

# TOWN OF TUSAYAN

## 2013-14 BUDGET AND FINANCIAL PLAN

### Meetings

- March 20 Preliminary Budget Discussion  
April 17 Department Budget: Mayor & Council, Manager & Clerk, Legal Services, Court & Prosecutor, Public Safety, Parks & Recs  
May 1 Department Budget: Street Fund, Planning & Studies, Development & Permits, Facilities & Grounds  
May 14 Non-finalized budget items 5pm  
May 29 Tentative Budget Adoption  
July 24 Final Budget Adoption
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### Policy Decision Discussions (2013-14 Listing)

# Town of Tusayan

<b>TOWN OF TUSAYAN</b>	<b>2013-14</b>	<b>2014-15</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>
<b><u>TOTAL BUDGET SUMMARY</u></b>					
<b><u>Revenue</u></b>					
General Fund	\$2,570,662	\$2,602,529	\$2,608,790	\$2,640,050	\$2,646,717
Streets Fund	\$77,055	\$76,000	\$76,000	\$76,000	\$76,000
Water Enterprise Fund	\$0	\$0	\$1,200,000	\$1,200,000	\$1,200,000
Trust & Agency Fund	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000
Grants	\$215,000	\$0	\$0	\$0	\$0
<b>Total Budget Revenue</b>	<b><u>\$2,962,717</u></b>	<b><u>\$2,778,529</u></b>	<b><u>\$3,984,790</u></b>	<b><u>\$4,016,050</u></b>	<b><u>\$4,022,717</u></b>
<b><u>Expenses</u></b>					
General Fund	\$2,534,000	\$2,463,000	\$2,504,400	\$2,125,327	\$1,736,282
Streets Fund	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000
Water Enterprise Fund	\$0	\$0	\$1,200,000	\$1,200,000	\$1,200,000
Trust & Agency Fund	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000
Grants	\$215,000	\$0	\$0	\$0	\$0
<b>Total Budget Expense</b>	<b><u>\$2,919,000</u></b>	<b><u>\$2,633,000</u></b>	<b><u>\$3,874,400</u></b>	<b><u>\$3,495,327</u></b>	<b><u>\$3,106,282</u></b>
<b>Total Operating Balance (Deficit)</b>	<b><u>\$43,717</u></b>	<b><u>\$145,529</u></b>	<b><u>\$110,390</u></b>	<b><u>\$520,723</u></b>	<b><u>\$916,435</u></b>



<b>GENERAL FUND</b>	<b>2013-14</b>	<b>2014-15</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>
<b>Beginning General Fund Balance</b>	<b><u>\$3,479,157</u></b>	<b><u>\$3,515,819</u></b>	<b><u>\$3,655,348</u></b>	<b><u>\$3,759,738</u></b>	<b><u>\$4,274,461</u></b>
<b>Less Operating Reserve</b>	<b><u>\$1,700,000</u></b>	<b><u>\$1,700,000</u></b>	<b><u>\$2,000,000</u></b>	<b><u>\$2,000,000</u></b>	<b><u>\$2,000,000</u></b>
<b>Available General Fund Balance</b>	<b><u>\$1,779,157</u></b>	<b><u>\$1,815,819</u></b>	<b><u>\$1,655,348</u></b>	<b><u>\$1,759,738</u></b>	<b><u>\$2,274,461</u></b>
<b>Revenue</b>					
City Sales Tax	\$2,300,000	\$2,300,000	\$2,300,000	\$2,300,000	\$2,300,000
Business License	\$100	\$500	\$100	\$500	\$100
Develop Services Permit Fees	\$50,000	\$75,000	\$75,000	\$75,000	\$75,000
Fines	\$0	\$0	\$0	\$24,000	\$24,000
State Sales Tax	\$48,215	\$49,661	\$51,151	\$52,686	\$54,266
Urban Revenue Sharing (State In	\$167,347	\$172,367	\$177,538	\$182,865	\$188,351
Vehicle License Tax	\$0	\$0	\$0	\$0	\$0 moved to Street Funds
Misc. Income	\$0	\$0	\$0	\$0	\$0
Interest Income	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
<b>Total General Fund Revenue</b>	<b><u>\$2,570,662</u></b>	<b><u>\$2,602,529</u></b>	<b><u>\$2,608,790</u></b>	<b><u>\$2,640,050</u></b>	<b><u>\$2,646,717</u></b>
<b>Expenses</b>					
Mayor & Council	\$91,000	\$95,000	\$101,000	\$101,000	\$101,000
Manager & Support	\$412,000	\$407,000	\$407,000	\$407,000	\$407,000
Legal Services	\$144,000	\$144,000	\$144,000	\$144,000	\$144,000
Court & Prosecutor	\$27,000	\$27,000	\$71,500	\$46,500	\$71,500
Planning & Studies	\$145,000	\$120,000	\$100,000	\$100,000	\$100,000
Development & Permits	\$90,000	\$90,000	\$90,000	\$90,000	\$90,000
Public Safety	\$539,000	\$499,000	\$524,000	\$519,000	\$479,000
Facilities & Grounds	\$86,000	\$81,000	\$81,900	\$82,827	\$83,782
Parks & Recreation	\$90,000	\$110,000	\$70,000	\$70,000	\$70,000
Capital Improvements	\$660,000	\$740,000	\$765,000	\$415,000	\$40,000
Contingency	\$250,000	\$150,000	\$150,000	\$150,000	\$150,000
<b>Total General Fund Expenses</b>	<b><u>\$2,534,000</u></b>	<b><u>\$2,463,000</u></b>	<b><u>\$2,504,400</u></b>	<b><u>\$2,125,327</u></b>	<b><u>\$1,736,282</u></b>
<b>Annual Fund Balance Change</b>	<b><u>\$36,662</u></b>	<b><u>\$139,529</u></b>	<b><u>\$104,390</u></b>	<b><u>\$514,723</u></b>	<b><u>\$910,435</u></b>
<b>ENDING GENERAL FUND BALANCE</b>	<b><u>\$3,515,819</u></b>	<b><u>\$3,655,348</u></b>	<b><u>\$3,759,738</u></b>	<b><u>\$4,274,461</u></b>	<b><u>\$5,184,896</u></b>

