

Proposed

ANNUAL BUDGET



CITY OF SEDONA, AZ
FISCAL YEAR 2018-19

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Overview



FY 2019 Proposed Budget Memo

To: Mayor Moriarty & City Council
Thru: Justin Clifton, City Manager
Karen Osburn, Assistant City Manager
From: Cherie R. Wright, Director of Financial Services
Subject: Submittal of Fiscal Year 2018-19 Proposed Budget
Date: April 18, 2018

We are pleased to submit to the City Council the Fiscal Year (FY) 2019 Proposed Budget. At the end of this memo is a discussion regarding the organization/layout of the budget book.

The Proposed Budget presents a fiscally sound financial plan that maintains the integrity of the City's financial condition while still meeting the high service level demands of the community. The City continues to experience a steadily increasing economy, and revenues continue to trend upward. The City's largest revenue source, sales and bed tax revenues, continues to exceed levels experienced by the City before the recession and economic downturn.

For the FY 2019 Proposed Budget, we have taken a slightly different approach to presenting the budget. The total recommended budget amounts represent the base budget only. The base budget is the estimated cost of providing existing services at existing performance levels. Recommended Decision Packages have not yet been added to the Proposed Budget. Decision Packages represent requests to add services or enhance services already provided. The intent of this change in presentation is to demonstrate that the ongoing operational portion of the budget is maintained at levels comparable to the prior fiscal year with few increases and some decreases.

The recommended base budget is \$50,505,560. All required reserves fully meet policy requirements, and surpluses exist beyond the policy reserves. These surpluses are available to fund decision packages, supplement any of the required reserves, be used toward sunsetting the transportation sales tax sooner than the authorized 10 years, fund other Council priorities, or any combination of these.

The budget is balanced between expenditures, revenues, use of available fund balances set aside for capital projects, use of restricted grants and donations balances for their dedicated purposes, and the reduction of a portion of fund balances exceeding policy reserve requirements. This is demonstrated in the following table.

TOTAL FUNDING SOURCES AND USES

(In Thousands)

FY 2019 Proposed Base Budget	Revenues & Others Sources of Funds	Expenditures & Other Uses of Funds
Total Revenues & Expenditures	\$44,445	\$50,506
Plus: Use of Accumulated Balances		
Grants & Donations Funds – Use of funding received in prior years for their dedicated purposes	50	
Capital Improvements Fund – Net of use of accumulated balances set aside for anticipated capital project costs in FY 2019 (\$9,990k) less set aside of funding to meet anticipated capital project costs in the next fiscal year (\$3,888k) plus reduction of accumulated balance in excess of subsequent fiscal year needs (\$1,775k)	7,877	-
Wastewater Enterprise Fund – Net of use of accumulated balances set aside for anticipated capital project costs in FY 2019 (\$4,776k) less set aside of funding to meet anticipated capital project costs in the next fiscal year (\$1,195k) less addition to other reserve requirements (\$567) less addition to balance in excess of reserve requirements (\$344k)	2,670	-
Total Use of Accumulated Balances	10,597	-
Less: Additions to Accumulated Balances		
General Fund – Net of addition to balance in excess of reserve requirements (\$1,782k) less reduction of required reserves (\$465k)	1,317	-
Transportation Sales Tax Fund – Set aside of funding, in addition to a portion of estimated revenues of the subsequent fiscal year, to meet anticipated capital project costs in the next fiscal year	2,912	
Development Impact Fee Funds – Addition to accumulated balances set aside for funding of capital projects restricted to funding of growth-related projects	129	-
Art in Public Places Fund – Additional to accumulated balances set aside for funding of capital projects dedicated to funding of public art	4	-
Information Technology Internal Service Fund – Net of addition to balance in excess of reserve requirements (\$217k) less reduction of required reserves (\$43k)	174	-
Total Additions to Accumulated Balances	4,536	-
Totals	\$50,506	\$50,506

The FY 2019 Budget represents the third year of our planned three-year phased implementation of program and performance budgeting. The intent is to focus the decision-making process on the services and outcomes for the dollars invested.

In this phase, we have started putting more focus on the performance measures. This is still in process, and we are planning to further enhance the performance measures before the budget is finalized. In this proposed budget, you will find updates and additional performance measures, as well as addition of benchmarks. In most cases, the benchmarks presented are provided by the International City/County Management Association (ICMA). ICMA accumulates data from participating cities and towns to provide averages as benchmarks.

In addition, there were several significant process and operational areas addressed in this year's budget process as well:

- Departments that have historically ended the fiscal year with a budget surplus were asked to review and refine their budgets to better align their budgets with anticipated actual expenditures.
- Four of the City's community service contracts are expiring on June 30, 2018. These organizations have submitted requests for funding levels to be considered in the contract renewal process. These requests have been reviewed by the Citizens Budget Work Group, and the proposed budget includes funding based on their recommendations.
- In the prior fiscal year, we manually identified one-time vs. ongoing revenues and expenditures. Due to the unexpected magnitude of one-time items, this year changes were made to the accounting structure to account for these items. The new accounting structure was implemented for FY 2019 only. Prior fiscal years have not been adjusted to reflect the change.
- Changes were also made to better separate services vs. supplies expenditures. Our intention is to be able to provide better information in the future for comparisons of in-house vs. out-sourced costs.
- A new Transportation Sales Tax Fund was added to account for the new half-cent sales tax effective March 1, 2018. Operational costs will be recorded in this fund, and transfers will be made to the Capital Improvements Fund to cover the cost of capital projects. Initially, the only operational costs are related to the additional engineering position to aide in the progress of transportation projects that was discussed during the meetings regarding the funding of the projects and the new sales tax. This fund may also be used in the future for operational costs associated with contemplated transit projects.

Significant Budgetary Changes

The changes incorporated in the FY 2019 Proposed Base Budget are as follows:

COMPARISON OF TOTAL EXPENDITURES TO PRIOR YEAR

(In Thousands)

	FY 2019 Proposed	FY 2018 Budget	Increase/ (Decrease)	%
Personnel	\$12,387	\$12,620	(\$ 234)	(1.9%)
Operations	14,086	14,036	50	0.4%
Subtotal Operational Costs	\$26,473	\$26,656	(\$ 183)	(0.7%)
Capital Improvement Projects ¹	17,269	14,131	3,138	22.2%
Debt Service	5,864	5,864	-	0%
Contingencies	1,400	1,102	(202)	(18.3%)
Grand Totals	\$50,506	\$47,752	\$2,753	5.8%

Salary and benefit changes

- The recommended budget does not include any cost-of-living adjustment (COLA) or merit increases. A merit increase is discussed in the Decision Packages section.
- Health insurance rates increased approximately 5% and increased costs by approximately \$75,000.
- The Arizona State Retirement System (ASRS) contribution rates changed slightly from 11.50% of wages to 11.80% and increased costs by approximately \$20,000.
- The Public Safety Personnel Retirement System (PSPRS) minimum contribution rates changed from 33.97% of wages to 31.52%. This decrease in the minimum contribution rate results in a decrease of costs of approximately \$49,000.
- A one-time placeholder of \$250,000 was included in the FY2018 budget relating to the results of the Hall and Parker lawsuits, in which the courts found the increase in the employee share of the PSPRS contribution rate to be unconstitutional. The increase in the employee share was, in effect, a savings to the City since it reduced what the employer share would have been. The FY2019 budget was reduced by this amount.
- The City's worker's compensation rates decreased as a result of a drop in our experience modification rating (EMOD). This accounts for approximately \$8,000 in savings.
- Total salaries and benefits are offset by an estimate of vacancy savings during the year due to routine employee turnover. Based on a historical review of actual vacancy savings and a noted trend of lower savings, the offset was reduced by \$125,000, which results in a net increase in costs.
- Staff is in the process of reviewing a salary study performed by a consultant. Based on preliminary estimates of wages out of line with the comparison cities, the market adjustment pool budget was reduced by approximately \$212,000.

¹ Does not include projects funded by the Community Facilities Districts. Those projects will be included in the budget proposals for those separate entities.

