Benson

Arizona

Founded in 1880

Gateway to the San Pedro Valley

Final
Fiscal Year 2017-2018
Budget

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Annual Budget
Fiscal Year 2017-2018
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Mayor and Council

Mayor
Honorable Toney King, Sr.

Vice-Mayor
Joe Konrad

Councilmember
Patrick Boyle

Councilmember
Levi Garner

Councilmember
David Lambert

Councilmember
Crystal Lewie

Councilmember
Lori McGoffin

City Manager

William Stephens

Department Heads

City Engineer/Public Works
Bradley Hamilton, P.E.

City Clerk
Vicki Vivian, CMC

Finance Director
Vacant

Building Official/Planning Administrator
Vacant

Police Chief
Paul Moncada

Fire Chief
Keith Spangler

City Attorney
Gary Cohen & Paul Loucks
Mesch Clark Rothschild

Magistrate
Bruce Staggs

City of Benson

Fiscal 2017-2018 Budget Calendar

Friday	May 12, 2017	Recommended Budget to Council
Monday, 5:30pm	May 15, 2017	Work Session
Monday, 5:30 pm	May 22, 2017 (IF NEEDED)	Work Session
Monday, 7 PM	**June 5, 2017 Special Meeting**	**Approve Tentative Budget**
Wednesday	June 7	Publish 1st Public Hearing Notice In Local Paper
Wednesday Notice	June 14	Publish 2nd Public Hearing In Local Paper
Monday, 7 PM	June 26, Council Meeting	Public Hearing on Final Budget & Property Tax Levy Convene Special Meeting **Adopt Final Budget!**
Monday, 7 PM	July 10, Council Meeting	Adopt Property Tax Levy

Summary by City Manager, City Clerk and Finance Consultant

Fiscal Year 2017 – 2018 Annual Budget

TO: Honorable Mayor and City Council Members

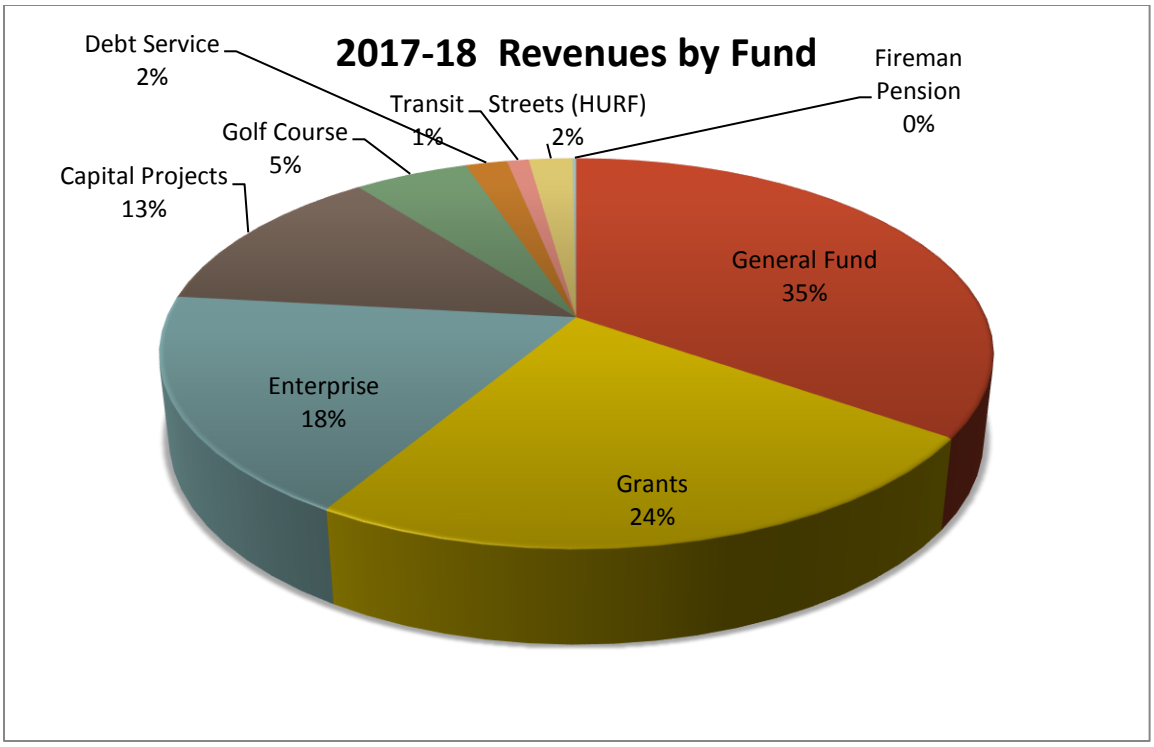
The City of Benson's fiscal year 2017-2018 (FY18) Budget is scheduled to be adopted by Mayor and Council on June 26, 2017. The Budget, which was prepared based on input received at Council worksessions, is hereby respectfully submitted. We hope that this presentation format will give you a deeper understanding of the increasingly complex finances of the City.

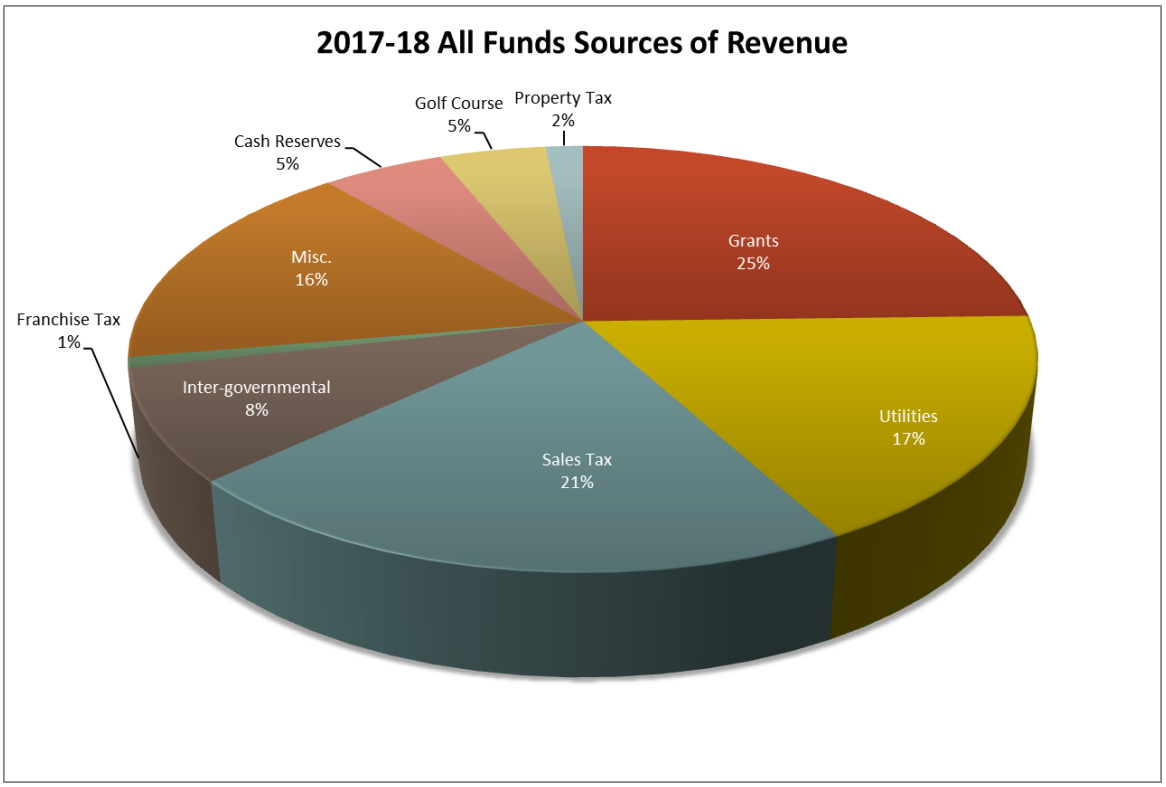
The City's $20,832,836 budget is balanced with a combination of funds carried forward from prior years and revenues expected to be collected during the new budget year. The fiscal 2017-2018 budget is $1,247,197 more than the 2016-2017 (FY17) budget primarily as a result of the anticipation of construction sales tax and fees from a large development that may be coming to the City during FY18. If the revenues for this anticipated development do not occur, then likewise the expenditures that would service this development will be reduced.

The charts on the next page are the City's projected revenues for all funds for fiscal year 2017-2018. The first chart breaks down the revenues by fund. The largest percentage of the revenues in the City is in the General Fund at $7.1 million or 34%. The General Fund has the most departments in the City and the funds can be used for any municipal purpose. The second largest fund is at 25% for grants that the City may receive in fiscal year FY18. The Enterprise Funds includes Gas, Water, Wastewater, Sanitation and Airport and makes up $3.7 million or 18% of the total budget. Capital Projects make up $2.6 million or 13% of the total budget and Fireman Pension shows 0% because it is less than 1% or $36,000. Expenditures will be divided the same way in the funds as the City must present a balanced budget.

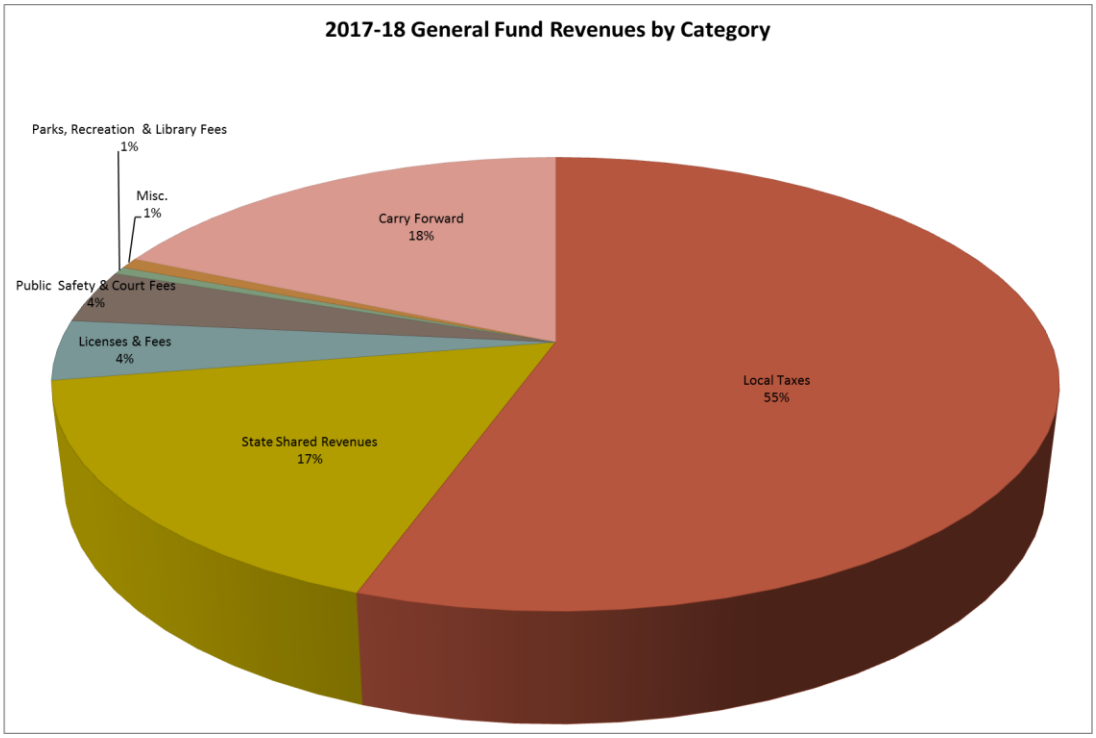
This next chart breaks out the revenues by category for all funds. The following chart breaks down category and the largest revenue category for next fiscal year is grants at $5.2 million or 25% of the total projected revenues. The majority of the grants are for Airport and Unclassified Grants. The reason the City has $5.2 million in grants is because if they are not appropriated, they cannot be spent under the alternative expenditure limitation which the City is under per Arizona State Statues (ARS). Likewise, if a grant is not awarded, no funds will be expended. Grant matches are appropriated in each of the operating department budgets.

The next largest revenue category is Sales Tax at $4.3 million or 21% of the total revenues. This includes the construction sales tax of approximately $400,000 that goes directly into the Capital Project Fund for infrastructure, buildings and equipment. The Utilities percentage of 17% is for user fees for the water, wastewater, gas and sanitation services. All revenues for all funds will be presented later in this document.

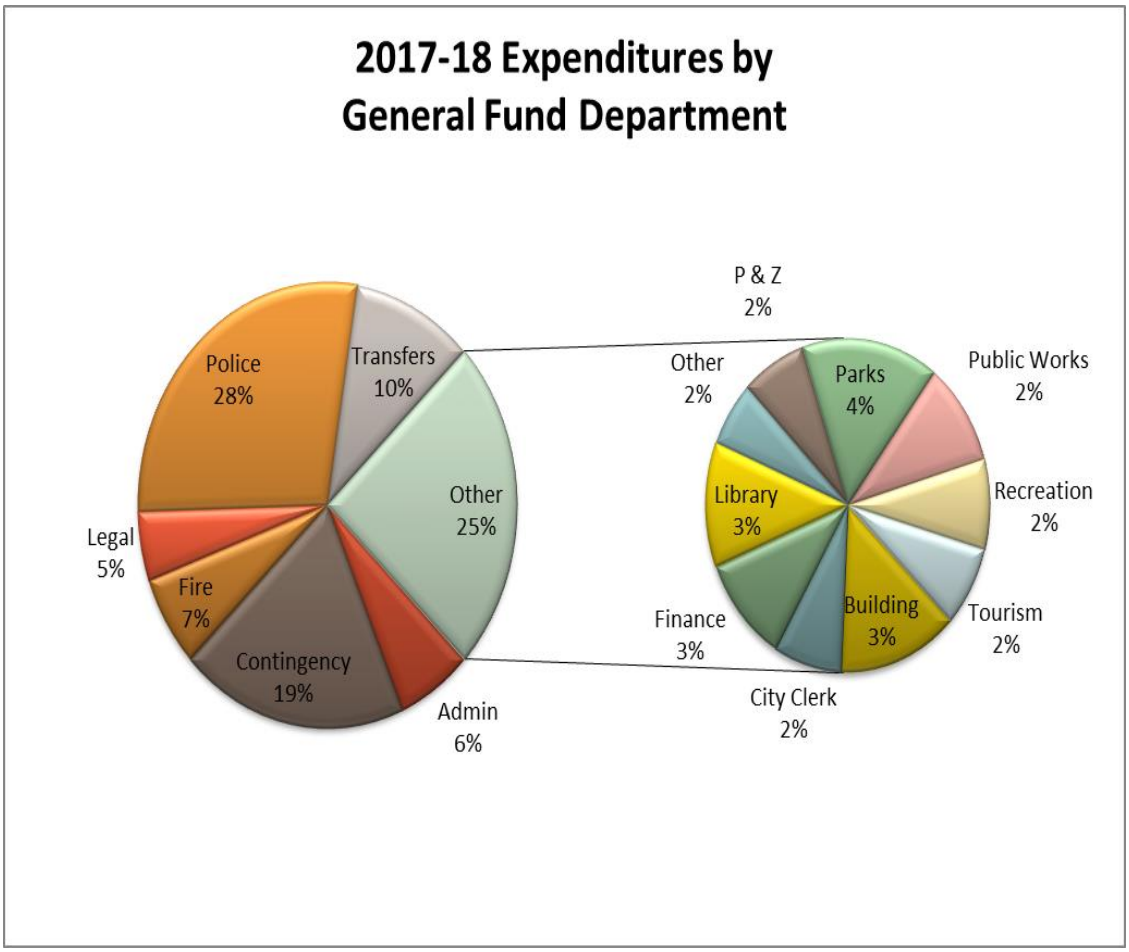

2017-18 Revenues by Fund
Debt Service 2%
Transit 1%
Streets (HURF) 2%
Fireman Pension 0%
Golf Course 5%
Capital Projects 13%
General Fund 35%
Enterprise 18%
Grants 24%


2017-18 All Funds Sources of Revenue
Golf Course 5%
Property Tax 2%
Cash Reserves 5%
Grants 25%
Misc. 16%
Franchise Tax 1%
Inter-governmental 8%
Utilities 17%
Sales Tax 21%

The next chart is the revenues for the General Fund by revenue category. The largest category in the General Fund is Local Taxes at $4.4 million or 55% of the total. This category includes local sales and bed taxes, property and franchise taxes. The second largest categoy is State Shared Revenues at $1.3 million or 17% of the total General Fund Revenues. This include state shared sales, urban revenue sharing (income), and auto lieu taxes. The last double digit category is Carryforward funds. This includes carryforward in the General Fund of $1 million and $400,000 from the Gas Fund.



The chart on the next page is the amount of 2017-18 General Fund Expenditures by Department. The department that has the largest budget in the General Fund is the Police Department at $2.2 million or 28% of the budget. The next largest department budget is titled “Other” but is further broken out by 10 departments that are 25% of the budget. The Contingency Reserve is the amount that is carryforward from the General and Gas Funds and and broken down to Contingency Reserve and Operating Contingency. The Contingency Reserve is for unexpected emergency expenditures and revenue shortfalls and must be approved by Council. The operating contingency, which is only $50 thousand out of the $1.5 million reserve, has been set up this year because of the departments cutting back their line items and is there for the City Manager to transfer if something unexpected occurred and the departments need to have the funds replensihed.



The fiscal 2017-2018 budget has been prepared based on the assumption that the local economy will continue to perform in a manner consistent with the three most recent recessionary fiscal years. However, it is flexible enough that spending could be accelerated or decelerated if the economy improves or declines during the year.

Personnel

The largest component of the budget is personnel costs that also include benefits such as social security and Medicare, retirement, insurance and workman's compensation insurance. The highlights of the 2017-2018 personnel budget are:

- A Cost of Living Adjustment (COLA) of 2% for all employees in all funds for a cost of $103,409
- No Merit Increases
- Salary Adjustment for City Clerk and City Manager
- Compression Adjustment for Library Assistant
- Minimum wage adjustments for Golf Course employees
- No significant changes in employee benefits

The total budgeted personnel costs of $5,835,522 reflect a 5% increase over the prior fiscal year. There is an increase of .68 full time equivalent (FTE) employees (a part time equivalent), for a

total of 100.23 FTE employees. The changes of personnel costs by department or fund are due primarily to restructuring city positions and benefit increases. Notable changes include:

- Restructuring of positions and minor adjustments in salaries
- The Arizona State Retirement contribution rate increased from 11.47% to 11.50% for both employer and employee.
- The Public Personnel Safety Retirement System (PSPRS) employer contribution rate for Police has gone from 30.22% to 34.17%.
- The PSPRS employer contribution rate for Fire has increased from 18.67% to 33.67%.
- Health insurance costs are projected to increase by 6.21% in anticipation of additional requirements under the Affordable Care Act. During fiscal 2007-2008 Council approved and staff implemented a Flexible Spending Account (FSA) for all employees. The FSA allows plan participants to pay for health-related expenses on a pretax basis. About 75% of staff participates in the plan. The contribution limit for 2017-2018 remains set at $2,500.

The table on the next page shows recent actual and budgeted total personnel costs by department.

Budgeted Total Personnel Costs **(includes taxes and benefits)** **Fiscal Year 2017-2018**						
	Dollar Amount			**Full Time Equivalent Employee**		
Department	**Budget 2016-17**	**Est. Actual 2016-17**	**Budget 2017-18**	**Budget 2016-17**	**Budget 2017-2018**	**Change**
City Council	20,724	20,524	20,715			
City Administration	200,898	111,567	234,040	3.00	3.00	0.00
City Clerk	122,538	96,839	139,988	2.00	2.00	0.00
Finance	158,934	112,860	136,691	2.10	1.70	-0.40
Tourism	100,283	97,375	102,033	2.63	2.50	-0.13
Police/ Animal Control	1,773,237	1,714,637	1,957,925	22.50	24.00	1.50
Fire	202,089	189,056	209,933	3.00	3.00	0.00
City Attorney	121,510	120,737	123,795	2.00	2.00	0.00
Magistrate	27,788	23,157	38,535	1.00	1.00	0.00
Library	190,348	171,298	180,155	5.50	4.50	-1.00
Parks	168,632	164,670	175,456	4.00	4.00	0.00
Recreation	120,761	50,084	121,874	4.00	4.00	0.00
Building	143,136	84,186	149,122	2.50	2.50	0.00
Planning & Zoning	95,839	60,926	101,804	1.50	1.50	0.00
Public Works	71,372	32,081	73,544	1.25	1.25	0.00
Total General Fund	**3,518,089**	**3,049,997**	**3,765,609**	**56.98**	**56.95**	**(0.03)**
Transit	119,861	102,579	123,987	3.33	3.33	0.00
Streets	244,683	198,650	215,908	4.25	3.25	-1.00
Natural Gas	367,787	261,444	278,915	5.93	4.62	-1.31
Water	363,954	443,139	457,560	6.76	7.14	0.38
Wastewater	325,496	237,846	343,593	5.76	6.99	1.23
Sanitation	20,721	25,263	26,484	0.45	0.55	0.10
Golf-Operations	166,885	161,999	227,540	5.42	5.90	0.48
Golf-Maintenance	187,660	131,410	206,221	5.00	5.00	0.00
Golf- Food & Beverage	151,703	140,196	189,705	5.67	6.50	0.83
Total Other Funds	**1,948,750**	**1,702,526**	**2,069,913**	**42.57**	**43.28**	**0.71**
Grand Total	**5,466,839**	**4,752,523**	**5,835,522**	**99.55**	**100.23**	**0.68**

Budget Policy Statement – <u>Use of Contingency Line Items in the Various Funds</u>
Some Funds contain a line item called “Contingency”. Those contingency line items are intended for expenditures that are necessary for the efficient operation of the Fund, but were not anticipated or known with certainty at the time the budget was prepared. When contingency funds are used Council will be informed of their use. Any expenditure of contingency funds in excess of $10,000 requires Council approval. We have placed an Operating Contingency Reserve of $50,000 that can be transferred to the departments with City Manager or designee approval.

Budget Policy Statement – <u>Capital Improvement Plan</u>
The five-year Capital Improvement Plan (CIP) is an integral part of this Budget. Plan particulars are discussed in the CIP section of the Budget.

Budget Policy Statement – Capital Projects Fund & Restriction on Construction Sales Tax
The Capital Projects Fund (CPF) was set up in the 2007-2008 fiscal year. It is designed to fund capital projects that are regional in nature. The funding sources for the CPF are the Construction Sales Tax, selected debt financing and anticipated grants. The Capital Projects Fund is discussed in more detail in the CIP section of the Budget.

Budget Policy Statement – Human Resources Rate Plan
The Salary Rate Plan for the City of Benson for the 2017-2018 fiscal year is shown beginning on page 13 herein. All salaries paid by the City during the next fiscal year will be within the salary ranges listed on the Plan, except for those salaries that were above the maximum prior to the beginning of the fiscal year.

Organization of the Budget
The foregoing information has been presented to give the reader an overview of the sources and uses of funds in the budget on a citywide basis. The following sections will provide both an overview and detailed line item budget and historical information on a department by department and Fund by Fund basis. In addition, each department head has provided additional information on the activities of his/her department/Fund.

The Capital Improvement Plan (CIP) is the final section of the Budget. It contains a summary five-year plan followed by individual project sheets for each planned project.

Conclusion
The City of Benson has responded to the economic downturn in a most responsible manner. City staff and Council are to be recognized for their dedication to building on past successes despite the significant reduction in revenues during the past several years. Although this past fiscal year will mark the first year the City has had to increase its sales tax rate in the past 16 years, these tough decisions will help to improve the financial outlook of the City for the coming fiscal years. The fiscal 2017-2018 budget is designed to be a flexible tool that will allow the City to maintain its financial stability and continue to provide quality, cost efficient services our citizens' desire.

