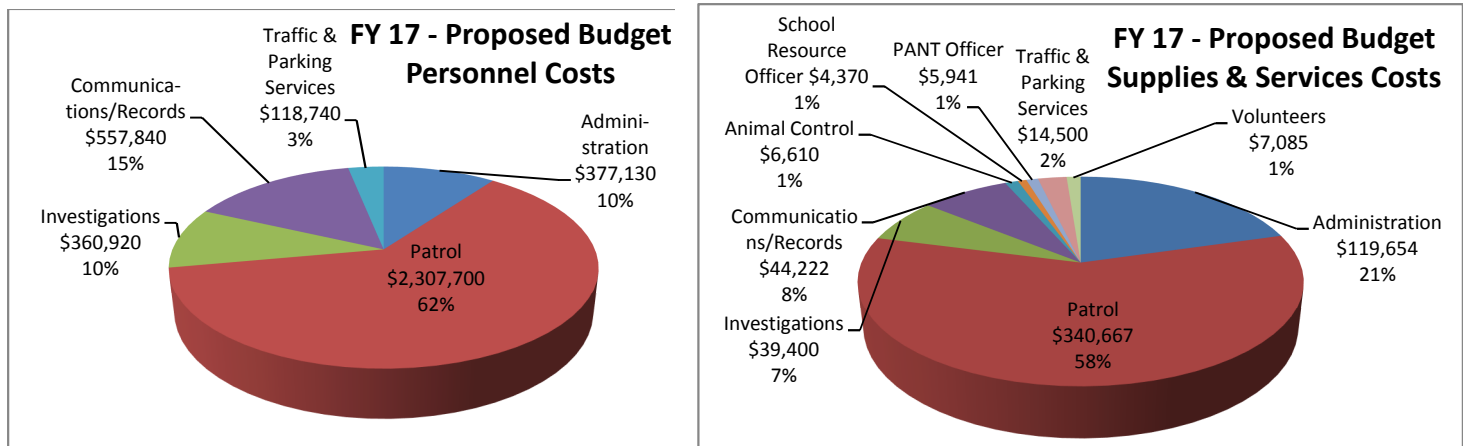
MISSION STATEMENT

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

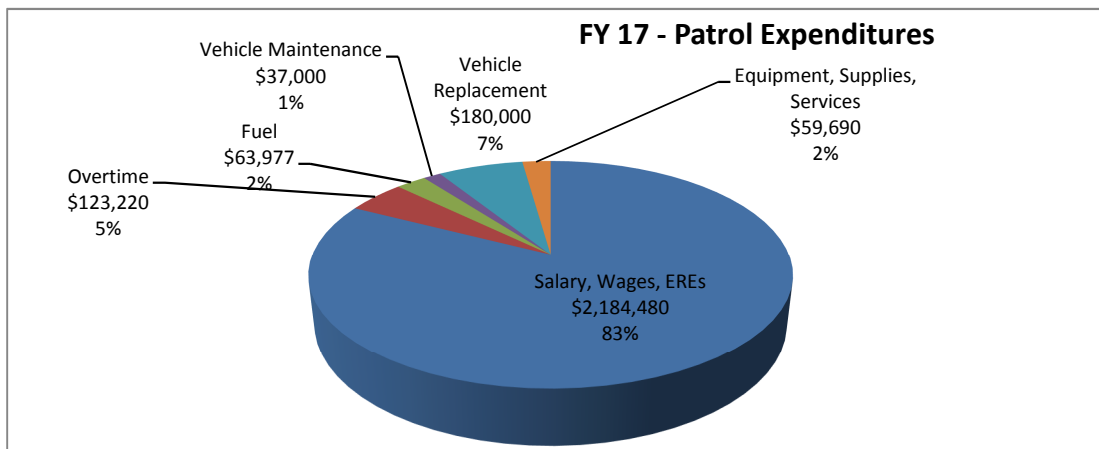
- ✓ Conducted a department-wide survey on the leadership effectiveness of management and supervisory personnel in November 2015.
- ✓ Facilitated the travel of a team of patrol and training personnel to visit with out-of-state law enforcement agencies to gain knowledge and insight on enhancing use of 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.

