NON-DEPARTMENTAL

Non-Departmental accounts for all divisions which are not under the direct supervision of a department head or whose operations are contractual in nature. These include:

The **Council and Commission Division** is the legislative branch of the City of Flagstaff's Council-Manager form of Government. The Mayor and Council assess the community needs and develop policies for the City Manager to implement. The Council appoints the City Manager, City Attorney, Court Magistrates and individuals to various boards, commissions, and committees.

The **Contributions to Other Agencies Division** accounts for contractual agreements with outside agencies that provide services to Flagstaff's citizens. The City is a major contributor to United Way, arts and cultural agencies whose activities benefit the citizens of Flagstaff and other Alliance partnerships.

The **Non-Departmental Division** accounts for all expenditures that are not specifically allocable to individual divisions or programs, e.g. property and liability insurance, unemployment insurance, audit fees, and capital equipment that benefit various departments (mainframe computer). Costs of this division are allocated to the respective departments based on a cost-allocation formulation.

The **Firemen's Pension Division** accounts for the distribution of retirement benefits to beneficiaries covered under the Volunteer Firemen's Pension Trust Fund. Volunteer firefighters who are vested after 25 years and upon reaching retirement age or disabled receive a pension based on past volunteer service.

The **Economic Development Division** is responsible for the administration of economic development programs. The City contracts these services. Activities include development and implementation of strategies to recruit new basic sector employers to the community, retention and expansion of existing basic sector employers, and the promotion of the Flagstaff area as an excellent location for business relocation. Economic development is funded by the BBB tax.

The **Transit Division** collects the portion of the transportation tax that is earmarked for Transit activities. Coconino County administers the Transit program per the Intergovernmental Agreement (IGA) between the City and the County.

MISSION

The mission of the City of Flagstaff is to enhance the quality of life of its citizens while supporting the values of its community.

PROGRAM DESCRIPTION

This Division is the legislative branch of the City of Flagstaff's Council-Manager form of Government. The Mayor and Council assess the community needs and develop policies for the City Manager to implement. The Council appoints the City Manager, City Attorney, Court Magistrates and individuals to various boards, commissions, and committees.

FY03 GOALS/OBJECTIVES AND RESULTS

- Translate wishes and needs of City residents into general City policy.
- Ensure open access to local government and equitable treatment of citizens.
- Establish City priorities: Through retreats with the City Manager, goals established for the City.
- Fulfill those duties as required by State law and City Charter, and ordinances and resolutions adopted by Council.
- Develop City budget: City budget adopted on July 2, 2002 for the period July 1, 2002 – June 30, 2003.

ACCOMPLISHMENTS FOR FY03—CITY COUNCIL

- Created the Open Spaces Commission.
- Created a Bond Advisory Task Force
- Enacted policies for: Water Conservation and Stormwater Utility and Rate Structure
- Continued with East Flag Mall expansion
- Visitors' Center back into City fold
- East Branch of the City/County Library
- Airport security enhancements
- Commissioned a public art project
- Bark beetle and forest health partnerships
- Continued with Rio de Flag Project
- Continued with FUTS Trails
- Adopted amendments to: 2002 Land Development Code; Long Range Master Plan for Parks, Recreation and Open Space; Regional Plan regarding McMillan Mesa.
- Completed the Butler/Enterprise Road Project.

ACCOMPLISHMENTS FOR FY03—BOARDS AND COMMISSIONS

Airport Commission

- * Rewrote the Airport Rules and Regulations.
- Created a new Minimum Standards Document for Commercial Airport Operations.

Bicycle Advisory Committee

- Identified individuals to be its voting membership (approved by Traffic Commission).
- Recommended installation of bike lanes on South San Francisco Street between Franklin Avenue and Butler Avenue (approved compromise form by Traffic Commission).
- Served as a communications forum/clearing house where the diverse cycling interests could find out what is going on in the local cycling community, as well as statewide activities.
- Helped with staff-level planning, design and implementation issues.

Commission on Diversity Awareness

- Created Mosaic Award to recognize individuals or organizations that have contributed or supported diversity. This year given to Flagstaff Unified School District for promotion of teen responsibility and anger management through the Character Counts and Responsible Thinking Program.
- Held a Community Open Forum at Bookmans in November 2002, to discuss issues of diversity.
- Collaborated with the County's African American Commission and sponsored a special event to celebrate Black History Month, called Community Resource Fair, which occurred in February 2003.