Respectfully submitted,

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William Stephens	Vicki Vivian, CMC
City Manager	City Clerk

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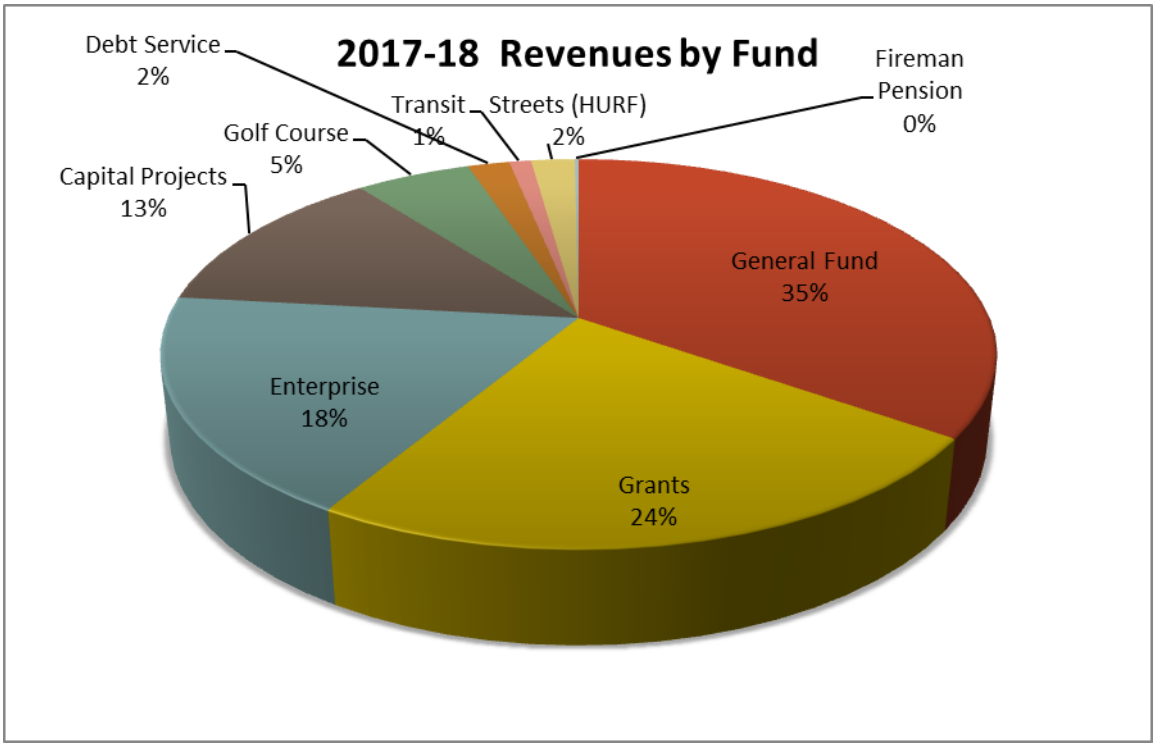
Fiscal 2017-2018 Salary Rate Plan				
Job Families and Job Titles	Salary Grade	Recommended		
		Minimum	Midpoint	Maximum
City Management				
City Manager	72	94,438.56	118,048.20	141,657.84
Human Resources Director	55	62,064.55	77,580.69	93,096.83
Human Resource Assitant	22	27,476.16	33,344.86	40,013.82
Executive Asst. to City Manager	30	33,477.04	41,846.29	50,215.55
Facilities Supervisor	31	34,313.96	42,892.45	51,470.94
Administrative Assistant	36	38,823.09	47,115.41	56,538.49
Information Technology Specialist	34	36,952.38	46,190.48	55,428.58
Information Technology Technician	24	28,867.14	36,083.93	43,300.71
Human Resource Analyst I	24	28,867.14	36,083.93	43,300.71
Human Resource Coordinator	32	35,171.81	43,964.76	52,757.72
Custodian	14	22,550.97	28,188.71	33,826.45
Legal				
City Attorney	68	85,556.67	106,945.84	128,335.01
Prosecuting Attorney	58	66,836.74	83,545.92	100,255.10
Legal Assistant	32	35,171.81	43,964.76	52,757.72
Finance				
Finance Director	58	66,836.74	83,545.92	100,255.10
Deputy Finance Director	46	49,696.85	62,121.06	74,545.27
Accounting Supervisor	32	35,171.81	43,964.76	52,757.72
Accounting Specialist	32	35,171.81	43,964.76	52,757.72
Account Clerk III	24	28,867.14	36,083.93	43,300.71
Account Clerk II	20	26,152.21	32,690.26	39,228.31
Account Clerk I	16	23,692.61	29,615.76	35,538.91
City Clerk				
City Clerk	50	54,856.02	68,570.03	82,284.03
Deputy City Clerk	32	35,171.81	43,964.76	52,757.72
Development Services				
Building				
Building Official	50	54,856.02	68,570.03	82,284.03
Building Inspector II	36	38,823.10	48,528.87	58,234.65
Building Inspector I	32	35,171.81	43,964.76	52,757.72
Planning Technician	24	28,867.14	36,083.93	43,300.71
Code Enforcement Officer	24	28,867.14	36,083.93	43,300.71
Senior Permit Technician	26	30,328.54	37,910.68	45,492.81
Planning & Zoning				
Planning & Zoning Director	50	54,856.02	68,570.03	82,284.03
Senior Planner	40	42,853.44	53,566.80	64,280.15
Planning Technician	24	28,867.14	36,083.93	43,300.71
GIS Manager	40	42,853.44	53,566.80	64,280.15

Fiscal 2017-2018 Salary Rate Plan				
Job Families and Job Titles	Salary Grade	Recommended		
		Minimum	Midpoint	Maximum
Tourism				
Tourism Supervisor	30	33,477.04	41,846.29	50,215.55
Tourism Clerk	12	22,276.80	27,846.00	33,415.20
Library				
Library Director	40	42,853.44	53,566.80	64,280.15
Library Branch Manager	32	35,171.81	42,684.24	51,221.09
Senior Library Assistant	22	27,476.16	34,345.20	41,214.24
Library Assistant	14	22,550.97	28,188.71	33,826.45
Library Page	6	22,276.80	27,846.00	33,415.20
Parks				
Parks Director	50	54,856.02	68,570.03	82,284.03
Parks Supervisor	31	34,313.96	42,892.45	51,470.94
Parks Maintenance Worker II	19	25,514.35	31,892.94	38,271.52
Parks Maintenance Worker I	15	23,114.74	28,893.43	34,672.11
Recreation				
Recreation Coordinator	32	35,171.81	43,964.76	52,757.72
Recreation Asst.	12	22,276.80	27,846.00	33,415.20
Recreation Aids	12	22,276.80	27,846.00	33,415.20
Pool Cashier	4	22,276.80	27,846.00	33,415.20
Lead Lifeguard	10	31,824.00	39,780.00	47,736.00
Lifeguard	9	22,276.80	27,846.00	33,415.20
Police Operations				
Police Chief	60	70,220.35	87,775.43	105,330.52
Police Commander	50	54,856.02	68,570.03	82,284.03
Support Services Division Lieutena	46	49,696.85	62,121.06	74,545.27
Police Sergeant	44	47,302.18	59,127.72	70,953.26
Police Corporal	40	42,853.44	53,566.80	64,280.15
Detective	40	42,853.44	53,566.80	64,280.15
Police Officer	38	40,788.52	50,985.65	61,182.78
Police Support				
Police Communications Supervisor	34	36,952.38	46,190.48	55,428.58
Police Communications Specialist	22	27,476.16	34,345.20	41,214.24
Police Assistant	26	30,328.54	37,910.68	45,492.81
Police Records Clerk	22	27,476.16	34,345.20	41,214.24
Senior Animal Control Officer	26	30,328.54	37,910.68	45,492.81
Animal Control Officer	20	26,152.21	32,690.26	39,228.31
Fire Department				
Fire Chief	50	54,856.02	68,570.03	82,284.03
Admin Specialist	27	31,086.76	38,858.44	46,630.13

Fiscal 2017-2018 Salary Rate Plan				
Job Families and Job Titles	Salary Grade	Recommended		
		Minimum	Midpoint	Maximum
Public Works Department				
Public Works Director	60	70,220.35	87,775.43	105,330.52
Public Works Superintendent	50	54,856.02	68,570.03	82,284.03
Streets Superintendent	40	42,853.44	53,566.80	64,280.15
Administrative Assistant, Public Wo	24	28,867.14	36,083.93	43,300.71
Engineering Aide	24	28,867.14	36,083.93	43,300.71
Utilities Operations Supervisor	35	37,876.19	47,345.24	56,814.29
Utilities Operator Ⅲ	31	34,313.96	42,892.45	51,470.94
Utilities Operator Ⅱ	27	31,086.76	38,858.44	46,630.13
Utilities Operator I	23	28,163.07	35,203.83	42,244.60
Street Maintenance Supervisor	31	34,313.96	42,892.45	51,470.94
Street Maintenance Worker Ⅲ	27	31,086.76	38,858.44	46,630.13
Street Maintenance Worker Ⅱ	23	28,163.07	35,203.83	42,244.60
Street Maintenance Worker I	19	25,514.35	31,892.94	38,271.52
Maintenance Technician	27	31,086.76	38,858.44	46,630.13
Meter Reader	23	28,163.07	35,203.83	42,244.60
Transit				
Dispatcher/Admin Assistant	22	27,476.16	33,344.86	40,013.82
Transit Driver I	19	25,514.35	31,892.94	38,271.52
Transit Driver Ⅱ	19	25,514.35	31,892.94	38,271.52
Golf Course				
Director of Golf Operations	40	42,853.44	53,566.80	64,280.15
Golf Shop Manager	16	23,692.61	28,753.17	34,503.80
Golf Shop Customer Service	4	22,276.80	27,846.00	33,415.20
Golf Course Superintendent	31	34,313.96	42,892.45	51,470.94
G.C. Mechanic/Maintenance	14	22,550.97	28,188.71	33,826.45
Foreman/Irrigation Tech.	16	23,692.61	29,615.76	35,538.91
Equipment Operator	8	22,945.10	28,681.38	34,417.66
Kitchen Manager & Chef	22	27,476.16	33,344.86	41,214.24
Cook	10	22,276.80	27,846.00	33,415.20
Dishwasher/Prep Cook	4	22,276.80	27,846.00	33,415.20
Lead Waitstaff	6	18,508.63	23,135.79	27,762.94
Waitstaff	4	17,616.78	22,020.97	26,425.17
Beverage Cart Attendent	4	17,616.78	22,020.97	26,425.17

Summary of Expenditures by Fund and Department			
	Fiscal 2016-2017		Fiscal
		Estimated	2017-2018
Description	**Budget**	**Actual**	**Budget**
General Fund			
Administration	554,698	411,829	512,000
City Council	50,754	45,966	43,615
City Clerk	146,688	102,068	151,488
Community Enrichment	74,060	50,659	79,850
Miscellaneous	3,663,385	537,255	2,272,986
Finance	216,633	179,161	204,991
Tourism	145,245	145,045	153,244
Police	2,091,733	1,964,669	2,267,821
Fire	540,789	439,457	537,333
City Attorney	242,360	241,079	324,495
Magistrate	65,338	24,185	76,586
Library	246,591	218,647	237,505
Parks	272,230	256,987	305,006
Recreation	182,557	84,650	170,529
Building	197,736	129,218	265,822
Planning & Zoning	138,339	66,967	142,304
Public Works	200,522	68,422	197,994
Total General Fund	**9,029,658**	**4,966,265**	**7,943,568**
Natural Gas	1,177,000	600,917	1,038,815
Water	872,250	648,208	882,443
Wastewater	1,085,000	628,348	897,274
Sanitation	680,000	599,038	770,000
Golf Course	986,713	858,795	1,103,292
Total Enterprise Funds	**4,800,963**	**3,335,307**	**4,691,823**
Airport	150,800	76,572	150,300
Streets	433,383	394,130	419,408
Transit	332,561	219,867	209,937
Debt Service	396,950	398,713	396,444
Capital Projects	2,928,345	255,074	2,625,000
Impact Fees	-	-	-
Grants	3,013,000	11,221	5,186,677
Firemen's Pension	36,000	34,000	36,000
Total - Other Funds	**7,291,038**	**1,389,577**	**9,023,765**
TOTAL - ALL FUNDS	**21,121,661**	**9,691,149**	**21,659,158**
Less: Interfund Transfers	(1,536,023)		(826,322)
Total Net Expenditures	**19,585,638**		**20,832,836**

Revenues


2017-18 Revenues by Fund
Debt Service 2%
Transit 1%
Streets (HURF) 2%
Fireman Pension 0%
Golf Course 5%
Capital Projects 13%
General Fund 35%
Enterprise 18%
Grants 24%

General Fund Revenues	2015-16 Budget	2015-16 Actual	2016-17 Budget	2016-17 Actual Thru DEC 2016	2016-17 Projected Actual	2017-18 Budget
Revenues						
Administration						
General Property Tax	230,000	228,415	226,000	131,166	262,332	323,409
City Sales Tax (3.5%)	3,850,000	3,681,455	3,850,000	1,816,524	3,783,546	3,850,000
Bed Tax	70,000	76,060	70,000	24,801	66,135	70,000
State Sales Tax	487,696	479,832	460,381	214,330	428,660	456,737
Franchise Tax	165,000	155,035	165,000	89,290	165,000	165,000
Auto Lieu Tax	245,186	237,153	247,834	118,547	237,094	270,007
Business License	12,000	20,816	12,000	4,475	20,800	20,800
State Revenue Sharing	614,641	614,641	598,394	299,197	598,394	603,131
Interest Income	1,000	1,749	1,000	404	808	1,800
Copies and Notary Fees	500	297	500	126	251	500
Miscellaneous	10,000	6,525	10,000	9,633	19,265	10,000
Sale of Fixed Assets	5,000	-	5,000	13,186	26,372	5,000
Property Rental	40,000	34,546	40,000	16,642	40,000	40,000
Total Administration	**5,731,023**	**5,536,525**	**5,686,109**	**2,738,320**	**5,648,658**	**5,816,384**
Building / Planning & Zoning Development						
Planning & Zoning Fees	2,000	7,499	75,000	550	1,100	75,000
Building Permits	35,000	24,390	75,000	18,319	36,637	75,000
Building Plan Review Fees	10,000	12,498	20,000	7,192	14,383	20,000
Public Works Review Fees	43,750	350	150,000	25	50	150,000
PW Recording/ Misc. Fees	600	-	600	-	-	600
Total Development	**91,350**	**44,737**	**320,600**	**26,085**	**52,171**	**320,600**
Police / Animal Control						
Forfeiture Rev /Check proof Veh	6,000	58	6,000	-	-	1,000
Report Income	750	1,394	750	388	776	750
Fingerprint Revenue	1,200	1,331	1,200	575	1,150	1,200
Dog License / Shelter Fees	5,000	3,271	5,000	1,687	3,375	5,000
Animal medical Donations	10,000	19,022	10,000	5,603	11,206	13,000
Spay/Neuter Grants	5,000	-	5,000	-	0	5,000
Shelter Fees from County	8,000	2,679	8,000	1,649	3,298	8,000
Soldiers Best Friend	-	50	-	-	0	-
Stonegarden Grant for OT	75,000	20,816	75,000	9,383	42,785	50,000
Stonegarden Grant for Equipment	-	8,003	-	-	0	-
Police Grant - HIDT	-	-	-	2,500	2,500	2,500
Auto Theft Task Force GITEM GRANT	65,000	61,521	65,000	16,652	47,395	65,000
GOHS Grant OT	2,000	-	2,000	-	0	2,000
RICO Seizure Revenue	1,000	-	1,000	474	948	1,000
Officer Safety Equipment	1,000	771	1,000	445	890	1,000
Other Income	3,000	16,149	3,000	13,660	27,319	70,349
Total Police Dept	**182,950**	**135,065**	**182,950**	**53,016**	**141,642**	**225,799**

Fire Dept						
Firemen's Revenue	30,000	8,415	30,000	42,238	49,418	40,000
Fire Dept Donations	500	-	500	-	-	500
Total Fire Dept	**30,500**	**8,415**	**30,500**	**42,238**	**49,418**	**40,500**
Magistrate						
Citations from Benson PD	-	130	-	174	347	36,250
Total Magistrate	**-**	**130**	**-**	**174**	**347**	**36,250**
Library						
Library Fines	7,500	7,132	7,500	3,883	7,765	7,500
Library Donations - Restricted	100	-	100	-	-	100
Miscellaneous		500	500	-	-	
Total Library	**7,600**	**7,632**	**8,100**	**3,883**	**7,765**	**7,600**
Parks & Recreation						
Pool Fees	5,000	4,200	5,000	412	5,930	5,900
Summer Program Fees	600	3,800	600	355	5,735	5,700
Bingo		463	5,000	272	1,000	1,000
Park User Fees	4,500	5,342	5,000	1,611	4,822	5,000
Donations	1,000	-	1,000	-	-	1,000
July 4 Revenue / Donations	10,000	4,520	10,000	1,050	2,100	15,000
Other Events	5,000	110	500	60	120	500
Miscellaneous	2,500	467	500	100	200	500
Total Parks & Recreation	**28,600**	**18,903**	**27,600**	**3,861**	**19,907**	**34,600**
Tourism						
Tourism Sales	1,500	2,144	2,800	874	1,749	2,800
Total Tourism	**1,500**	**2,144**	**2,800**	**874**	**1,749**	**2,800**
Cemetery						
Plot Sales	1,000	150	1,000	-	-	1,000
Total Cemetery	**1,000**	**150**	**1,000**	**-**	**-**	**1,000**
Miscellaneous						
Transfer from Gas Fund Balance	400,000		400,000			400,000
Carry Forward Balance	500,000	102,644	1,300,000			1,058,035
Total Miscellaneous	**900,000**	**102,644**	**1,700,000**	**-**	**-**	**1,458,035**
Total General Fund Revenue	**6,974,523**	**5,856,343**	**7,959,659**	**2,868,451**	**5,921,656**	**7,943,568**

Natural Gas Fund	2015-16 Budget	2015-16 Actual	2016-17 Budget	2016-17 Actual Thru Dec 2016	2016-17 Projected Actual	2017-18 Budget
Revenues						
Residential Gas Revenue	600,000	519,066	700,000	181,702	497,288	622,878
Muli-User Gas Revenue	7,500	6,783	10,000	2,626	5,251	11,000
Commercial Gas Revenue	275,000	211,187	350,000	68,195	199,901	253,424
Utility Service Charges	15,000	16,138	15,000	7,055	14,110	16,500
New Gas Hookups	7,000	2,104	7,000	1,119	2,237	7,700
Penalty and Interest Fees	5,000	4,178	5,000	1,971	3,943	5,500
Series 2010 Bond Proceeds	130,000	-	75,000	-	-	-
Round Up Revenues	-	-	15,000	-	-	121,813
Total Revenues	**1,039,500**	**759,457**	**1,177,000**	**262,668**	**722,730**	**1,038,815**

Water Fund	2015-16 Budget	2015-16 Actual	2016-17 Budget	2016-17 Actual Thru Dec 2016	2016-17 Projected Actual	2017-18 Budget
Revenues						
Residential Water Revenue	425,000	383,774	465,000	202,327	396,171	441,340
Commercial Water Revenue	300,000	298,048	335,000	141,180	294,537	342,756
New Hookups	20,000	2,162	10,000	1,618	3,237	10,000
Impact Fee Allocation	-	-	-	-	-	-
Water Accomodation Fees	7,000	10,950	12,000	4,525	9,320	12,593
Series 2010 Bond Proceeds	25,000	-	50,000	-	-	-
Contribution from General Fund						20,422
Projected Carryforward for Contingency						55,057
Other Income	-	8,041	250	-	-	275
Total Revenues	**777,000**	**702,974**	**872,250**	**349,651**	**703,265**	**882,443**

Wastewater Fund	2015-16 Budget	2015-16 Actual	2016-17 Budget	2016-17 Actual Thru Dec 2016	2016-17 Projected Actual	2017-18 Budget
Revenues						
Residential Wastewater Fees	425,000	406,205	475,000	219,621	439,241	487,446
Muli-User Wastewater Fees	7,000	5,945	9,000	2,381	5,160	7,134
Commercial Wastewater Fees	275,000	258,842	300,000	132,084	264,168	310,610
New Hook Ups	15,000	4,075	15,000	1,448	2,895	4,889
Series 2010 Bond	90,000	-	280,000	-	-	-
Whetstone W/W Fees	12,000	-	-	-	-	-
Misc Revenue	15,000	3,400	6,000	-	-	4,080
Projected Carryforward for Contingency						83,115
Total Revenues	**839,000**	**678,467**	**1,085,000**	**355,534**	**711,464**	**897,274**

Sanitation Fund	2015-16 Budget	2015-16 Actual	2016-17 Budget	2016-17 Actual Thru Dec 2016	2016-17 Projected Actual	2017-18 Budget
Revenues						
Residential Sanitation Fees	320,000	315,153	360,000	269,479	338,000	385,000
Muli-User Sanitation Fees	-	-	-	-	-	-
Commercial Sanitation Fees	315,000	270,783	320,000	227,017	357,000	375,000
Neighborhood Clean Up Programs						10,000
Total Revenues	**635,000**	**585,935**	**680,000**	**496,496**	**695,000**	**770,000**

Streets Fund	2015-16 Budget	2015-16 Actual	2016-17 Budget	2016-17 Actual Thru Dec 2016	2016-17 Projected Actual	2017-18 Budget
Revenues						
Gasoline Tax	370,990	-	361,555	180,572	361,144	385,564
One Time Gasoline Tax	-	-	14,560	-	-	14,409
Contribution from General Fund	-	-	57,268	7,825	32,987	19,435
Total Revenues	**370,990**	**-**	**433,383**	**188,397**	**394,131**	**419,408**

San Pedro Golf Operations	2015-16 Budget	2015-16 Actual	2016-17 Budget	Actual Thru Dec 2016	Projected Actual	2017-18 Budget
Revenues						
Memberships	-	-	-	-	-	-
Green and Cart Fees	473,834	372,102	468,730	152,745	392,000	483,500
Merchandise Sales	42,697	32,284	35,000	9,876	22,300	35,000
Practice Facility	24,335	16,046	18,250	5,169	14,500	20,000
Other Income	-	-	-	-	-	-
Teaching Revenue	2,500	704	1,500	15	30	1,000
Contribution from General Fund	91,454	210,569	171,932	158,844	-	176,792
Total Revenues	**634,820**	**631,706**	**695,412**	**326,649**	**428,830**	**716,292**

San Pedro F&B	2015-16 Budget	2015-16 Actual	2016-17 Budget	2016-17 Actual Thru Dec 2016	2016-17 Projected Actual	2017-18 Budget
Revenues						
Food Sales	210,000	177,785	192,500	75,707	191,500	270,000
Beer Sales	65,000	60,145	60,300	26,027	59,200	70,000
Wine Sales	7,000	7,186	6,000	2,685	8,200	9,000
Liquor Sales	18,500	18,992	18,500	8,055	23,000	20,000
Banquet Revenue	6,000	15,869	14,000	7,817	18,000	18,000
Total Revenues	**306,500**	**279,977**	**291,300**	**120,291**	**299,900**	**387,000**

Transit Fund	2015-16 Budget	2015-16 Actual	2016-17 Budget	2016-17 Actual Thru Dec 2016	2016-17 Projected Actual	2017-18 Budget
Revenues						
Grant Reimbursement - FTA 5311 - Capital	263,013	4,280	135,000	728	59,971	16,000
Grant Reimbursement - FTA 5311 - Operating	90,339	81,351	77,360	36,164	72,328	75,386
Grant Reimbursement - FTA 5311 - Admin	42,653	26,968	34,405	19,277	38,554	36,272
SEAGO AAA	18,650	50,204	18,650	10,092	20,184	18,650
Fare Revenue	8,000	6,334	8,000	2,574	5,147	8,000
Allocation from General Fund	54,966	51,532	57,646	-	23,683	54,129
Grant Revenue	-	244,371	-	-	-	-
Greyhound Revenue	5,000	2,734	-	-	-	-
RTAP	1,500	627	1,500	-	-	1,500
Total Revenues	**484,121**	**468,401**	**332,561**	**68,835**	**219,867**	**209,937**

Airport Fund	2015-16 Budget	2015-16 Actual	2016-17 Budget	2016-17 Actual Thru Dec 2016	2016-17 Projected Actual	2017-18 Budget
Revenues						
Contribution General Fund	100,800	55,023	135,800	22,355	58,072	135,300
Business Revenue	20,000	12,760	15,000	6,361	18,500	15,000
Insurance Recoveries	-	-	-	-	-	-
Total Revenues	**120,800**	**67,783**	**150,800**	**28,716**	**76,572**	**150,300**

Capital Projects Fund	2015-16 Budget	2015-16 Actual	2016-17 Budget	2016-17 Actual Thru Dec 2016	2016-17 Projected Actual	2017-18 Budget
Revenues						
Construction Sales Tax	500,000	124,485	800,000	16,325	32,650	400,000
Hanger Financing	-	-	500,000	-	-	1,150,000
Series 2010 Bond Proceeds	284,600	-	250,000	-	-	1,075,000
Cenpatico's Community Reinvestment Grant Parks	-	-	75,000	5,074	5,074	-
K9 Memorail Donations	-	-	6,000	-	-	-
Legacy Foundation Grants	-	-	52,000	-	-	-
Anticipated Grant	-	-	1,245,345	-	-	-
Total Revenues	**784,600**	**124,485**	**2,928,345**	**21,399**	**37,724**	**2,625,000**

Debt Service Fund	2015-16 Budget	2015-16 Actual	2016-17 Budget	2016-17 Actual Thru Dec 2016	2016-17 Projected Actual	2017-18 Budget
Revenues						
Bond Proceeds Carried Forward	1,070,000	4	1,070,000	-	-	-
Transfer of Payments from General Fund	399,975	399,971	396,950	398,713	398,713	396,444
Total Revenues	**1,469,975**	**399,975**	**1,466,950**	**398,713**	**398,713**	**396,444**

Fireman's Pension Fund	2015-16 Budget	2015-16 Actual	2016-17 Budget	2016-17 Actual Thru Dec 2016	2016-17 Projected Actual	2017-18 Budget
Revenues						
Contributions From State Fund	6,000	5,125	6,000	5,346	5,346	6,000
Contributions From Fire, Inc	1,200	1,690	1,200	1,904	3,306	1,200
Contributions From General Fund	23,800	25,785	23,800	9,750	25,348	23,800
Interest Income	5,000	-	5,000	-	-	-
Other Income	-	-	-	-	-	5,000
Total Revenues	**36,000**	**32,600**	**36,000**	**17,000**	**34,000**	**36,000**

Grants Fund	2015-16 Budget	2015-16 Actual	2016-17 Budget	2016-17 Actual Thru Dec 2016	2016-17 Projected Actual	2017-18 Budget
Revenues:						
Historic Preservation Grant	-	360		-	-	
Tourism Grant	-	7,500	7,000	-	-	-
Police Grants	-	9,359	-	-	-	-
Fire Grants	427,500	430,068	300,000	1,500	3,000	925,000
Emergency Generator	-	-	-	-	-	-
FAA 16 / ADOT	-	-	-	-	-	-
Unclassified Airport Grants	1,200,000	-	1,200,000	-	-	1,200,000
Unclassified Grants	3,500,000	26,318	1,490,000	-	-	1,565,000
WIFA SCADA and Energy Study	-	-	-	-	-	60,000
State Airport Grants	-	-	-	8,224	16,448	-
Score Board Donations		-	10,000		-	-
Contribution From General Fund	35,000	50,726	-	-	-	-
Police K9 Statue Donation			6,000		-	6,000
New SCBA Equipment						500,000
SAFER Grant - Fire Dept						280,677
Apache Park Improvments						400,000
CDBG Park Grant	237,500	190,822	-	-	-	250,000
Total Revenues	**5,400,000**	**715,153**	**3,013,000**	**9,724**	**19,448**	**5,186,677**

General Fund Expenditures

City Council

The Mayor and City Council are comprised of seven elected officials of the City. The Mayor is directly elected by the citizens every two years while the Vice-Mayor is selected by the Council. They serve four-year overlapping terms in the manner prescribed by State Law. The City Council serves as the legislative and policy-making body of the municipal government and has responsibilities for enacting City ordinances and providing policy direction to the City Manager, who is responsible for carrying out its established policies and administering operations. In addition, the City Council is responsible for appropriating funds to conduct City business by adopting an annual budget that maintains the fiscal stability of the City.