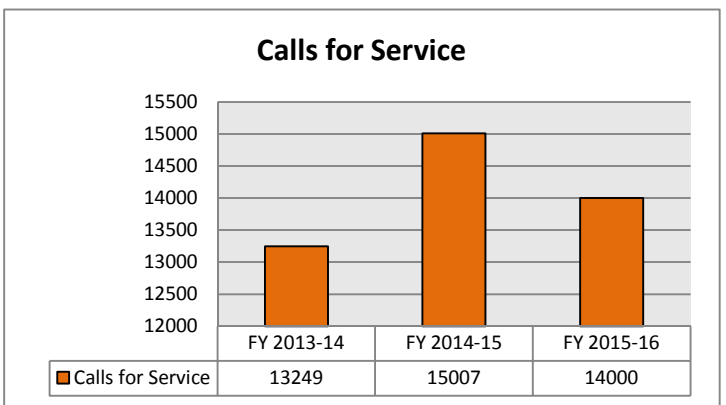
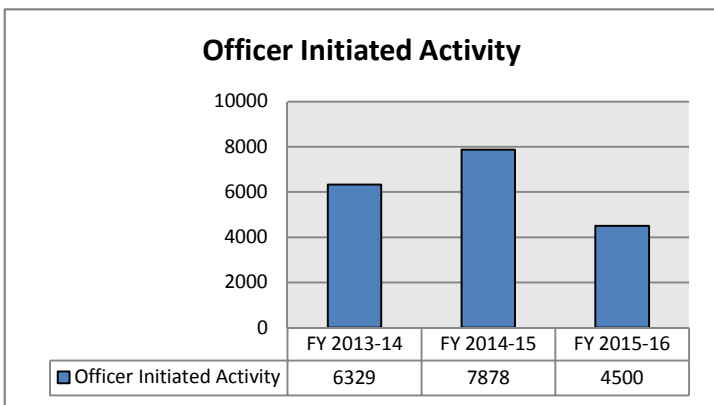
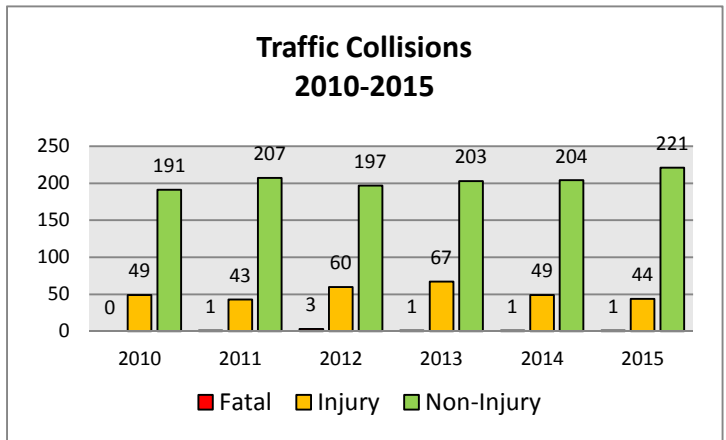
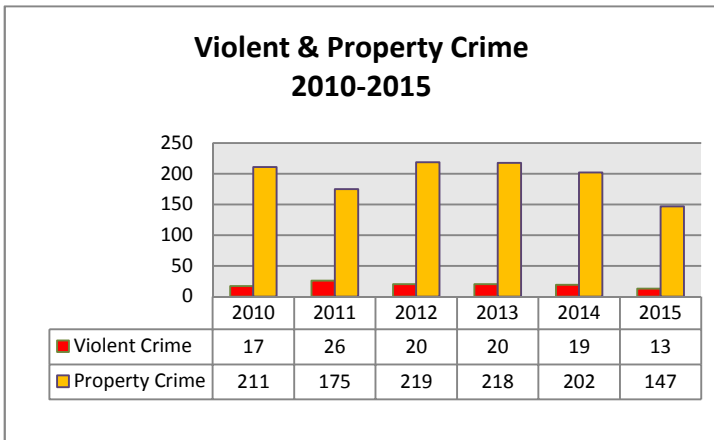
FY 2016-17 Objectives



- 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.