- In conjunction with the discussions regarding funding of the transportation programs, it was recommended that an Assistant Engineer position be added to aide in the progress of transportation projects. This position has been included at a cost of approximately \$109,000.
- In conjunction with the initiation of the Uptown Paid Parking Program, Council agreed to use the monies for improvements to the Uptown area. The Uptown merchants have requested that \$10,000 of these monies be used to enhance the presence of the Traffic Control Assistants in Uptown. This amount has been included in the proposed budget.
- A schedule of the positons and full-time equivalency with a comparison to prior years has been included in the Overall Summaries Section on pages SUM-6 through SUM-9.

Operations changes

- Due to projected increases in bed tax revenues, the 55% portion designated by Council for tourism management and development is budgeted to increase by approximately \$188,000.
- Increases to the community service contracts based on recommendations for renewals and Consumer Price Index (CPI) adjustments for continuing contracts totaled \$74,400. The CPI adjustment for the Western Region as of December 2017 was 3.1%.
- The biennial election costs were added to the budget for \$42,500
- The biennial development impact fee audit was added to the budget for \$20,000.
- As previously mentioned, Council agreed to use paid parking monies for improvements to the Uptown area. The Uptown merchants have also requested that \$40,000 of these monies be used for additional holiday decorations. This amount has been included in the proposed budget.
- As directed by Council, services for monitoring of short-term rentals has been included in the budget for \$15,000.
- As directed by Council, approximately \$38,000 has been included in the budget for payment of development impact fees and capacity fees for a Habitat for Humanity project.
- Due to an error in last year's budget requests, the electric utility costs were under-budgeted. To correct this error, the proposed budget includes an increase of \$72,600 to the electric utility costs.
- A variety of reductions were implemented by departments to better align their budgets with anticipated actual expenditures.

Capital Improvement Projects changes

- The increase in the Capital Improvement Projects budgets is primarily due to several Sedona in Motion (SIM) projects planned to start in FY 2019.

Contingencies changes

- In previous years, a contingency placeholder was included in both revenues and expenditures to cover unexpected increases in bed tax revenues. Over the past few years, the amount designated for tourism management and development (55% of bed tax revenues) has exceeded the amounts budgeted by approximately \$300,000. In case bed taxes again exceed our estimates, a contingency placeholder has been included in revenues of \$550,000 (\$300,000 for the 55% tourism management and development portion and \$250,000 for the remaining 45% city share of the bed tax revenues). However, for the FY 2019 Proposed Budget, the expenditures only include the \$300,000 for the 55% tourism management and development portion. It has been assumed that if bed tax revenues do indeed exceed estimates again, the 45% city share will not be spent in FY 2019 and simply add to the available fund balances.

However, it has been identified after the printing of the other sections of the budget books that this amount was inadvertently reduced twice. This was a result of a couple of different methods that budget changes are made in the new software and both methods were inadvertently used. To ensure adequate contingencies are available, we recommend adding back \$250,000 to correct the error.

- With the refinements to departmental budgets and in light of significant unanticipated one-time costs in the Wastewater Enterprise Fund this year, the contingency budget was increased from \$100,000 to \$200,000. In addition, the budget change reflects the reinstatement of the initial \$100,000 in FY 2018 that was transferred to cover a portion of the cost for the generator replacement.
- The budget change also reflects the reinstatement of the General Fund contingency for approximately \$98,000 that was transferred to cover the concrete restoration claim cause by the water line break at City Hall.

Capital Improvement Projects

The Capital Improvements Plan has been balanced with anticipated funding and available reserves for the first three years of the plan. The plan has been presented with details for the first three funded years, with the remaining seven years of the 10-year plan consolidated in one column as “Future Years.”

In addition, a field has been added for the project priority/ranking. Departments were given instructions to use the following definitions when ranking projects:

- Priority I: IMPERATIVE (Must-Do) – Projects that cannot reasonably be postponed in order to avoid harmful or otherwise undesirable consequences.
 - Corrects a condition dangerous to public health or safety
 - Satisfies a legal obligation
 - Alleviates an emergency service disruption or deficiency
 - Prevents irreparable damage to a valuable public facility
- Priority II: ESSENTIAL (Should-Do) – Projects that address clearly demonstrated needs or objectives.
 - Rehabilitates or replaces an obsolete public facility or attachment thereto
 - Stimulates economic growth and private capital investment
 - Reduces future operating and maintenance costs
 - Leverages available state or federal funding

- Priority III: IMPORTANT (Could-Do) – Projects that benefit the community but may be delayed without detrimental effects to basic services.
 - Provides a new or expanded level of service
 - Promotes intergovernmental cooperation
 - Reduces energy consumption
 - Enhances cultural or natural resources
- Priority IV: DESIRABLE (Other Year) – Desirable projects that are not included within 3-year funded timeframe because of funding limitations

Decision Packages

As previously mentioned, the total recommended budget amounts represent the base budget only. Recommended Decision Packages have not yet been added to the Proposed Budget. A list of the Decision Package requests has been included in the Overall Summaries Section on pages SUM-11 through SUM-13. The list includes comments regarding the recommendations of the City Manager and the Citizens Budget Work Group.

One Decision Package is for the annual merit increases. In previous years, the base budget included recommended cost-of-living adjustment (COLA) and/or merit increases. To demonstrate that the ongoing operational portion of the budget is maintained at levels comparable to the prior fiscal year with few increases and some decreases, the annual merit increase has been presented as a Decision Package. No COLA has been recommended. Please see the Decision Package in the General Services Section on pages GS-8 and GS-9 for more details.

Carryover Requests

At the end of each fiscal year, all budget appropriations lapse. However, frequently projects cross fiscal years and are not complete by June 30. Any budget balances remaining for those projects must be re-appropriated in the next year's budget.

The proposed budget includes \$468,400 of General Fund FY 2018 budgeted operating projects, \$110,930 of Wastewater Enterprise Fund FY 2018 budgeted operating projects, and \$6,000 of Information Technology Internal Service Fund FY 2018 budgeted operating projects to be carried over to FY 2019. A schedule has been included in the Overall Summaries Section on page SUM-10 detailing each of these carryovers.

Carryovers for capital improvements have been indicated on each of the applicable capital project schedules in the Capital Improvement Projects Section.

Internal Charges

The proposed budget includes a cost category labeled internal charges. These costs include indirect cost allocations, equipment replacement reserve funding, and wastewater major maintenance reserve funding.

Indirect Cost Allocations

Indirect cost allocations are a commonly used methodology for allocating costs incurred in internal service departments and programs to the programs and services of other departments benefitting from those services. The departments/programs identified as providing those internal services are:

- City Manager's Office (Administration Program)
- Human Resources Department (all programs)
- Financial Services Department (all programs)
- Information Technology Department (all programs)
- City Attorney's Office (Administration, Land Development, and General Civil Programs)
- City Clerk's Office (Customer Relations and Records Management Programs)
- General Services (city-wide sharing of office supplies, postage, pooled vehicles, and property and liability insurance)
- Public Works Department (Facilities Maintenance Program)

The allocation of these costs are based on available information that represents as fair a representation as possible of the level of benefits received by the other departments and programs. Some of the allocation methods (referred to as "cost drivers") used include employee counts, number of devices (such as number of computers or number of phones), historical insurance claims exposure, square footage of facilities, number of accounts payable transactions, etc.

The result of these allocations are the internal charges applied to each program with offsetting negative amounts for the internal service programs being allocated.

This methodology for allocating costs eliminates most of the direct allocations previously being used to attribute costs to the Wastewater Enterprise Fund. The use of the "cost drivers" to allocate costs is generally considered a better representation of the service levels provided to the Wastewater Enterprise Fund.

Equipment Replacement Reserves

The proposed budget includes the funding of equipment replacement reserves. These types of reserves are intended to aide with better budget planning for replacement of the City's equipment, including vehicles, operational equipment, and information technology items such as computers, monitors, servers, etc.

Equipment replacement reserves are funded with an allocation of the replacement costs of equipment over the expected useful lives. Since this is only the second year of the implementation of these reserves, funding for the year has been calculated based on the annual amount of the allocation. There has been no provision included in the budget for a "make-up" of past annual allocations for equipment.