The City Council budget includes costs for the annual League of Cities booth. It also includes Employee Council expenditures for other employee promotions.

City Council	2015-16 Budget	2015-16 Actual	2016-17 Budget	2016-176 Actual Thru DEC 2016	2016-17 Projected Actual	2017-18 Budget
Personnel						
Salaries and Wages	19,200	19,265	19,200	8,000	19,200	19,200
Payroll Taxes	1,469	1,560	1,469	638	1,277	1,469
Workman's Compensation	55	63	55	24	47	46
Total Personnel	**20,724**	**20,888**	**20,724**	**8,662**	**20,524**	**20,715**
Contracts & Services						
Travel	10,000	5,937	13,000	11,472	13,000	13,000
Council Photos	-	-	500	-	-	500
Employee Council	900	-	900	371	741	900
Total Contracts & Services	**10,900**	**5,937**	**14,400**	**11,843**	**13,741**	**14,400**
Supplies						
Operating Supplies	3,000	776	3,000	1,372	2,745	3,000
Computer Supplies			9,430	2,815	5,631	2,000
League of Cities	3,200	3,081	3,200	3,326	3,326	3,500
Total Supplies & Expenses	**6,200**	**3,857**	**15,630**	**7,514**	**11,701**	**8,500**
Capital Projects						
	-	-	-	-	-	
Total Capital Costs	**-**	**-**	**-**	**-**	**-**	**-**
Total Council	**37,824**	**30,681**	**50,754**	**28,019**	**45,966**	**43,615**

Community Enrichment	2015-16 Budget	2015-16 Actual	2016-17 Budget	2016-17 Actual Thru DEC 2016	2016-17 Projected Actual	2017-18 Budget
Contracts & Services						
City Promotion	6,850	4,900	6,850	1,000	6,000	2,500
Clean & Beautiful						3,500
San Pedro Valley Alliance						3,000
Historical Commission	-		1,000	-	-	1,000
Food Pantry	-	1,560	1,560	1,821	3,642	2,200
Food Bank	5,500	5,467	5,500	1,678	3,355	5,500
Economic Development	25,000	-	20,000	-	-	20,000
Fire Works/ Advertising	24,000	24,784	29,000	14,126	28,252	30,000
Butterfield Rodeo	4,650	4,650	4,650	4,650	4,650	4,650
Shop with a Cop	500	500	500	-	500	500
Butterfield Stage Days	2,500	2,144	2,500	2,643	2,643	2,500
Christmas Tree Lighting	-	-	1,500	798	798	3,000
Christmas Light Parade	1,000	752	1,000	819	819	1,500
Total Contracts & Services	**70,000**	**44,757**	**74,060**	**27,534**	**50,659**	**79,850**
Total Community Enrichment	**70,000**	**44,757**	**74,060**	**27,534**	**50,659**	**79,850**

Miscellaneous	2015-16 Budget	2015-16 Actual	2016-17 Budget	2016-17 Actual Thru DEC 2016	2016-17 Projected Actual	2017-18 Budget
Contribution to Fire Pension	23,800	28,785	23,800	17,000	23,800	23,800
Contribution to Airport	100,800	-	135,800	22,355	58,072	135,300
Contribution to Transit	54,966	51,532	57,646	13,706	23,683	54,129
Contribution to Golf Course	91,454	159,563	171,932	158,844	0	176,792
Contribution to Debt Service	399,975	399,975	399,975	398,713	398,713	396,444
Contribution to Grant Fund	35,000	50,726	-	-	0	-
Contribution to Streets Fund			57,268	38,358	32,987	19,435
Contribution to Water Fund						20,422
Operating Contingency						50,000
Contingency Reserve Set Aside	1,425,083	1,558,469	1,746,964	-	0	1,396,664
Total Miscellaneous	**2,131,078**	**2,249,049**	**2,593,385**	**648,976**	**537,255**	**2,272,986**

City Manager / City Administration

City Manager: The City Manager is the "Team Leader" responsible for the proper administration of the City and serves as the Chief Administrative Officer of the government under the control and direction of the City Council, as provided under Section 3-1-2 of the City Code. The City Manager is responsible for providing leadership in administering the programs and policies established by the Mayor and Council. The City Manager is further responsible for the coordination of the administrative functions of the various departments, boards, divisions and services of the City government. The following Department Heads and other departments report to and receive direction from the City Manager: Finance Director, City Clerk, Public Works Director/City Engineer, Building Official, Planning and Zoning Director, Chief of Police, Fire Chief, Library Director, Director of Golf, Tourism Supervisor, HR and Recreation Coordinators.

Human Resources: The Human Resource office provides personnel-related services to City employees. This includes employee relations, recruitment and selection, classification and compensation, employee benefits, employee safety and worker's compensation (and elements of the City's risk management effort), OSHA oversight, training and development, Human Resources Information Systems (HRIS), organizational development and employee records.

Facilities Management: The Facilities Management Division manages and coordinates the maintenance and repairs of all City owned property.

Economic Development: The City's previous Economic Development Subcommittee was composed of City Council, City staff representatives and key local business leaders. The Economic Development Strategic Plan was developed as a plan to keep the City moving forward. The Mayor and Council's goal for this plan is to encourage a healthy business climate by providing timely information to new and existing businesses. The City's commitment to Economic Development will help diversify, expand and develop the local business sector. The plan has been distributed and is available for viewing on the City website.

IT Services: This service is contracted to the City. The service is responsible for all aspects of the systems in the City.

Intergovernmental Liaison: One of the strategic plan goals is to promote cooperative partnerships with Local, County, State and Federal entities. This can best be accomplished by working on an intergovernmental liaison strategy. The City Manager develops, represents, and advocates the interests of the City of Benson.

Position	Number	Percentage
City Manager	1	100%
Human Resources Coordinator	1	100%
Administrative Assistant	1	100%

Administration	2015-16 Budget	2015-16 Actual	2016-17 Budget	2016-17 Actual Thru DEC 2016	2016-17 Projected Actual	2017-18 Budget
Personnel						
Salaries and Wages	148,368	91,625	156,485	46,043	92,086	184,214
Overtime Wages	-	-	-	-	-	-
Payroll Taxes	11,350	6,880	11,971	3,498	6,996	14,092
Retirement Benefits	17,018	10,336	17,965	5,286	10,572	21,185
Employee Insurance	13,429	1,960	14,477	956	1,913	14,550
Total Personnel	**190,165**	**110,801**	**200,898**	**55,783**	**111,567**	**234,040**
Contracts & Services						
Professional Services	1,100	844	1,500	8,887	9,000	4,000
Professional Services - HR	4,000	2,780	4,000	798	1,596	4,000
Legal Fees	150,000	32,697	96,000	-	-	-
IT Services	95,000	87,929	95,000	80,351	140,000	110,000
Intergovernmental Relations	5,000	6,615	5,000	4,311	5,500	5,500
Education and Training	1,000	2,253	1,000	230	460	1,200
Utilities	15,000	12,711	15,000	7,266	14,532	15,000
Telephone	15,000	14,650	15,000	5,539	15,000	15,000
Repairs & Maintenance	10,000	10,321	10,000	8,723	11,000	11,000
Rentals	2,000	1,652	2,000	756	1,512	2,000
Uniforms	500	-	500	67	134	500
Insurance	60,000	59,134	60,000	46,735	63,000	63,000
Public Notices, Advertising	800	367	800	36	72	1,000
Advertising - HR	10,000	2,757	10,000	911	1,822	3,500
Travel	2,500	1,012	4,000	2,249	4,498	4,000
Dues & Licenses	10,000	7,412	10,000	7,293	8,533	10,000
Total Contracts & Services	**381,900**	**243,134**	**329,800**	**174,151**	**276,657**	**249,700**
Supplies						
Office Supplies	2,500	2,046	2,500	220	439	750
Postage & Shipping	3,000	5,045	3,000	2,060	4,120	3,000
Computer Supplies	2,000	1,998	1,000	-	-	250
IT Supplies	10,000	-	10,000	-	-	4,000
Operating Supplies	2,500	3,253	2,500	1,451	2,901	2,500
Vehicle Fuel & Oil	2,500	522	2,500	340	680	2,500
Vehicle Repairs & Maint	2,500	3,843	2,500	1,352	2,704	2,500
Total Supplies	**25,000**	**16,706**	**24,000**	**5,422**	**10,845**	**15,500**
Capital Projects						
CIP CM 16-01 City Mgr Vehicle	35,000	33,101	-	-	-	-
Property Payment	14,605	13,212	-	12,760	12,760	12,760
Contingency Reserve						-
Total Capital Projects	**49,605**	**46,313**	**-**	**12,760**	**12,760**	**12,760**
Total Administration	**646,670**	**416,954**	**554,698**	**248,117**	**411,829**	**512,000**

City Clerk

The City Clerk is the historian of the City and is responsible for preserving the City's legislative history through the timely and accurate accumulation, preservation and accessibility of the official legal records. The Clerk's office is the centralized information distribution point, serving as a link between citizens and government as the primary source for providing information, striving to be a valuable resource for our citizens, City Council and Staff. The City Clerk's office also conducts elections, assists with voter registration and performs notary services. Other duties of the City Clerk include maintaining the City Code, preparing notices of public hearings, maintaining listings of Board & Commission members, as well as serving as the Deputy Secretary to the Benson Municipal Property Corporation, the Firefighters' Pension & Relief Fund and various committees established by the Council. The Clerk's Office provides staff support to City Council; preparing, assembling and distributing the Council Agendas and Packets; fulfilling all legal posting requirements; and recording City Council actions. Other services provided to the Council by the City Clerk's Office are education opportunities and Council events, including preparation and implementation of the League of Arizona Cities and Towns "Showcase of Cities and Towns" booth and the Mayor/Manager luncheon hosted by the City annually. Functions of the Clerk's Office are performed in accordance with Arizona Revised Statutes, Benson's City Code and the administration policies and objectives of the City.

Fiscal Year 2017-2018 Goals & Objectives:

- Continue progress on organizing, scanning and indexing City records utilizing the City Council meeting minutes per the Clerk's strategic plan

- Work with the City Attorney to establish quarterly work sessions to keep City Council abreast of policies, procedures and new legislation

- Integrate the Council approved "City Council Policies & Procedures" into the City Code, present amended to Code Chapter(s) to Council for action

- Hold a "Voter Registration Day" to encourage voter registration and participation, showing where information can be found on the City's website and explaining public participation through attendance and the Call to the Public at City Council meetings

- Work with the City Attorney to renew Boards & Commissions training seminar

Position	Number	Percentage
City Clerk	1	100%
Deputy City Clerk	1	100%

City Clerk	2015-16 Budget	2015-16 Actual	2016-17 Budget	2016-17 Actual Thru DEC 2016	2016-17 Projected Actual	2017-18 Budget
Personnel						
Salaries and Wages	88,118	89,601	90,761	46,810	74,953	103,678
Overtime Wages	-	205	-	168	168	200
Payroll Taxes	6,741	6,715	6,943	3,516	5,631	7,931
Retirement Benefits	10,107	10,131	10,419	5,225	8,456	11,923
Employee Insurance	13,249	12,135	14,415	3,483	7,631	16,256
Total Personnel	**118,215**	**118,786**	**122,538**	**59,202**	**96,839**	**139,988**
Contracts & Services						
Professional Services	1,000	680	1,000	-	0	1,000
Education and Training	2,500	2,886	3,000	1,446	2,892	3,500
Public Notices & Advertising	1,500	500	1,500	212	424	1,500
Travel	100	72	350	36	73	500
Dues & Licenses	1,000	500	1,000	220	800	1,200
Total Contracts & Services	**6,100**	**4,638**	**6,850**	**1,914**	**4,188**	**7,700**
Supplies						
Election Supplies & Postage	15,000	217	15,000	29	58	-
Office Supplies	1,100	1,247	1,000	334	668	1,000
Computer Supplies	1,500	2,081	1,000	112	224	2,500
Operating Supplies	300	114	300	46	91	300
Total Supplies	**17,900**	**3,659**	**17,300**	**521**	**1,041**	**3,800**
Total City Clerk	**142,215**	**127,083**	**146,688**	**61,636**	**102,068**	**151,488**

Tourism Division

The Tourism Division manages the Benson Visitor Center providing relevant and interesting information to local residents, City employees, and business and leisure travelers, improving access to the City's services, programs and amenities, and enhancing the image of the City. One of the key tools is the tourism website, which includes a calendar of events.

Fiscal Year 2016-1017 Accomplishments:

- The Cochise County Tourism Council is still marketing the county as a region and partners with Arizona Office of Tourism to help promote regional tourism as well as Benson attractions.

- Continues to update and produce 50,000 8½" X 11" full color maps of Benson locating all motels, restaurants, and RV parks, as well as library, schools, hospital, post office and other important information. We have also a contract for distribution through Pima, Pinal and Cochise Counties.

- Completed a G-Scale model railroad with a working AAR control stand to run the train. This was paid for by a grant from Union Pacific Foundation. It has been attracting people from all over. Each person that drives the train receives a souvenir engineer's certificate.

- Wrote a $10,000 Union Pacific Grant to produce five 48" X 32" map sign frames kiosks to be installed in key locations around Benson and to add to our G-Scale Model Railroad display.

Fiscal Year 2017-1018 Goals:

- Would like to produce the grant-funded 48" X 32" map sign frames kiosks to be installed in key locations around Benson. This will make a total of eight map signs that will be installed at key locations around Benson.

- Continue to add railroad and historical items to displays in the Visitor Center. This tends to draw people to the Visitor Center and most spend more time in Benson.

- Staff continues developing better tracking mechanisms for events and advertising

Position	Number	Percentage
Tourism Supervisor	1	100%
Tourism Clerk	1	100%
Tourism Clerk	1	50%

Tourism	2015-16 Budget	2015-16 Actual	2016-17 Budget	2016-17 Actual Thru DEC 2016	2016-17 Projected Actual	2017-18 Budget
Personnel						
Salaries and Wages	71,346	72,556	73,487	35,166	71,604	74,953
Overtime Wages	-	48	-	139	139	
Payroll Taxes	5,458	5,592	5,622	2,655	5,560	5,734
Retirement Benefits	8,183	8,189	8,436	4,050	8,233	8,620
Employee Insurance	11,707	11,501	12,738	4,956	11,839	12,726
Total Personnel	**96,694**	**97,885**	**100,283**	**46,966**	**97,375**	**102,033**
Contracts & Services						
Education and Training	1,200	60	1,261	-	900	900
Utilities	3,600	5,105	2,500	1,142	2,285	2,500
Telephone	2,800	3,914	2,757	2,231	4,564	2,000
Repairs & Maintenance	1,000	1,950	1,334	1,201	2,402	8,000
Public Notices, Advertising	21,000	19,335	21,000	12,809	21,000	21,000
County Tourism Council	10,011	7,508	10,011	-	10,011	10,011
Travel	500	115	500	613	753	800
Total Contracts & Services	**40,111**	**37,986**	**39,363**	**17,996**	**41,915**	**45,211**
Supplies						
Office Supplies	1,000	275	1,000	573	592	1,500
Computer Supplies	500	895	500	288	902	-
Souviner Inventory	1,300	1,563	2,600	2,237	2,600	3,000
Operating Supplies	1,500	1,261	1,500	804	1,662	1,500
Total Supplies	**4,300**	**3,993**	**5,600**	**3,902**	**5,755**	**6,000**
Total Tourism	**141,105**	**139,865**	**145,245**	**68,864**	**145,045**	**153,244**

Finance Department

The Finance Department is responsible for processing, monitoring and reporting on the City's financial activities. Specific duties include accounting, financial reporting, managerial analysis and reporting, maintenance of internal controls, investment management, debt management, audit coordination, budgeting, procurement administration, grant administration, sales tax monitoring and audits, risk and insurance administration, accounts payable, payroll, utility billing and collection, work order processing and business licensing. The Department also develops and administers the City's Capital Improvement Program, procurement program, participates in economic development and special projects as assigned by the City Manager and City Council.

Position	Number	Percentage
Finance Director	1	100%
Accounting Supervisor	1	40%
Accounting Specialist	1	10%
Account Clerk III	1	10%
Account Clerk I	1	10%

Finance	2015-16 Budget	2015-16 Actual	2016-17 Budget	2016-17 Actual Thru DEC 2016	2016-17 Projected Actual	2017-18 Budget
Personnel						
Salaries and Wages	118,413	107,078	117,919	51,211	83,457	104,302
Payroll Taxes	9,059	7,755	9,021	3,727	6,058	7,979
Retirement Benefits	13,582	11,895	13,537	5,872	9,194	11,995
Employee Insurance	17,945	14,142	18,457	9,303	14,151	12,415
Total Personnel	**158,999**	**140,869**	**158,934**	**70,114**	**112,860**	**136,691**
Contracts & Services						
Professional Services	22,000	33,399	22,000	15,004	25,500	27,000
Education and Training	2,000	1,485	2,500	2,463	2,500	2,500
Bank Charges	7,500	10,832	7,500	5,761	13,000	15,000
Telephone	1,000	1,593	1,000	495	991	600
Repairs & Maintenance	1,500	2,111	1,500	1,287	1,500	1,500
Public Notices, Advertising	4,500	2,865	4,500	162	324	3,000
Travel	-	-	500	-	-	500
Dues & Licenses	230	230	10,000	9,963	9,963	10,000
Total Contracts & Services	**38,730**	**52,516**	**49,500**	**35,135**	**53,778**	**60,100**
Office Supplies	1,000	1,638	1,200	497	994	1,200
Computer Supplies	1,500	463	5,000	9,363	9,363	5,000
Operating Supplies	2,000	1,054	2,000	1,083	2,166	2,000
Total Supplies	**4,500**	**3,155**	**8,200**	**10,943**	**12,523**	**8,200**
Capital Projects						
Capital Outlay	-	-	-	-	-	
Total Capital Projects	**-**	**-**	**-**	**-**	**-**	**-**
Total Finance Dept.	**202,229**	**196,539**	**216,634**	**116,192**	**179,161**	**204,991**

Police Department

The Benson Police Department consists of the Chief of Police and as many police and civilian personnel as approved by the City Council to provide order and safety for the community. The motto of the Benson Police Department is "Continuous Improvement."

Fiscal Year 2016-2017 Accomplishments:

- Upgrade Communications Center
- Expanded the use of Spillman System
- Enhanced working relationships with all other Law Enforcement in Cochise County
- Have filled most vacant positions throughout Police Department
- Will be upgrading 911 system at the Police Department $254,000.00 from the State of Arizona

Grant Funding:

- $ 40,000.00 Stone Garden - overtime money and mileage
- $ 7,000.00 Stipend from 100 Club of Arizona

Grant Applications Pending:

- $ 60,000.00 Homeland Security for in-car computers

Fiscal Year 2017-2018 Goals & Objectives:

- Continue to provide training that improves the department and the personnel
- Continue to provide professional service to the community
- Continue to search for new technology to aid the officers to perform their duties
- Use grant money to acquire needed equipment and additional overtime for the department
- Hire personnel for vacant positions

Position	Number	Percentage
Police Chief	1	100%
Police Sergeant	2	100%
Police Corporal/Detective	1	100%
Patrol Corporal	1	100%
Police Officer/Detective	1	100%
Police Officer	7	100%
Police Officer	1	Vacant
Police Officer/Auto-Theft	1	100%
Police Assistants	2	100%
Police Officer/SRO	1	100%
Police Communications Specialist	4.5	100%
Senior Animal Control Officer	1.5	100%

Police	2015-16 Budget	2015-16 Actual	2016-17 Budget	2016-17 Actual Thru DEC 2016	2016-17 Projected Actual	2017-18 Budget
Personnel						
Salaries and Wages	999,306	946,866	1,060,206	504,342	995,910	1,114,533
Overtime Wages	75,000	123,609	75,000	66,880	117,897	85,000
StoneGarden OT	60,000	14,741	60,000	16,875	33,786	50,000
GITEM OT	-	-	-	-	0	-
Auto Theft Task Force OT	5,000	2,171	5,000	1,095	2,190	5,000
GOHS OT	2,000	-	2,000	-	0	2,000
Payroll Taxes	87,310	78,406	91,969	42,681	82,281	95,589
Retirement Benefits	257,151	229,985	269,164	144,389	280,374	350,155
Employee Insurance	191,649	178,898	209,898	87,430	202,199	255,648
Total Personnel	**1,677,416**	**1,574,676**	**1,773,237**	**863,693**	**1,714,637**	**1,957,925**
Contracts & Services						
Professional Services	30,000	25,138	35,000	18,925	30,704	35,000
Holding Cell Supplies & Meals	300	53	300	58	116	300
IT Services	-	5,380	10,000	-	0	-
Education and Training	10,000	7,039	10,000	7,700	10,000	10,000
Utilities	10,000	11,193	13,500	4,550	12,000	12,000
Telecommunications	23,000	23,237	25,000	12,047	24,095	25,000
Bldg & Equip Repairs & Maint	5,000	4,343	5,000	1,611	5,298	4,500
Rentals	7,000	10,345	20,000	1,340	10,345	15,000
Uniforms	24,000	20,592	24,000	10,353	20,706	24,000
Travel	-	-	2,000	1,590	2,000	2,000
Dues & Licenses	2,000	1,565	3,000	875	1,750	2,000
Animal Control Medical	3,000	1,630	2,500	20	40	2,000
Animal Med. From Donations	10,000	10,415	10,000	5,172	10,000	10,000
Spay & Neuter from Grants	3,000	4,171	6,500	632	1,264	2,500
Grant Matches	3,000	8,003	3,000	-	0	6,000
Total Contracts & Services	**130,300**	**133,103**	**169,800**	**64,874**	**128,318**	**150,300**
Supplies						
Office Supplies	2,500	1,945	2,500	395	789	2,500
Computer Supplies	11,000	9,990	13,000	1,130	2,259	10,000
Operating Supplies	6,000	4,810	9,500	2,342	10,000	18,000
Vehicle Fuel & Oil	36,000	27,936	30,000	12,420	24,839	25,000
Vehicle Repairs & Maint	25,000	21,503	22,000	7,199	18,000	20,000
Total Supplies	**80,500**	**66,183**	**77,000**	**23,485**	**55,887**	**75,500**
Capital Projects						
PD 13-01 Drug Dog	-	-	11,000	15,130	15,130	-
PD 13-03 Unmarked PD Vehicle	13,585	13,585	13,585		13,585	13,585
PD 16-01 PD Auto Equipment	25,000	83,123	-			-
PD 07-1 Patrol Vehicle Replac	37,111	41,381	37,111	28,701	37,111	37,111
PD 17-02 Replace Portable Comm			10,000			10,000
PD 18-01 Replace Long Guns						9,000
PD 18-02 Security Upgrade						10,000
PD 18-03 Animal Shelter Improv						4,400
Total Capital Projects	**75,696**	**138,089**	**71,696**	**43,831**	**65,826**	**84,096**
Total Police Dept.	**1,963,912**	**1,912,050**	**2,091,733**	**995,882**	**1,964,669**	**2,267,821**

Fire Department

The Benson Fire Department's mission is to provide our customers (residents, businesses and visitors) protection from natural and manmade causes of loss of life and property. We strive to provide this service through Community Education, Fire Suppression, Emergency Medical Services (EMS) response, Rescue, Hazardous Material Mitigation, Emergency Management Services and Fire Code Compliance.

Fiscal Year 2016-2017 Accomplishments:

- The Department continues to respond to EMS calls and maintain a working relationship with the local ambulance service, train and work with the area Fire Departments for Mutual Aid Interoperability, and work on the Commercial Fire Inspection Program alongside the City's Building Department.