<b>STREETS FUND</b>	<b>2013-14</b>	<b>2014-15</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>
<b>Beginning Fund Balance</b>	<b><u>\$88,090</u></b>	<b><u>\$95,145</u></b>	<b><u>\$101,145</u></b>	<b><u>\$107,145</u></b>	<b><u>\$113,145</u></b>
<b>Revenue</b>					
Highway Urban Revenue Fund	\$54,525	\$54,000	\$54,000	\$54,000	\$54,000
Vehicle License Tax	\$22,530	\$22,000	\$22,000	\$22,000	\$22,000
<b>Total Street Fund Revenue</b>	<b><u>\$77,055</u></b>	<b><u>\$76,000</u></b>	<b><u>\$76,000</u></b>	<b><u>\$76,000</u></b>	<b><u>\$76,000</u></b>
<b>Expenses</b>					
Street Lights Capital	\$0	\$0	\$0	\$0	\$0
Sidewalk Maintenance	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000
Landscape Maintenance	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
Bus Stop Maintenance	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
<b>Total Street Fund Expenses</b>	<b><u>\$70,000</u></b>	<b><u>\$70,000</u></b>	<b><u>\$70,000</u></b>	<b><u>\$70,000</u></b>	<b><u>\$70,000</u></b>
<b>Annual Fund Balance Change</b>	<b><u>\$7,055</u></b>	<b><u>\$6,000</u></b>	<b><u>\$6,000</u></b>	<b><u>\$6,000</u></b>	<b><u>\$6,000</u></b>
<b>ENDING STREET FUND BALANCE</b>	<b><u>\$95,145</u></b>	<b><u>\$101,145</u></b>	<b><u>\$107,145</u></b>	<b><u>\$113,145</u></b>	<b><u>\$119,145</u></b>

<b>WATER AND SEWER FUND</b>	<b>2013-14</b>	<b>2014-15</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>
<b>Revenue</b>					
User Charges	\$0	\$0	\$1,200,000	\$1,200,000	\$1,200,000
Other	\$0	\$0	\$0	\$0	\$0
<b>Total Revenue</b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>\$1,200,000</u></b>	<b><u>\$1,200,000</u></b>	<b><u>\$1,200,000</u></b>
<b>Expenditures</b>					
Operating Expenses	\$0	\$0	\$1,200,000	\$1,200,000	\$1,200,000
Capital Improvements	\$0	\$0	\$0	\$0	\$0
<b>Total Expenses</b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>\$1,200,000</u></b>	<b><u>\$1,200,000</u></b>	<b><u>\$1,200,000</u></b>
<b>ENDING FUND BALANCE</b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>