For instance, if a particular computer has an estimated useful life of 10 years and it was purchased 6 years ago, the budget only includes funding the reserve for one-tenth of the replacement cost, plus the one-tenth funded in the FY 2018 budget. It does not include funding for the prior years of service already incurred. That means if the computer is replaced at the end of the anticipated 10-year life cycle, only six-tenths of the replacement cost will have been funded in the equipment replacement reserve.

Since the estimated useful lives may be different from actual experience, additional funding for the reserve can be achieved by delaying replacement of equipment when practical. Council may wish to consider using surplus balances as additional funding to these reserves to work toward a "fully-funded" status.

The internal charges associated with the equipment replacement reserves in the proposed budget are allocations to the departments and programs that are using the assets covered. The reserves include the following:

- Information technology equipment
- Wastewater equipment
- Other general equipment

Major Maintenance Reserve

Starting in FY 2019, the proposed budget includes the funding of a wastewater major maintenance reserve. Council adopted a revised fund balance policy on November 14, 2017 that added a requirement for this reserve. Based on the recommendations of the Wastewater Facility Plan, the reserve has been established at 0.75% of the plant equipment.

Revenues

The increases and decreases in the FY 2019 Proposed Revenue Budget are as follows:

COMPARISON OF TOTAL REVENUES TO PRIOR YEAR
(In Thousands)

	FY 2019 Proposed	FY 2018 Budget	Increase/ (Decrease)	%
City Sales Taxes	\$20,929	\$16,674	\$ 4,255	25.5%
Bed Taxes	4,446	3,977	469	11.8%
State Shared Revenues	3,869	3,746	123	3.3%
Wastewater Charges for Services	6,145	6,164	(19)	(<1%)
Other Miscellaneous	8,206	6,351	1,855	29.2%
Contingent Revenues	850	850	-	0%
Grand Totals	\$44,445	\$37,762	\$ 6,683	17.7%

City Sales Taxes

City Sales Taxes include the addition of approximately \$3.0 million in sales taxes dedicated to the transportation projects and related costs.

Bed Taxes

We continue to see increases in bed taxes partly due to the addition of revenues related to short-term rentals. Since the passage of SB 1350, we have seen increases in compliance with tax payments for short-term rentals.

State Shared Revenues

The most significant increase budgeted for state shared revenues is related to Highway User Revenue Fund (HURF) monies. Past HURF revenues have exceeded estimates, and FY 2019 budgeted amount is approximately \$75,000 higher than the FY 2018 budgeted amount, but only about \$14,000 higher than the FY 2018 estimate based on revenue distributions through March.

Wastewater Charges for Services

The FY 2019 Proposed Budget includes a recommendation for eliminating the Council adopted 4% increase effective July 1, 2018. If Council concurs with this recommendation, an ordinance would be brought to Council to rescind the increase.

With no increase in the rates, we expect revenues to decrease slightly as residential property owners continue to transition to the low-flow program. Each year, we have averaged approximately 100 residential accounts changing from the standard rate to the low-flow rate.

Other Miscellaneous

Other miscellaneous revenues include the following significant changes:

- The capital project budgets include approximately \$1.1 million of anticipated grant funding.
- The FY 2018 budget included a conservative guess for paid parking revenues. Based on trends of actual monthly activity, the FY 2019 budget includes an increase of approximately \$237,000 to a total estimated revenue amount of \$520,000.
- One-time capacity fees of approximately \$382,000 were budgeted in anticipation of projects expected to complete construction in FY 2019.

Fund Transfers

The proposed budget includes the following fund transfers:

- The revenues of the Streets Fund are insufficient to cover the estimated annual costs. A transfer of \$253,200 from the General Fund has been included to offset the difference between Streets Fund revenues and expenditures.
- Council policy requires one percent of all capital projects budgets to be designated for art in public places. A total of \$69,258 was budgeted in the Capital Improvements Program for transfer to the Art in Public Places Fund for this purpose. Since the new transportation sales tax was not part of the original ordinance for public art funding, no transfers are anticipated for any future projects that will be funded with the tax.
- Council approved an inter-fund transfer of 25 percent of the city sales tax revenues as a subsidy to the Wastewater Enterprise Fund to help pay the debt service on debt the City has incurred for the original construction, as well as upgrades to the capacity at the plant and extensions of the sewer lines. The amount estimated for FY 2019 is \$4,487,900 and is included as a transfer from the General Fund to the Wastewater Enterprise Fund.
- In conjunction with the initiation of the Uptown Paid Parking Program, Council agreed to use the monies for improvements to the Uptown area. The Capital Improvement Projects budget includes \$480,000 to be funded by the paid parking monies. This amount has been included in the proposed budget as a transfer from the General Fund to the Capital Improvements Fund.
- The City relies on General Fund monies as a significant source for capital improvement projects. The FY 2019 Proposed Budget includes a transfer of \$1,500,000 from the General Fund to the Capital Improvements Fund.

Reserves

As previously mention, one option that Council may want to consider is supplementing the required reserves. The following is a recap of the required reserves and their funded status:

General Fund (total \$6.5 million)

General Fund reserves include the following:

- Operating Reserve (\$5.6 million) – This reserve is fully funded at 30% of the total adopted budgeted operating expenditures of the General Fund budget.
- Debt Service Reserve (\$300k) – This reserve balance was established several years ago to adjust for ongoing debt service levels anticipated to increase from approximately \$700,000 at the time established to an ongoing level of \$1,000,000 beginning in FY 2020. No additional reserves are legally required for the remaining General Fund debt service.
- Equipment Replacement Reserve (\$587k) – This reserve is fully funded based on the policy requirement, which requires funding for the year to be calculated based on the annual amount of the allocation. The policy includes no provision for a “make-up” of past annual allocations before the reserve was created. It was anticipated that reserve levels would build over time. If Council chose to fund the prior years before the reserve was created, this would mean adding \$1.1 million to the reserve.
- Budget Carryover Reserve (\$468k for FY 2018) – This reserve is fully funded based on the amount of budget carryovers requested.

After these reserves, there remains approximately \$3.3 million available in the General Fund for decision packages, supplement of any of the required reserves, or any of the other options previously discussed.

Streets Fund (\$121k)

The Streets Fund reserves requirement is to maintain a fund balance of not less than 0% and not more than 10% of the total budgeted expenditures for the fund. This reserve is fully funded. While the plan is to maintain an average of 4 to 5 miles per year, operationally the number of miles each year can vary. Until further trend information is available since the establishment of this goal, we recommend designating the amount in excess of 10% (approximately \$423k) as a reserve for future streets rehabilitation and preservation needs.

Grants & Donations Funds

The balance in the Grants & Donations Funds is restricted to the purposes for which the monies were received. These balances will automatically carryover to the following fiscal year.

Transportation Sales Tax Fund (\$4.0 million)

The balance in the Transportation Sales Tax Fund is set aside to meet anticipated capital project costs in the next fiscal year. Revenues of subsequent fiscal year will be needed to fully fund the anticipated capital project and operating costs.

Capital Improvements Fund (\$3.9 million)

A portion of the balance in the Capital Improvements Fund is set aside to meet anticipated capital project costs in the next fiscal year. Other capital project costs are anticipated to be covered by other restricted funding sources. It is recommended that the remaining available balance of approximately \$5.7 million be carried over to cover future capital projects beyond FY 2020.

Development Impact Fees Funds

The balance in the Development Impact Fees Funds is restricted to the purposes for which the monies were received. These balances will automatically carryover to the following fiscal year.

Art in Public Places Fund

The balance in the Art in Public Places Fund is restricted to the purposes for which the monies were received. These balances will automatically carryover to the following fiscal year.