- Have Hired Reserve Firefighters to help with response during the day and night time hours.

Fiscal Year 2017-2018 Goals & Objectives:

- Purchase Portable pump for drafting from static water sources.

- The Department will continue to look for funding opportunities for equipment, including grants.

- The Department will continue to encourage the members to further their education and become certified as EMTs, hold certificates in Firefighter I and II and Wildland training as well.

- Will continue the current aggressive maintenance program for the equipment to prevent loss or out of service for the firefighting equipment.

- Continue the Turnout replacement program for 8 sets per year

- Look to funding for replacement of current Self Contained Breathing Apparatus (SCBA) as our current SCBAs are not compliant to the new National Fire Protection Association (NFPA) standards which limits the amount of time a Firefighter can work in a hazardous environment.

- Continue to purchase rescue equipment to increase the service the department can safely deliver to our community.

Position	Number	Percentage
Fire Chief	1	100%
Administrative Assistant	1	100%
Communications Specialist	1	100%

Fire	2015-16 Budget	2015-16 Actual	2016-17 Budget	2016-17 Actual Thru DEC 2016	2016-17 Projected Actual	2017-18 Budget
Personnel						
Salaries and Wages	140,703	113,449	147,067	57,391	146,998	150,018
Overtime Wages	-	-	-	-	0	
Payroll Taxes	10,764	4,264	11,251	2,128	4,354	7,012
Retirement Benefits	24,218	20,879	25,198	9,124	21,904	33,216
Employee Insurance	17,344	10,372	18,573	4,558	15,800	19,687
Total Personnel	**193,029**	**148,963**	**202,089**	**73,201**	**189,056**	**209,933**
Contracts & Services						
Professional Services	79,200	108,064	79,200	39,934	75,300	99,200
Fire Marshall Fees	1,200	-	1,200	-	0	4,000
Firefighter Healthcare	8,000	1,747	8,000	2,100	4,200	8,000
Education and Training	8,000	8,610	10,000	5,110	10,221	10,000
Utilities	10,000	8,867	10,000	3,621	7,241	10,000
Telephone	9,000	9,544	9,000	4,661	9,323	9,500
Equipment Repairs & Maint	14,000	14,452	14,000	5,414	14,000	14,000
Turnout Maint	5,000	1,436	5,000	121	241	5,000
Station Repairs & Maint	15,000	3,816	15,000	4,295	15,000	10,000
Turnout Replacements	8,000	2,306	12,000	3,000	12,000	15,000
Rentals	2,700	6,767	3,000	3,028	6,056	7,000
Records Management	1,700	-	2,000	-	2,000	2,000
Uniforms	800	1,018	800	400	800	800
Travel	300	30	300	241	241	300
Dues	1,697	694	1,700	275	700	2,000
Community Service Projects	4,500	3,117	4,500	2,513	3,000	3,000
Grant Matches	40,000	-	50,000	-	0	50,000
Total Contracts & Services	**209,097**	**170,467**	**225,700**	**74,713**	**160,323**	**249,800**
Supplies						
Office Supplies	1,500	1,790	2,000	896	1,792	2,000
Computer Supplies	4,000	3,078	4,000	430	4,000	600
Operating Supplies	20,000	17,116	20,000	4,998	9,995	12,000
EMS Supplies	3,000	4,336	5,000	1,781	3,562	7,000
Vehicle Fuel & Oil	14,000	5,523	14,000	3,284	5,658	6,000
Vehicle Repairs & Maint	32,000	37,097	45,000	15,087	45,000	45,000
Total Supplies	**74,500**	**68,940**	**90,000**	**26,476**	**70,008**	**72,600**
Capital Projects						
SCBA Bottle Replacement	12,000	-	-	-	0	-
FD 13-02 Portable Fire Pump	9,000	-	-	-	0	-
FD 07-02 Fire Equipment	23,000		23,000	10,035	20,070	5,000
FD 18-01 Ford & Rescue Bed						
FD 18-02 Communications Equip						
FD 18-03 Extrication Equipment						
Total Capital Projects	**44,000**	**-**	**23,000**	**10,035**	**20,070**	**5,000**
Total Fire Dept.	**520,626**	**388,370**	**540,789**	**184,425**	**439,457**	**537,333**

City Attorney

The City Attorney's Office provides legal advice in the areas of Administration, Civil, and Criminal Divisions.

In performing the Administrative function, the contracted law firm City Attorney provides legal advice to the Mayor and Council.

In the area of Civil practice, the contracted law firm City Attorney provides legal advice and representation to the Mayor and Council, the City Manager, and all City departments to ensure the lawfulness of the official business of the City and when possible, avoid litigation before federal and state courts.

The Criminal Division prosecutes, on behalf of the City and in the name of the State, all criminal and civil cases within the jurisdiction of the Justice of the Peace, Precinct No. III, and the City Court. This division prosecutes violations of City codes and state laws and provides deferred prosecution. This division also enforces state and local laws regulating nuisance properties such as those that are the site of recurring criminal activity, and prosecutes cases to abate nuisance conditions, such as weedy lots, junked cars, and vacant and neglected structures. The Criminal Division also provides notice to both state-mandated and non-mandated crime victims.

The City contracts with an independent law firm to fulfill the administrative and civil responsibilities of the City Attorney. The Prosecuting Attorney manages the Criminal Division. Employees of the City Attorney's Office are shown in the table below.

Position	Number	Percentage
Prosecuting Attorney (Contract Benefits)	1	100%
Legal Assistant	1	100%
Contracted City Attorney	NA	

City Attorney	2015-16 Budget	2015-16 Actual	2016-17 Budget	2016-17 Actual Thru DEC 2016	2016-17 Projected Actual	2017-18 Budget
Personnel						
Salaries & Wages	93,665	95,239	96,475	48,192	96,384	98,400
Payroll Taxes	7,165	7,062	7,380	3,572	7,145	7,528
Retirement Benefits	10,743	10,743	11,075	5,532	11,065	11,316
Employee Insurance	6,060	9,265	6,580	2,590	6,143	6,551
Total Personnel	**117,633**	**122,309**	**121,510**	**59,887**	**120,737**	**123,795**
Contracts & Services						
Professional Services	120,000	120,254	120,000	86,004	120,000	120,000
Outside Legal Fees						80,000
Travel	300	99	300	74	149	300
Total Contracts & Services	**120,300**	**120,354**	**120,300**	**86,078**	**120,149**	**200,300**
Supplies						
Office Supplies	400	848	400	40	81	250
Operating Supplies	150	53	150	56	113	150
Total Supplies	**550**	**902**	**550**	**97**	**194**	**400**
Total City Attorney	**238,483**	**243,565**	**242,360**	**146,062**	**241,079**	**324,495**

Magistrate Division

The Benson Magistrate Court is currently combined with the Justice of the Peace Precinct #3. The Judge hears criminal cases, civil and criminal traffic, civil actions under $10,000, small claims actions under $2,500, landlord/tenant (forcible detainer) disputes where damages are $10,000 or less, violations of city ordinances and city codes, petty offenses, and is the juvenile hearing officer for traffic violations. The Judge issues search warrants, arrest warrants, writs, orders of protection, injunctions against harassment and presides over requested hearings. The Judge conducts initial appearances for felony arrests and may conduct preliminary hearings when a defendant's case is unable to go before a grand jury in the time allowed by law. The Judge also performs marriage ceremonies during regular business hours and after hours when available.

The Court is responsible for records maintenance, retention, and destruction including exhibits used for evidence and digital recording of all hearings and trials. All records in the court are considered public record and access to the records are provided to the public. Jury trials with a certified court reporter is another civic right provided and, when necessary, appeals are prepared and forwarded to the Superior Court for decision. The Court collects all fines, fees, bonds and restitution; City monies collected are submitted monthly to the City Treasurer. Mandatory state reports are submitted on a monthly, quarterly, and annual basis. Minimum Accounting Standard requirements are adhered to and external operational reviews are conducted every three years. Other services provided are Interpreting, Alternative Dispute Resolution, Court Security, Judicial Fine Enforcement and collection reporting.

Position	Number	Percentage
Magistrate (Contract – Payroll Taxes)	1	100%

Magistrate	2015-16 Budget	2015-16 Actual	2016-17 Budget	2016-17 Actual Thru DEC 2016	2016-17 Projected Actual	2017-18 Budget
Personnel						
Salaries & Wages	25,000	25,085	25,750	10,729	21,458	35,700
Payroll Taxes	1,913	1,985	1,970	821	1,642	2,731
Employee Insurance	66	75	68	29	58	104
Total Personnel	**26,979**	**27,145**	**27,788**	**11,579**	**23,157**	**38,535**
Contracts & Services						
Professional Services	36,000	36,000	36,000	514	1,028	36,000
Education & Training	500	273	500	-	-	1,001
Fines to County	500	-	500	-	-	500
Dues & Licenses	50	-	50	-	-	50
State Fees Paid	500	-	500	-	-	500
Total Contracts & Services	**37,550**	**36,273**	**37,550**	**514**	**1,028**	**38,051**
Total Magistrate	**64,529**	**63,418**	**65,338**	**12,093**	**24,185**	**76,586**

Library

The business of the library is to meet the information, knowledge, and reading needs of the community. The public library supports this mission by providing services, materials, and electronic access to information that will meet the needs of the adult and youth community. The Benson Library services extend beyond the city limits to include surrounding communities and rural residents of Cochise County. There are currently 8,573 registered card holders. The support from the City shows that the health, welfare, and literacy of all its residents and visitors are a primary concern.

Fiscal Year 2016-2017 Usage:

- Circulation - 67,461
- Patron visits - 60,236
- Reference questions - 7,132

Fiscal Year 2016-2017 Accomplishments:

- We had a successful Summer Reading Program
- We had reading in the park during June that was well attended
- Preschool, Pre-Kindergarten and Story-time has been successful
- The adult speaker series was continued and well received
- A basic computer class was offered
- An adult coloring club was started and has been well attended
- A Lego club was started and we were able to partner with Wildcat AmeriCorps for this activity

Fiscal Year 2017-2018 Goals & Objectives:

- Trim painted on building
- Pave lot on west side of library and repave existing lot
- Replace carpet throughout the building
- Replace public and staff computers on a rotating basis

Description	Number	Percentage
Library Branch Manager	1	100%
Library Assistant	3	100%
Library Page	1	100%

Library	2015-16 Budget	2015-16 Actual	2016-17 Budget	2016-17 Actual Thru DEC 2016	2016-17 Projected Actual	2017-18 Budget
Personnel						
Salaries and Wages	152,725	110,580	137,187	60,808	121,616	127,487
Overtime Wages	-	-	-	-	0	-
Payroll Taxes	11,683	8,277	10,495	4,513	9,026	9,753
Retirement Benefits	17,518	11,914	15,749	6,959	13,919	14,661
Employee Insurance	25,068	17,516	26,917	9,400	26,737	28,255
Total Personnel	**206,994**	**148,288**	**190,348**	**81,681**	**171,298**	**180,155**
Contracts & Services						
Professional Services	700	8,125	700	94	594	700
IT Services	-	622	2,000	-	0	1,000
Utilities	10,500	9,402	10,500	5,018	10,036	12,000
Telephone	3,100	2,675	3,100	1,068	2,631	3,100
Repairs & Maintenance	3,000	7,656	8,000	1,579	3,332	3,500
Travel	-	4	250	30	150	250
Dues & Licenses	275	175	300	-	285	300
Total Contracts & Services	**17,575**	**28,658**	**24,850**	**7,789**	**17,028**	**20,850**
Supplies						
Office Supplies	1,000	196	1,000	176	352	-
Computer Supplies	2,500	2,627	6,393	4,499	8,997	11,000
Operating Supplies	3,500	3,450	4,000	3,271	4,415	5,500
Books	20,000	16,899	20,000	8,278	16,557	20,000
Total Supplies	**27,000**	**23,172**	**31,393**	**16,224**	**30,321**	**36,500**
Total Library	**251,569**	**200,118**	**246,591**	**105,694**	**218,647**	**237,505**

Parks

The parks department provides municipal Parks services to the residents of the City. Three public parks facilities: Lion's Park, Apache Park and Union Street Park provide residents with a variety of leisure opportunities. Amenities include lighted sports fields, basketball courts, horseshoe pits, volleyball courts, skate park, walking trails, ramadas, grills, playgrounds and restrooms. Existing facilities will be maintained and upgraded due to growth and demand.

- Lions Park is approximately 15 acres total (9 acres with improvements). The park includes (1) one little league field with a concession stand, (1) one softball field, and (2) two multi-purpose fields (soccer, football and little league practice).

- Apache Park is approximately 1.6 acres with no improvements at this time.

- Union Street Park is less than 1.5 acres, and it includes the community center, the community pool, and a newly added playground.

- Railroad Liner Park includes the tourism center, Veterans Memorial Park and a fire wise exhibit.

Position	Number	Percentage
Parks Maintenance Supervisor	1	100%
Parks Maintenance Worker II	1	100%
Parks Maintenance Worker I	2	100%

Parks	2015-16 Budget	2015-16 Actual	2016-17 Budget	2016-17 Actual Thru DEC 2016	2016-17 Projected Actual	2017-18 Budget
Personnel						
Salaries and Wages	101,148	93,482	114,313	56,278	112,556	117,897
Overtime Wages	2,500	4,521	2,575	3,073	4,000	5,100
Payroll Taxes	7,929	7,352	8,936	4,282	8,564	9,409
Retirement Benefits	11,888	10,639	13,410	6,813	13,627	14,145
Employee Insurance	22,978	19,685	29,398	10,306	25,923	28,905
Total Personnel	**146,443**	**135,680**	**168,632**	**80,753**	**164,670**	**175,456**
Contracts & Services						
Professional Services	1,000	741	1,200	1,175	2,350	2,500
Contract Labor DOC	4,000	3,206	4,000	1,821	3,642	4,000
Education and Training	250	126	500	-	0	1,000
Utilities	22,000	19,032	22,000	8,800	22,000	25,000
Telephone	1,000	2,808	1,000	1,344	2,689	2,800
Repairs & Maintenance	20,000	11,839	25,000	7,849	15,699	25,000
Uniforms	1,200	1,345	1,500	780	1,560	2,000
Dues & Licenses	500	-	500	-	0	500
Total Contracts & Services	**49,950**	**39,096**	**55,700**	**21,770**	**47,940**	**62,800**
Office Supplies	250	225	250	-	0	250
Computer Supplies	250	71	1,500	-	0	1,500
Operating Supplies	20,000	23,108	25,000	19,413	30,000	35,000
Vehicle Fuel & Oil	10,000	5,988	10,148	2,814	5,627	7,500
Equipment Repairs and Service		-	5,000	-	0	5,000
CIP PR 17-2 Union Street Park Canopy						8,000
Vehicle Repairs & Maint	6,000	4,555	6,000	4,141	8,750	9,500
Total Supplies	**36,500**	**33,946**	**47,898**	**26,367**	**44,377**	**66,750**
Capital Outlay						
CIP PR 12-3 ATV Gator	8,000	7,445	-	-	-	-
Total Capital Outlay	**8,000**	**7,445**	**-**	**-**	**-**	**-**
Total Parks Dept.	**240,893**	**216,166**	**272,230**	**128,889**	**256,987**	**305,006**

Recreation Department

Parks and Recreation has the potential to contribute to the Economic Development of Benson. The goal over the next three fiscal years is to create, implement, and/or update Park Master Plans to allow for grant applications to develop new facilities, and continue to make improvements to existing programs and facilities. This goal will make Benson more desirable and assist in increasing tourism and attracting new residents; therefore, generating increased revenue, and expanding the City's permanent tax base. Of main focus is the development of new facilities in Lions Park to alleviate the shortage of Ball Fields and improve the quality of life for current and future residents.

Fiscal Year 2017-2018 Goals & Objectives:

- Apply for the Arizona Diamondbacks Field of Dreams Grant
- Continued growth of the Summer and Aquatic Programs
- Complete and launch the new City Website
- Adoption of changes to Chapter 11 of the City Code

Position	Number	Percentage
Recreation Coordinator	1	0%
Senior Recreation Leader	1	100%
Recreation Assistant	1	50%
Lifeguards	5	100%
Head Lifeguard	1	100%
Pool Cashier	1	100%
Recreation Aids	5	100%

Recreation	2015-16 Budget	2015-16 Actual	2016-17 Budget	2016-17 Actual Thru DEC 2016	2016-17 Projected Actual	2017-18 Budget
Personnel						
Salaries and Wages	78,071	67,952	98,072	16,294	43,694	100,742
Summer Programs Instructors	-	-	-	200	400	
Overtime	-	1,062	-	68	136	
Payroll Taxes	5,972	5,281	7,502	1,304	2,942	7,707
Retirement Benefits	6,044	5,196	5,131	969	2,042	4,769
Employee Insurance	8,610	7,333	10,056	399	869	8,656
Total Personnel	**98,697**	**86,824**	**120,761**	**19,234**	**50,084**	**121,874**
Contracts & Services						
Professional Services	700	320	700	141	282	700
Summer Programs	2,500	1,787	2,500	316	1,800	2,500
Summer Program Events	500	726	2,000	218	800	2,000
IT Services	500	608	1,046	-	0	-
Education and Training	1,000	62	1,500	-	1,300	1,500
Utilities - Pool	8,680	6,834	8,680	2,902	7,000	8,680
Utilities - Comm. Center	19,200	10,278	13,007	4,552	10,000	13,007
Telephone - Pool	510	400	510	142	400	510
Telephone - Comm. Center	1,878	2,655	1,878	1,010	1,878	1,878
Repairs & Maintenance Pool	2,210	1,208	5,210	468	5,000	5,210
Repairs - Comm. Center	3,500	8,461	6,360	1,133	2,266	3,500
Uniforms	500	169	500	-	600	600
Dues & Licenses	2,674	1,583	6,474	715	1,431	1,600
Total Contracts & Services	**44,352**	**35,090**	**50,365**	**11,599**	**32,756**	**41,685**
Supplies						
Office Supplies	520	516	520	31	62	520
Bingo Qualified/Unqualified		400	1,802	11	22	500
Computer Supplies	1,500	1,516	2,608	440	880	1,500
Pool Supplies	2,100	1,094	2,100	109	219	1,200
Operating Supplies	1,380	1,563	2,510	237	475	1,350
Vehicle Fuel & Oil	500	308	500	76	152	500
Vehicle Repairs & Maint	1,200	1,415	1,391	-	0	1,400
Total Supplies	**7,200**	**6,810**	**11,431**	**905**	**1,809**	**6,970**
Capital Outlay						
	-	-	-	-	-	-
	-	-	-		-	-
Total Capital Outlay	**-**	**-**	**-**	**-**	**-**	**-**
Total Recreation	**150,249**	**128,725**	**182,557**	**31,738**	**84,650**	**170,529**

Building Department

The main goal of the Building Division is to safeguard the health, safety and general welfare of the public, though adopted building codes.

Some of the major functions of the Building Division are:

- Educate, administer and enforce all laws regulating construction,
- Issue Building permits after the examination of plans, calculations and specifications shows compliance with the adopted building codes,
- Provide inspections of all aspects of construction and components that become part of the structure.
- Maintain records of permits and construction activity within the City.

Fiscal Year 2017-2018 Goals & Objectives:

- Successfully update the Building Safety Codes to the 2015 Editions to improve safety, ISO rating, and insurance premiums in Benson.
- Launch a new electronic permit system to be more cost effective and decrease processing time.
- Continue to work to remove blight from the City

Position	Number	Percentage
Building Official	1	50%
Building Inspector I	1	100%
Senior Permit Technician	1	100%

Building	2015-16 Budget	2015-16 Actual	2016-17 Budget	2016-17 Actual Thru DEC 2016	2016-17 Projected Actual	2017-18 Budget
Personnel						
Salaries and Wages	87,429	70,275	102,713	37,466	60,183	102,240
Payroll Taxes	6,688	5,058	7,858	2,688	4,387	7,821
Retirement Benefits	10,028	7,921	11,792	4,245	6,853	11,758
Employee Insurance	18,895	14,396	20,773	7,723	12,763	27,302
Total Personnel	**123,040**	**97,650**	**143,136**	**52,122**	**84,186**	**149,122**
Contracts & Services						
Professional Services	40,000	32,815	40,000	19,977	39,953	65,000
Education and Training	1,000	2,475	3,000	-	500	3,000
Telephone	500	356	500		500	500
Repairs & Maintenance	500	409	500	204	408	500
Uniforms	500	400	500	162	325	800
Public Notices, Advertising	200	-	250	-	200	250
Dues & Licenses	350	383	350	-	383	400
Total Contracts & Services	**43,050**	**36,838**	**45,100**	**20,343**	**42,269**	**70,450**
Supplies						
Office Supplies	1,000	1,485	1,500	214	428	1,000
Postage & Shipping	200	50	200	-	0	400
Computer Supplies	600	-	5,750	-	1,500	2,800
Operating Supplies	300	128	300	219	439	300
Vehicle Fuel & Oil	1,000	333	1,000	198	397	1,000
Vehicle Repairs & Maint	750	212	750	-	0	750
Total Supplies	**3,850**	**2,208**	**9,500**	**632**	**2,764**	**6,250**
Capital Projects						
Permit Tracking Database	-	-	-	-	-	40,000
Total Capital Projects		**-**		**-**	**-**	**40,000**
Total Building Dept.	**169,940**	**136,696**	**197,736**	**73,097**	**129,218**	**265,822**

Planning and Zoning Department

The Planning and Zoning Division (P&Z) is responsible for administering and enforcing the City of Benson Zoning Regulations and General Development Plan. The Planning and Zoning Division also coordinates specific plans dealing with Master Planned Development Areas. The Planning and Zoning Division also oversees several boards and commissions including the Planning and Zoning Commission, the Historical Preservation Commission and the Board of Adjustments.

Fiscal Year 2017-2018 Goals & Objectives:

- Continue updates to the Zoning Regulations with community involvement.
- Begin updates to the City Code related to development and department-affiliated boards/commissions.
- Continue to coordinate with Vigneto and other potential developers.
- Consider methods of integrating a healthy community theme into policies and procedures.

Position	Number	Percentage
Building Official	1	50%
GIS Manager/Planning Technician	1	100%

Planning & Zoning	2015-16 Budget	2015-16 Actual	2016-17 Budget	2016-17 Actual Thru DEC 2016	2016-17 Projected Actual	2017-18 Budget
Personnel						
Salaries and Wages	54,735	42,814	69,039	21,606	43,213	70,419
Overtime Wages	-	574	-	689	1,013	-
Payroll Taxes	4,187	3,072	5,281	1,568	3,128	5,387
Retirement Benefits	6,278	4,891	7,926	2,560	5,062	8,098
Employee Insurance	12,254	7,713	13,593	3,356	8,510	17,899
Total Personnel	**77,454**	**59,065**	**95,839**	**29,779**	**60,926**	**101,804**
Contracts & Services						
Professional Services	10,000	21,777	30,000	-	2,500	30,000
Education and Training	250	359	1,000	16	32	1,000
Public Notices, Advertising	5,000	1,740	5,000	490	980	2,500
Dues & Licenses	250	-	250	-	0	250
Total Contracts & Services	**15,500**	**23,876**	**36,250**	**506**	**3,512**	**33,750**
Supplies						
Office Supplies	500	95	500	1,592	1,800	-
Computer Supplies	1,500	1,151	5,500	291	583	5,500
Operating Supplies	250	541	250	73	147	1,250
Total Supplies	**2,250**	**1,786**	**6,250**	**1,957**	**2,529**	**6,750**
Capital Projects						
GIS Software and Equipment	1,500	-	-	-	-	-
Total Capital Projects	**1,500**	**-**	**-**	**-**	**-**	**-**
Total Planning & Zoning	**96,704**	**84,727**	**138,339**	**32,242**	**66,967**	**142,304**

Public Works

Public Works Administration provides leadership, direction and coordination to the public works divisions. Administration promotes the department communication by consulting with governmental officials about operations of the Public Works Department and keeping the public informed. Administration performs administrative tasks for the Public Works Department.

Engineering

The Engineering Division provides services to support the community. Examples of responsibilities of the division are: Capital Improvement Project planning and design, flood plain management, traffic engineering, transportation planning, and right-of way management.

Public Works Field Engineering Division

To provide safe, efficient and timely improvements for the streets, wastewater facilities, roadways and drainage-ways, the Field Engineering Division provides construction management services for the City public construction projects. This Division oversees the two sections: construction management and private development.