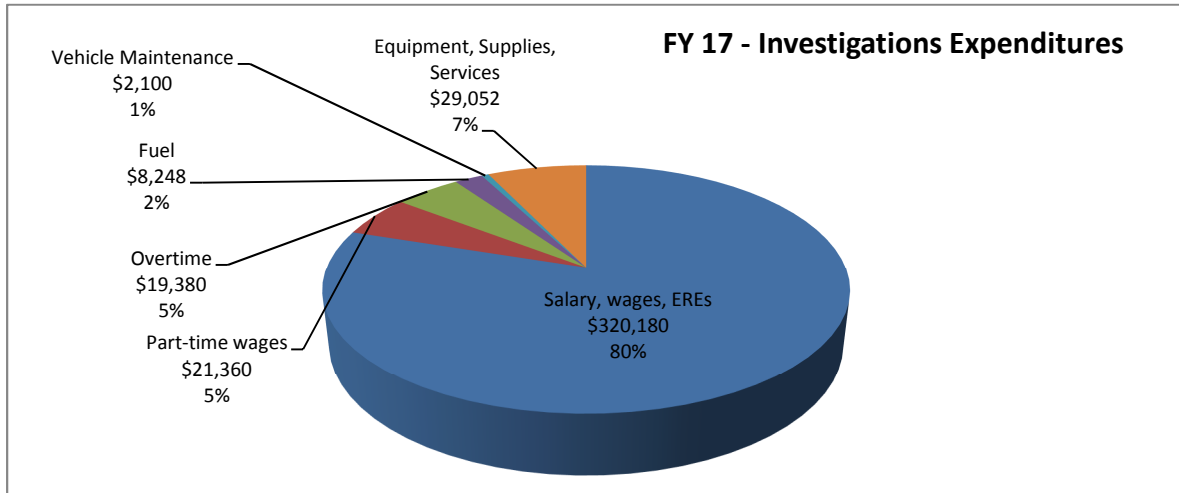


Police

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

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.



