

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 mission of the **Council and Commission Division** of the City of Flagstaff is to enhance the quality of life of its citizens while supporting the values of its community.

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 and is a contracted service. 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 City Council enacts local legislation, assesses community needs; sets the tax rate; determines and develops policies for the City Manager to implement and adopts budgets. The Council appoints the City Manager, City Attorney, Court Magistrates and individuals to various boards, commissions, and committees.

DEPARTMENT: NON-DEPARTMENTAL					
DIVISION: 63-COUNCIL AND COMMISSIONS					
EXPENDITURES BY CATEGORY:					
	Actual Expenditures 2006-2007	Adopted Budget 2007-2008	Estimated Expenditures 2007-2008	Proposed Budget 2008-2009	Budget-Budget Variance
PERSONAL SERVICES	\$ 160,504	\$ 159,702	\$ 159,402	\$ 236,387	\$ 76,685
CONTRACTUAL	82,736	103,618	92,533	111,618	8,000
COMMODITIES	39,840	43,950	40,013	52,957	9,007
TOTAL	\$ 283,080	\$ 307,270	\$ 291,948	\$ 400,962	\$ 93,692
EXPENDITURES BY PROGRAM:					
GENERAL ADMINISTRATION	\$ 276,383	\$ 296,880	\$ 284,159	\$ 391,342	\$ 94,462
BOARDS AND COMMISSIONS	6,697	10,390	7,789	9,620	(770)
TOTAL	\$ 283,080	\$ 307,270	\$ 291,948	\$ 400,962	\$ 93,692
SOURCE OF FUNDING:					
GENERAL FUND				\$ 209,429	
LIBRARY FUND				20,111	
HIGHWAY USER REVENUE FUND				47,041	
WATER AND WASTEWATER FUND				73,942	
STORMWATER FUND				3,543	
AIRPORT FUND				7,202	
ENVIRONMENTAL SERVICES FUND				39,694	
				\$ 400,962	
COMMENTARY:					
The Council and Commissions operating budget has increased 30% and there are no capital expenditures. Personal Services increase is for approved increases as members are elected. Contractual increases are one-time costs associated with telephone (\$3,400) and memberships of (\$10,460). Commodities reflect a slight increase in gas and oil (\$256), and one-time costs for photo copying (\$9,785), as well as promotional materials (\$5,006). There is also a decrease of (\$5,000) from prior years computer equipment and software purchases.					

NON-DEPARTMENTAL

DIVISION 64

**CONTRIBUTIONS TO
OTHER AGENCIES**

PROGRAM DESCRIPTION

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.

DEPARTMENT:		NON-DEPARTMENTAL			
DIVISION:		64-CONTRIBUTIONS TO OTHERS			
EXPENDITURES BY CATEGORY:					
	Actual Expenditures 2006-2007	Adopted Budget 2007-2008	Estimated Expenditures 2007-2008	Proposed Budget 2008-2009	Budget-Budget Variance
PERSONAL SERVICES	\$ -	\$ -	\$ -	\$ -	\$ -
CONTRACTUAL	954,157	1,033,110	1,033,110	1,115,475	82,365
TOTAL	\$ 954,157	\$ 1,033,110	\$ 1,033,110	\$ 1,115,475	\$ 82,365
EXPENDITURES BY PROGRAM:					
HEALTH & SOC SERVICES	\$ 342,750	\$ 342,390	\$ 342,390	\$ 342,390	\$ -
OTHER CONTRIBUTIONS	611,407	690,720	690,720	773,085	82,365
TOTAL	\$ 954,157	\$ 1,033,110	\$ 1,033,110	\$ 1,115,475	\$ 82,365
SOURCE OF FUNDING:					
GENERAL FUND				\$ 1,115,475	
				\$ 1,115,475	
COMMENTARY:					
The Contributions to Others operating budget has increased 8% and there are no capital expenditures. Contributions are as follows: United Way \$342,390; Greater Flagstaff Forest Partnership \$30,000; High Altitude Training \$30,000; FACTS \$364,420; Weed & Seed \$7,000; Youth Coalition \$25,000; NACOG Rural Transportation \$4,300, Intake Triage \$100,000, Cardinals \$55,000, and Rural Policy Institute \$50,000, Emergency Housing Funds \$20,000, Victim Witness (1X) \$52,500, NACASA (1X) \$19,865 and Willow Bend \$15,000 (1X).					