Position	Number	Percentage
Public Works Director	1	25%
Engineering Aide	1	100%

Public Works	2015-16 Budget	2015-16 Actual	2016-17 Budget	2016-17 Actual Thru DEC 2016	2016-17 Projected Actual	2017-18 Budget
Personnel						
Salaries and Wages	37,790	24,456	52,250	12,375	24,762	53,295
Payroll Taxes	2,891	1,719	3,997	885	1,771	4,077
Retirement Benefits	4,335	2,759	5,998	1,421	2,842	6,129
Employee Insurance	2,680	2,707	9,127	1,189	2,707	10,043
Total Personnel	**47,696**	**31,641**	**71,372**	**15,870**	**32,081**	**73,544**
Contracts & Services						
Professional Services	35,000	52,797	100,000	13,637	18,000	100,000
Education and Training	500	141	1,000	-	0	1,000
Utilities	5,000	6,033	6,000	1,210	6,526	6,600
Telephone	3,500	4,032	4,000	2,151	4,302	4,400
Repairs & Maintenance	1,200	1,477	1,500	1,382	2,348	2,400
Rentals	500	-	1,000	-	0	1,000
Uniforms	250	179	250	-	0	250
Public Notices, Advertising	500	-	500	43	87	250
Travel	250	-	250	-	40	250
Dues & Licenses	250	-	300	-	225	300
Total Contracts & Services	**46,950**	**64,659**	**114,800**	**18,423**	**31,528**	**116,450**
Supplies						
Office Supplies	750	372	750	127	290	-
Postage & Shipping	100	-	100	5	10	100
Computer Supplies	1,500	504	4,500	1,123	1,600	2,400
Operating Supplies	2,000	1,295	3,500	1,181	1,500	2,500
Cemetery	2,500	-	2,500	-	0	1,000
Vehicle Fuel & Oil	1,500	853	1,500	325	813	1,000
Equipment Repairs		-	500	-	0	-
Vehicle Repairs & Maint	500	556	1,000	-	600	1,000
Total Supplies	**8,850**	**3,580**	**14,350**	**2,761**	**4,813**	**8,000**
Capital Projects						
Quiet Rail Crossing						-
Total Capital Projects	**-**	**-**	**-**	**-**	**-**	**-**
Total Public Works	**103,496**	**99,880**	**200,522**	**37,055**	**68,422**	**197,994**

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Enterprise Funds

San Pedro Golf Course

San Pedro Golf Course was acquired by the city in November 2010. Since its acquisition, an aggressive approach has been taken to address the key issues facing the facility with an eye on positioning it to recover its operating expenses. The golf course was built around the City's wastewater treatment facility. It uses all the treated wastewater as its main water source. The goal of the facility is to be self-sustaining financially over the long term. The paid staff is supplemented by the Department of Corrections for maintenance activities at the facility. The facility is overseen by the City Manager.

Accomplishments Fiscal Year 2016-2017 and Goals for Fiscal Year 2017-2018:

- Increased outside play from Tucson / Green Valley area
- Installed three new Sod Wall bunkers to increase uniqueness of Golf Course
- Increased online presence with Social Media advertising
- Invited clubs from Tucson that declined do to construction on I10
- Continued with cart paths millings
- Improve playing conditions, remove weeds in the rough
- Remodel landscaping, and increase curb appeal
- Continue repair of golf course areas not kept up in the past by growing grass in bare areas

Position	Number	Percentage
Golf Operations		
Director of Golf	1	100%
Golf Shop Manager	1	100%
Customer Service (.25 FTE)	1	50%
Golf Shop (3.65 FTE)	1.5	100%
Outside Operations (0 FTE)	4	100%
Maintenance		
Superintendent	1	100%
Foreman/Irrigation Tech	1	100%
Mechanic/Maintenance	1	100%
Equipment Operator	2	100%
Food and Beverage		
Kitchen Manager	1	100%
Cook	1	100%
Dishwasher (1 FTE)	2	100%
Wait staff	1	100%
Wait staff (2.5 FTE)	5	100%

San Pedro Golf Operations	2015-16 Budget	2015-16 Actual	2016-17 Budget	2016-17 Actual Thru DEC 2016	2016-17 Projected Actual	2017-18 Budget
Revenues						
Memberships	-	-	-			-
Green and Cart Fees	473,834	372,102	468,730	152,745	392,000	483,500
Merchandise Sales	42,697	32,284	35,000	9,876	22,300	35,000
Practice Facility	24,335	16,046	18,250	5,169	14,500	20,000
Other Income	-	-	-	-	0	-
Teaching Revenue	2,500	704	1,500	15	30	1,000
Contribution from General Fund	91,454	210,569	171,932	158,844	0	176,792
Total Revenues	**634,820**	**631,706**	**695,412**	**326,649**	**428,830**	**716,292**
Expenditures						
Personnel						
Salaries and Wages	130,396	120,920	134,543	61,330	122,659	172,603
Overtime Wages	-	168	-	1,695	3,390	-
Payroll Taxes	9,975	8,941	10,293	4,776	9,551	13,204
Retirement Benefits	8,864	41,439	9,649	5,244	10,487	14,982
Employee Insurance	15,348	16,854	12,400	7,956	15,912	26,752
Total Personnel	**164,583**	**188,323**	**166,885**	**81,000**	**161,999**	**227,540**
Contracts & Services						
Professional Services	2,880	3,902	6,181	3,637	7,273	7,300
Pro Shop Inventory	30,000	20,403	28,000	5,161	14,941	18,000
Education and Training	500	-	500	-	-	-
Bank Charges	12,225	8,018	9,192	2,753	5,506	7,000
Cash Short	250	175	250	(52)	(52)	-
Utilities	33,000	29,550	30,000	10,580	21,160	23,000
Telephone	6,750	6,565	6,000	4,260	8,521	4,000
Repairs & Maint - Building	4,000	1,645	3,000	1,213	2,426	2,500
Rentals	600	1,182	500	305	854	500
Uniforms	1,300	85	750	-	-	-
Insurance	7,292	7,577	8,500	5,946	11,892	12,000
Advertising	12,000	3,388	10,000	750	750	10,000
Travel	500	65	300	90	180	300
Dues & Licenses	1,000	583	800	534	534	600
Total Contracts & Services	**112,297**	**83,139**	**103,973**	**35,177**	**73,987**	**85,200**
Supplies						
Operating Supplies	2,000	1,282	1,500	487	974	1,000
Office Supplies	1,500	260	1,000	145	290	600
Postage & Shipping	250	135	200	10	19	100
Computer Supplies	500	200	-	-	-	-
Golf Cart Operating Costs	350	-	-	-	-	-
Range Operating Supplies	3,250	-	2,500	-	-	2,000
Fuel & Oil- Golf Carts	11,000	6,244	10,000	1,622	6,500	7,000
Repairs & Maint- Golf Carts	1,000	958	800	753	1,000	1,000
Total Supplies	**19,850**	**9,079**	**16,000**	**3,016**	**8,783**	**11,700**
Capital Expenditures	**57,300**	**57,300**	**57,300**	**28,649**	**57,300**	**57,300**
Contingency	**-**	**-**	**-**	**-**	**-**	**-**
Total Expenditures	**354,030**	**337,840**	**344,158**	**147,842**	**302,069**	**381,740**

S.P. Golf Maintenance	2015-16 Budget	2015-16 Actual	2016-17 Budget	2016-17 Actual Thru DEC 2016	2016-17 Projected Actual	2017-18 Budget
Expenditures						
Personnel						
Salaries and Wages	104,019	87,370	127,625	44,479	88,959	131,148
Overtime Wages	-	8,476	5,000	3,432	6,865	10,200
Payroll Taxes	7,957	7,381	9,763	3,603	7,206	10,813
Retirement Benefits	11,931	10,798	14,651	5,477	10,954	16,255
Employee Insurance	21,711	18,443	30,621	8,714	17,428	37,805
Total Personnel	**145,618**	**132,468**	**187,660**	**65,705**	**131,410**	**206,221**
Contracts & Services						
Professional Services	1,869	2,616	2,000	1,448	6,056	1,500
Contract Labor- DOC	6,200	8,227	8,200	3,935	7,870	8,000
Education and Training	250	-	200	-	-	-
Utilities	36,800	37,856	36,500	19,781	39,563	37,000
Telephone	650	1,059	250	626	1,251	100
Repairs & Maint - Irrigation	5,000	1,432	5,000	676	1,352	3,000
Rentals	500	-	500	78	157	500
Uniforms	500	946	500	323	500	500
Travel	250	197	250	102	205	250
Dues & Licenses	500	105	250	-	-	250
Total Contracts & Services	**52,519**	**52,438**	**53,650**	**26,970**	**56,954**	**51,100**
Supplies						
Golf Course Supplies	3,500	5,740	3,000	4,335	7,996	3,500
Fertilizers	10,000	4,796	10,000	11	6,116	8,000
Chemicals	10,000	4,195	10,000	1,777	4,973	8,000
Landscaping	500	262	500	-	-	500
Sand & Gravel	10,000	8,117	10,000	4,869	9,738	7,000
Seed	30,000	27,391	30,000	34,671	24,360	29,000
Office Supplies	100	104	100	-	-	100
Other Operating Supplies	2,000	1,365	1,000	70	140	200
Fuel & Oil	18,192	17,651	18,192	10,381	18,192	19,000
Repairs & Maint- Equipment	20,500	31,040	20,000	10,627	20,479	19,000
Total Supplies	**104,792**	**100,662**	**102,792**	**66,740**	**91,994**	**94,300**
Contingency	**-**	**-**	**-**	**-**	**-**	**-**
Equipment	**-**	**-**	**-**	**-**	**-**	**-**
Capital Projects						
GC 17-01 Chemical Applicator Rig		-	10,000	3,995	7,990	7,990
GC 17-02 Utility Maint Vehicle		-	6,700	3,995	7,990	7,990
GC 17-03 Fairway Unit Mower			11,500	3,995	7,990	7,990
Total Capital Expenditures			**28,200**	**11,985**	**23,971**	**23,970**
Total Golf Maint.	**302,929**	**285,568**	**372,302**	**171,401**	**304,328**	**375,591**

San Pedro F&B	2015-16 Budget	2015-16 Actual	2016-17 Budget	2016-17 Actual Thru DEC 2016	2016-17 Projected Actual	2017-18 Budget
Revenues						
Food Sales	210,000	177,785	192,500	75,707	191,500	270,000
Beer Sales	65,000	60,145	60,300	26,027	59,200	70,000
Wine Sales	7,000	7,186	6,000	2,685	8,200	9,000
Liquor Sales	18,500	18,992	18,500	8,055	23,000	20,000
Banquet Revenue	6,000	15,869	14,000	7,817	18,000	18,000
Total Revenues	**306,500**	**279,977**	**291,300**	**120,291**	**299,900**	**387,000**
Expenditures						
Personnel						
Salaries and Wages	103,125	87,678	99,501	45,991	91,983	132,855
Overtime Wages	2,500	9,171	5,000	5,171	10,342	11,220
Payroll Taxes	8,785	10,163	8,473	4,925	9,851	11,022
Retirement Benefits	11,111	10,767	10,945	4,694	9,388	12,909
Employee Insurance	25,841	22,969	27,784	9,316	18,632	21,700
Total Personnel	**151,362**	**140,748**	**151,703**	**70,098**	**140,196**	**189,705**
Contracts & Services						
Professional Services	3,000	4,104	3,000	2,254	4,507	4,000
Food Cost	85,000	88,645	70,000	30,962	61,924	100,000
Beer Cost	16,900	20,465	16,000	8,302	16,603	21,000
Wine Cost	900	1,978	900	1,141	2,282	2,400
Liquor Cost	4,100	3,694	3,000	2,124	4,248	5,000
Education and Training	-	-	-	-	-	-
Bank Charges	-	4,797	3,000	1,650	3,000	3,000
Cash Short	-	(20)		(49)	(49)	-
Telephone	-	-	-	-	-	-
Direct TV	2,100	2,276	2,100	1,152	2,100	2,100
Repairs & Maint	6,000	6,463	6,000	3,537	6,000	6,000
Rentals	5,000	3,693	4,000	2,142	4,000	4,500
Uniforms	1,000	33	500	-	-	500
Advertising	500	699	2,000	251	502	500
Fees & Licenses	300	150	300	150	150	200
Travel	500	635	500	369	500	500
Dues & Licenses	800	541	650	50	300	300
Total Contracts & Services	**126,100**	**138,154**	**111,950**	**54,033**	**106,066**	**150,000**
Supplies & Expenses	-	497	200	341	500	500
Kitchen Supplies	4,000	6,072	3,000	1,907	3,000	3,000
Restaurant Supplies	2,500	2,525	3,000	1,174	2,347	2,500
Office Supplies	200	273	300	144	288	200
Printing & Postage	200	6	100	-	-	55
Total Supplies	**6,900**	**9,372**	**6,600**	**3,566**	**6,135**	**6,255**
Contingency	**-**	**-**	**-**	**-**	**-**	**-**
Total Expenditures	**284,362**	**288,274**	**270,253**	**127,697**	**252,398**	**345,960**

Natural Gas Utility

Gas Utility provides outstanding customer service, while providing the most effective and economical methods for the distribution of Natural Gas. The Gas utility is a Division of the Public Works Department. The engineering and administration of utility is done in that as a function of Public Works. Gas Operations Division provides maintenance to ensure a safe, effective and operational system while ensuring that Federal, and State standards are met or exceeded.

Position	Number	Percentage
Public Works Director	1	25%
Streets Superintendent	1	25%
Administrative Assistant, Public Works	1	34%
Utilities Operations Supervisor - Gas	1	100%
Utilities Operator III	1	34%
Utilities Operator II	1	5%
Utilities Operator I	1	34%
Utilities Operator I	2	90%
Utilities Operator I	6	5%
Meter Reader	2	50%
Accounting Supervisor	1	15%
Accounting Clerk III	1	25%
Accounting Clerk I	1	25%
Accounting Specialist	1	10%

Natural Gas Fund	2015-16 Budget	2015-16 Actual	2016-17 Budget	2016-17 Actual Thru DEC 2016	2016-17 Projected Actual	2017-18 Budget
Revenues						
Residential Gas Revenue	600,000	519,066	700,000	181,702	497,288	622,878
Muli-User Gas Revenue	7,500	6,783	10,000	2,626	5,251	11,000
Commercial Gas Revenue	275,000	211,187	350,000	68,195	199,901	253,424
Utility Service Charges	15,000	16,138	15,000	7,055	14,110	16,500
New Gas Hookups	7,000	2,104	7,000	1,119	2,237	7,700
Penalty and Interest Fees	5,000	4,178	5,000	1,971	3,943	5,500
Series 2010 Bond Proceeds	130,000	-	75,000	-	-	-
Carryforward Fund Balance	-		15,000	-	-	121,813
Total Revenues	**1,039,500**	**759,457**	**1,177,000**	**262,668**	**722,730**	**1,038,815**
Expenditures						
Personnel						
Salaries and Wages	241,508	182,512	248,905	92,490	184,979	183,729
Overtime Wages	10,000	5,343	10,300	4,015	8,030	10,200
Payroll Taxes	19,240	13,439	19,806	6,969	13,938	14,836
Retirement Benefits	28,848	69,039	29,722	10,790	21,581	22,302
Employee Insurance	54,937	37,549	59,054	14,800	32,916	47,848
Total Personnel	**354,533**	**307,882**	**367,787**	**129,064**	**261,444**	**278,915**
Contracts & Services						
Professional Services	10,000	9,991	25,000	8,595	12,000	25,000
Education and Training	5,000	3,175	5,000	1,533	3,066	5,000
Bank Charges	3,500	3,423	3,000	1,595	3,190	3,500
Utilities	2,000	1,938	2,000	723	1,446	2,000
Telephone	2,000	1,455	2,000	741	1,482	1,500
Repairs & Maintenance	10,000	1,654	10,000	645	1,290	5,000
Rentals	3,000	5,153	5,000	2,220	4,441	5,000
Uniforms	2,100	1,293	2,100	657	1,314	2,000
Insurance	45,000	47,355	45,000	37,370	50,000	50,000
Public Notices & Advertising	1,000	691	1,500	57	700	700
Fees & Licenses	100	-	500	-	-	-
Dues & Licenses	2,500	395	2,500	2,751	3,000	3,500
Round Up Donations	-	-	15,000	-	-	-
Bad Debt Write Off	1,500	1,282	1,500	1,224	1,500	1,500
Total Contracts & Services	**87,700**	**77,805**	**120,100**	**58,112**	**83,430**	**104,700**
Supplies						
Natural Gas Purchased	400,000	245,617	375,000	76,520	153,040	375,000
Office Supplies	250	31	250	-	-	-
Printing & Postage	4,000	4,545	4,500	1,966	3,932	4,500
Computer Supplies	1,500	2,101	5,200	4,070	4,500	7,500
Gas Outage Supplies	250	-	250	-	-	250
Operating Supplies	30,000	11,745	30,000	11,388	22,776	30,000
Vehicle Fuel & Oil	15,000	6,586	12,000	4,261	8,523	10,000
Vehicle Repairs & Maint	10,000	5,048	10,000	7,534	10,000	10,000
Total Supplies	**461,000**	**275,673**	**437,200**	**105,739**	**202,771**	**437,250**
Contingency	**6,267**	98,097	**151,913**	-	-	**168,950**
Capital Projects						
CIP GS 07-5 Truck	20,000	-	25,000	3,833	7,667	25,000
CIP GS 07-4 Telemeters	25,000	-	50,000	22,803	45,606	-
CIP GS 07-3 Benson Regulator System						20,000
CIP GS 10-1 Ocotillo Line Replacement	60,000		-	-	-	-
CIP GS 12-1 Gas Detection Equipment	25,000	-	25,000	-	-	-
CIP GS 08-01 Self Contained Breathing App						4,000
Total Capital Projects	**130,000**	**-**	**100,000**	**26,636**	**53,272**	**49,000**
Total Expenditures	**1,039,500**	**759,457**	**1,177,000**	**319,552**	**600,917**	**1,038,815**

Water Utility

The primary function of the Water Utility is the protection of public health and safety through the production and efficient delivery of water that meets and/or exceeds water quality standards and in sufficient quantity to meet customer demands. The water utility is a Division of the Public Works Department. The engineering and administration of utility is done in that as a function of Public Works. Responsibilities include regulatory compliance, customer service; promote water conservation, efficient use of available water resources and coordination with the development community.

Position	Number	Percentage
Public Works Director	1	25%
Streets Superintendent	1	25%
Administrative Assistant, Public Works	1	33%
Utilities Operations Supervisor - Water	1	100%
Utilities Operator III	1	33%
Utilities Operator II	1	90%
Utilities Operator I	3	90%
Utilities Operator I	3	5%
Utilities Operator I	1	33%
Meter Reader	2	50%
Accounting Supervisor	1	15%
Accounting Clerk III	1	25%
Accounting Clerk I	1	25%
Accounting Specialist	1	10%

Water Fund	2015-16 Budget	2015-16 Actual	2016-17 Budget	2016-17 Actual Thru DEC 2016	2016-17 Projected Actual	2017-18 Budget
Revenues						
Residential Water Revenue	425,000	383,774	465,000	202,327	396,171	441,340
Commercial Water Revenue	300,000	298,048	335,000	141,180	294,537	342,756
New Hookups	20,000	2,162	10,000	1,618	3,237	10,000
Impact Fee Allocation		-	-	-	0	-
Water Accomodation Fees	7,000	10,950	12,000	4,525	9,320	12,593
Series 2010 Bond Proceeds	25,000	-	50,000	-	0	-
Contribution from General Fund						20,422
Projected Carryforward for Contingency						55,057
Other Income	-	8,041	250	-	0	275
Total Revenues	**777,000**	**702,974**	**872,250**	**349,651**	**703,265**	**882,443**
Expenditures						
Personnel						
Salaries and Wages	245,278	278,281	250,930	154,632	311,737	309,117
Overtime Wages	10,000	15,760	10,300	7,439	14,879	10,710
Payroll Taxes	19,529	21,049	19,961	11,671	23,343	24,467
Retirement Benefits	29,280	136,504	29,955	18,595	37,190	36,780
Employee Insurance	49,900	60,611	52,808	27,995	55,991	76,486
Total Personnel	**353,987**	**512,206**	**363,954**	**220,333**	**443,139**	**457,560**
Contracts & Services						
Professional Services	25,000	1,756	25,000	3,318	6,635	20,000
Chemical Analysis	3,000	2,823	4,000	1,005	2,010	3,000
IT Services	-	-	2,500	-	-	-
Education and Training	2,500	1,888	3,000	1,730	3,460	4,000
Bank Charges	3,000	3,423	3,000	1,595	3,190	3,000
Utilities	120,000	101,667	120,000	50,024	100,048	110,000
Telephone	1,200	1,291	1,200	772	1,544	1,500
Repairs & Maintenance	20,000	3,810	25,000	1,627	3,254	20,000
Rentals	1,000	1,433	1,500	-	-	1,500
Uniforms	1,200	1,890	2,000	658	1,315	1,800
Insurance	10,000	9,471	10,000	7,433	9,910	10,000
Public Notices & Advertising	1,000	988	1,000	-	-	1,000
Dues & Licenses	15,000	6,900	15,000	7,217	14,435	15,000
Bad Debt Write Off	2,500	1,024	1,500	758	1,516	1,500
Total Contracts & Services	**205,400**	**138,364**	**214,700**	**76,136**	**147,317**	**192,300**
Supplies						
Office Supplies	250	31	250	-	0	-
Printing & Postage	5,000	4,431	5,000	1,893	3,787	5,000
Computer Supplies	1,500	2,111	5,200	4,070	5,000	5,200
Operating Supplies	45,000	31,291	45,000	9,908	19,816	40,000
Vehicle Fuel & Oil	15,000	8,960	12,000	3,616	7,231	10,000
Equipment Repairs & Maint	-		5,000			5,000
Vehicle Repairs & Maint	10,000	12,144	10,000	7,126	14,251	10,000
Total Supplies	**76,750**	**58,968**	**82,450**	**26,612**	**50,085**	**75,200**
Contingency	**60,863**	**(6,564)**	**51,146**	**-**	**-**	**47,383**
Capital Projects						
CIP WA 07-9 Truck	20,000	-	25,000	3,833	7,667	25,000
Telemeters	25,000	-	50,000	-	-	-
CIP WA 08-1 SueJuan Repairs	10,000	-	10,000	-	-	10,000
Transfer to Capital Projects	-	-	-	-	-	-
CIP WA 10-5 Hill Crest St Water Line	25,000	-	25,000	-	-	25,000
CIP WA 15-1 302 Pump Replacement	-	-	50,000	-	-	50,000
Total Capital Projects	**80,000**	**-**	**160,000**	**3,833**	**7,667**	**110,000**
Total Expenditures	**777,000**	**702,974**	**872,250**	**326,915**	**648,208**	**882,443**

Wastewater Utility

Wastewater Utility provides outstanding customer service, while providing the most effective and economical methods for the collection and treatment of wastewater.

The wastewater utility is a Division of the Public Works Department. The engineering and administration of utility is done in that as a function of Public Works. Wastewater Operations Division provides maintenance to ensure a safe, effective and operational system while ensuring that Federal, and State environmental standards are met or exceeded.

Position	Number	Percentage
Public Works Director	1	25%
Streets Superintendent	1	25%
Administrative Assistant, Public Works	1	33%
Utilities Operations Supervisor - Wastewater	1	100%
Utilities Operator III	1	33%
Utilities Operator II	1	90%
Utilities Operator I	3	90%
Utilities Operator I	3	5%
Utilities Operator I	1	33%
Accounting Supervisor	1	15%
Accounting Clerk III	1	25%
Accounting Clerk I	1	25%
Accounting Specialist	1	10%

Wastewater Fund	2015-6 Budget	2015-16 Actual	2016-17 Budget	2016-17 Actual Thru DEC 2016	2016-17 Projected Actual	2017-18 Budget
Revenues						
Residential Wastewater Fees	425,000	406,205	475,000	219,621	439,241	487,446
Multi-User Wastewater Fees	7,000	5,945	9,000	2,381	5,160	7,134
Commercial Wastewater Fees	275,000	258,842	300,000	132,084	264,168	310,610
New Hook Ups	15,000	4,075	15,000	1,448	2,895	4,889
Series 2010 Bond	90,000	-	280,000	-	-	-
Whetstone W/W Fees	12,000	-	-	-	-	-
Misc Revenue	15,000	3,400	6,000	-	-	4,080
Projected Carryforward for Contingency						83,115
Total Revenues	**839,000**	**678,467**	**1,085,000**	**355,534**	**711,464**	**897,274**
Expenditures						
Personnel						
Salaries and Wages	227,380	186,982	218,800	85,756	171,512	228,336
Overtime Wages	15,000	7,859	15,450	3,332	6,664	15,300
Payroll Taxes	18,542	15,004	17,886	6,580	13,161	18,638
Retirement Benefits	27,801	110,706	26,840	10,019	20,038	28,018
Employee Insurance	41,301	37,575	46,520	13,235	26,470	53,301
Total Personnel	**330,024**	**358,126**	**325,496**	**118,923**	**237,846**	**343,593**
Contracts & Services						
Professional Services	15,000	20,357	25,000	18,860	27,000	30,000
Chemical Analysis	20,000	15,830	15,000	5,315	10,729	11,000
Whetstone Waste Disposal	-	-	-	-	-	-
IT Services	5,000	-	5,000	-	-	5,000
Education and Training	2,000	2,033	25,000	3,547	7,095	7,500
Bank Charges	3,000	3,423	3,000	1,595	3,190	5,000
Utilities	85,000	65,770	75,000	27,067	54,135	65,000
Telephone	3,500	3,799	3,500	1,801	3,602	4,000
Repairs & Maintenance	110,000	48,185	85,000	60,477	146,625	150,000
Rentals	1,000	2,702	1,000	9,098	15,548	5,000
Uniforms	1,500	1,259	1,500	610	1,219	1,500
Insurance	28,000	28,413	28,000	22,298	29,731	30,000
Public Notices & Advertising	250	36	250	-	-	250
Dues & Licenses	25,000	16,399	25,000	9,184	18,367	25,000
Bad Debt Write Off	1,500	12,183	1,500	1,205	1,500	1,500
Total Contracts & Services	**300,750**	**220,388**	**293,750**	**161,057**	**318,742**	**340,750**
Supplies						
Office Supplies	400	166	400	-	-	-
Printing & Postage	5,000	4,452	5,000	1,921	3,843	5,000
Computer Supplies	5,000	3,570	7,700	3,691	5,000	7,500
Operating Supplies	35,000	40,376	35,000	15,752	34,838	35,000
Vehicle Fuel & Oil	10,000	4,281	7,500	4,711	9,422	7,500
Equipment Repairs & Maint		-	5,000	-	-	5,000
Vehicle Repairs & Maint	15,000	14,366	10,000	7,412	14,824	10,000
Total Supplies	**70,400**	**67,211**	**70,600**	**33,487**	**67,927**	**70,000**
Contingency	**47,826**	**32,741**	**20,154**	**-**	**-**	**47,931**
Refunds						
Capital Projects						
CIP 07-4 Truck Purchase	20,000	-	25,000	3,833	3,833	25,000
CIP WW 17-01 UV System			200,000			
CIP WW 17-02 Wastewater Plant Sofware Upgrad			80,000			
CIP WW 08-1 Jet Router	70,000	-	70,000	-	-	70,000
Total Capital Projects	**90,000**	**-**	**375,000**	**3,833**	**3,833**	**95,000**
Total Expenditures	**839,000**	**678,466**	**1,085,000**	**317,301**	**628,348**	**897,274**

Sanitation Fund

The Sanitation Fund accounts for the City's solid waste (garbage) pickup service. Southwest Disposal has contracted with the City for the past seven years to provide this service. The parties negotiated a four year contract effective December 31, 2012 that has fixed the price for their services through December 31, 2016. The City also contracts with Cochise County for landfill services.