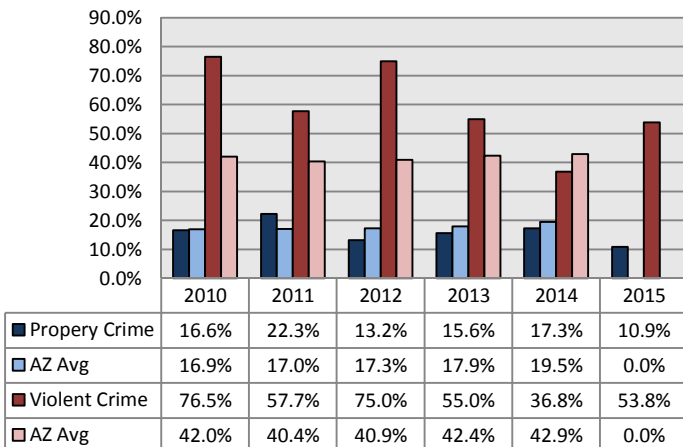
FY 2016-17 Objectives

- 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

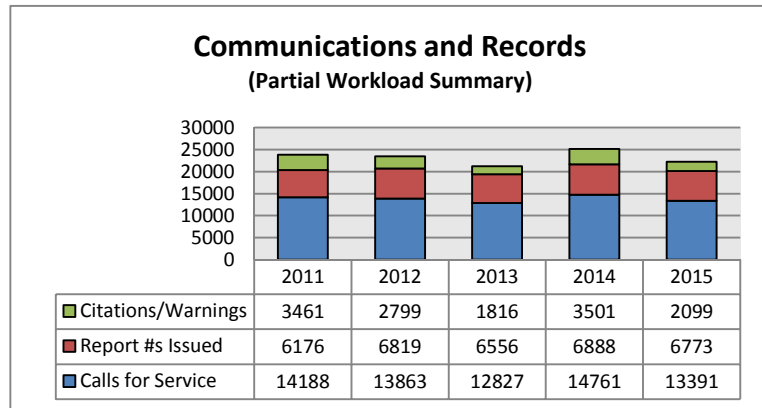
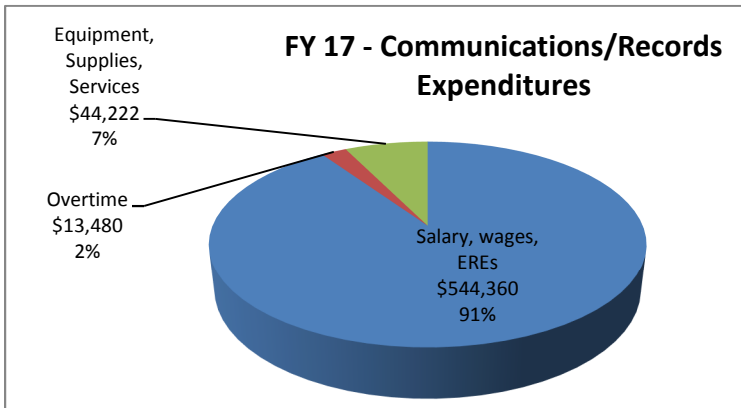


Police Investigations Performance Measures	2014 Actual	2015 Estimated	2016 Proposed
Meet or exceed annual Arizona state crime clearance rates for property crime	Yes	No	Yes
Meet or exceed annual Arizona state crime clearance rates for violent crime	No	Yes	Yes
Citizen satisfaction rate of follow up criminal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

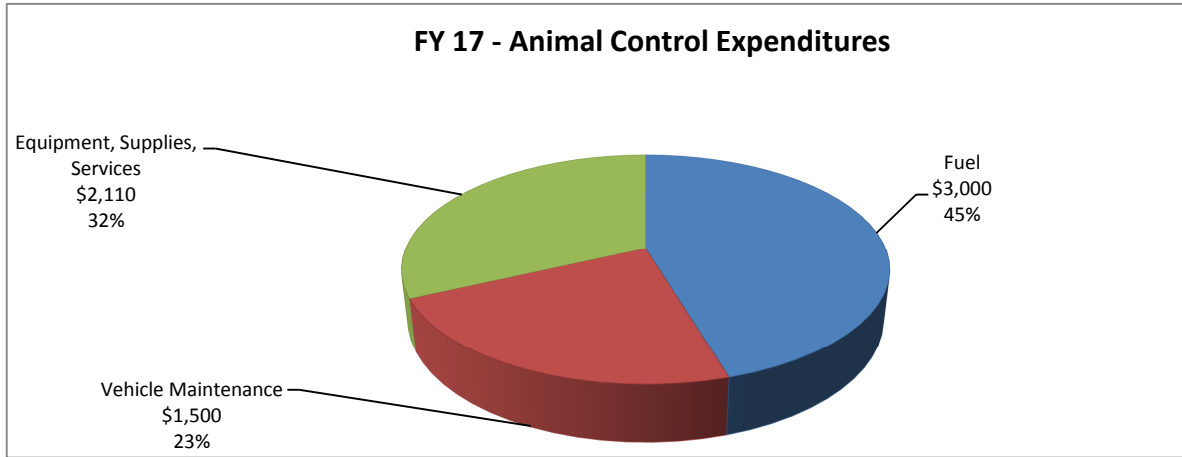
FY 2015-16 Accomplishments

- ✓ 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.