PROGRAM DESCRIPTION

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.

DEPARTMENT:		NON-DEPARTMENTAL			
DIVISION:		66-NON-DEPARTMENTAL			
EXPENDITURES BY CATEGORY:					
	Actual Expenditures 2006-2007	Adopted Budget 2007-2008	Estimated Expenditures 2007-2008	Proposed Budget 2008-2009	Budget-Budget Variance
PERSONAL SERVICES	\$ 74,842	\$ 80,387	\$ 82,343	\$ 78,382	\$ (2,005)
CONTRACTUAL	2,536,353	5,284,100	3,268,177	3,977,470	(1,306,630)
COMMODITIES	695,218	2,628,394	449,259	2,995,375	366,981
CAPITAL	203,773	1,298,500	146,259	1,297,000	(1,500)
TOTAL	\$ 3,510,186	\$ 9,291,381	\$ 3,946,038	\$ 8,348,227	\$ (943,154)
EXPENDITURES BY PROGRAM:					
GENERAL ADMINISTRATION	\$ 1,386,675	\$ 2,959,919	\$ 781,935	\$ 3,407,500	\$ 447,581
EMPLOYEE BENEFITS	63,407	73,000	62,288	76,000	3,000
INSURANCE	908,000	915,500	915,500	915,500	-
CONSULTANTS	331,574	1,300,000	523,000	1,380,570	80,570
COPY CENTER	55,927	50,662	42,594	3,657	(47,005)
REDEVELOPMENT	764,603	3,992,300	1,620,721	2,565,000	(1,427,300)
TOTAL	\$ 3,510,186	\$ 9,291,381	\$ 3,946,038	\$ 8,348,227	\$ (943,154)
SOURCE OF FUNDING:					
GENERAL FUND				\$ 7,235,381	
LIBRARY FUND				90,073	
HIGHWAY USER REVENUE FUND				213,531	
WATER AND WASTEWATER FUND				445,863	
STORMWATER FUND				17,756	
AIRPORT FUND				81,637	
ENVIRONMENTAL SERVICES FUND				263,986	
				\$ 8,348,227	
COMMENTARY:					
<p>The Non-Departmental operating budget has decreased 12% and capital expenditures total \$1,297,000 resulting in an overall net decrease of 10%. Personal Services decreases are due to a change in the allocation methodologies. Contractual decreases are due to the completion of several larger consulting agreements. Commodities increases are related to information technology projects that have been carried forward to the FY2009 budget year. Major capital (>\$10,000) include a Gator for the downtown area (\$22,000), two replacement vehicles (\$25,000), the voice over internet protocol (\$100,000) and redevelopment (\$1,150,000).</p>					

PROGRAM DESCRIPTION

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.

DEPARTMENT:		NON-DEPARTMENTAL			
DIVISION:		68-FIREMEN'S PENSION			
EXPENDITURES BY CATEGORY:					
	Actual Expenditures 2006-2007	Adopted Budget 2007-2008	Estimated Expenditures 2007-2008	Proposed Budget 2008-2009	Budget-Budget Variance
PERSONAL SERVICES	\$ -	\$ -	\$ -	\$ -	\$ -
CONTRACTUAL	7,200	214,400	214,400	-	(214,400)
TOTAL	<u>7,200</u>	<u>214,400</u>	<u>214,400</u>	<u>-</u>	<u>(214,400)</u>
EXPENDITURES BY PROGRAM:					
GENERAL ADMINISTRATION	\$ 7,200	\$ 214,400	\$ 214,400	\$ -	\$ (214,400)
TOTAL	<u>7,200</u>	<u>214,400</u>	<u>214,400</u>	<u>-</u>	<u>(214,400)</u>
SOURCE OF FUNDING:					
	FIREMEN'S PENSION FUND			\$ -	
				\$ -	
COMMENTARY:					
The Firemen's Pension fund was closed in FY 2008.					