**TRUST AND AGENCY ACCOUNTS**

2013-14      2014-15      2015-16      2016-17      2017-18

**Stilo Development Agency Acct**

Revenue	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000
Expense	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000
Balance	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>

**CDBG**

2013-14      2014-15      2015-16      2016-17      2017-18

**CDBG Project**

Revenue	\$215,000	\$0	\$0	\$0	\$0
Expense	\$215,000	\$0	\$0	\$0	\$0
Balance	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>

**Budget Detail  
Mayor and Council**

ACCT #		2013-14	2014-15	2015-16	2016-17	2017-18
11-4500	T&T: Mileage/Lodging/Meals	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000
11-4510	T&T: Registration Fees	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000
11-4310	Public Notices and Advertising	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
11-4380	Office Supplies	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
11-4390	Insurance	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000
11-4410	Licenses, Permits, Fees	\$10,000	\$8,000	\$8,000	\$8,000	\$8,000
11-5150	Elections	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
11-4430	Council Member Compensation	\$9,000	\$15,000	\$21,000	\$21,000	\$21,000
11-4156	Technology Stipend & Equipment	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
<b>Totals</b>		<b>\$91,000</b>	<b>\$95,000</b>	<b>\$101,000</b>	<b>\$101,000</b>	<b>\$101,000</b>

**Cost Center Purpose:**

**To account for direct expenses related to Mayor and Council, and all other costs of operating the community not assigned to other cost centers.**

11-4500	T&T: Mileage/Lodging/Meals	Cost of attending training and conferences for Mayor and Council
11-4510	T&T: Registration Fees	Cost of registrations fees for attending training and conferences for Mayor and Council
11-4310	Public Notices and Advertising	Cost of legal notices and publications required by law except for planning and zoning
11-4380	Office Supplies	Cost of supplies and purchases to support Mayor and Council
11-4390	Insurance	Cost of general operating and liability insurance for the Town of Tusayan
11-4410	Licenses, Permits, Fees	Cost of dues for the Town of Tusayan (League of Cities, NW Mayors, etc.)
11-5150	Elections	Cost (publication, fees, etc.) for conducting elections for Tusayan
11-4430	Council Member Compensation	Allowance for Mayor and Council to receive compensation for serving as elected officials
11-4156	Technology Stipend & Equipment	Payment to Mayor and Council for computer, cell phone and technology costs incurred as an elected officials









**Budget Detail  
Planning & Studies**

ACCT #		2013-14	2014-15	2015-16	2016-17	2017-18
14-4411	Housing Needs Study	\$20,000	\$20,000	\$0	\$0	\$0
14-4412	General Plan Update	\$0	\$0	\$0	\$0	\$0
14-4413	General Engineering	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
14-4414	Rewrite Zoning Code Project	\$0	\$0	\$0	\$0	\$0
14-4415	Contract Planning Services	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000
14-7064	Parking Study	\$25,000	\$0	\$0	\$0	\$0

**Total Expenses**                      **\$145,000**   **\$120,000**   **\$100,000**   **\$100,000**   **\$100,000**

**Cost Center Purpose:**                      **To account for studies to plan for facilities and services for the development and operation of Town of Tusayan**

14-4411	Housing Needs Study	Cost of contract services to review housing needs and development options for private ownership and rental of property within Tusayan
14-4412	General Plan Update	Cost of contract services to develop a General Plan for Tusayan as required by state law
14-4413	General Engineering	General engineering costs not associated with an application for zoning or building
14-4414	Rewrite Zoning Code Project	Cost of contract services to amend and develop building and zoning codes for Tusayan from the Coconino County standards
14-4415	Contract Planning Services	Cost of general planning services and costs not directly tied to an application for zoning or building
14-7064	Parking Study	Cost of conducting a Parking Study

**Budget Detail**  
**Development & Permits**

ACCT #		2013-14	2014-15	2015-16	2016-17	2017-18
16-4412	Building Permit Services	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
16-4413	Plan Review	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
16-4414	Advertising	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
16-4415	Supplies & Printing	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
<b><u>Total Expenses</u></b>		<b><u>\$90,000</u></b>	<b><u>\$90,000</u></b>	<b><u>\$90,000</u></b>	<b><u>\$90,000</u></b>	<b><u>\$90,000</u></b>