Wastewater Enterprise Fund (total \$7.7 million)

Wastewater Enterprise Fund reserves include the following:

- Operating Reserve (\$1.8 million) – This reserve is fully funded at 33.3% of the total adopted budgeted operating expenses of the fund.
- Debt Service Reserve (\$4.1 million) – This reserve is fully funded and represents the average of one year of the remaining debt service repayment requirements for debt issuances that do not have specified legal reserve requirements and are not covered by bond insurance.
- Restricted Capital Reserve (\$1.2 million) – This balance is set aside to meet anticipated capital project costs in the next fiscal year.
- Equipment Replacement Reserve (\$531k) – This reserve is fully funded based on the policy requirement, which requires funding for the year to be calculated based on the annual amount of the allocation. The policy includes no provision for a “make-up” of past annual allocations before the reserve was created. It was anticipated that reserve levels would build over time. If Council chose to fund the prior years before the reserve was created, this would mean adding \$5.5 million to the reserve.
- Major Maintenance Reserve (\$71k) – This reserve is fully funded based on the policy requirement, which requires an annual allocation of major maintenance costs over the life of the anticipated maintenance need.
- Budget Carryover Reserve (\$111k for FY 2018) – This reserve is fully funded based on the amount of budget carryovers requested.
- Sewer Extension Reserve (\$0) – The policy requires that a maximum of 10% of the excess revenue over expenditure be contributed to this reserve. Based on the FY 2018 estimates and the FY 2019 Proposed Budget amounts, no excess revenue over expenditure is anticipated. Council may choose to apply any portion of the remaining available fund balance to this reserve.

After these reserves, there remains approximately \$3.7 million available in the Wastewater Enterprise Fund for decision packages, supplement of any of the required reserves, or any of the other options previously discussed.

Information Technology Internal Service Fund (total \$33k)

Information Technology Internal Service Fund reserves include the following:

- Equipment Replacement Reserve (\$33k) – This reserve is fully funded based on the policy requirement, which requires funding for the year to be calculated based on the annual amount of the allocation. The policy includes no provision for a “make-up” of past annual allocations before the reserve was created. It was anticipated that reserve levels would build over time. If Council chose to fund the prior years before the reserve was created, this would mean adding approximately \$400,000 to the reserve.
- Budget Carryover Reserve (\$6k for FY 2018) – This reserve is fully funded based on the amount of budget carryovers requested.

After these reserves, there remains approximately \$273,000 available in the Information Technology Internal Service Fund for decision packages, supplement of any of the required reserves, or any of the other options previously discussed. We recommend any balance remaining after any decision packages approved be applied to the Equipment Replacement Reserve. The indirect cost allocations were calculated to recover full costs of the program based on the budget amounts with the intent that any excess generated by budget savings be added to the reserve.

Long-Range Forecasts

The long-range forecasts were reviewed with Council at the start of the FY 2019 budget process on December 14, 2017. The same forecast model used during that meeting will be presented to Council with scenario options to choose amongst the various decision packages. This will be discussed further during the meetings on April 25 and 26.

Citizens Budget Work Group

We would like to recognize the participation of the Sedona citizens who make up this year’s Citizens Budget Work Group: Charlotte Hosseini, Janice Howes, Anne Khoury, John Martinez, Holli Ploog, and Jessica Williamson. This was the fifth year this particular work group was assembled and embedded in the City’s budget development process.

The Citizens Budget Work Group members have been involved in each step of the budget preparation process, shadowing staff in their work. The work group members participated in the City Manager’s budget review meetings with departments to discuss both their operating and capital projects budgets. In addition, the work group reviewed of the community service contract proposals. They gave input on the various policy recommendations incorporated into the FY 2019 Proposed Budget and the priority rankings of the various supplemental budget requests.

The Citizens Budget Work Group creates a greater level of transparency in the City’s budget process. Each member brought their unique perspectives and added value to the overall process.

Revenue Forecasts

We would like to thank the following for their input in the development of the revenue forecasts: Cari Meyer, Senior Planner; Molly Spangler, Economic Development Director; and Jennifer Wesselhoff, President of the Chamber of Commerce. They provided great input in the development of the revenue projections with their individual perspectives of the local economy and its impacts on the City’s revenue sources.

Budget Book Layout

The budget books are organized as follows:

- Tab 1 PowerPoint Presentation – Hard copies of the PowerPoint presentation will be provided to Council members at the meeting on April 25. This tab has been provided as a placeholder.
- Tab 2 Overview – This section includes this memo providing an overview of the FY 2019 Proposed Budget.
- Tab 3 Overall Summary Schedules – This section includes several summary schedules for the overall budget. These pages are numbered SUM-1 through SUM-13 and include the following:
 - Summary of all funds for the FY 2019 Proposed Budget that includes revenues, expenditures, transfers and beginning and ending fund balances (pages SUM-1 and SUM-2)
 - Total budget amounts for all funds with comparisons to prior years that includes revenues, expenditures, transfers and beginning and ending fund balances (pages SUM-3 and SUM-4)
 - Total expenditures by category with comparisons to prior years (page SUM-5)
 - Summary of all positions/full-time equivalents (FTEs) with comparisons to prior years (pages SUM-6 through SUM-9)
 - Summary of all Budget Carryover requests (page SUM-10)
 - Summary of all Decision Package requests (pages SUM-11 through SUM-13)
- Tab 4 Fund Summaries – This section includes summaries of each City fund that include revenues, expenditures, transfers and beginning and ending fund balances. These pages are numbered FUNDS-1 through FUNDS-14 and include the following:
 - General Fund summary (pages FUNDS-1 through FUNDS-3)
 - Streets Fund summary (page FUNDS-4)
 - Grants & Donations Funds summary (page FUNDS-5)
 - Transportation Sales Tax Fund summary (page FUNDS-6)
 - Capital Improvements Fund summary (pages FUNDS-6 and FUNDS-8)
 - Development Impact Fees Funds summary (page FUNDS-9)
 - Art in Public Places Fund summary (page FUNDS-10)
 - Wastewater Enterprise Fund summary (pages FUNDS-11 through FUNDS-13)
 - Information Technology Internal Service Fund summary (page FUNDS-14)
- Tab 5 Capital Improvement Projects – This section includes the 10-year Capital Improvement Plan budget. These pages are numbered CIP-1 through CIP-53 and include the following:
 - Summary of all CIP projects included in the 10-year plan (CIP-1 through CIP-7)
 - Capital projects detail sheets for only those projects included in the first three funded years (CIP-8 through CIP-53)
- Tabs 6-20 Individual Department Budgets – Each of the department budgets are organized in the same fashion. Pages are numbered separately for each section. Each department's budget includes the following:
 - Overall department narrative – This generally includes the department's mission statement, a description of the department, and a pie chart of the FY19 Proposed Base Budget expenditures. Some variations of this general structure may exist in some departments.

- Individual program narratives – Each department has at least one program, and some have several programs. Each program narrative is organized similarly with some variations of this general structure. These generally include the following:
 - Summary budget for that program, which includes the following:
 - Expenditures by category with comparisons to prior years
 - Expenditures by fund – Most departments’ costs are primarily paid from the General Fund, but the portion paid from other funds will be indicated as appropriate.
 - Funding sources for payment of the expenditures – Most General Fund departments/programs rely heavily on the City’s general revenues for funding. However, some generate revenues or have other revenues sources dedicated to the program. In addition, the costs of some departments/programs are allocated to other departments via the indirect cost allocation plan.
 - Budgeted full-time equivalent (FTE) positions directly paid from the program
 - FY 2018 accomplishments for the program
 - FY 2019 objectives for the program
 - Workload indicators and/or performance measures, which include the following
 - Benchmarks when available – most are from ICMA
 - Actual results for FY 2016 and FY 2017
 - Projections/targets for FY 2018 determined in last year’s budget process
 - Current estimates of results for FY 2018
 - Projections/targets for FY 2019
- Expenditure summary for the entire department by fund, program, and expenditure category with explanations of significant changes. At the end of the expenditure summary, there is a reconciliation between the FY 2018 Budget amounts (direct costs only) and the FY 2019 Budget amounts (direct costs only)
- Summary of positions for the entire department by position title
- Summary of positions for the entire department by fund and program
- Decision packages requested by the department, if any
- Capital improvement projects requested by the department, if any