Position	Number	Percentage
Clerk I	1	15%
Clerk III	1	15%
Supervisor	1	15%
Specialist (.55 FTE)	1	10%

Sanitation Fund	2015-16 Budget	2015-16 Actual	2016-17 Budget	2016-17 Actual Thru Dec 2016	2016-17 Projected Actual	2017-18 Budget
Revenues						
Residential Sanitation Fees	320,000	315,153	360,000	269,479	338,000	385,000
Muli-User Sanitation Fees	-	-	-	-	-	-
Commercial Sanitation Fees	315,000	270,783	320,000	227,017	357,000	375,000
Neighborhood Clean Up Program						10,000
Total Revenues	**635,000**	**585,935**	**680,000**	**496,496**	**695,000**	**770,000**
Expenditures						
Personnel						
Salaries and Wages	18,205	18,244	14,609	15,401	18,371	18,467
Payroll Taxes	1,393	1,317	1,118	1,134	1,327	1,413
Retirement Benefits	2,088	7,132	1,677	1,766	2,067	2,124
Employee Insurance	3,913	3,513	3,317	2,990	3,498	4,480
Total Personnel	**25,599**	**30,205**	**20,721**	**21,291**	**25,263**	**26,484**
Contracts & Services						
Bank Charges	3,000	3,423	3,000	2,603	3,500	3,500
Public Notices, Advertising	200	-	200	-	-	200
Postage and Printing	4,000	4,431	4,000	3,393	3,970	4,000
County Solid Waste	195,000	187,890	214,500	140,449	210,000	214,500
Residential Service Contract	202,000	202,353	206,000	151,282	207,000	226,000
Commercial Service Contract	189,000	165,969	193,000	123,920	148,000	213,000
Bad Debt Write Off	1,500	1,116	1,500	1,116	1,306	1,500
Neighborhood Clean Up Program						30,000
Total Contracts and Services	**594,700**	**565,182**	**622,200**	**422,764**	**573,776**	**692,700**
Contingency	**14,701**	**(9,451)**	**37,079**	**-**	**-**	**50,816**
Total Expenditures	**635,000**	**585,936**	**680,000**	**444,055**	**599,038**	**770,000**

Other Funds

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Airport Fund

The Airport Fund reports the revenues earned by and the expenditures incurred in running the City's municipal airport.

The vast majority of the construction costs at the airport are paid through FAA and ADOT grants that are reported in the Grants Fund.

The current goal of the fund is to break even on airport activities. The budget reflects that the General Fund contributions will cover the cost of Grant matches required and some maintenance expenses that are scheduled for the new budget year. Airport revenues earned are budgeted to equal the City's day-to-day costs for the operation.

Airport Fund	2015-16 Budget	2015-16 Actual	2016-17 Budget	2016-17 Actual Thru DEC 2016	2016-17 Projected Actual	2017-18 Budget
Revenues						
Contribution General Fund	100,800	55,023	135,800	22,355	58,072	135,300
Business Revenue	20,000	12,760	15,000	6,361	18,500	15,000
Insurance Recoveries	-	-	-	-	-	-
Total Revenues	**120,800**	**67,783**	**150,800**	**28,716**	**76,572**	**150,300**
Expenditures						
Contracts & Services						
Professional Services	30,000	16,904	45,000	8,598	25,000	30,000
Utilities	20,000	13,017	15,000	4,632	9,265	15,000
Telephone	800	788	800	404	807	800
Repairs & Maint	15,000	16,929	25,000	535	12,000	35,000
Supplies				455	4,500	4,500
Insurance	25,000	20,146	25,000	14,092	25,000	25,000
Total Contracts & Services	**90,800**	**67,783**	**110,800**	**28,716**	**76,572**	**110,300**
Supplies						
Total Supplies	**-**	**-**	**-**	**-**	**-**	**-**
Other						
Contingency	10,000	-	10,000	-	-	10,000
Grant Match	20,000	-	30,000	-	-	30,000
Total Other	**30,000**	**-**	**40,000**	**-**	**-**	**40,000**
Total Expenditures	**120,800**	**67,783**	**150,800**	**28,716**	**76,572**	**150,300**

Street (HURF) Fund

The Public Works Department manages the Highway User Revenue Funds (HURF). The use of HURF is governed by the State of Arizona's constitution where expenditures of HURF funds must be for improvements in the public roadway right-of-way. The HURF fund is primarily used for operations and maintenance of the roadway system. The Public Works Director, Street Superintendent and the Engineering Divisions oversee these operations, which include pavement management, sidewalks, traffic signals, landscaping, signing, and striping.

Public Works Street Division maintains all streets and roadway drainage-ways to ensure that the facilities fulfill the function for which it is designed. The Streets Division oversees the two sections: traffic operations and streets maintenance.

Position	Number	Percentage
Streets Superintendent	1	25%
Streets Maintenance Supervisor	1	100%
Street Maintenance Worker III	2	100%

Streets Fund	2015-16 Budget	2015-16 Actual	2016-17 Budget	2016-17 Actual Thru DEC 2016	2016-17 Projected Actual	2017-18 Budget
Revenues						
Gasoline Tax	370,990	-	361,555	180,572	361,144	385,564
One Time Gasoline Tax			14,560			14,409
Contribution from General Fund			57,268	7,825	32,987	19,435
State Lottery Revenue	-	-	-	-	-	-
Total Revenues	**370,990**	**-**	**433,383**	**188,397**	**394,131**	**419,408**
Personnel						
Salaries and Wages	117,527	-	161,754	68,689	137,378	140,179
Overtime Wages	1,500	-	1,545	368	736	1,530
Payroll Taxes	9,106	-	12,489	5,005	10,011	10,841
Retirement Benefits	13,653	-	18,741	7,928	15,856	16,297
Employee Insurance	34,288	-	50,154	17,335	34,670	47,061
Total Personnel	**176,074**	**-**	**244,683**	**99,325**	**198,650**	**215,908**
Contracts & Services						
Professional Services	40,000	-	45,000	18,227	44,600	45,000
Contract Labor - DOC	4,000	-	4,000	2,166	4,200	4,500
Education and Training	100	-	1,000	-	100	1,000
Utilities	80,000	-	70,000	27,104	75,000	80,000
Telephone	1,000	-	1,000	446	891	1,000
Repairs & Maintenance - Equip	6,000	-	6,000	2,335	4,670	6,000
Repairs & Maintenance - Streets	22,616	-	15,000	7,618	15,237	15,000
Rentals	-	-	500	-	-	500
Uniforms	1,200	-	1,200	691	1,383	1,500
Insurance	12,000	-	12,000	8,919	12,000	12,000
Materials & Supplies	10,000	-	10,000	6,905	10,000	10,000
Vehicle Fuel & Oil	8,000	-	8,000	4,531	9,600	10,000
Equipment Maint & Repair			5,000	-	-	7,000
Vehicle Repairs & Maint	10,000	-	10,000	10,130	17,800	10,000
Total Contracts & Services	**194,916**	**-**	**188,700**	**89,072**	**195,481**	**203,500**
Capital Projects						
Contingency	-	-	-		-	
Total Capital Projects	**-**	**-**	**-**	**-**	**-**	**-**
Total Expenditures	**370,990**	**-**	**433,383**	**188,397**	**394,130**	**419,408**

Transit Fund

Benson Area Transit (BAT) has been in operation since 2010. The BAT system has two separate components. It provides a fixed route service available to the general public, and para-transit services that focuses on the elderly and disabled riders whose needs cannot be met by the fixed route service.

Benson Area Transit currently serves the City of Benson and surrounding areas. Our mission is to build capacity with our transit system and partners to enhance Southeastern Arizona mobility.

The City of Benson recognizes the great need for a transit system in the San Pedro Valley and it relies heavily on grant funding from ADOT and the Area Agency on Aging to operate.

The City of Benson has participated in coordination efforts identified through regional coordination meetings. We currently partner with local government and non-profit agencies to increase the utilization of their services by providing needed transportation. Our main goal for the upcoming fiscal year is to establish new partnerships with neighboring transit service providers to fill the gap in our regional connections.

Position	Number	Percentage
Dispatcher/Admin Assistant	1	50%
Transit Driver (2.25 FTE)	3	100%
Temporary Transit Driver (.58 FTE)	3	100%

Transit Fund	2015-16 Budget	2015-16 Actual	2016-17 Budget	2016-17 Actual Thru DEC 2016	2016-17 Projected Actual	2017-18 Budget
Revenues						
Grant Reimbursement - FTA 5311 - Capital	263,013	4,280	135,000	728	59,971	16,000
Grant Reimbursement - FTA 5311 - Operating	90,339	81,351	77,360	36,164	72,328	75,386
Grant Reimbursement - FTA 5311 - Admin	42,653	26,968	34,405	19,277	38,554	36,272
SEAGO AAA	18,650	50,204	18,650	10,092	20,184	18,650
Fare Revenue	8,000	6,334	8,000	2,574	5,147	8,000
Allocation from General Fund	54,966	51,532	57,646	-	23,683	54,129
Grant Revenue		244,371		-	0	-
Greyhound Revenue	5,000	2,734	-	-	0	-
RTAP	1,500	627	1,500	-	0	1,500
Total Revenues	**484,121**	**468,401**	**332,561**	**68,835**	**219,867**	**209,937**
Personnel						
Salaries and Wages	98,363	83,249	94,438	40,182	80,364	96,643
Overtime Wages	-	1,346	-	449	898	-
Payroll Taxes	7,525	6,518	7,225	3,055	6,110	7,393
Retirement Benefits	9,676	9,027	9,096	4,520	9,041	9,331
Employee Insurance	14,298	9,425	9,102	3,083	6,166	10,619
Total Personnel	**129,862**	**109,566**	**119,861**	**51,289**	**102,579**	**123,987**
Contracts & Services						
Professional Services	1,300	2,288	1,600	2,375	2,500	2,500
Education and Training	3,000	804	3,000		-	-
Utilities	1,500	-	-	-	-	-
Telephone	2,000	2,262	2,500	1,064	2,128	2,500
Rentals- Office	1,200	-	-	-	-	-
Uniforms	-	-	-	-	-	-
Insurance- Vehicles	12,000	11,365	12,000	15,349	18,500	18,500
Public Notices & Advertising	-	-	1,000	-	-	1,200
Travel	-	111	400	83	550	550
Dues & Licenses	-	2,608	3,500	-	-	3,900
Total Contracts & Services	**21,000**	**19,438**	**24,000**	**18,871**	**23,678**	**29,150**
Supplies						
Office Supplies	-		200	-	-	-
Printing & Postage	-	-	-	-	-	-
Computer Supplies	-	-	-	-	-	-
Operating Supplies	1,000	107	500	32	65	800
Vehicle Fuel & Oil	25,100	16,033	20,000	7,266	16,800	20,000
Vehicle Repairs & Maint	20,034	51,570	18,000	5,081	14,000	17,500
Vehicle License	3,500	-	-	-	-	3,500
Total Supplies	**49,634**	**67,709**	**38,700**	**12,379**	**30,865**	**41,800**
Contingency				-	-	-
Capital						
CIP TR 15-1 Passenger Shelters	33,625	4,616	-	-	-	-
CIP TR 15-2 2 Fixed Route Busses	250,000	267,072	-	-	-	-
CIP TR 17-1 Dial-A-Ride Buses	-	-	150,000	-	62,745	-
CIP TR 18-01 Surveillance Cameras						15,000
Total Capital	**283,625**	**271,688**	**150,000**	**-**	**62,745**	**15,000**
Total Expenditures	**484,121**	**468,400**	**332,561**	**82,540**	**219,867**	**209,937**

Capital Projects Fund

The Capital Projects Fund CPF) was seen for the first time in the fiscal year 2007-08 budget. The fund was created in conjunction with the Capital Improvement Projects process placed in service effective July 1, 2007.

The Fund has been set up to accommodate those capital projects that are regional in nature, which means that the project must benefit all citizens of the City. Examples include the improvement at Lions Park, City Hall projects, improvements made to arterial roadways such as Ocotillo Avenue, major equipment purchases that are used by Public Works, etc. The Fund is particularly useful for tracking multi-year projects.

The primary funding source for the Capital Projects Fund is the 4% construction sales tax. The "seed" money for the Fund has been provided by allocation of FY 2006-07 construction sales tax collected during the 2006-07 fiscal year. Future construction sales tax collections have been restricted for use solely for CPF projects.

The use of construction sales tax collections, which are "one time only" collections, to pay for "one time only" expenditures is a true matching of financial resources with financial costs.

PLEASE NOTE: The Capital Projects Fund contains only those capital projects that are regional in nature, as noted above. All other capital projects can be found in the fund and/or the department that benefits from the expenditure.

Please see the CIP section for further information on the capital projects.

Capital Projects Fund	2015-16 Budget	2015-16 Actual	2016-17 Budget	2016-17 Actual Thru DEC 2016	2016-17 Projected Actual	2017-18 Budget
Revenues						
Construction Sales Tax	500,000	124,485	800,000	16,325	250,000	400,000
Loan/Lease Financing	-	-	500,000	-	-	1,150,000
Series 2010 Bond Proceeds	284,600	-	250,000	-	-	1,075,000
Cenpatico's Community Reinvestment Grant Parks			75,000	5,074	5,074	-
K9 Memorail Donations			6,000			-
Legacy Foundation Grants			52,000			-
Anticipated Grant	-	-	1,245,345	-	-	-
Total Revenues	**784,600**	**124,485**	**2,928,345**	**21,399**	**255,074**	**2,625,000**
Expenditures						
Quiet Rail Crossing						450,000
CIP CM 08-1 Walmart Payment	250,000	250,000	250,000	-	250,000	250,000
CIP WW 10-3 Wastewater Plant Software Upgrade	-	-	80,000	-	-	100,000
CIP WA 15-1 302 Pump Replacement	-	-	50,000	-	-	-
CIP ST 10-3 Street Signage Upgrades	-	-	75,000	-	-	25,000
CIP ST 10-2 Survey Of 4th Street			15,000			-
CIP ST 17-1 Complete Street Study			20,000			-
CIP PD 17-3 K9 Memorial	-	-	6,000	-	-	-
CIP PR 12-1 Skate Park Improvments			30,000		5,074	-
CIP PR 17-1 Pool Improvement Canopy			33,173			-
CIP PR 17-2 Union Street Park Canopy			33,172			-
CIP PW 17-1 Slum & Blight Abatement			25,000			100,000
CIP PW 11-2 Utility Rate Studies	15,000	-	-	-	-	-
CIP PW 11-6 Roof Repairs						-
CIP PR 12-4 Park Master Plan	30,000	-	-	-	-	-
CIP PW 12-1 UAS Infrastructure Develop.	50,000	-	50,000	-	-	-
CIP PW 08-1 City Hall Improvements	20,000	-	20,000	-	-	-
CIP LB17-1 Carpet	-	-	11,000	-	-	-
CIP AIR 08-1 Airport Phase 1 Improvements			1,200,000			-
Airport Hanger (s)	-	-	-		-	500,000
Water Well Filters	100,000	-		-	-	-
CIP PW 07-8 Pavement Management	200,000	-	200,000	-	-	100,000
CIP PW 07-03 Union Street Crossing	45,000		-			-
CIP PZ 12-01 Permit Tracking Database			30,000			-
5th Street & Ocotillo Water Line						118,600
Ocotillo Sewer Line Replacement						216,400
Wastewater Plant Roaders Upgrade						-
City Hall Replacement Building						200,000
Ocotillo Javalina to Post Ranch Rd						50,000
Telemeters						50,000
CIP WW 17-01 UV System						250,000
CIP WW 17-02 Wastewater Plant Sofware Upgrad						80,000
Broadband Infrastructure	40,000		-			-
CIP GS 07-4 Telemeters						50,000
CIP GS 10-1 Ocotillo Line Replacement						60,000
CIP GS 12-1 Gas Detection Equipment						25,000
CIP PR 12-3 ATV Gator	10,000	-	-	-	-	-
Update Lions Park Master Plan	9,600	-	-	-	-	-
Reserve Funds			800,000			-
Parks, Trails Open Spaces Master Plan	15,000	-	-	-	-	-
Total Capital Projects	**784,600**	**250,000**	**2,928,345**	**-**	**255,074**	**2,625,000**

Debt Service Fund

The Debt Service fund currently accounts for proceeds from the City's Series 2010 bond issuance.

Debt Service Fund	2015-16 Budget	2015-16 Actual	2016-17 Budget	2016-17 Actual Thru DEC 2016	2016-17 Projected Actual	2017-18 Budget
Revenues						
Bond Proceeds Carried Forward	1,070,000	4	1,070,000	-	-	-
Transfer of Payments from General Fund	399,975	399,971	396,950	398,713	398,713	396,444
Total Revenues	**1,469,975**	**399,975**	**1,466,950**	**398,713**	**398,713**	**396,444**
Expenditures						
Bond Debt Service	399,975	399,975	396,950	398,713	398,713	396,444
Transfer to Capital Projects Fund	284,600	-	284,600	-	-	
Transfer to Gas Fund	130,000	-	75,000	-	-	
Transfer to Water Fund	25,000	-	50,000	-	-	
Transfer to Waste Water Fund	90,000	-	280,000	-	-	
Bond Proceeds Carried Forward	540,400	-	380,400	-	-	
Total Expenditures	**1,469,975**	**399,975**	**1,466,950**	**398,713**	**398,713**	**396,444**

Grants Fund

The Grant Fund is set up to track grants received from any source outside the City itself. The fund reflects grant monies being received and spent. Each grant is tracked through this fund. When a grant is completed and closed, then any excess expenditures, called the grant match, are transferred to and reflected as an expenditure of the specific department benefiting from the grant. As a result, the Grant Fund always balances to $0 upon completion of each grant project.

Grants Fund	2015-16 Budget	2015-16 Actual	2016-17 Budget	2016-17 Actual Thru DEC 2016	2016-17 Projected Actual	2017-18 Budget
Revenues:						
Historic Preservation Grant	-	360		-	-	
Tourism Grant	-	7,500	7,000	-	-	-
Police Grants	-	9,359	-	-	-	-
Fire Grants	427,500	430,068	300,000	1,500	1,500	925,000
FAA 16 / ADOT	-	-	-	-	-	-
Unclassified Airport Grants	1,200,000	-	1,200,000	-	-	1,200,000
Unclassified Grants	3,500,000	26,318	1,490,000	-	1,497	1,565,000
WIFA SCADA and Energy Study	-	-	-	-	-	60,000
State Airport Grants	-	-	-	8,224	8,224	-
Score Board Donations		-	10,000		-	-
Contribution From General Fund	35,000	50,726	-	-	-	-
Police K9 Statue Donation			6,000		-	6,000
New SCBA Equipment						500,000
SAFER Grant - Fire Dept						280,677
Apache Park Improvements						400,000
CDBG Park Grant	237,500	190,822	-	-	-	250,000
Total Revenues	**5,400,000**	**715,153**	**3,013,000**	**9,724**	**11,221**	**5,186,677**
Expenditures:						
Historic Preservation Grant		-	-	-	-	
Police Grants	-	6,731	-	-	-	-
Fire Grants	450,000	452,627	300,000	-	1,500	925,000
Unclassified Airport Grants	1,200,000	-	1,200,000	-	-	1,200,000
Unclassified Grants	3,500,000	33,455	1,490,000	-	-	1,490,000
WIFA SCADA and Energy Study	-	-	-	-	-	60,000
State Airport Grants	-	-	-	3,279	7,667	
Federal Airport Grants		(180)		557	557	
Union Pacific Grants	-	2,175	7,000	1,497	1,497	-
Police K9 Statute Donation		-	6,000	-	-	6,000
SAFER Grant - Fire Department						280,677
Score Board Park		-	10,000		-	-
New SCBA Equipment						500,000
Apache Park Improvements						400,000
CIP PW 12-1 UAS Infrastructure Develop.						50,000
CIP PR 17-2 Union Street Park Canopy						25,000
CDBG Parks	250,000	220,345	-	-	-	250,000
Total Expenditures	**5,400,000**	**715,153**	**3,013,000**	**5,333**	**11,221**	**5,186,677**

Fireman's Pension Fund

The Fireman's Pension Fund is set up to pay a monthly benefit to retired volunteer firemen. The fund is managed independently from the City. The State makes an annual donation to the Fund.

Fireman's Pension Fund	2015-16 Budget	2015-16 Actual	2016-17 Budget	2016-17 Actual Thru DEC 2016	2016-17 Projected Actual	2017-18 Budget
Revenues						
Contributions From State Fund	6,000	5,125	6,000	5,346	5,346	6,000
Contributions From Fire, Inc	1,200	1,690	1,200	1,904	3,306	1,200
Contributions From General Fund	23,800	25,785	23,800	9,750	25,348	23,800
Interest Income	5,000	-	5,000	-	-	-
Other Income (Fund balance carryforward)	-	-	-	-	-	5,000
Total Revenues	**36,000**	**32,600**	**36,000**	**17,000**	**34,000**	**36,000**
Expenditures						
Pension Payments	36,000	32,600	36,000	17,000	34,000	36,000
Total Expenditures	**36,000**	**32,600**	**36,000**	**17,000**	**34,000**	**36,000**

Capital Improvement Plan

Capital Improvement Plan (CIP)

Developing the Capital Improvement Plan

The CIP is the City's five-year blueprint for creating and maintaining the crucial infrastructure that will support the continued growth and development of City of Benson. Each year, in conjunction with the annual budgeting process, the City Manager and Finance Department coordinate the process of revising and updating the long-range CIP document. Other documents, such as the City's General Plan and Strategic Plan, also provide valuable information and guidance in the preparation of the CIP. Several of the City's department heads and all Council Members annually review past capital project accomplishments and identify new projects for inclusion in the Plan. Projects included in the 2018-2023 CIP form the basis of appropriation in the 2018-2023 fiscal year capital budget.

Individual projects will continue to be subjected to ongoing community and City Council review and discussion during the annual appropriations process. The CIP is also an important public communication medium. The CIP gives residents and businesses an overall view of the City's long-term direction in the area of capital improvements and helps to illustrate the City's ongoing need for stable revenue sources to fund large or multi-year capital projects.

The 2018-2023 CIP assumes very modest commercial and residential growth of the City. The current plan assumes sales tax collections will increase from 2014-2015 collections based on anticipated development coming into the City. Construction sales tax revenues for the following fiscal years are projected to gradually ramp up by 2018. The CIP is designed so that expenditures can be accelerated or decelerated based on the actual financial performance of the City.

Definition of a Capital Improvement Project

For the purposes of the CIP, a capital expenditure is one that results in the acquisition or addition to the government's capital assets. The assets included in the CIP cost $10,000 or more and have a useful life of at least three years. Streets, water production and distribution facilities, wastewater collection system and treatment plants, parks, buildings, and major one-time acquisitions of equipment are all examples of capital improvements.

Financing the Capital Improvement Plan

When developing the CIP, the City must consider its ability to finance the needed projects. This requires prioritization of projects while maximizing use of available financing mechanisms. The City's available financing options include some or all of the following sources:

Grants and Contributions - There are a number of grants available from federal, state, and local sources. The City has begun to aggressively pursue this type of funding. The current CIP anticipates about $37 million in grant funding over the next five fiscal years.

Long-term Debt/Bonds – Debt financing is an important component of most Capital Improvement Plans. The proceeds from any long term debt issuance are restricted for uses as described within the loan/bond covenants. The City successfully completed a $5 million Excise Tax Revenue Bond issue in 2010. Of those proceeds, $2.6 million was used to pay off existing debt, $1.4 million was spent for capital improvements during fiscal years 2010-15, and the remaining $1 million is being used for projects described in this document.