PROGRAM DESCRIPTION

This division, responsible for the administration of Economic Development programs, is a contracted service. 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.

DEPARTMENT: NON-DEPARTMENTAL					
DIVISION: 78-ECONOMIC DEVELOPMENT GENERAL ADMINISTRATION					
EXPENDITURES BY CATEGORY:					
	Actual Expenditures 2006-2007	Adopted Budget 2007-2008	Estimated Expenditures 2007-2008	Proposed Budget 2008-2009	Budget-Budget Variance
PERSONAL SERVICES	\$ -	\$ 162,135	\$ 105,435	\$ 177,415	\$ 15,280
CONTRACTUAL	546,156	516,400	388,826	895,471	379,071
COMMODITIES	-	3,500	13,000	9,000	5,500
CAPITAL	-	-	-	27,500	27,500
TOTAL	\$ 546,156	\$ 682,035	\$ 507,261	\$ 1,109,386	\$ 427,351
EXPENDITURES BY PROGRAM:					
GENERAL ADMINISTRATION	\$ 427,897	\$ 220,635	\$ 158,861	\$ 221,746	\$ 1,111
INCUBATOR PROGRAM	109,634	180,000	185,000	220,000	40,000
MARKETING	-	100,000	104,000	88,000	(12,000)
CONTRIBUTIONS	8,625	181,400	59,400	234,400	53,000
PARTNERSHIP TRAINING	-	-	-	82,000	82,000
DEBT SERVICE	-	-	-	263,240	263,240
TOTAL	\$ 546,156	\$ 682,035	\$ 507,261	\$ 1,109,386	\$ 427,351
SOURCE OF FUNDING:					
ECONOMIC DEVELOPMENT FUND				\$ 1,109,386	
				\$ 1,109,386	
COMMENTARY:					
The Economic Development operating budget has increased 59% and capital expenditures total \$27,500 resulting in an overall net increase of 63%. Contractual increases are due to debt service payments for the Incubator construction (\$263,240) and the Incubator operation (\$40,000). Major capital (>\$10,000) includes the purchase of a hybrid vehicle.					

NON-DEPARTMENTAL	DIVISION 97	TRANSIT
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PROGRAM DESCRIPTION

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.

DEPARTMENT:		NON-DEPARTMENTAL			
DIVISION:		97-TRANSIT			
EXPENDITURES BY CATEGORY:					
	Actual Expenditures 2006-2007	Adopted Budget 2007-2008	Estimated Expenditures 2007-2008	Proposed Budget 2008-2009	Budget-Budget Variance
PERSONAL SERVICES	\$ -	\$ -	\$ -	\$ -	\$ -
CONTRACTUAL	2,528,331	3,641,410	3,441,410	3,721,110	79,700
TOTAL	\$ 2,528,331	\$ 3,641,410	\$ 3,441,410	\$ 3,721,110	\$ 79,700
EXPENDITURES BY PROGRAM:					
TRANSIT	\$ 2,528,331	\$ 3,641,410	\$ 3,441,410	\$ 3,721,110	\$ 79,700
TOTAL	\$ 2,528,331	\$ 3,641,410	\$ 3,441,410	\$ 3,721,110	\$ 79,700
SOURCE OF FUNDING:					
	TRANSPORTATION FUND			\$ 3,721,110	
				\$ 3,721,110	
COMMENTARY:					
The Transit budget has increased by 2% this fiscal year. This is due to increased costs including but not limited to liability insurance, rents, and employee benefits. The City contracts with NAIPTA to run the Transit System. We contribute monthly based on the budget appropriated by the NAIPTA Board and the City Council.					