Disability Awareness Commission

- Hosted the Disability Awareness Commission's annual banquet that celebrated and recognized those in the community that promote and enhance the quality of life of those with disabilities.
- Conducted accessibility inspections of city parks, which resulted in improvement accessibility.
- Worked closely with representatives of Mountain Lion Transit and the City Pedestrian Advisory group to assist in accessibility issues.

Flagstaff Public Art Advisory Committee

- Initiated a contract for the local artist project at Heritage Square.
- Designed and printed an illustrated brochure on public art around town (planned for wide distribution).
- Continued local artist exhibitions in the City Hall lobby and at the airport.

Library Board

❖ Aided in planning for the new East Flagstaff Community Library, which opened in March 2003.

Parks and Recreation Commission

- Provided recommendation(s) to Council:
 - Amend the Long Range Master Plan for Parks, Recreation and Open Space for McMillan Mesa Special Area Plan – Regional Plan Amendment.
 - Dispose of Linda Vista, Mobile Haven II and University Heights unimproved acreage.
 - Open Spaces Commission.
 - Restrict amplified sound during certain hours.
- Provided input to Bond Advisory Task Force 2003.
- Dedicated Foxglenn Park improvements in December 2002.
- Dedicated McMillan Mesa Park improvements in September 2002.

Planning and Zoning Commission

- Reviewed 35 items, including 16 Conditional Use Permits and 5 Subdivision Plants. Major items included:
 - Downtown Gateway West
 - Southside Warehouse District
 - East Flag Gateway Redevelopment Plans
 - LDC approved amendments
 - Airport zoning
 - McMillan Mesa Plan and Land Use Plan amendment

Tourism Commission

- Assigned a task force:
 - Examine viability of bringing Visitor Center under management of the Convention and Visitor Bureau. Based on these findings, accomplished in March 2003.
 - Design a strategic plan for tourism in Flagstaff (approximately 50% through the process).
 - Review marketing programs through ad agency (research continues).
 - Involved with Flagstaff Image Planning, bringing new event seasons to the Community.
 - Involved in getting the industry to organize various associations into a more proactive group that became involved with legislative issues affecting tourism.

Traffic Commission

Approved both the relocation of the Arizona School Crosswalk at Kinsey Elementary School and the addition of beacons to the advance warning signs. Approved trial installation of an on-street tour busloading zone in north downtown.

Water Commission

- Prepared a Reclaimed Water Usage Plan for the Council.
- Prepared a Water Conservation Ordinance for the Council.

FY04 GOALS—CITY COUNCIL

The City Council has identified the following goals to be addressed by objectives outlined throughout this budget document:

- Economic Development/Redevelopment
- Fiscal Health
- Public Safety
- > Affordable Housing
- > Capital Improvements
- Customer Service
- Planning for Growth
- Regional Collaboration
- Quality of Life
- Organizational Support

FY04 GOALS—BOARDS AND COMMISSIONS

Airport Commission

- Send new Rules to Council for amendment to current ordinance.
- Work to secure support and funding for planned runway extension.

Bicycle Advisory Committee

- Continue to implement Bikeways and Trails elements of the Regional Master Plan.
- Develop the Elk's Lodge Trail or an acceptable alternative route to the Mountain Elden Trailhead on Schultz Pass Road.

Diversity Awareness Commission

- Continue to partner with County's African American, Hispanic and Native American Commissions.
- Sponsor community events that support and promote diversity.
- Continue to hold public open forums to discuss issues regarding diversity.

Flagstaff Public Art Advisory Committee

- Continue local artist exhibitions.
- Scope/initiate one or more additional public art projects at locations yet to be determined.

Library Board

Develop a series of programs to be featured on Sundays at the East Flagstaff branch.

Parks and Recreation Commission

- Provide recommendation on revisions to fees and charges.
- Provide recommendation for Thorpe Park Master Plan
- Dedicate Arroyo Park field improvements.
- Provide recommendation for a Sponsorship Policy.