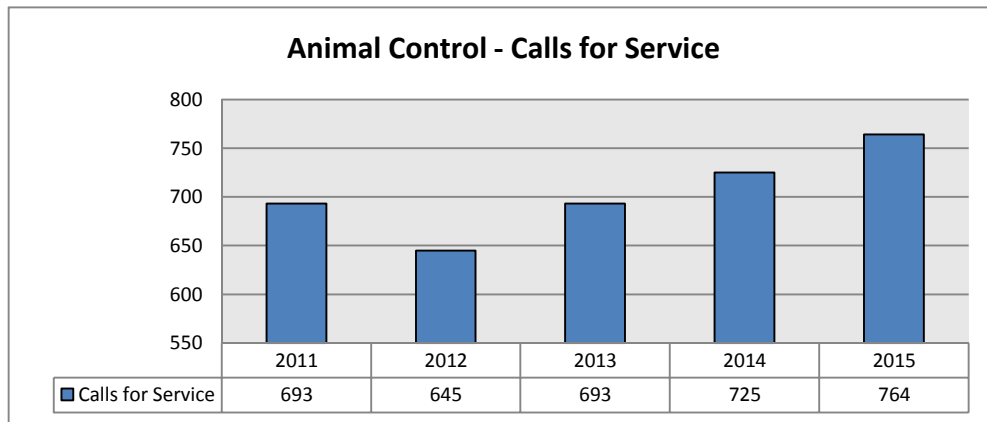


FY 2016-17 Objectives

- 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

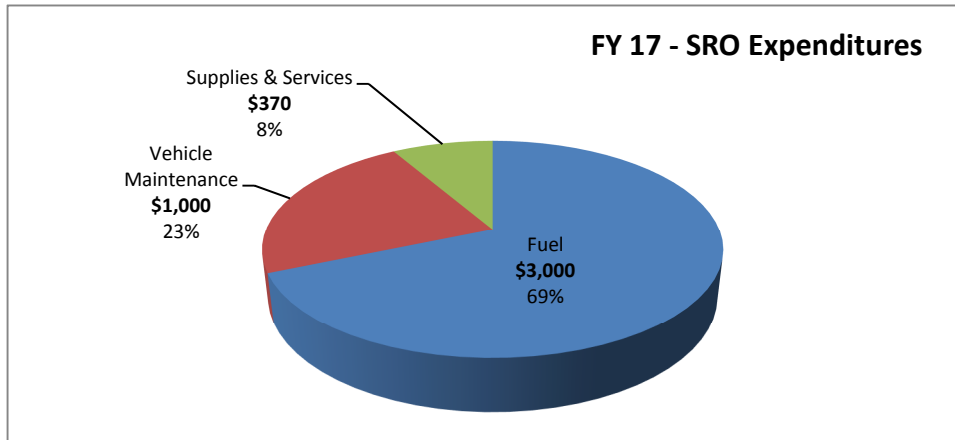
- ✓ Animal Control Officer completed National Animal Control and Humane Officer Academy training to enhance the level of service provided to the community.



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.