**Cost Center Purpose:**

**To account for direct costs for processing applications for planning, zoning and building permits and any other project directly tied to development**

- 16-4412 Building Permit Services
- 16-4413 Plan Review
- 16-4414 Advertising
- 16-4415 Supplies & Printing

Cost incurred by Wildan Engineering to process building permits  
 Cost incurred to process planning & zoning permit applications  
 Cost directly related to public notice advertising for planning and zoning applications  
 Cost to support planning, zoning and permit activities in Town of Tusayan

**Budget Detail  
Public Safety**

ACCT #		2013-14	2014-15	2015-16	2016-17	2017-18
17-4431	Sheriff	\$360,000	\$360,000	\$360,000	\$360,000	\$360,000
17-4432	Public Safety - Special Events	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
17-4433	Law Enforcement Needs Study	\$0	\$0	\$25,000	\$20,000	\$0
17-4434	Public Safety Enhancements	\$60,000	\$20,000	\$20,000	\$20,000	\$0
17-4435	Fire District Subsidy	\$109,000	\$109,000	\$109,000	\$109,000	\$109,000

**Totals**

**\$539,000 \$499,000 \$524,000 \$519,000 \$479,000**

**Cost Center Purpose:**

**To account for the costs incurred to enforce laws within Town of Tusayan**

17-4431	Sheriff	Cost of contract services with Coconino County Sheriff for law enforcement within Town of Tusayan
17-4432	Public Safety - Special Events	Additional cost of special events requiring additional traffic control or law enforcement presence to support the activities
17-4433	Law Enforcement Needs Study	Cost of contract services to investigate the feasibility and most appropriate long term law enforcement option (contract, in house, etc.) to serve Town of Tusayan
17-4434	Public Safety Enhancements	Cost of Driver Feedback Signage, AIRS project
17-4435	Fire District Subsidy	Cost of supporting Town of Tusayan Fire Department



**Budget Detail  
Parks & Recreation**

ACCT #		2013-14	2014-15	2015-16	2016-17	2017-18
19-7040	Vehicles	\$25,000	\$40,000	\$0	\$0	\$0
19-7041	Vehicle Operation	\$10,000	\$15,000	\$15,000	\$15,000	\$15,000
19-4700	Maintenance	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000
19-4701	Projects Planning	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
<b>Total Parks &amp; Rec</b>		<b><u>\$90,000</u></b>	<b><u>\$110,000</u></b>	<b><u>\$70,000</u></b>	<b><u>\$70,000</u></b>	<b><u>\$70,000</u></b>

**Cost Center Purpose:**

**To account for the costs of planning, developing, constructing, operating and maintaining parks, open space and recreation facilities for Town of Tusayan**

19-7040	Vehicle	Cost of purchasing a multipurpose vehicle for maintaining town parks and property
19-7041	Vehicle Operation	Cost of ongoing maintenance, operations, fuel and insurance on a town vehicle
19-4700	Maintenance	Cost of maintenance and operating costs of all Town park and recreation programs and facilities
19-4701	Projects Planning	Cost of studies to determine costs, locations and needs for parks and recreation facilities

**Budget Detail**

**Capital Improvement Projects**

ACCT #	CIP #		2013-14	2014-15	2015-16	2016-17	2017-18
20-4701	0001	Park Development	\$225,000	\$125,000	\$150,000	\$150,000	\$0
20-4416	0002	Fiber Optic Implementation	\$150,000	\$150,000	\$150,000	\$0	\$0
20-7056	0003	Town Hall Parking Improvements/Sidewalks	\$0	\$0	\$0	\$0	\$0
20-7055	0004	Tusayan Employee Housing Project	\$150,000	\$150,000	\$200,000	\$0	\$0
20-7058	0006	Tusayan Affordable Housing Project (40 acre dedication)	\$50,000	\$200,000	\$250,000	\$250,000	\$0
20-7059	0007	Natural Gas Extension	\$0	\$100,000	\$0	\$0	\$0
20-7060	0008	Drainage Study/ Model Update	\$0	\$0	\$0	\$0	\$0
20-7061	0009	Bus Stop Art Program/ Public Art "Set-Aside"	\$55,000	\$15,000	\$15,000	\$15,000	\$0
20-7062	0010	Trail System & Improvements	\$30,000	\$0	\$0	\$0	\$0
20-7063	0011	Utility Undergrounding Study	\$0	\$0	\$0	\$0	\$40,000
<b>Total Capital Improvement Projects</b>			<b>\$660,000</b>	<b>\$740,000</b>	<b>\$765,000</b>	<b>\$415,000</b>	<b>\$40,000</b>