Planning and Zoning Commission

- Make recommendations to the City Council after review of development proposals with final decisions being made, or with case rezoning.
- Review of the Flagstaff Mall expansion and rezoning.

Traffic Commission

- Develop policies for the uniform application of traffic controls in school areas citywide.
- Review and update title 9, Traffic, of the City Code.

EXPENDITURES BY CATEGORY:											
EXI ENDITORES BY OATEOOKY.	Actual Expenditures 2001-2002			Adopted Budget 002-2003	Ex	stimated penditures 002-2003		Adopted Budget 003-2004	Budget-Budge Variance		
PERSONAL SERVICES CONTRACTUAL COMMODITIES CAPITAL	\$	57,220 67,065 27,854	\$	54,655 57,370 27,845	\$	50,576 59,912 21,372	\$	73,690 83,968 26,395	\$	19,035 26,598 (1,450)	
TOTAL	\$	152,139	\$	139,870	\$	131,860	\$	184,053	\$	44,183	
EXPENDITURES BY PROGRAM:											
GENERAL ADMINISTRATION BOARDS AND COMMISSIONS	\$	146,365 5,774	\$	126,035 13,835	\$	125,232 6,628	\$	167,218 16,835	\$	41,183 3,000	
TOTAL	\$	152,139	\$	139,870	\$	131,860	\$	184,053	\$	44,183	
SOURCE OF FUNDING:	LIBR HIGH WAT AIRP	ERAL FUND ARY FUND IWAY USER ER AND WA ORT FUND RONMENTA	REVI	\$ \$	82,839 7,139 27,990 39,920 8,172 17,993 184,053						

COMMENTARY:

The Council and Commissions operating budget has increased 31% with no capital expenditures. There is no major capital (>\$10,000) for this division.

Annual Financial Plan 192 City of Flagstaff, AZ

This division accounts for contractual agreements with outside agencies that provide services to Flagstaff's citizens. The City is a major contributor to United Way, arts and cultural agencies whose activities benefit the citizens of Flagstaff and other Alliance partnerships.

FY03 GOALS/OBJECTIVES AND RESULTS

- Continued support social service programs, which help the disadvantaged, needy, or elderly population through United Way contributions.
- Continued support not-for-profit organizations, which enhance and promote arts and cultural programs/activities: Efforts supported through the Flagstaff International Sister Cities Organization and the Library Foundation.

ADDITIONAL ACCOMPLISHMENTS FY03:

Maintained funding levels through the year despite cuts in other programs.

FY04 GOALS AND OBJECTIVES

GOAL: COLLABORATION

OBJECTIVES:

- To support social service programs which help the disadvantaged, needy, or elderly populations through United Way contributions.
- To support not-for-profit organizations that enhance the organizational goals as established by the Council.
- ❖ To support our alliance partners through Weed & Seed, After School Program, FIT for Safe Housing, Coalition for Youth & Children, and the High Altitude Sports Training Center.
- To support partnerships that enhances the quality of life in the community through the Canyon Forest Partnership, Siler Homes, and the emergency housing assistance.

PERFORMANCE INDICATORS

No performance indicators available at this time.

EXPENDITURES BY CATEGORY:									
	Actual Expenditures 2001-2002			Adopted Budget 002-2003	Estimated Expenditures 2002-2003			Adopted Budget 2003-2004	dget-Budget Variance
PERSONAL SERVICES CONTRACTUAL COMMODITIES CAPITAL TOTAL	\$ \$	1,015,526 - - - 1,015,526	\$ \$	752,188 - - - 752,188	\$ \$	729,349 - - 729,349	\$ \$	760,016 - - 760,016	\$ 7,828 - - 7,828
EXPENDITURES BY PROGRAM:									
HEALTH & SOC SERVICES OTHER CONTRIBUTIONS TOTAL	\$ \$	633,238 382,288 1,015,526	\$ \$	314,386 437,802 752,188	\$ \$	296,442 432,907 729,349	\$ \$	339,386 420,630 760,016	\$ 25,000 (17,172) 7,828
SOURCE OF FUNDING:	GENERAL FUND LIBRARY FUND HIGHWAY USER REVENUE FUND WATER AND WASTEWATER FUND AIRPORT FUND ENVIRONMENTAL SERVICES FUND							640,660 10,430 24,009 53,804 4,978 26,135 760,016	