Four Percent (4%) Construction Sales Tax **-** The City's 4% tax on new construction has been designated as a primary funding source for the Capital Projects Fund. A project is eligible for the Capital Project Fund if it is regional in nature or it benefits the specific development area that generated the tax proceeds.

Projected construction sales tax revenues for the next five years are (in thousands) $500, $500, $750, $750 and $750 respectively. Actual collections may vary significantly from the projections. New capital projects will be either slowed or accelerated to more closely match actual revenues available.

Development Impact Fees – Each new home constructed in the City has an impact on the City's water, wastewater, public safety, parks and administrative infrastructure. Development fees are assessments on new home construction that allow for "pay-as-you-go" financing for capital projects that benefit the home under construction. The majority (85%) of impact fees previously collected will be spent on water and wastewater capital projects. As of August 2014, the City will no longer collect Impact Fees.

General Funds – A portion of General Fund revenues are allocated to CIP projects each year. CIP project timing is usually somewhat flexible, so the amount allocated from the General Fund each year is related to the excess revenues generated within the Fund. Projected General Fund CIP contributions for the next five years are (in thousands) $159, $519, $55, $172 and $5, respectively.

Enterprise Funds – Connection fees, excess user fees and impact fees are the primary funding sources for Utility Fund ongoing capital projects. Very large capital projects require long term debt financing.

Carryover Projects/Fund Balance

Due to the nature of capital projects, the life of a project may span across fiscal years. As funds are designated for a project, they are accumulated in the appropriate capital fund and expended as the project progresses. When the funds are not spent in one year they remain in the fund balance to be used in the future. This is also referred to as carryover. As the City refines the annual CIP, these carryover projects will be redefined into areas of contractual obligation, and ongoing projects will be appropriated again in the following year to ensure full project funding.

Revenues, such as construction sales tax, designated for capital projects but not appropriated in the current fiscal year, are carried forward to the next year as a fund balance.

Operating and Capital Budget Relationship

The Capital Improvement Plan also impacts the operating budget as projects are completed. Operating funds are required for the routine maintenance and operation of facilities and equipment, including, utilities, staffing, repairs, fuel for heavy equipment and equipment maintenance. Recurring equipment replacement expenses for new patrol cars and recurring maintenance costs such as street asphalt overlay are also funded through the operating budget. These ongoing costs must be tied to ongoing revenues (e.g., higher user revenue funds, sales tax, user fees, and intergovernmental revenues) to ensure they can be sustained.

CIP Status Report

Projects Completed during fiscal 2016-2017

PD 13-01	Drug Dog	15,130
FD 07-2	Fire Equipment	10,035

Total CIP Projects Completed during fiscal 2016-2017		**$25,165**

Capital Projects Fund (CPF)								
Project	**Page #**	**CIP #**	**2017-18**	**2018-19**	**2019-20**	**2020-21**	**2021-22**	**Total**
Wal-Mart Payment	99	CM 08-1	250					250
Union Street Canopy	99	PR 17-2	25					25
Lions Park Fields	100	PR 13-3					50	50
Airport Hangers	100	AIR 13-01	500					500
Pavement Management	101	PW 07-8	100	200	200	200	200	900
UAS Infrastructure Development	101	PW 12-1	50					50
Library Expansion	102	PW 13-1				20		20
Slum and Blight Abatement	102	PW 17-1	100					100
Pomerene Road Line Replacement	103	GS 10-2		50				50
Survey 4th Street	103	ST 10-2		15				15
Street Signage Upgrades	104	ST 10-3	25	75				100
5th Street & Ocotillo Water Line	104	WA 10-3	118					118
N. Side 4th St Waterline Upgrade	105	WA 10-4				300		300
Union St Water Line	105	WA 10-6		150				150
Ocotillo Sewer Line Replacement	106	WW 10-1	216					216
Wastewater Plant Roaders Upgrade	106	WW 10-2				100		100
Wastewater Plant Software Upgrade	107	WW 10-3	100	80				180
City Hall Replacement Building	107	PW 17-2	200	2,000				2,200
Octotillo Javalina to Post Ranch Rd	108	PW 17-3	50	200	2,500			2,750
Post Ranch Road	108	PW 17-4				50	200	250
Total Funds Spent			**1,734**	**2,770**	**2,700**	**670**	**450**	**8,324**
Capital Projects Fund Sources								
Balance, Beginning of Year			0	0	0	0	0	0
Construction Sales Tax			400	215	2,500	50	250	3,415
CDBG Grant Proceeds								0
Series 2010 Bond Proceeds			559	405	200	300	200	1,664
Anticipated Grant			75	150	0	320	0	545
Loan/Lease Financing			700	2,000	0	0	0	2,700
Total Fund Sources			**1,734**	**2,770**	**2,700**	**670**	**450**	**8,324**

Capital Improvement Plan (CIP) Budget Summary 2017-2022

Project	Page #	CIP #	2017-18	2018-19	2019-20	2020-21	2021-22	Total
Fire Equipment	88	FD 07-2	5					5
Vehicle, Fire F150 4x4	88	FD 09-1			45			45
Vehicle, Fire F550 4x4 Rescue/Brush	89	FD 09-2	120					120
Vehicle Exhaust Removal System	89	FD 10-1		70				70
Extracation Equipment	90	FD 10-3	65					65
Fire Communications Equipment	92	FD 18-01	40	40	40	40	40	200
Fire Engine Type I El Dorado	90	FD 12-1	700					700
SCBA Bottle Replacement	91	FD 13-1		6	6	6		18
Portable Pump	91	FD 13-2		9	9	9		27
Pave West Lot - Library	92	LB 15-1		35				35
Carpet-Library	93	LB 15-2		11				11
Vehicles, Patrol	93	PD 07-1	37	37				74
Unmarked Cars	94	PD 13-3	14	14				28
PD Replace Protable Devices	94	PD 17-2	10	10				20
K9 Memorial	95	PD 17-3	6					6
Replacement of Long Guns	95	PD 18-01	9					9
Police Department Security Upgrade	96	PD 18-02	10					10
Animal Shelter Improvements	96	PD 18-03	5					5
Apache Park Improvements	97	PR 06-2	400				225	625
Quiet Rail Crossing	97	PW 07-2	450					450
Permit Tracking Database	98	BL 12-01	40					40
Total Funds Spent			**1,911**	**232**	**100**	**55**	**265**	**2,563**
General Fund Sources								
Balance, Beginning of Year			0	0	0	0	0	0
General Fund Capital Allocation			116	180	94	49	40	479
Series 2010 Bond Proceeds								0
Loan/Lease Financing			464	0	0	0	0	464
Anticipated Grant			1,331	52	6	6	225	1,620
Total Fund Sources			**1,911**	**232**	**100**	**55**	**265**	**2,563**

Grants Fund								
Project	**Page #**	**CIP #**	**2017-18**	**2018-19**	**2019-20**	**2020-21**	**2021-22**	**Total**
Lions Park ADA Bathrooms	109	PR 13-4	250					250
New SCBA Equipment	109	FD 17-1	500					500
SCADA and Energy Study	110	PW 13-2	60					60
Total Funds Spent			**810**	**0**	**0**	**0**	**0**	**810**
Fund Sources								
Balance, Beginning of Year			0	0	0	0	0	0
Scheduled Grants			810					810
General Fund Capital Allocation								0
Total Fund Sources			**810**	**0**	**0**	**0**	**0**	**810**

Natural Gas Fund								
Project	**Page #**	**CIP #**	**2017-18**	**2018-19**	**2019-20**	**2020-21**	**2021-22**	**Total**
Gas Planning Model	110	GS 07-1		25		30		55
Hwy 80 Utility Relocation	111	GS 07-2			35	60		95
Benson Regulator System	111	GS 07-3	20	100				120
Telemeters	112	GS 07-4	50	50	50			150
Truck Replacements	112	GS 07-5	25		20			45
Self Contained Breathing App. X2	113	GS 08-1	4	10				14
Ocotillo Line Replacement	113	GS 10-1	60					60
Gas Detection Equipment	114	GS 12-1	25					25
Total Funds Spent			**184**	**185**	**105**	**90**	**0**	**564**
Fund Sources								
Balance, Beginning of Year			0	0	0	0	0	0
Series 2010 Bond Proceeds			135	50	50	0	0	235
Gas Fund Capital Allocation			49	135	55	90	0	329
Total Fund Sources			**184**	**185**	**105**	**90**	**0**	**564**

Water Fund								
Project	**Page #**	**CIP #**	**2017-18**	**2018-19**	**2019-20**	**2020-21**	**2021-22**	**Total**
Telemeter	114	WA 07-2	50	50	50	50		200
Hwy 80 Utility Relocation	115	WA 07-3			35	60		95
Cochise Storage Tank	115	WA 07-5			400	550		950
Water Planning Model	116	WA 07-8				25		25
Truck Replacements	116	WA 07-9	25	25				50
SueJuan Repairs	117	WA 08-1	10					10
Hill Crest St Water Line	117	WA 10-5	25					25
302 Pump Replacement	118	WA 15-1	50					50
Total Funds Spent			**160**	**75**	**485**	**685**	**0**	**1,405**
Fund Sources								
Balance, Beginning of Year			0	0	0	0	0	0
Series 2010 Bond Proceeds			50	50	50	75	0	225
Water Fund Capital Allocation			110	25	35	60	0	230
Anticipated Grant/Loan					400	550		950
Total Fund Sources			**160**	**75**	**485**	**685**	**0**	**1,405**

Wastewater Fund								
Project	**Page #**	**CIP #**	**2017-18**	**2018-19**	**2019-20**	**2020-21**	**2021-22**	**Total**
Planning Area WW Skeletal Model	118	WW 07-1		75		50		125
Truck Replacements	119	WW 07-4	25			25		50
Hwy 80 Utility Relocation	119	WW 07-6			35	60		95
Prickly Pear	120	WW 07-7				25		25
Wastewater UV System	121	WW 17-1	250					250
Wastewater Software Upgrade	121	WW 17-2	80					80
High Pressure Jet Router	120	WW 08-1	70					70
Total Funds Spent			**425**	**75**	**35**	**160**	**0**	**695**
Fund Sources								
Balance, Beginning of Year			0	0	0	0		0
WW Fund Capital Allocation			95	75	35	160	0	365
Series 2010 Bond Proceeds			330	0	0	0	0	330
Total Fund Sources			**425**	**75**	**35**	**160**	**0**	**695**

Transit Fund								
Project	**Page #**	**CIP #**	**2017-18**	**2018-19**	**2019-20**	**2020-21**	**2021-22**	**Total**
Survelliance Cameras	122	TR18-01	15					15
								0
Total Funds Spent			**15**	**0**	**0**	**0**	**0**	**15**
Fund Sources								
Balance, Beginning of Year			0	0	0	0	0	0
5311 Grant Funds			14					14
General Fund Grant Match			2					2
Total Fund Sources			**15**	**0**	**0**	**0**	**0**	**15**

Golf Course Fund								
Project	**Page #**	**CIP #**	**2017-18**	**2018-19**	**2019-20**	**2020-21**	**2021-22**	**Total**
Golf Car Fleet Replacement	122	GC 14-01	57	57				114
Greens Aerator	123	GC 14-02		13				13
Golf Course Bridge	125	GC 17-04				72		72
Fairway Unit Mower	124	GC 17-03	8	8				16
Utility Maintenance Vehicle	124	GC 17-02	8	8				16
Chemical Applicator Rig	123	GC 17-01	8	8				16
Total Funds Spent			**81**	**94**	**0**	**72**	**0**	**247**
Fund Sources								
Balance, Beginning of Year			0	0	0	0	0	0
Loan/Lease Financing			57	57	0	0	0	114
Golf Course Fund Match			24	37	0	72	0	133
Total Fund Sources			**81**	**94**	**0**	**72**	**0**	**247**

Airport Fund								
Project	**Page #**	**CIP #**	**2017-18**	**2018-19**	**2019-20**	**2020-21**	**2021-22**	**Total**
Phase I	125	AIR 08-1	1,200					**1,200**
Phase II	126	AIR 08-2		3,125				**3,125**
Phase III	126	AIR 08-3			3,200			**3,200**
Phase IV	127	AIR 08-4				2,525		**2,525**
Total Funds Spent			**1,200**	**3,125**	**3,200**	**2,525**	**0**	**10,050**
Fund Sources								
Balance, Beginning of Year			0	0	0	0	0	0
Grant Funds			1,200	3,125	3,200	2,525		10,050
General Fund Capital Allocation			0	0	0	0		0
Total Fund Sources			**1,200**	**3,125**	**3,200**	**2,525**	**0**	**10,050**

CIP Summary								
			2017-18	2018-19	2019-20	2020-21	2021-22	Total
Total CIP Expenditures			**6,520**	**6,556**	**6,625**	**4,257**	**715**	**24,673**
Fund Sources								
General Fund Capital Allocation			118	180	94	49	40	481
Series 2010 Bond			1,074	505	300	375	200	2,454
Construction Sales Tax			400	215	2,500	50	250	3,415
Enterprise Fund Capital Allocation			278	272	125	382	0	1,057
Anticipated Grants			3,430	3,327	3,606	3,401	225	13,989
Loan/Lease Financing			1,221	2,057	0	0	0	3,278
Total Fund Sources			**6,520**	**6,556**	**6,625**	**4,257**	**715**	**24,673**

Project Number: **FD 07-02**

Name of Project: **Fire Equipment**

Submitting Department: Fire Department

Project Description: Purchase of Hose and other equipment for Fire.

Is the Project Routine Replacement? Yes

Financing Options (Grant, Lease-Purchase, etc.): General Funds

Project Staffing Implications: None

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2017-2018	Purchase Equipment	$5,000
2018-2019		
2019-2020		
2020-2021		
2021-2022		
Project Total		**$5,000**

Additional Comments: $23K was budgeted in FY17, due to vendor issues and getting equipment back, the remainder that has not been spent is included in this year's budget.

Project Number: **FD 09-1**

Name of Project: **Ford F150 4x4 Crew Cab**

Submitting Department: Fire Department

Project Description: Purchase Ford F150 4x4 Command Vehicle

Is the Project Routine Replacement? Replacement

Financing Options (Grant, Lease-Purchase, etc.): General Funds

Project Staffing Implications: None

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2017-2018		
2018-2019		
2019-2020	Purchase	$45,000
2020-2021		
2021-2022		
Project Total		**$45,000**

Project Number: **FD 09-2**

Name of Project: **Ford F550 4x4**

Submitting Department: Fire Department

Project Description: Purchase Ford F550 4x4 Rescue (F250) and Brush Truck 71

Is the Project Routine Replacement? Yes

Financing Options (Grant, Lease-Purchase, etc.): Grants

Project Staffing Implications: None

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2017-2018	Vehicle and Equipment	$120,000
2018-2019		
2019-2020		
2020-2021		
2021-2022		
Project Total		**$120,000**

Project Number: **FD 10-1**

Name of Project: **Vehicle Exhaust Removal System at Station**

Submitting Department: Fire Department

Project Description: This project is for installation of an exhaust removal system. This system directly removes all exhaust emissions from all apparatus parked in the bays. This keeps the harmful emissions from settling on equipment and the firefighter's personal protective equipment. The system will keep cancer causing byproducts of diesel fuel from being dispersed in the bays and the firefighters breathing it. It will also keep harmful emissions being accidently put into the breathing air system.

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): General Funds

Project Staffing Implications: None

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2017-2018		
2018-2019	Install Exhaust Removal System	$70,000
2019-2020		
2020-2021		
2021-2022		
Project Total		**$70,000**

Project Number: **FD 10-3**

Name of Project: **Extraction Equipment Upgrade**

Submitting Department: Fire Department

Project Description: The purpose of this CIP is to upgrade the existing Extrication Equipment to meet the challenges of the new style vehicles. This will also enable the purchase of additional equipment the department does not have which would be a benefit to have on rescue calls.

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): Grants

Project Staffing Implications: None

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2017-2018	Extrication Equipment	$65,000
2018-2019		
2019-2020		
2020-2021		
2021-2022		
Project Total		**$65,000**

Project Number: **FD 12-1**

Name of Project: **Fire Engine Type I El Dorado**

Submitting Department: Fire Department

Project Description: Purchase of a Type I Fire Engine for coverage on El Dorado Development.

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): Grants/El Dorado Benson LLC

Project Staffing Implications: None

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2017-2018	Purchase Engine Company	$700,000
2018-2019		
2019-2020		
2020-2021		
2021-2022		
Project Total		**$700,000**

Project Number: **FD 13-01**

Name of Project: **SCBA and Bottle Replacement**

Submitting Department: Fire Department

Project Description: Replace aluminum Self Contained Breathing Apparatus (SCBA) bottles with lighter Carbon Fiber bottles, and replace older SCBAs.

Is the Project Routine Replacement? Routine replacement program

Financing Options (Grant, Lease-Purchase, etc.): Grant funding available for the SCBA replacement, bottle replacement would be funded by the General Fund.

Project Staffing Implications: None

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2017-2018		
2018-2019	Replace 6 SCBA Bottles	$6,000
2019-2020	Replace 6 SCBA Bottles	$6,000
2020-2021	Replace 6 SCBA Bottles	$6,000
2021-2022		
Project Total		**$18,000.00**

Project Number: **FD 13-02**

Name of Project: **Portable Pump**

Submitting Department: Fire Department

Project Description: Portable pump to pump water from static sources

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): General Funds

Project Staffing Implications: None

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2017-2018		
2018-2019	BB4US WLDFIR Portable Pump	$9,000
2019-2020	BB4US WLDFIR Portable Pump	$9,000
2020-2021	BB4US WLDFIR Portable Pump	$9,000
2021-2022		
Project Total		**$27,000**

Project Number: **FD 18-01**

Name of Project: **Communications Equipment**

Submitting Department: Fire Department

Project Description: Our current mobile and portable radios are at the end of their life cycle. Repair and replacing the current radios is increasingly difficult. The maker of the radios is not going to be supporting our radios. The Federal Government has mandates for radios that will be used for emergency services and our current radios do not have and cannot be programmed for the new mandates.

Is the Project Routine Replacement? Yes

Financing Options (Grant, Lease-Purchase, etc.): Grants

Project Staffing Implications: None

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2017-2018	Mobile and Portable Radios	$40,000
2018-2019	Mobile and Portable Radios	$40,000
2019-2020	Mobile and Portable Radios	$40,000
2020-2021	Mobile and Portable Radios	$40,000
2021-2022	Mobile and Portable Radios	$40,000
Project Total		**$200,000**

Project Number: **LB 15-1**

Name of Project: **Pave lot west of building**

Submitting Department: Library

Project Description: Prepare, level, grade and pave lot and resurface existing parking lot.

Is the Project Routine Replacement? No

Financing Options (Lease-Purchase, etc.): Apply for a State-in-Aid grant from the Arizona State Library which is a matching grant.

Project Staffing Implications: None

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2017-2018		
2018-2019	Pave Vacant Lot, resurface existing parking lot	$35,000
2019-2020		
2020-2021		
2021-2022		
Project Total		**$35,000**

Project Number: LB 15-2

Name of Project: **LB 17-1 Carpet**

Submitting Department: Library

Project Description: Replace existing carpet throughout the entire building

Is the Project Routine Replacement? No

Financing Options (Lease-Purchase, etc.): Apply for State-in-Aid grant from Arizona State Library as first option.

Project Staffing Implications:

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2017-2018		
2018-2019	Replace Carpeting	$11,000
2019-2020		
2020-2021		
2021-2022		
Project Total		**$11,000**

Project Number: **PD 07-1**

Name of Project: **Replacement Patrol Vehicle**

Submitting Department: Police Department

Project Description: Replacement of worn out Patrol Vehicles, this does not include equipment

Is the Project Routine Replacement? Yes

Financing Options (Grant, Lease-Purchase, etc.): General Fund/Three Year Lease

Project Staffing Implications: None

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2017-2018	Lease/Purchase 3 Patrol Units	$37,111
2018-2019	Lease/Purchase 3 Patrol Units	$37,111
2019-2020		
2020-2021		
2021-2022		
Project Total		**$74,222**

Additional Comments:

Lease/Purchase three new patrol vehicles $37,111 per year for three years starting in FY17.

Project Number: **PD 13-03**

Name of Project: **Replace Unmarked Police Cars**

Submitting Department: Police

Project Description: Replace worn out unmarked police cars

Is the Project Routine Replacement? Yes

Financing Options (Grant, Lease-Purchase, etc.): General Funds/Lease-Purchase

Project Staffing Implications: None

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2017-2018	Lease/Purchase two unmarked cars	$13,585
2018-2019	Lease/Purchase two unmarked cars	$13,585
2019-2020		
2020-2021		
2021-2022		
Project Total		**$27,170**

Additional Comments:
Lease/Purchase two unmarked cars for three years, policy equipment is not included, started in FY17.

Project Number: PD 17-02

Name of Project: Replace Portable Communications

Submitting Department: Police

Project Description: Replace worn out Portable Communication

Is the Project Routine Replacement? Yes

Financing Options (Grant, Lease-Purchase, etc.): General Funds

Project Staffing Implications: None

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2017-2018	Purchase	$10,000
2018-2019	Purchase	$10,000
2019-2020		
2020-2021		
2021-2022		
Project Total		$20,000

Additional Comments:

Project Number: **PD 17-03**

Name of Project K9 Memorial

Submitting Department: Police

Project Description: To Memorialize the PD K9 importance and service

Is the Project Routine Replacement? NO

Financing Options (Grant, Lease-Purchase, etc.): Donations

Project Staffing Implications: **None**

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2017-2018	Purchase	$6,000
2018-2019		
2019-2020		
2020-2021		
2021-2022		
Project Total		$6,000

Additional Comments:

Project Number: **PD 18-01**

Name of Project Replacement of Long Guns

Submitting Department: Police

Project Description: Replace the Patrol rifles

Is the Project Routine Replacement? NO

Financing Options (Grant, Lease-Purchase, etc.): General Funds

Project Staffing Implications:

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2017-2018	Purchase 10 new Patrol Rifles	$9,000
2018-2019		
2019-2020		
2020-2021		
2021-2022		
Project Total		$9,000

Project Number: **PD 18-02**

Name of Project Security Upgrade

Submitting Department: Police

Project Description: Upgrade security at the Police Department

Is the Project Routine Replacement? NO

Financing Options (Grant, Lease-Purchase, etc.): General Funds

Project Staffing Implications:

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2017-2018	Purchase and Install bullet proof barriers	$10,000
2018-2019		
2019-2020		
2020-2021		
2021-2022		
Project Total		$10,000

Project Number: **PD 18-03**

Name of Project Animal Shelter Improvements

Submitting Department: Police

Project Description: Drop ceiling at the Animal Shelter

Is the Project Routine Replacement? NO

Financing Options (Grant, Lease-Purchase, etc.): General Funds

Project Staffing Implications:

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2017-2018	Purchase and Install drop ceiling at Animal Shelter	$5,000
2018-2019		
2019-2020		
2020-2021		
2021-2022		
Project Total		$5,000

Project Number: PR 06-2

Name of Project: **Apache Park Improvements**

Submitting Department: Parks & Recreation

Project Description: The Historic Preservation Commission has recommended improvement to Apache Park using Historic Preservation guidelines. The main improvement in the park will include a historic gazebo equipped for a variety of entertainment. Additional improvements are a small parking facility and a pedestrian path that loops the park.

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): The main source of funding for this project will be grants. This project could be funded via donations, State Heritage Grants and or Apache Park Grant from Clean and Beautiful.

Project Staffing Implications: Contract Administration, Project Management and Construction Inspections are required.

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2017-2018	Design and Construction	$400,000
2018-2019		
2019-2020		
2020-2021		
2021-2022		
Project Total		**$400,000**

Project Number: **PW 07-2**

Name of Project: **Quiet Zone Train Crossing**

Submitting Department: Public Works Department

Project Description: If the City makes safety improvements to the existing railroad crossing, the trains will not have to blow their whistle. Construction costs are estimated until the Study is Completed in 2017.

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): Loan/Lease

Project Staffing Implications: Contract Administration and extensive Project Management are required.

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2017-2018	Construction Start	$450,000
2018-2019		
2019-2020		
2020-2021		
2021-2022		
Project Total		**$450,000**

Project Number: **BL 12-01**

Name of Project: **Permit Tracking Database**

Submitting Department: Building Department

Project Description: Caselle permit tracking database to accurately track development services permits issued.

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): General Funds

Project Staffing Implications: none

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2017-2018	Purchase & Install Software	$40,000
2018-2019		
2019-2020		
2020-2021		
2021-2022		
Project Total		**$40,000**

Project Number: **CM 08-1**

Name of Project: **Wal-Mart Payment**

Submitting Department:

Project Description: Annual Payment per Development Agreement with Wal-Mart.

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): Construction Sales Tax

Project Staffing Implications:

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2017-2018	Annual Payment	$250,000
2018-2019		
2019-2020		
2020-2021		
2021-2022		
Project Total		**$250,000**

Project Number: **PR 17-2**

Name of Project: **Union Street Park Canopy**

Submitting Department: Recreation Department

Project Description: To purchase shade Canopy for the Union Street Playground.