Overall Summaries

FUND SUMMARIES

All Funds

	General Fund	Streets Fund	Grants & Donations	Transportation Sales Tax Fund	Capital Improvements Fund	Development Impact Fees Funds	Art in Public Places Fund	Wastewater Fund	Information Technology Fund	Totals
Revenues										
Ongoing Revenues	\$28,034,840	\$952,220	\$59,500	\$3,021,550	\$972,500	\$225,220	\$200	\$6,728,100	\$1,558,890	\$41,553,020
One-Time Revenues	\$9,000	\$0	\$84,200	\$0	\$1,503,045	\$0	\$0	\$382,200	\$63,650	\$2,042,095
Contingent Revenues	\$550,000	\$0	\$300,000	\$0	\$0	\$0	\$0	\$0	\$0	\$850,000
Total Revenues	\$28,593,840	\$952,220	\$443,700	\$3,021,550	\$2,475,545	\$225,220	\$200	\$7,110,300	\$1,622,540	\$44,445,115
Expenditures										
Ongoing Expenditures	\$18,481,137	\$1,205,720	\$74,130	\$109,080	\$0	\$0	\$0	\$4,733,261	\$1,348,301	\$25,951,629
One-Time Expenditures	\$639,212	\$0	\$41,200	\$0	\$0	\$0	\$0	\$700,650	\$274,250	\$1,655,312
Capital Improvement Projects	\$0	\$0	\$78,000	\$0	\$12,262,857	\$86,800	\$65,000	\$4,776,303	\$0	\$17,268,960
Debt Service	\$1,415,414	\$0	\$0	\$0	\$0	\$9,540	\$0	\$4,439,005	\$0	\$5,863,959
Equipment Replacement Reserve Contributions	(\$379,700)	\$0	\$0	\$0	\$0	\$0	\$0	(\$509,450)	(\$174,000)	(\$1,063,150)
Major Maintenance Reserve Contributions	\$0	\$0	\$0	\$0	\$0	\$0	\$0	(\$71,150)	\$0	(\$71,150)
Contingency	\$400,000	\$0	\$300,000	\$0	\$0	\$0	\$0	\$200,000	\$0	\$900,000
Total Expenditures	\$20,556,063	\$1,205,720	\$493,330	\$109,080	\$12,262,857	\$96,340	\$65,000	\$14,268,619	\$1,448,551	\$50,505,560
Net Revenues/Expenditures	\$8,037,777	(\$253,500)	(\$49,630)	\$2,912,470	(\$9,787,312)	\$128,880	(\$64,800)	(\$7,158,319)	\$173,989	(\$6,060,445)
Transfers										
Transfer from Capital Improvements Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$69,258	\$0	\$0	\$69,258
Transfer from General Fund	\$0	\$253,200	\$0	\$0	\$1,500,000	\$0	\$0	\$4,487,900	\$0	\$6,241,100
Transfer from General Fund (Paid Parking Revenues)	\$0	\$0	\$0	\$0	\$480,000	\$0	\$0	\$0	\$0	\$480,000
Transfer to Wastewater Fund	(\$4,487,900)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	(\$4,487,900)
Transfer to Streets Fund	(\$253,200)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	(\$253,200)
Transfer to Capital Improvements Fund	(\$1,500,000)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	(\$1,500,000)
Transfer to Capital Improvements Fund (Paid Parking Revenues)	(\$480,000)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	(\$480,000)
Transfer to Arts Fund	\$0	\$0	\$0	\$0	(\$69,258)	\$0	\$0	\$0	\$0	(\$69,258)
Net Transfers	(\$6,721,100)	\$253,200	\$0	\$0	\$1,910,742	\$0	\$69,258	\$4,487,900	\$0	\$0
Beginning Fund Balances	\$8,453,089	\$544,241	\$467,990	\$1,101,870	\$17,426,748	\$2,833,097	\$90,069	\$14,068,259	\$132,114	\$45,117,476

FUND SUMMARIES

All Funds

	General Fund	Streets Fund	Grants & Donations	Transportation Sales Tax Fund	Capital Improvements Fund	Development Impact Fees Funds	Art in Public Places Fund	Wastewater Fund	Information Technology Fund	Totals
Ending Fund Balances										
Operating Reserve	\$5,622,195	\$0	\$0	\$0	\$0	\$0	\$0	\$1,846,470	\$0	\$7,468,665
10% Reserve	\$0	\$120,572	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$120,572
Debt Service Reserve	\$300,000	\$0	\$0	\$0	\$0	\$0	\$0	\$4,052,000	\$0	\$4,352,000
Restricted Capital Reserve	\$0	\$0	\$0	\$4,014,340	\$3,887,821	\$0	\$0	\$1,195,000	\$0	\$9,097,161
Equipment Replacement Reserve	\$586,750	\$0	\$0	\$0	\$0	\$0	\$0	\$531,050	\$0	\$1,117,800
Major Maintenance Reserve	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$71,150	\$0	\$71,150
Remaining Available Fund Balance	\$3,260,821	\$423,369	\$418,360	\$0	\$5,662,357	\$2,961,977	\$94,527	\$3,702,169	\$306,103	\$16,829,683
Total Ending Fund Balances	\$9,769,766	\$543,941	\$418,360	\$4,014,340	\$9,550,178	\$2,961,977	\$94,527	\$11,397,840	\$306,103	\$39,057,031

FUND SUMMARIES

continued

All Funds Comparison

	FY2019 Proposed	FY2018 Budget	FY2019 Incr. over FY2018 Budget	FY2018 Est. Actuals	FY2019 Incr. over FY2018 Est.	FY2018 Est. over/ (under) budget	FY2017 Actuals	FY2016 Actuals
Revenues								
Ongoing Revenues	\$41,553,020	\$35,975,120	16%	\$38,615,538	8%	\$2,640,418	\$33,289,060	\$26,728,918
One-Time Revenues	\$2,042,095	\$937,357	118%	\$1,624,537	26%	\$687,180	\$1,849,405	\$710,139
Contingent Revenues	\$850,000	\$850,000	0%	\$0	∞	(\$850,000)	\$0	\$0
Total Revenues	\$44,445,115	\$37,762,477	18%	\$40,240,075	10%	\$2,477,598	\$35,138,465	\$27,439,057
Expenditures								
Ongoing Expenditures	\$25,951,629	\$25,902,299	0%	\$24,957,958	4%	\$944,341	\$20,309,301	\$18,631,422
One-Time Expenditures	\$1,655,312	\$1,381,982	20%	\$1,159,187	43%	\$222,795	\$777,845	\$1,165,832
Capital Improvement Projects	\$17,268,960	\$14,130,819	22%	\$5,195,932	232%	\$8,934,887	\$5,545,219	\$9,283,596
Debt Service	\$5,863,959	\$5,863,745	0%	\$5,863,741	0%	\$4	\$5,851,461	\$6,172,913
Equipment Replacement Reserve Contributions	(\$1,063,150)	(\$628,270)	69%	(\$628,270)	69%	\$0	\$0	\$0
Major Maintenance Reserve Contributions	(\$71,150)	\$0	∞	\$0	∞	\$0	\$0	\$0
Contingency	\$900,000	\$1,101,543	-18%	\$0	∞	\$1,101,543	\$0	\$0
Total Expenditures	\$50,505,560	\$47,752,118	6%	\$36,548,548	38%	\$11,203,570	\$32,483,826	\$35,253,763
Net Revenues/Expenditures	(\$6,060,445)	(\$9,989,641)	-39%	\$3,691,527	(\$0)	(\$8,725,972)	\$2,654,639	(\$7,814,706)
Other Financing Sources (Uses)								
Transfer from Capital Improvements Fund	\$69,258	\$26,378	163%	\$5,376	1188%	(\$21,002)	\$24,298	\$30,537
Transfer from General Fund	\$6,241,100	\$5,290,789	18%	\$9,653,189	-35%	\$4,362,400	\$7,118,360	\$11,898,272
Transfer from General Fund (Paid Parking Revenues)	\$480,000	\$0	∞	\$0	∞	\$0	\$0	\$0
Transfer to Wastewater Fund	(\$4,487,900)	(\$4,165,900)	8%	(\$4,317,800)	4%	(\$151,900)	(\$4,038,211)	\$0
Transfer to Streets Fund	(\$253,200)	(\$35,389)	615%	(\$35,389)	615%	\$0	(\$351,000)	(\$506,500)
Transfer to Capital Improvements Fund	(\$1,500,000)	(\$1,089,500)	38%	(\$5,300,000)	-72%	(\$4,210,500)	(\$2,729,149)	(\$6,884,446)
Transfer to Capital Improvements Fund (Paid Parking Revenues)	(\$480,000)	\$0	∞	\$0	∞	\$0	\$0	\$0
Transfer to Arts Fund	(\$69,258)	(\$26,378)	163%	(\$5,376)	1188%	\$21,002	(\$24,298)	(\$30,537)
Transfer to Grants & Donations Funds	\$0	\$0	N/A	\$0	N/A	\$0	\$0	(\$9,777)
Refunding Bonds Issued	\$0	\$0	N/A	\$0	N/A	\$0	\$0	\$8,030,000
Payment to Refunded Bond Escrow Agent	\$0	\$0	N/A	\$0	N/A	\$0	\$0	(\$7,934,739)
Total Other Financing Sources (Uses)	\$0	\$0	N/A	\$0	N/A	\$0	\$0	\$4,592,811
Beginning Fund Balances	\$45,117,476	\$40,372,728	12%	\$41,425,949	9%	\$1,053,221	\$38,771,310	\$41,993,205