COMMENTARY:

The Contributions to Others operating budget has increased 1% and there are no capital expenditures. Contractual decreases are due to reduced funding to the Chamber of Commerce and High Altitude Sports Training Center, and an increase to the United Way due to the carryover of funds for Fit for Safe Housing. The contributions are as follows: United Way \$289,386; FIT \$50,000; Arizona Heritage \$1,000; Coalition for Youth & Children \$22,500; Sister Cities \$3,000; Siler Homes \$2,300; Canyon Forest Partnership \$15,000; Latchkey Program \$315,000; Weed & Seed \$7,000; High Altitude Sports Training Center \$20,000; East Flagstaff Focused Future \$4,500, Emergency Housing Grant \$25,000; and Rural Transportation \$5,330.

This division accounts for all expenditures that are not specifically allocable to individual divisions or programs, e.g. property and liability insurance, unemployment insurance, audit fees, and capital equipment that benefit various departments (mainframe computer). Costs of this division are allocated to the respective departments based on a cost-allocation formulation.

FY03 GOALS/OBJECTIVES AND RESULTS

To fund those programs and activities that are not readily associated with a single department or division within the City: Programs that were funded in FY03 include the Redistricting challenge, remodel of the Bank One office area for the CID group, upgrade of the computer redundancy system for data storage, completed the purchase of 5.2 acres in the East Flagstaff community.

ADDITIONAL ACCOMPLISHMENTS FY03

- Successfully conducted two employee awards programs.
- Continued the organization development program with employee focus groups, quarterly meetings with the City Manager and employees and the EMT group.
- Completed the Telecom study in conjunction with GADA.

FY04 GOALS AND OBJECTIVES

GOAL: COLLABORATION

OBJECTIVE:

Continue work with the Alliance group on community debt management.

GOAL: FISCAL HEALTH

OBJECTIVE:

- To fund those programs and activities that are not readily associated with a single department or division within the City.
- Conduct an annual audit per City Charter by an Independent Certified Public Accountant.
- Update the OMB A87 study to implement in the next fiscal year.
- Conduct a successful bond program in the community.
- Evaluate the most effective approach to updating the population numbers, \$500,000 set aside for a special census.

GOAL: ORGANIZATIONAL SUPPORT OBJECTIVE:

- Recognize outstanding employees through the City Manager's Award program.
- Provide adequate computer and communication equipment to enable staff to perform at their highest level.

PERFORMANCE INDICATORS

No performance indicators available at this time.

EXPENDITURES BY CATEGORY:										
	Actual			Adopted	Estimated	timated Adopted				
	Expenditures		Budget		Expenditures		Budget		Budget-Budget	
	2001-2002		2	2002-2003		2002-2003		2003-2004		Variance
PERSONAL SERVICES	\$	131,478	\$	66,631	\$	74,996	\$	67,664	\$	1,033
CONTRACTUAL		1,059,679		1,335,960		1,325,007		2,240,960		905,000
COMMODITIES		844,892		447,498		469,134		292,258		(155,240)
CAPITAL		1,180,984		2,669,650		826,018		4,695,245		2,025,595
TOTAL	\$	3,217,033	\$	4,519,739	\$	2,695,155	\$	7,296,127	\$	2,776,388
EXPENDITURES BY PROGRAM:										
GENERAL ADMINISTRATION	\$	2,074,386	\$	1,179,318	\$	1,248,009	\$	1,150,718	\$	(28,600)
EMPLOYEE BENEFITS		94,229		75,500		74,246		49,000		(26,500)
INSURANCE		433,000		673,000		653,000		915,500		242,500
CONSULTANTS		398,516		303,500		272,919		684,500		381,000
COPY CENTER		69,509		11,631		4,849		17,164		5,533
REDEVELOPMENT		2,799		2,212,720		375,144		406,000		(1,806,720)
POLICE FACILITY REMODEL		13,196		_		-		-		-
DOWNTOWN REDEVELOPMENT		131,398		64,070		66,000		4,052,000		3,987,930
HERITAGE SQUARE CANOPY						988		21,245		21,245
TOTAL	\$	3,217,033	\$	4,519,739	\$	2,695,155	\$	7,296,127	\$	2,776,388
SOURCE OF FUNDING:										
	GEN	IERAL FUND)				\$	6,901,920		
	LIBF	RARY FUND						32,139		
	HIG	HWAY USER	REV	ENUE FUND				79,448		
	WATER AND WASTEWATER FUND							135,604		
	STORMWATER FUND							40,560		
	AIRPORT FUND							35,554		
	EΝV	IRONMENTA	AL SE	RVICES FUN	ID			70,902		
							\$	7,296,127		