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): Grant

Project Staffing Implications: Requires Staff time. Procurement process and installation

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2017-2018	Canopy	$25,000.00
2018-2019		
2019-2020		
2020-2021		
2021-2022		
Project Total		**$25,000.00**

Project Number: **PR 13-3**

Name of Project: **Lions Park Fields**

Submitting Department: Public Works (Parks)

Project Description: Maintenance and upgrades to playing fields

Is the Project Routine Replacement? Yes

Financing Options (Grant, Lease-Purchase, etc.): Construction Sales Tax

Project Staffing Implications: None

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2017-2018		
2018-2019		
2019-2020		
2020-2021		
2021-2022	Park Fields	$50,000
Project Total		**$50,000**

Project Number: **AIR 13-01**

Name of Project: **Airport Hangers**

Submitting Department: Public Works (Airport)

Project Description: Design and construct Hanger(s) at Benson Airport

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): Loans

Project Staffing Implications: None

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2017-2018	Design & Construct	$500,000
2018-2019		
2019-2020		
2020-2021		
2021-2022		
Project Total		**$500,000**

Project Number: **PW 07-8**

Name of Project: **Ongoing Pavement Management**

Submitting Department: Public Works

Project Description: Repave, patch and rehab existing City Streets

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): 2010 Bonds

Project Staffing Implications: Contract Administration and Construction Management are required.

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2017-2018		$100,000
2018-2019		$200,000
2019-2020		$200,000
2020-2021		$200,000
2021-2022		$200,000
Project Total		**$900,000**

Project Number: **PW 12-1**

Name of Project: **Unmanned Aerial Systems (UAS) Infrastructure Development**

Submitting Department: Public Works

Project Description: Provisional cost estimate to initiate construction of utility infrastructure at the Airport in the event that Benson is awarded a UAS development site.

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): Grant

Project Staffing Implications: Undefined

Project Time Table/Budget: As needed

FISCAL YEAR	ACTIVITY	BUDGET
2017-2018	Incur costs as needed	$50,000
2018-2019		
2019-2020		
2020-2021		
2021-2022		
Project Total		**$50,000**

Project Number: **PW 13-1**

Name of Project: **Library Expansion**

Submitting Department: Public Works

Project Description: Utilize the property adjacent to the library for expansion.

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): Grant, Construction Sales Tax

Project Staffing Implications: None

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2017-2018		
2018-2019		
2019-2020		
2020-2021	Planning & Design	$20,000
2021-2022		
Project Total		**$20,000**

Project Number: **PW 17-1**

Name of Project: **Slum and Blight Abatement**

Submitting Department: Public Works

Project Description: Demolition of Properties under abatement

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): Construction Sales Tax

Project Staffing Implications: None

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2017-2018	Abatement	$100,000
2018-2019		
2019-2020		
2020-2021		
2021-2022		
Project Total		**$100,000**

Project Number: **GS 10-2**

Name of Project: **Pomerene Road Line Replacement**

Submitting Department: Public Works (Gas)

Project Description: Design and Construction of a 4" gas line on Pomerene Road

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): 2010 Bonds

Project Staffing Implications: None

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2017-2018		
2018-2019	Design/Construction	$50,000
2019-2020		
2020-2021		
2021-2022		
Project Total		**$50,000**

Project Number: **ST 10-2**

Name of Project: **Survey of 4th Street**

Submitting Department: Public Works (Streets)

Project Description: Survey of 4th Street from Ocotillo to B-10 Interchange

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): Construction Sales Tax

Project Staffing Implications: None

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2017-2018		
2018-2019	Survey	$15,000
2019-2020		
2020-2021		
2021-2022		
Project Total		**$15,000**

Project Number: **ST 10-3**

Name of Project: **Street Signage Upgrades**

Submitting Department: Public Works (Streets)

Project Description: Project is to replace street signs that do not meet the 2012 MUTCD standards.

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): 2010 Bonds

Project Staffing Implications: None

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2017-2018	Signs	$25,000
2018-2019	Signs	$75,000
2019-2020		
2020-2021		
2021-2022		
Project Total		**$100,000**

Project Number: **WA 10-3**

Name of Project: **5th Street and Ocotillo Water line**

Submitting Department: Public Works (water)

Project Description: Design and Construction of an 8" water line from 5th street to Union Street. Including fire hydrants.

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): 2010 Bonds

Project Staffing Implications: None

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2017-2018	Design & Construction	$118,0000
2018-2019		
2019-2020		
2020-2021		
2021-2022		
Project Total		**$118,000**

Project Number: **WA 10-4**

Name of Project: **North side 4th Street Waterline upgrades**

Submitting Department: Public Works (water)

Project Description: Design and Construction of water lines on the north side of 4th street from Prickly Pear to Ocotillo Street. Including fire hydrants.

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): Bonds, Grant

Project Staffing Implications: None

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2017-2018		
2018-2019		
2019-2020		
2020-2021	Design & Construction	$300,000
2021-2022		
Project Total		**$300,000**

Project Number: **WA 10-6**

Name of Project: **Union Street Water line**

Submitting Department: Public Works (water)

Project Description: Design and Construction of an 8" water line from Patagonia Street to High Street. Including fire hydrants.

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): Bonds, Grant

Project Staffing Implications: None

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2017-2018		
2018-2019	Design & Construction	$150,000
2019-2020		
2020-2021		
2021-2022		
Project Total		**$150,000**

Project Number: **WW 10-1**

Name of Project: **Ocotillo Sewer Line Replacement**

Submitting Department: Public Works (wastewater)

Project Description: Design and Construction of an 8" sewer line from 5th street to Union Street.

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): 2010 Bonds

Project Staffing Implications: None

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2017-2018	Design & Construction	$216,000
2018-2019		
2019-2020		
2020-2021		
2021-2022		
Project Total		**$216,000**

Project Number: **WW 10-2**

Name of Project: **Wastewater plant roaders upgrade.**

Submitting Department: Public Works (wastewater)

Project Description: Add roaders to the current oxidation ditches to increase treatment efficiency.

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): 2010 Bonds

Project Staffing Implications: None

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2017-2018		
2018-2019		
2019-2020		
2020-2021	Design & Install	$100,000
2021-2022		
Project Total		**$100,000**

Project Number: **WW 10-3**

Name of Project: **Wastewater plant software upgrade**

Submitting Department: Public Works (wastewater)

Project Description: Upgrading the computer software that controls the treatment process to allow more flexibility and energy savings.

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): 2010 Bonds

Project Staffing Implications: None

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2017-2018	Design & Install	$100,000
2018-2019	Design & Install	$80,000
2019-2020		
2020-2021		
2021-2022		
Project Total		**$180,000**

Project Number: **PW 17-2**

Name of Project: **City Hall Replacement Building**

Submitting Department: Public Works

Project Description: Design and construction of new City Hall Offices

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): Loan

Project Staffing Implications: None

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2017-2018	Design	200,000
2018-2019	Construction	2,000,000
2019-2020		
2020-2021		
2021-2022		
Project Total		**2,200,000**

Project Number: **PW 17-3**

Name of Project: **Ocotillo /Javelina to Post Ranch Rd**

Submitting Department: Public Works

Project Description: North/South road extension to connect to Post Ranch Road.

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): Construction Sales Tax

Project Staffing Implications: None

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2017-2018	Study/Survey	50,000
2018-2019	Design	200,000
2019-2020	Construction	2,500,000
2020-2021		
2021-2022		
Project Total		**$2,750,000**

Project Number: **PW 17-4**

Name of Project: **Post Ranch Rd from Ocotillo to SR-80**

Submitting Department: Public Works

Project Description: North/South road extension to connect to Post Ranch Road.

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): Construction Sales Tax

Project Staffing Implications: None

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2017-2018		
2018-2019		
2019-2020		
2020-2021	Study/Survey	50,000
2021-2022	Design	200,000
Project Total		**$250,000**

Project Number: **PR 13-4**

Name of Project: **Lions Park ADA Restrooms**

Submitting Department: Public Works (Parks)

Project Description: Remove and preplace one restroom/Concession at Lions Park

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): CDBG Grant Funds

Project Staffing Implications: None

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2017-2018	Replacement	$250,000
2018-2019		
2019-2020		
2020-2021		
2021-2022		
Project Total		**$250,000**

Project Number: **FD 17-01**

Name of Project: **NEW SCBA EQUIPMENT**

Submitting Department: Fire Department

Project Description: NEW SCBA Equipment

Is the Project Routine Replacement? YES

Financing Options (Grant, Lease-Purchase, etc.): Grant with No Match

Project Staffing Implications: None

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2017-2018	NEW SCBA EQUIPMENT	$500,000
2018-2019		
2019-2020		
2020-2021		
2021-2022		
Project Total		**$500,000**

Project Number: **PW 13-2**

Name of Project: **SCADA and Energy**

Submitting Department: Public Works

Project Description: Study and design of computerized management system for the water system

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): WIFA Grant with a 40% Local Match

Project Staffing Implications: None

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2017-2018	Planning and Design	$60,000
2018-2019		
2019-2020		
2020-2021		
2021-2022		
Project Total		**$60,000**

Project Number: **GS 07-1**

Name of Project: **Planning Area Gas Skeletal and upgrade Model**

Submitting Department: **Public Works (Gas Department)**

Project Description: This Project is to produce a basic model for the City's Gas System. This is to identify any current problems and to show what offsite improvements that developers would have to install for their Sub-divisions.

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): Gas

Project Staffing Implications: Contract Administration, Project Management, and Construction Inspection are required.

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2017-2018		
2018-2019	Model	$25,000
2019-2020		
2020-2021	Update	$30,000
2021-2022		
Project Total		**$55,000**

Project Number: **GS 07-2**

Name of Project: **Highway 80 Utility Relocation**

Submitting Department: Public Works (Gas Department)

Project Description: This is to relocate the wastewater lines when ADOT does reconstruction work on Highway 80.

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): Gas

Project Staffing Implications: Contract Administration, Project Management, and Construction Inspection are required.

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2017-2018		
2018-2019		
2019-2020		$35,000
2020-2021		$60,000
2021-2022		
Project Total		**$95,000**

Project Number: **GS 07-3**

Name of Project: **Benson Regulator System**

Submitting Department: Public Works (Gas Department)

Project Description: Upgrade the Main Regulator Station near Lions Park to allow the City serve more customers in this part of the city.

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): Gas Fund

Project Staffing Implications: Contract Administration, Project Management, and Construction Inspection are required.

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2017-2018		$20,000
2018-2019		$100,000
2019-2020		
2020-2021		
2021-2022		
Project Total		**$120,000**

Project Number: **GAS 07-4**

Name of Project: **Telemeter System**

Submitting Department: Public Works (Gas Department)

Project Description: This is upgrading the gas meters in the city to be read by the telemeter and upgrade older meters.

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): 2010 Bond Funds

Project Staffing Implications: Project Management and Construction Inspection are required.

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2017-2018		$50,000
2018-2019		$50,000
2019-2020		$50,000
2020-2021		
2021-2022		
Project Total		**$150,000**

Project Number: **GS 07-5**

Name of Project: **Work Truck Replacements**

Submitting Department: Public Works (Gas)

Project Description: This is replacing work trucks for the Gas division

Is the Project Routine Replacement? Yes

Financing Options (Grant, Lease-Purchase, etc.): Gas Fund

Project Staffing Implications: None

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2017-2018		$25,000
2018-2019		
2019-2020		$20,000
2020-2021		
2021-2022		
Project Total		**$45,000**

Project Number: **GS 08-1**

Name of Project: **Self Contained Breathing Apparatus**

Submitting Department: Public Works (Gas Department)

Project Description: Purchase four (4) Breathing Apparatus to replace outdated safety equipment.

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): Gas Fund

Project Staffing Implications: Project Management required.

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2017-2018		$4,000
2018-2019		$10,000
2019-2020		
2020-2021		
2021-2022		
Project Total		**$14,000**

Project Number: **GS 10-1**

Name of Project: **Ocotillo Gas Line Replacement**

Submitting Department: Public Works (Gas)

Project Description: Design and Construction of a 4" gas line from 5th street to Union Street.

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): 2010 Bonds

Project Staffing Implications: None

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2017-2018	Design & Construction	$60,000
2018-2019		
2019-2020		
2020-2021		
2021-2022		
Project Total		**$60,000**

Project Number: **GS 12-1**

Name of Project: **Gas Detection Equipment**

Submitting Department: Public Works (gas)

Project Description: Replace old gas detection equipment with new equipment.

Is the Project Routine Replacement? Yes

Financing Options (Grant, Lease-Purchase, etc.): 2010 Bond Funds

Project Staffing Implications: None

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2017-2018	Purchase	$25,000
2018-2019		
2019-2020		
2020-2021		
2021-2022		
Project Total		**$25,000**

Project Number: **WA 07-2**

Name of Project: **Telemeter System**

Submitting Department: Public Works (Water)

Project Description: This is to replace older water meters thought out the City to reduce the water loss rate. This program was put in place because the loss rate was 30%. The Goal of the program is to reduce loss rates to less than 10%

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): 2010 Bonds

Project Staffing Implications: None

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2017-2018		$50,000
2018-2019		$50,000
2019-2020		$50,000
2020-2021		$50,000
2021-2022		
Project Total		**$200,000**

Project Number: **WA 07-3**

Name of Project: **Highway 80 Utility Relocation**

Submitting Department: Public Works (Water)

Project Description: This is to relocate the water lines when ADOT does reconstruction work on Highway 80.

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): Water Fund

Project Staffing Implications: Contract Administration, Project Management, and Construction Inspections are required.

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2017-2018		
2018-2019		
2019-2020		$35,000
2020-2021		$60,000
2021-2022		
Project Total		**$95,000**

Project Number: **WA 07-5**

Name of Project: **New 500,000 gal. Storage Tank (Cochise College Site)**

Submitting Department: Public Works (Water)

Project Description: Add two 500,000-gallon storage tanks at the site of the new Cochise College Well. This is to upgrade the supply of water to our current system as we take wells off line that contain Arsenic above the new water quality standard.

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): Grant/Loan

Project Staffing Implications: Contract Administration, Project Management, and Construction Inspections are required.

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2017-2018		
2018-2019		
2019-2020		$400,000
2020-2021		$550,000
2021-2022		
Project Total		**$950,000**

Project Number: **WA 07-8**

Name of Project: **Planning Area Potable Water Skeletal Model**

Submitting Department: Public Works (Water)

Project Description: This is to update the water system model that was completed by Stantec.

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): Water Fund

Project Staffing Implications: Contract Administration, Project Management

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2017-2018		
2018-2019		
2019-2020		
2020-2021		$25,000
2021-2022		
Project Total		**$25,000**

Project Number: **WA 07-9**

Name of Project: **Replacement Trucks**

Submitting Department: Public Works (Water)

Project Description: This is routine replacement of City Trucks

Is the Project Routine Replacement? Yes

Financing Options (Grant, Lease-Purchase, etc.): Water Fund

Project Staffing Implications: None

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2017-2018		$25,000
2018-2019		$25,000
2019-2020		
2020-2021		
2021-2022		
Project Total		**$50,000**

Project Number: **WA 08-1**

Name of Project: **Sue Juan Water Repairs**

Submitting Department: Water Department

Project Description: Add a loop in the Sue Juan water system

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): Water Fund

Project Staffing Implications: None

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2017-2018	Complete repairs & Replacements	$10,000
2018-2019		
2019-2020		
2020-2021		
2021-2022		
Project Total		**$10,000**

Project Number: **WA 10-5**

Name of Project: **Hill Crest Street Water Line**

Submitting Department: Public Works (water)

Project Description: Design and Construction of an 8" water line on Hill Crest Street. Including fire hydrants.

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): Water Fund

Project Staffing Implications: None

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2017-2018	Design & Construction	$25,000
2018-2019		
2019-2020		
2020-2021		
2021-2022		
Project Total		**$25,000**

Project Number: **WA 15-1**

Name of Project: **302 Pump Replacements**

Submitting Department: Public Works (water)

Project Description:

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): Water Fund

Project Staffing Implications:

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2017-2018		$50,000
2018-2019		
2019-2020		
2020-2021		
2021-2022		
Project Total		**$50,000**

Project Number: **WW 07-1**

Name of Project: **Planning Area Wastewater Skeletal Model**

Submitting Department: **Public Works (Wastewater)**

Project Description: This Project is to produce a basic model for the City's Wastewater System. This is to identify any current problems and to show what offsite improvements that developers would have to install for their Sub-divisions.

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): Wastewater Fund

Project Staffing Implications: Contract Administration and Project Management are required.

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2017-2018		
2018-2019	Planning	$75,000
2019-2020		
2020-2021	Plan Update	$50,000
2021-2022		
Project Total		**$125,000**

Project Number: **WW 07-4**

Name of Project: **Replacement Trucks**

Submitting Department: Public Works (Wastewater)

Project Description: This is replacing work trucks for the wastewater division

Is the Project Routine Replacement? Yes

Financing Options (Grant, Lease-Purchase, etc.): Wastewater Fund

Project Staffing Implications: None

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2017-2018		$25,000
2018-2019		
2019-2020		
2020-2021		$25,000
2021-2022		
Project Total		**$50,000**

Project Number: **WW 07-6**

Name of Project: **Highway 80 Utility Relocation Wastewater**

Submitting Department: Public Works (Wastewater)

Project Description: This is to relocate the wastewater lines when ADOT does reconstruction work on Highway 80

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): Wastewater Fund

Project Staffing Implications: Contract Administration, Project Management, and Construction Inspection are required.

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2017-2018		
2018-2019		
2019-2020		$35,000
2020-2021		$60,000
2021-2022		
Project Total		**$95,000**

Project Number: **WW 07-7**

Name of Project: **Prickly Pear**

Submitting Department: Public Works (Wastewater)

Project Description: This is to relocate the wastewater lines on Prickly Pear.

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): Wastewater Fund

Project Staffing Implications: Contract Administration, Project Management, and Construction Inspection are required.

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2017-2018		
2018-2019		
2019-2020		
2020-2021		$25,000
2021-2022		
Project Total		**$25,000**

Project Number: **WW 08-1**

Name of Project: **High Pressure Jet Router**

Submitting Department: Public Works (Wastewater)

Project Description: Purchase of high pressure jet router to replace current 10 yr. old jet router.

Financing Options (Grant, Lease-Purchase, etc.): Wastewater Fund

Project Staffing Implications: None

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2017-2018		70,000
2018-2019		
2019-2020		
2020-2021		
2021-2022		
Project Total		**$70,000**

Project Number: **WW 17-1**

Name of Project: **Wastewater UV SYSTEM**

Submitting Department: Public Works (Wastewater)

Project Description: Replace UV System.

Financing Options (Grant, Lease-Purchase, etc.): 2010 Bonds

Project Staffing Implications: None

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2017-2018		$250,000
2018-2019		
2019-2020		
2020-2021		
2021-2022		
Project Total		**$250,000**

Project Number: **WW 17-2**

Name of Project: **Wastewater Plant Software Upgrade**

Submitting Department: Public Works (Wastewater)

Project Description: Replace Wastewater Software with New Version

Financing Options (Grant, Lease-Purchase, etc.): 2010 Bonds

Project Staffing Implications: None

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2017-2018		$80,000
2018-2019		
2019-2020		
2020-2021		
2021-2022		
Project Total		**$80,000**

Project Number: **TR 18-01**

Name of Project: **Surveillance Cameras**

Submitting Department: Transit

Project Description: Purchase surveillance cameras for the BAT buses.

Financing Options (Grant, Lease-Purchase, etc.): ADOT 5311 Grant Funds, General Fund Match

Project Staffing Implications: None

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2017-2018		$15,000
2018-2019		
2019-2020		
2020-2021		
2021-2022		
Project Total		**$15,000**

Project Number: **GC14-01**

Name of Project: **72 Golf Cars**

Submitting Department: Golf Course

Project Description: Replace 12-year-old golf car fleet

Is the Project Routine Replacement? Routine replacement

Financing Options (Lease-Purchase, etc.): Lease purchase ($1 buyout)

Project Staffing Implications: None

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2017-2018	Lease Payment	$57,300
2018-2019	Lease Payment	$57,300
2019-2020		
2020-2021		
2021-2022		
Project Total		**$114,600**

Project Number: **GC14-02**

Name of Project: **Greens Aerator**

Submitting Department: Golf Course

Project Description: Replace 12-year-old greens aerator

Is the Project Routine Replacement? Routine replacement

Financing Options (Lease-Purchase, etc.): Golf Course Fund

Project Staffing Implications: None

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2017-2018		
2018-2019	Purchase Equipment	$13,000
2019-2020		
2020-2021		
2021-2022		
Project Total		**$13,000**

Project Number: **GC17-01**

Name of Project: **Chemical Applicator Rig**

Submitting Department: Golf Course

Project Description: Replace 16-year-old spray rig

Is the Project Routine Replacement? Routine replacement

Financing Options (Lease-Purchase, etc.): Golf Course Fund

Project Staffing Implications: None

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2017-2018	Purchase Equipment	$8,000
2018-2019	Purchase Equipment	$8,000
2019-2020		
2020-2021		
2021-2022		
Project Total		**$16,000**

Project Number: **GC17-02**

Name of Project: **Utility Maintenance Vehicle**

Submitting Department: Golf Course

Project Description: Replace old utility Vehicle

Is the Project Routine Replacement? Routine replacement

Financing Options (Lease-Purchase, etc.): Golf Course Fund

Project Staffing Implications: None

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2017-2018	Purchase Equipment	$8,000
2018-2019	Purchase equipment	$8,000
2019-2020		
2020-2021		
2021-2022		
Project Total		**$16,000**

Project Number: **GC17-03**

Name of Project: **Fairway Unit Mower**

Submitting Department: Golf Course

Project Description: Replace old Fairway Unit Mower

Is the Project Routine Replacement? Routine replacement

Financing Options (Lease-Purchase, etc.): Golf Course Fund

Project Staffing Implications: None

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2017-2018	Purchase Equipment	$8,000
2018-2019	Purchase equipment	$8,000
2019-2020		
2020-2021		
2021-2022		
Project Total		**$16,000**

Project Number: **GC17-04**

Name of Project: **Golf Course Bridge**

Submitting Department: Golf Course

Project Description: Construct Bridge over wash

Is the Project Routine Replacement? Routine replacement

Financing Options (Lease-Purchase, etc.): Golf Course Fund

Project Staffing Implications: None

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2017-2018		
2018-2019		
2019-2020		
2020-2021	Construct Bridge	$72,000
2021-2022		
Project Total		**$72,000**

Project Number: **AIR 08-1**

Name of Project: **Airport Phase 1 improvements**

Submitting Department: Public Works

Project Description: Phase 1 Airport Projects include Land Acquisition Phase I, Seal Coat Runway, Approach System, Install Security Fencing, Land Acquisition Phase II, Structurally Upgrade Apron, Drainage/Erosion Control, and Design Runway Extension.

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): Federal Aviation Administration Grants, Arizona Department of Transportation Grants

Project Staffing Implications: Contract Administration, Project Management, Contracting Services and Construction Inspections are required.

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2017-2018	Design & Construction	$1,200,000
2018-2019		
2019-2020		
2020-2021		
2021-2022		
Project Total		**$1,200,000**

Project Number: **AIR 08-2**

Name of Project: **Airport Phase 2 improvements**

Submitting Department: Public Works

Project Description: Phase 2 Airport Projects include Extend Runway, Extend Taxiway, Design Terminal, Design Access Road Reconstruction, Design Apron Expansion, Design Helipad, and Airport Perimeter Fencing.

Financing Options (Grant, Lease-Purchase, etc.): Federal Aviation Administration, Grants, Arizona Department of Transportation Grants

Project Staffing Implications: Contract Administration, Project Management, Contracting Services and Construction Inspections are required.

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2017-2018		
2018-2019	Design & Construction	$3,125,000
2019-2020		
2020-2021		
2021-2022		
Project Total		**$3,125,000**

Project Number: **AIR 08-3**

Name of Project: **Airport Phase 3 Improvements**

Submitting Department: Public Works

Project Description: Phase 3 Airport Projects includes Reconstruct Access Road, Construct Helipad, Design Perimeter Road, Construct Terminal (4,000 Sq. Ft), Upgrade PAPI-4s for Runway, Land Acquisition Phase III

Financing Options (Grant, Lease-Purchase, etc.): Federal Aviation Administration, Grants, Arizona Department of Transportation Grants

Project Staffing Implications: Contract Administration, Project Management, Contracting Services and Construction Inspections are required.

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2017-2018		
2018-2019		
2019-2020	Design & Construction	$3,200,000
2020-2021		
2021-2022		
Project Total		**$3,200,000**

Project Number: **AIR 08-4**

Name of Project: **Airport Phase 4 Improvements**

Submitting Department: Public Works

Project Description: Phase 4 Airport Projects include Land Acquisition Phase IV, Construct Aircraft Wash Rack, Construct Perimeter Road, Update Airport Master Plan, and Pavement Preservation.

Financing Options (Grant, Lease-Purchase, etc.): Federal Aviation Administration, Grants, Arizona Department of Transportation Grants

Project Staffing Implications: Contract Administration, Project Management, Contracting Services and Construction Inspections are required.

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2017-2018		
2018-2019		
2019-2020		
2020-2021	Design & Construction	$2,525,000
2021-2022		
Project Total		**$2,525,000**