FUND SUMMARIES
continued

All Funds Comparison

	FY2019 Proposed	FY2018 Budget	FY2019 Incr. over FY2018 Budget	FY2018 Est. Actuals	FY2019 Incr. over FY2018 Est.	FY2018 Est. over/ (under) budget	FY2017 Actuals	FY2016 Actuals
Ending Fund Balances								
Operating Reserve	\$7,468,665	\$11,054,536	-32%	\$7,136,503	5%	(\$3,918,033)	\$9,801,010	\$11,713,454
10% Streets Reserve	\$120,572	\$0	∞	\$120,349	0%	\$120,349	\$0	\$0
Debt Service Reserve	\$4,352,000	\$5,381,690	-19%	\$4,837,480	-10%	(\$544,210)	\$5,881,690	\$5,937,253
Restricted Capital Reserve	\$9,097,161	\$0	∞	\$14,766,115	-38%	\$14,766,115	\$0	\$0
Equipment Replacement Reserve	\$1,117,800	\$307,470	264%	\$5,083,773	-78%	\$4,776,303	\$0	\$0
Major Maintenance Reserve	\$71,150	\$0	∞	\$0	∞	\$0	\$0	\$0
Budget Carryovers	\$0	\$0	N/A	\$474,400	-100%	\$474,400	\$718,050	\$285,000
Remaining Available Fund Balance	\$16,829,683	\$13,639,391	23%	\$12,698,856	33%	(\$940,535)	\$25,025,199	\$20,835,602
Total Ending Fund Balances	\$39,057,031	\$30,383,087	29%	\$45,117,476	-13%	\$14,734,389	\$41,425,949	\$38,771,310

EXPENDITURES & OTHER FINANCING USES SUMMARIES

continued

All Funds Comparison

	FY2019 Proposed	FY2018 Budget	FY2018 Est. Actuals	FY2017 Actuals	FY2016 Actuals
Expenditures & Other Financing Uses (by Expenditure Category)					
Personnel	\$12,386,630	\$12,620,470	\$12,145,123	\$10,718,304	\$10,203,738
Supplies & Services	\$11,217,559	\$11,257,279	\$10,782,788	\$9,553,331	\$9,004,357
Capital & Debt Service	\$7,110,871	\$7,017,627	\$6,800,325	\$6,666,972	\$6,762,072
Capital Improvement Projects	\$17,268,960	\$14,130,819	\$5,195,932	\$5,545,219	\$9,283,596
Internal Charges	\$1,621,540	\$1,624,380	\$1,624,380	\$0	\$0
Contingencies	\$900,000	\$1,101,543	\$0	\$0	\$0
Total Expenditures	\$50,505,560	\$47,752,118	\$36,548,548	\$32,483,826	\$35,253,763

POSITION LIST/HEAD COUNT

Department/Position	FY 2016-17		FY 2017-18		FY 2018-19		Change from FY 2017-18	
	Full-Time	Temporary/ Part-Time	Full-Time	Temporary/ Part-Time	Full-Time	Temporary/ Part-Time	Full-Time	Temporary/ Part-Time
City Council								
Mayor (GF)		1.00		1.00		1.00	-	-
Vice-Mayor (GF)		1.00		1.00		1.00	-	-
City Councillors (GF)		5.00		5.00		5.00	-	-
City Council Total	-	7.00	-	7.00	-	7.00	-	-
City Manager's Office								
City Manager (GF)	0.90		1.00		1.00		-	-
City Manager (WWF)	0.10						-	-
Assistant City Manager (GF)	0.90		1.00		1.00		-	-
Assistant City Manager (WWF)	0.10						-	-
Economic Development Director (GF)	1.00						-	-
Communications & Public Affairs Manager (GF)	1.00		1.00		1.00		-	-
Arts and Culture Coordinator (GF)		0.75		0.75		0.75	-	-
Citizen Engagement Coordinator (GF)		0.88		0.88		0.88	-	-
Sustainability Coordinator (GF)					1.00		1.00	-
Executive Assistant to the City Manager (GF)	0.90		1.00		1.00		-	-
Executive Assistant to the City Manager (WWF)	0.10						-	-
Intern (GF)		0.19		0.40			-	(0.40)
City Manager's Office Total	5.00	1.82	4.00	2.03	5.00	1.63	1.00	(0.40)
Human Resources								
Human Resource Manager (GF)	0.90		1.00		1.00		-	-
Human Resources Manager (WWF)	0.10						-	-
Human Resource Specialist (GF)	0.90		1.00		1.00		-	-
Human Resource Specialist (WWF)	0.10						-	-
Human Resources Total	2.00	-	2.00	-	2.00	-	-	-
Financial Services								
Director of Financial Services (GF)	0.80		1.00		1.00		-	-
Director of Financial Services (WWF)	0.20						-	-
Budget & Accounting Supervisor (GF)					2.00		2.00	-
Accounting Supervisor (GF)	0.80		1.00				(1.00)	-
Accounting Supervisor (WWF)	0.20						-	-
Budget Analyst/Purchasing Coordinator (GF)	0.80		1.00				(1.00)	-
Budget Analyst/Purchasing Coordinator (WWF)	0.20						-	-
Lead Accounting Technician (GF)	1.40		1.00		1.00		-	-
Lead Accounting Technician (WWF)	0.60						-	-
Accounting Technician II (GF)	1.45		3.00		3.00		-	-
Accounting Technician II (WWF)	0.55						-	-
Accounting Technician I (GF)	0.50		1.00		1.00		-	-
Accounting Technician I (WWF)	0.50						-	-
Temporary City Employee (GF)		0.17		0.17		0.17	-	-
Financial Services Total	8.00	0.17	8.00	0.17	8.00	0.17	-	-
Information Technology								
Information Technology Manager (GF)	0.90						-	-
Information Technology Manager (ITF)			1.00		1.00		-	-
Information Technology Manager (WWF)	0.10						-	-
Database/WEB Developer (GF)	0.90						-	-
Database/WEB Developer (ITF)			1.00				(1.00)	-
Database/WEB Developer (WWF)	0.10						-	-
GIS Analyst (GF)	0.90						-	-
GIS Analyst (ITF)			1.00		1.00		-	-
GIS Analyst (WWF)	0.10						-	-
System Administrator (GF)	0.90						-	-
System Administrator (ITF)			1.00		1.00		-	-
System Administrator (WWF)	0.10						-	-
Network Engineer (ITF)					1.00		1.00	-