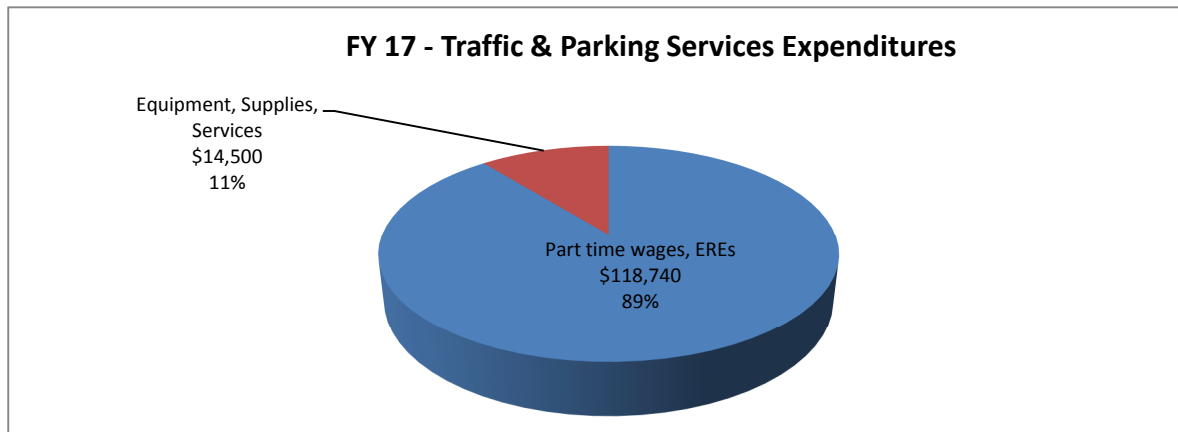
FY 2015-16 Accomplishments

- ✓ 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 Tentative 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 Tentative 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
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	Increase: Moved office supplies from General Services (\$12,000)
Capital & Debt Service	\$40,000.00	\$0.00	∞	\$0.00	∞	\$0.00	\$0.00	N/A	\$0.00	\$33,200.00	Increase: One-time capital purchases, added vehicle replacement
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
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	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
Capital & Debt Service	\$180,000.00	\$0.00	∞	\$0.00	∞	\$0.00	\$751.45	∞	\$90,914.85	\$54,895.20	Increase: One-time capital purchases, added vehicle replacement, includes Decision Package - Patrol assigned vehicle program (CM Recommended)
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 Recommended) Current year over budget due to changes in allocations between programs
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	Decrease: One-time capital purchases
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 Tentative 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 over 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 Tentative 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 Tentative 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

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%

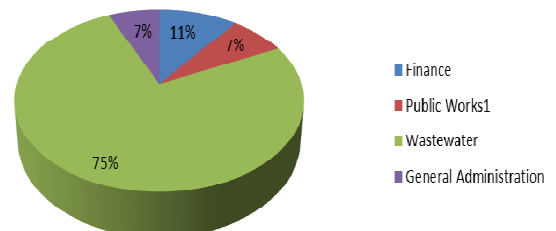
¹Includes Engineering Services and CIP administration. in FY 15/16 for capital projects.

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**

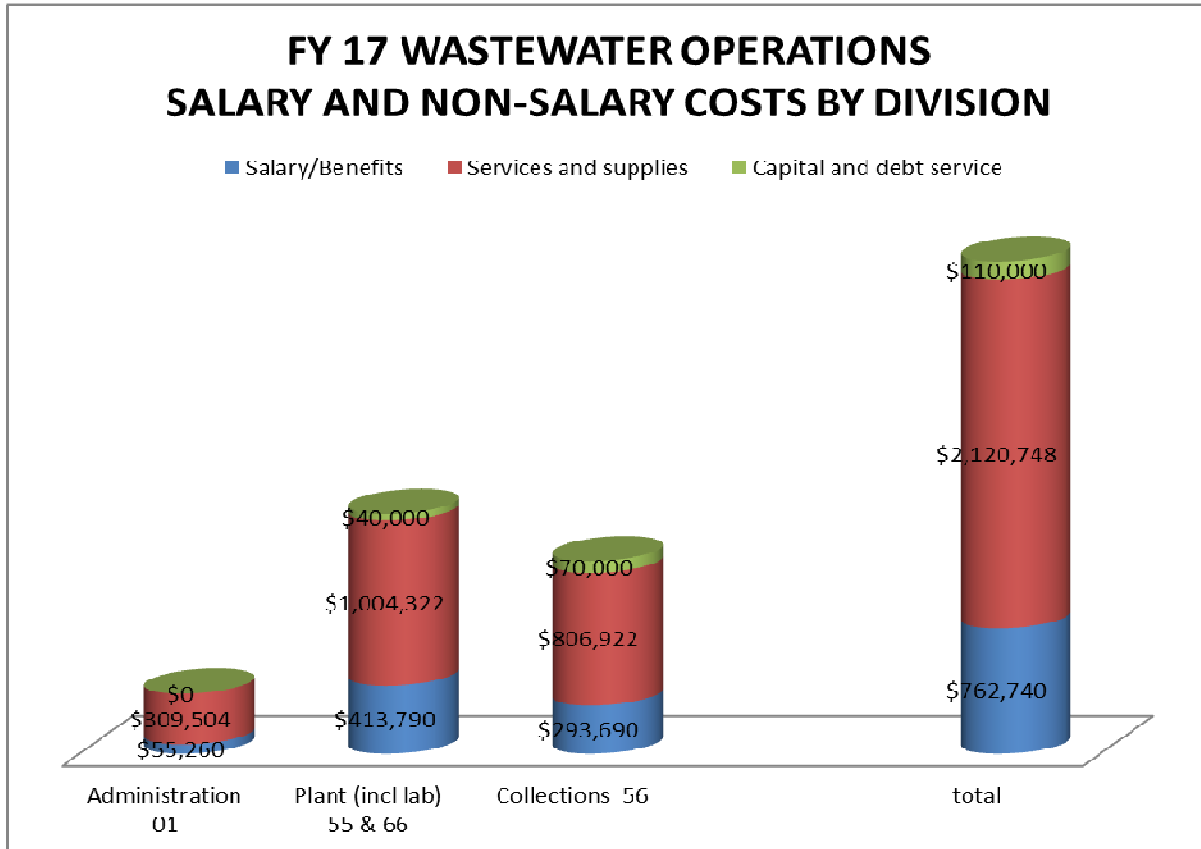
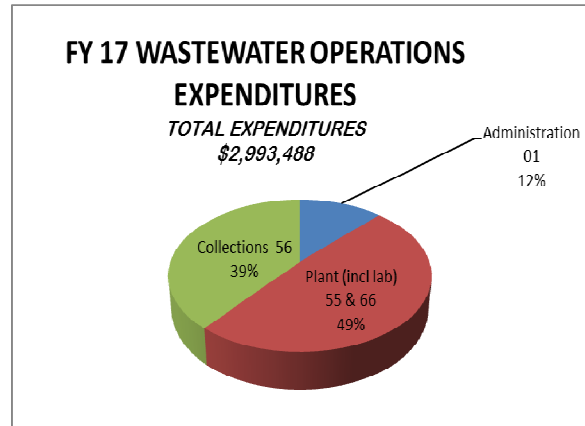
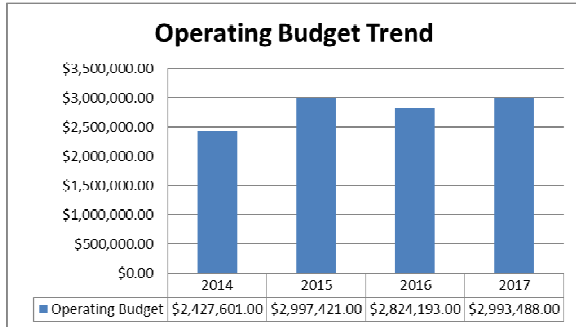
**City of Sedona Wastewater Department
Measures**