**Cost Center Purpose:**

**To account for capital projects**

20-4701	0001	Park Development	Partnering with the Grand Canyon School District, build a community park in multiple phases that will include ball fields, play equipment (tot lot), restrooms, a group ramada, and other amenities. A masterplan for the park has been prepared and prioritization of phases is on-going.
20-4416	0002	Fiber Optic Implementation	Develop a comprehensive strategy to improve internet service within Tusayan
20-7056	0003	Town Hall Parking Improvements/Sidewalks	Construct improvements to the parking lot around Town Hall facilities.
20-7055	0004	Tusayan Employee Housing Project	Design and install housing units and associated utilities for Town employees
20-7058	0006	Tusayan Affordable Housing Project (40 acre dedication)	Develop 40 acres of land to be dedicated to the Town for provision of affordable housing for Tusayan residents
20-7059	0007	Natural Gas Extension	In partnership with Grand Canyon National Park, design and construct a natural gas line extension to service Tusayan residents
20-7060	0008	Drainage Study/ Model Update	Conduct a drainage analysis of the Town of Tusayan to supplement previous flood analysis prepared by the National Forest Service
20-7061	0009	Bus Stop Art Program/ Public Art "Set-Aside"	Develop and implement a public art program at bus stops operated by Grand Canyon National Park
20-7062	0010	Trail System & Improvements	Develop and improve access and connections to existing trails around Town of Tusayan
20-7063	0011	Utility Undergrounding Study	Identify potential areas for undergrounding of overhead utilities to improve community aesthetics

**Budget Detail  
Contingency**

ACCT #	2013-14	2014-15	2015-16	2016-17	2017-18
21-1000 Contingency	\$250,000	\$150,000	\$150,000	\$150,000	\$150,000
<b>Total Contingency</b>	<b><u>\$250,000</u></b>	<b><u>\$150,000</u></b>	<b><u>\$150,000</u></b>	<b><u>\$150,000</u></b>	<b><u>\$150,000</u></b>

**Cost Center Purpose:** To account for the unexepcted costs that may occur during the year

21-1000 Contingency To account for the unexepcted costs that may occur during the year

**NOTE: One time \$100,000 increase in Contingency in FY14 is due to anticipating changes in permit and inspection fees expenses after Fee Analysis study is completed.**



**Budget Detail  
Streets Fund**

ACCT #	2013-14	2014-15	2015-16	2016-17	2017-18
<b>Revenue</b>					
2-314C Highway Urban Revenue Fund	\$54,525	\$54,000	\$54,000	\$54,000	\$54,000
2-315C Vehicle License Tax	\$22,530	\$22,000	\$22,000	\$22,000	\$22,000
<b>Total Revenue</b>	<b><u>\$77,055</u></b>	<b><u>\$76,000</u></b>	<b><u>\$76,000</u></b>	<b><u>\$76,000</u></b>	<b><u>\$76,000</u></b>
<b>Expenses</b>					
Street Lights Capital	\$0	\$0	\$0	\$0	\$0
2-4484 Sidewalk Maintenance	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000
2-4485 Landscape Maintenance	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
2-4486 Bus Stop Maintenance	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
<b>Total Expenses</b>	<b><u>\$70,000</u></b>	<b><u>\$70,000</u></b>	<b><u>\$70,000</u></b>	<b><u>\$70,000</u></b>	<b><u>\$70,000</u></b>
<b>Operating Balance</b>	<b><u>\$7,055</u></b>	<b><u>\$6,000</u></b>	<b><u>\$6,000</u></b>	<b><u>\$6,000</u></b>	<b><u>\$6,000</u></b>

**Cost Center Purpose:**

2-4484 Sidewalk Maintenance  
2-4485 Landscape Maintenance  
2-4486 Bus Stop Maintenance

**To account for expenses related to maintaining and developing streets and sidewalks**

Cost of maintaining sidewalks  
Cost of landscape maintenance along highway 64, including irrigation  
Cost of maintaining bus stops