POSITION LIST/HEAD COUNT

Department/Position	FY 2016-17		FY 2017-18		FY 2018-19		Change from FY 2017-18	
	Full-Time	Temporary/ Part-Time	Full-Time	Temporary/ Part-Time	Full-Time	Temporary/ Part-Time	Full-Time	Temporary/ Part-Time
IT Support/Help Desk Technician (GF)		0.54					-	-
IT Support/Help Desk Technician (ITF)				0.60		0.60	-	-
IT Support/Help Desk Technician (WWF)		0.06					-	-
Information Technology Total	4.00	0.60	4.00	0.60	4.00	0.60	-	-
City Attorney's Office								
City Attorney (GF)	0.90		1.00		1.00		-	-
City Attorney (WWF)	0.10						-	-
Assistant City Attorney (GF)	1.00	0.60	2.00		1.00		(1.00)	-
Assistant City Attorney (WWF)							-	-
Associate Attorney (GF)					1.00		1.00	-
Legal Assistant (GF)	1.00		1.00		1.00		-	-
Temporary City Employee (GF)						0.04	-	0.04
City Attorney's Office Total	3.00	0.60	4.00	-	4.00	0.04	-	0.04
City Clerk's Office								
City Clerk (GF)	1.00		1.00		1.00		-	-
Deputy Clerk (GF)	1.00		1.00		1.00		-	-
Records Clerk (GF)		0.66		0.88		0.88	-	-
Records Clerk (WWF)		0.22					-	-
City Clerk's Office Total	2.00	0.88	2.00	0.88	2.00	0.88	-	-
Parks & Recreation								
Parks and Recreation Manager (GF)	1.00		1.00		1.00		-	-
Recreation & Aquatics Supervisor (GF)	1.00		1.00		1.00		-	-
Recreation Coordinator II (GF)	1.00		1.00		1.00		-	-
Administrative Assistant (GF)			1.00		1.00		-	-
Recreation Assistant (GF)		0.15		0.15		0.13	-	(0.02)
Pool Manager (GF)		0.34					-	-
Lifeguard Instructor (GF)				0.69		1.05	-	0.36
Head Lifeguard (GF)						0.64	-	0.64
Lifeguard (GF)	1.58		1.96		1.92		-	(0.04)
Pool Office Assistant (GF)	0.45		0.70		-		-	(0.70)
Water Exercise Instructor (GF)	0.15		0.16		0.10		-	(0.06)
SAI Instructor Trainer (GF)					0.09		-	0.09
Scorekeeper/Umpires/Referees (GF)	0.14		0.23		0.24		-	0.01
Parks & Recreation Total	3.00	2.81	4.00	3.89	4.00	4.17	-	0.28
Community Development								
Director of Community Development (GF)	1.00		1.00		1.00		-	-
Assistant Community Development Director (GF)			1.00		1.00		-	-
Principal Planner (GF)	1.00						-	-
Econ Dev & Bus Relations Mgr (GF)							-	-
Chief Building Official (GF)	1.00		1.00		1.00		-	-
Building Inspector (GF)	1.00		1.00		1.00		-	-
Senior Planner (GF)	3.00		3.00		3.00		-	-
Associate Planner (GF)					1.00		1.00	-
Building Permits Technician (GF)					2.00		2.00	-
Assistant Planner (GF)	2.00		2.00				(2.00)	-
Plans Examiner (GF)	1.00		1.00				(1.00)	-
Senior Code Enforcement Officer (GF)	1.00		1.00		1.00		-	-
Code Enforcement Officer (GF)	1.00		1.00		1.00		-	-
Development Services Rep. (GF)	1.00		1.00				(1.00)	-
Administrative Assistant (GF)	1.00		1.00		1.00		-	-
Temporary City Employee (GF)				0.08		0.04	-	(0.04)
Community Development Total	14.00	-	14.00	0.08	13.00	0.04	(1.00)	(0.04)
Public Works								
Director of Public Works/City Engineer (GF)	0.81		0.93		0.93		-	-

POSITION LIST/HEAD COUNT

Department/Position	FY 2016-17		FY 2017-18		FY 2018-19		Change from FY 2017-18	
	Full-Time	Temporary/ Part-Time	Full-Time	Temporary/ Part-Time	Full-Time	Temporary/ Part-Time	Full-Time	Temporary/ Part-Time
Director of Public Works/City Engineer (WWF)	0.19		0.07		0.07		-	-
Engineering Supervisor (GF)	0.80		0.80		0.90		0.10	-
Engineering Supervisor (WWF)	0.20		0.20		0.10		(0.10)	-
Associate Engineer (GF)	3.00		2.01		2.50		0.49	-
Associate Engineer (WWF)			0.99		0.50		(0.49)	-
Assistant Engineer (GF)	1.95		1.97		1.97		-	-
Assistant Engineer (TSTF)					1.00		1.00	-
Assistant Engineer (WWF)	0.05		0.03		0.03		-	-
Chief Engineering Inspector (GF)	0.39		0.50		0.50		-	-
Chief Engineering Inspector (WWF)	0.61		0.50		0.50		-	-
Right-of-Way Supervisor (GF)			0.93		0.94		0.01	-
Right-of-Way Supervisor (WWF)			0.07		0.06		(0.01)	-
City Maintenance Supervisor (GF)	0.90		0.89		0.91		0.02	-
City Maintenance Supervisor (WWF)	0.10		0.11		0.09		(0.02)	-
Right-of-Way Specialist (GF)			0.93		0.94		0.01	-
Right-of-Way Specialist (WWF)			0.07		0.06		(0.01)	-
Engineering Services Inspector (GF)	0.96		1.20		1.20		-	-
Engineering Services Inspector (WWF)	1.04		0.80		0.80		-	-
City Maintenance Worker I (GF)	1.90		1.94		1.92		(0.02)	-
City Maintenance Worker II (WWF)	0.10		0.06		0.08		0.02	-
Administrative Supervisor (GF)	0.70		0.80		0.81		0.01	-
Administrative Supervisor (WWF)	0.30		0.20		0.19		(0.01)	-
Facilities Maintenance Manager (GF)	0.90		0.97		0.97		-	-
Facilities Maintenance Manager (WWF)	0.10		0.03		0.03		-	-
Administrative Assistant (GF)		0.60		0.60		0.60	-	-
City Maintenance Worker I (GF)	5.50		5.63		5.75		0.12	-
City Maintenance Worker I (WWF)	0.50		0.37		0.25		(0.12)	-
Traffic Aide Worker (GF)	2.00						-	-
Traffic Control Assistant (GF)				1.72		2.60	-	0.88
Bike Park Maintenance Worker (GF)				0.25		0.25	-	-
Public Works Total	23.00	0.60	23.00	2.57	24.00	3.45	1.00	0.88
Economic Development								
Economic Development Director (GF)			1.00		1.00		-	-
Economic Development Total	-	-	1.00	-	1.00	-	-	-
Police								
Police Chief (GF)	1.00		1.00		1.00		-	-
Police Commander (GF)	1.00		2.00		2.00		-	-
Police Lieutenant (GF)	1.00						-	-
Police Sergeant (GF)	5.00		5.00		5.00		-	-
Police Detective (GF)	2.00		2.00		2.00		-	-
Police Officer (GF)	17.00		17.00		17.00		-	-
Communication/Records Supervisor (GF)	1.00		1.00		1.00		-	-
Executive Assistant (GF)			1.00		1.00		-	-
Communications/Records Specialist (GF)	7.00		7.00		7.00		-	-
Administrative Assistant (GF)	1.00						-	-
Community Service Officer (GF)	2.00		1.00		1.00		-	-
Police Records Technician (GF)	1.00		1.00		1.00		-	-
Property & Evidence Technician (GF)		0.73		0.73		0.73	-	-
Support Services Clerk (GF)			1.00		1.00		-	-
Community Service Aides (GF)		2.90		2.90		2.90	-	-
Police Total	39.00	3.63	39.00	3.63	39.00	3.63	-	-
Municipal Court								
Magistrate Judge (GF)		0.60		0.60		0.60	-	-
Magistrate Judge Pro-Tem (GF)		0.10		0.05		0.05	-	-
Court Administrator (GF)	1.00		1.00		1.00		-	-
Court Clerk (GF)	2.00	0.60	2.00	0.60	2.00	0.60	-	-
Municipal Court Total	3.00	1.30	3.00	1.25	3.00	1.25	-	-