- **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

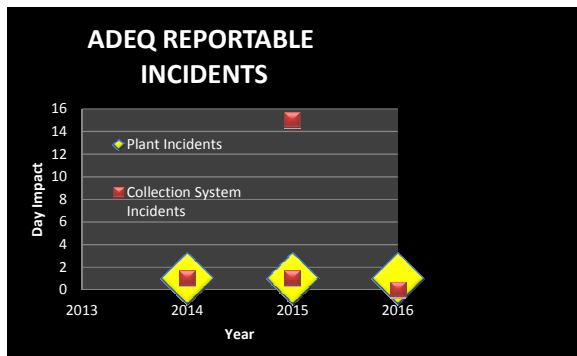
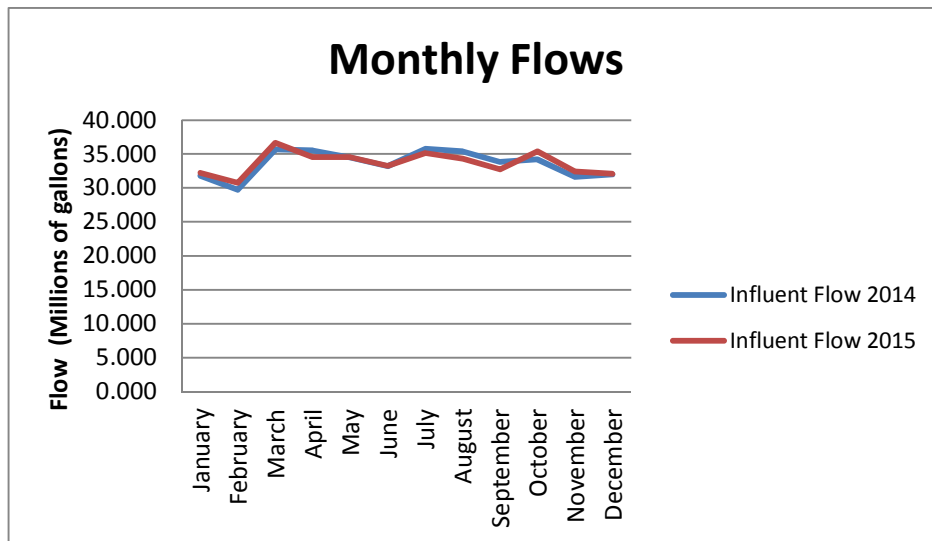
From Rural and Small Systems Guidebook to Sustainable Utility Management 2015 <https://www.epa.gov/small-and-rural-wastewater-systems/rural-and-small-systems-guidebook-sustainable-utility-management> 3/24/2016