COMMENTARY:

The Non-Departmental operating budget has increased 40% and capital expenditures total \$4,389,000 resulting in an overall net decrease of 61%. Personal Services increases are due to the employee merit, retirement contribution, and insurance costs. Contractual increases are due to the budgeting for a special census (\$500,000 one time), an increase in liability insurance (\$280,000) and economic opportunity monies (\$315,000). Included in this division are \$10,000 for organizational development, \$10,000 for OMB87 update, and \$90,000 for bond program expenditures. Major capital (>\$10,000) includes a networked color copier, an AS400 ISeries Model 810, a Cisco core switch (replacement), a HP designjet GIS printer, a Trimble GEOXT GPS with Arcpad, the Heil property purchase, and other monies set aside for downtown redevelopment.

Annual Financial Plan 196 City of Flagstaff, AZ

This division accounts for the distribution of retirement benefits to beneficiaries covered under the Volunteer Firemen's Pension Trust Fund. Volunteer firefighters who are vested after 25 years and upon reaching retirement age or disabled receive a pension based on past volunteer service.

FY03 GOALS/OBJECTIVES AND RESULTS

Ensure that benefit distributions are made in a timely manner to all qualified recipients. Benefit distributions were made in a timely manner to the three current participants.

FY04 GOALS AND OBJECTIVES

GOAL: FISCAL RESPONSIBILITY

OBJECTIVES:

Ensure that benefit distributions are made in a timely manner to all qualified recipients.

PERFORMANCE INDICATORS

No performance indicators available at this time.

EXPENDITURES BY CATEGORY:										
EXPENDITURES BY CATEGORY.	Actual Expenditures 2001-2002		Adopted Budget 2002-2003		Estimated Expenditures 2002-2003		Adopted Budget 2003-2004		Budget-Budge Variance	
PERSONAL SERVICES CONTRACTUAL COMMODITIES CAPITAL TOTAL	\$ \$	7,200 - - - 7,200	\$ \$	7,200 - - 7,200	\$ \$	7,200 - - - 7,200	\$ \$	7,200 - - 7,200	\$	- - - - -
EXPENDITURES BY PROGRAM: GENERAL ADMINISTRATION TOTAL	\$ \$	7,200 7,200	\$ \$	7,200 7,200	\$ \$	7,200 7,200	\$ \$	7,200 7,200	\$	- -
SOURCE OF FUNDING:	FIREMEN'S PENSION FUND									
COMMENTARY: The Firemen's Pension operating bud	get has r	not change	d. Curr	ently there a	are thre	e beneficiari	es.			

Annual Financial Plan 197 City of Flagstaff, AZ

This division, responsible for the administration of Economic Development programs, is a contracted Activities include development and service. implementation of strategies to recruit new basic sector employers to the community, retention and expansion of existing basic sector employers, and the promotion of the Flagstaff area as an excellent location for business relocation. Economic development is funded by the BBB tax.

FY04 GOALS/OBJECTIVES AND RESULTS

To actively recruit new basic sector employers to the area resulting in increased basic sector

- employment opportunities for Flagstaff area residents.
- ❖ Assist existing area basic sector businesses by providing referral and consultation services, financial expertise, coordinated business training seminars, and general technical assistance.
- * Assist in the redevelopment and revitalization of those business areas in the community that currently support or have the potential to support basic sector businesses.

PERFORMANCE INDICATORS

No performance indicators available at this time.