FY 17 Request Budget Wastewater Operations Cost Distribution

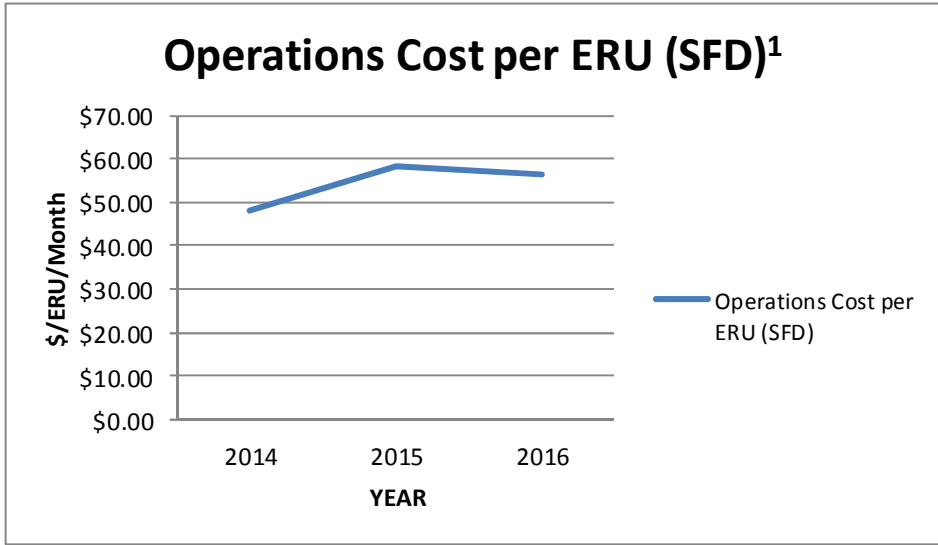


WASTEWATER OPERATIONAL MEASURES

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.

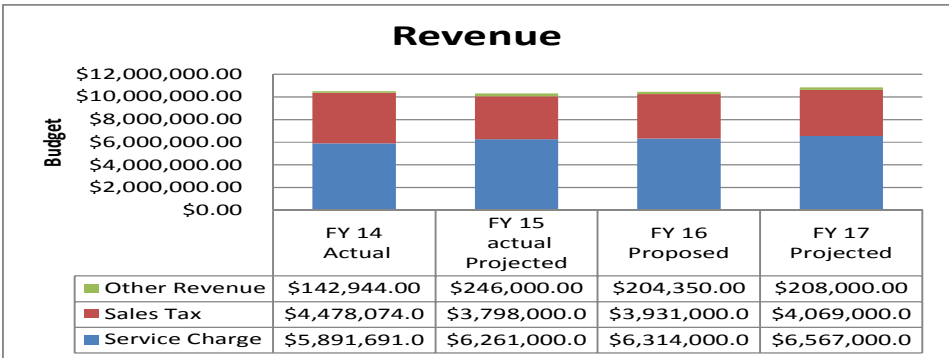


Incident	Year	Duration (days)	
		Plant	Collection
1	2014	1	1
1	2015	1	1
2	2015	1	1
3	2015	1	15
1	2016	1	0
2	2016	1	0
3	2016	1	0



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 Tentative 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 Tentative 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 Tentative 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 Recommended) 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 Tentative 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 Tentative 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