EXPENDITURES BY CATEGORY:										
	Actual		Adopted Estimat			stimated		Adopted		
	Ex	penditures		Budget		Expenditures		Budget		get-Budget
	20	001-2002	2002-2003		2002-2003		2003-2004		Variance	
PERSONAL SERVICES	\$	-	\$ -		\$	-	\$	-	\$	-
CONTRACTUAL		315,153		456,400		453,176		446,400		(10,000)
COMMODITIES		15		-		-		-		-
CAPITAL		-		-		-		-		-
TOTAL	\$	315,168	\$	456,400	\$	453,176	\$	446,400	\$	(10,000)
EXPENDITURES BY PROGRAM:										
GENERAL ADMINISTRATION	\$	307,768	\$	322,000	\$	322,000	\$	317,000	\$	(5,000)
CONTRIBUTIONS		7,400		7,400		7,400		7,400		- 1
TELECOM		-		100,000		123,776		100,000		-
PARTNERSHIP TRAINING		-		27,000		, -		22,000		(5,000)
TOTAL	\$	315,168	\$	456,400	\$	453,176	\$	446,400	\$	(10,000)
SOURCE OF FUNDING:										
	ECONOMIC DEVELOPMENT FUND						\$	446,400		
								446,400		
								·		
COMMENTARY										

The Economic Development operating budget has decreased 3% and there are no capital expenditures. The decrease of \$10,000 includes 1) the elimination of Incubator requests \$13,000 2) reduction of \$5,000 for the Partnership Training Fund and 3) an increase to GFEC of \$8,000.

Annual Financial Plan 198 City of Flagstaff, AZ

This division collects the portion of the transportation tax that is earmarked for Transit activities. Coconino County administers the Transit program per the Intergovernmental Agreement (IGA) between the City and the County.

FY03 GOALS/OBJECTIVES AND RESULTS

- To provide courteous and responsive transportation on four City routes with a bus every 60 minutes from 6 am to 10 pm, Monday thru Friday and from 7 am to 5 pm on Saturday. Results: Done.
- To increase ridership to 17,000 riders per month by June 2003.

ADDITIONAL ACCOMPLISHMENTS FY03

- Won a State and National Award as "Transit System of the Year".
- Increased ridership by 150%.

- Surpassed 5 Year Plan ridership Goals by 15%.
- Built and began operating a new Transfer Center at Railhead and 89A near Flagstaff Mall.
- Scored 100% on a quarterly customer satisfaction survey.
- Completed a Review and Audit of 5-Year Transit Plan.
- Installed seven bus shelters.
- Received an additional \$1,000,000 capital grant from the Federal Government.

FY04 GOALS AND OBJECTIVES

GOAL: PLANNING FOR GROWTH OBJECTIVES:

- Increase bus frequency to 30 minutes on routes 2 and 66.
- Attempt to increase bus frequency to 30 minutes on Route 4 if budget allows.
- Plan downtown circulator.
- Install lighted signage at 40 bus stops.
- Install ten bus shelters.
- Purchase land for a Transit Facility.

PERFORMANCE INDICATORS	CY01	CY02	CY03 OR FY04 (EST)
Annual Ridership	130,354	174.091	275,000
Daily Hours of Service	64	64	82
Vehicles in Service	4	4	7
Revenue Hours	12,650	18.328	24.248
Boardings per Mile	.67	1.02	1.25

EXPENDITURES BY CATEGORY:										
		Actual Expenditures 2001-2002		Adopted Budget 2002-2003		Estimated Expenditures 2002-2003		Adopted Budget 2003-2004		dget-Budget Variance
PERSONAL SERVICES CONTRACTUAL COMMODITIES CAPITAL	\$	122 1,411,350 - -	\$	- 1,592,080 - -	\$	(61) 1,422,878 - -	\$	- 2,016,199 - -	\$	- 424,119 - -
TOTAL EXPENDITURES BY PROGRAM:	\$	1,411,472	\$	1,592,080	\$	1,422,817	\$	2,016,199	\$	424,119
TRANSIT IMPROVEMENTS TOTAL	\$ \$	1,411,472 1,411,472	\$ \$	1,592,080 1,592,080	\$ \$	1,422,817 1,422,817	\$ \$	2,016,199 2,016,199	\$	424,119 424,119
SOURCE OF FUNDING:	TRANSPORTATION FUND							2,016,199 2,016,199		

COMMENTARY:

The Transit budget has increased by 27% this fiscal year. This is due to increased costs including but not limited to liability insurance, rents and employee benefits. The City contracts with the County to run the Transit System We contribute monthly based on the appropriated budget.