POSITION LIST/HEAD COUNT

Department/Position	FY 2016-17		FY 2017-18		FY 2018-19		Change from FY 2017-18	
	Full-Time	Temporary/ Part-Time	Full-Time	Temporary/ Part-Time	Full-Time	Temporary/ Part-Time	Full-Time	Temporary/ Part-Time
Wastewater								
Director of Wastewater (WWF)	1.00		1.00				(1.00)	-
Wastewater Manager (WWF)					1.00		1.00	-
WW Regulatory Compliance Specialist (WWF)					1.00		1.00	-
Plant Chief Operator (WWF)	1.00		1.00		1.00		-	-
Chief Collections Operator (WWF)	1.00		1.00		1.00		-	-
Plant Chemist (WWF)	1.00		1.00				(1.00)	-
Mechanic/Electrician (WWF)	1.00		1.00		1.00		-	-
Collector Operator III (WWF)	1.00		1.00		1.00		-	-
WW Lab Technician (WWF)					1.00		1.00	-
Collector Operator II (WWF)					1.00		1.00	-
WW Plant Operator II (WWF)					1.00		1.00	-
Collector Operator I (WWF)					1.00		1.00	-
WW Plant Operator I (WWF)	1.00		2.00		1.00		(1.00)	-
Collector Operator - Entry (WWF)	1.00		1.00				(1.00)	-
WW Plant Operator - Entry (WWF)	2.00		2.00				(2.00)	-
Administrative Assistant (WWF)		0.60	1.00		1.00		-	-
Wastewater Total	10.00	0.60	12.00	-	12.00	-	-	-
City-Wide Totals								
General Fund	99.56	19.13	100.50	21.50	101.24	22.26	0.74	0.76
Transportation Sales Tax Fund	-	-	-	-	1.00	-	1.00	-
Information Technology Fund	-	-	4.00	0.60	4.00	0.60	-	-
Wastewater Fund	16.44	0.88	15.50	-	14.76	-	(0.74)	-
Total City Headcount	116.00	20.01	120.00	22.10	121.00	22.86	1.00	0.76

(GF) = General Fund
 (TSTF) = Transportation Sales Tax Fund
 (ITF) = Information Technology Internal Service Fund
 (WWF) = Wastewater Enterprise Fund

**City of Sedona
FY 2018-19 Requested Budget
Summary of Carryover Requests**

Department	Program	Description	Status	Amount	Comments
General Fund					
City Manager's Office	Administration	Development Impact Fee Study	In Progress	\$ 25,000	
City Manager's Office	Administration	Wireless Master Plan	In Progress	5,000	
City Manager's Office	Communications/Citizens Engagement	Public Access Channel/Video Communications	In Progress	18,000	
Human Resources	Administration	Springbrook Training for New Staff	Not Started	15,000	
Community Development	Planning	Land Development Code Comprehensive Update	In Progress	97,500	
Community Development	Planning	Illustrations and Drawings for Sign Regulations	In Progress	10,000	
Community Development	Planning	Implementation of Schnebly CFA	In Progress	10,000	
Community Development	Community Plan	Illustrations and Drawings for CFA Plans	Not Started	7,000	
Municipal Court	Administration	Scanner Required by AOC	Not Started	900	
Public Works	Streets Maintenance	Drainage Job Order Contract	In Progress	50,000	
General Services	Administration	Market Study Adjustments	Partially Used	200,000	
General Services	Community Contracts - Public Transportation	Grant Match - Transit Planning/Feasibility Study of Additional Transit	Not Started	30,000	To be carried over to CIP project - Enhanced Transit Service-Tourism (SIM-08).
General Fund Total				\$ 468,400	
Wastewater Enterprise Fund					
Wastewater	Administration	Furniture	Not Started	\$ 1,450	
Wastewater	Administration	Conduit Installation	In Progress	10,000	
Wastewater	Plant Operations	Influent Channel Cover Replacement	Not Started	10,000	
Wastewater	Plant Operations	UV Flow Meter Replacement	Not Started	8,000	
Wastewater	Plant Operations	PLC Rack 4 Installation	Not Started	7,500	
Wastewater	Plant Operations	Irrigation Soil Amendment	Not Started	30,000	
Wastewater	Plant Operations	Update O&M (ADEQ Requirement)	Not Started	30,000	
Wastewater	Plant Operations	WIMS Training & Development	Not Started	7,500	
Wastewater	Collections	Grade 3 Certification	Not Started	1,000	
Information Technology	Information Technology Services	Century Link Fiber Connection to the City	Not Started	5,480	Portion of original budget was used to cover analog phone service that was underbudgeted. Remaining carryover to be applied against Decision Package for line-of-sight antennas.
Wastewater Enterprise Fund Total				\$ 110,930	
Information Technology Internal Service Fund					
Information Technology	Information Technology Services	Network Connectivity at Shooting Range	Not Started	\$ 3,000	
Information Technology	Information Technology Services	Security Camera at Shooting Range	Not Started	3,000	
Information Technology Internal Service Fund Total				\$ 6,000	
Grand Total				\$ 585,330	

City of Sedona
FY 2018-19 Recommended Budget
Summary of Decision Package Requests

Personnel Requests

Department	Description	One-Time Costs	Ongoing Costs	Total Request	CBWG							
					CM Recommendation	One-Time	Ongoing	Total	Recommendation	One-Time	Ongoing	Total
General Fund												
City Manager's Office	Expand Lynx Transit Services	\$ -	\$ 131,000	\$ 131,000	Recommended, if other partners share in cost	\$ -	\$ 131,000	\$ 131,000	Recommended, if other partners share in cost	\$ -	\$ 131,000	\$ 131,000
City Manager's Office	Hazardous Household Materials Cleanup	18,000	-	18,000	Recommended, but could defer for higher priorities	18,000	-	18,000	Recommended	18,000	-	18,000
General Services	Wage Adjustments	-	309,000	309,000	Recommended	-	309,000	309,000	Recommended	-	309,000	309,000
General Services	PSPRS Additional Contribution	-	405,200	405,200	Recommended	-	405,200	405,200	Recommended	-	405,200	405,200
Human Resources	Shared Administrative Assistant	16,250	33,950	50,200	Not recommended at this time	-	-	-	Not recommended for HR	-	-	-
Financial Services	CaseWare Reports	80,000	(3,000)	77,000	Recommended	80,000	(3,000)	77,000	Recommended, if funding available	80,000	(3,000)	77,000
Financial Services	Shared Administrative Assistant	16,250	20,550	36,800	Not recommended at this time, but priority if funding available	-	-	-	Recommended, if funding available as a Finance position	32,500	54,500	87,000
Financial Services	Internal Control Audit	25,000	-	25,000	Not recommended at this time	-	-	-	Not recommended for FY19, defer	-	-	-
Community Development	LDC Update Expanded Public Meetings	50,000	-	50,000	Not recommended	-	-	-	Not recommended	-	-	-
Community Development	Part-Time Temporary Inspector Salary Increase	-	20,200	20,200	Recommended	-	20,200	20,200	Recommended	-	20,200	20,200
Public Works	Asphalt Roller	8,200	-	8,200	Recommended, but pay from FY18 if funding available	8,200	-	8,200	Recommended, but pay from FY18 if funding available	8,200	-	8,200
Public Works	Maintenance Worker II	1,400	16,000	17,400	Recommended at 1/2, use vacancy savings if any during FY19 for remainder	700	8,000	8,700	Recommended	1,400	16,000	17,400
Public Works	Topo Contours	36,000	-	36,000	Not recommended at this time, if a portion deemed critical include in CIP project	-	-	-	Not recommended for FY19, defer unless deemed critical, evaluate if other funding sources could contribute	-	-	-
Public Works	Street Sweeper	185,000	-	185,000	Not recommended unless donation does not occur, but not for FY19, defer	-	-	-	Not recommended unless donation does not occur, but not for FY19, defer	-	-	-
Public Works	Air Compressor Jack Hammer	22,000	-	22,000	Recommended	22,000	-	22,000	Recommended	22,000	-	22,000
Public Works	Snow Plow, Street Sweeper, and Skid Steer Donation (if cash donated instead, governmental accounting rules require the donation be recorded as revenue and the purchase as expenditure)	-	40,000	40,000	Recommended, but use contingency if maintenance needed in year one	-	-	-	Recommended	-	40,000	40,000
Public Works	Pool ADA Parking and Access	18,000	-	18,000	Recommended, but defer if school district cannot participate	18,000	-	18,000	Recommended	18,000	-	18,000

**City of Sedona
FY 2018-19 Recommended Budget
Summary of Decision Package Requests**

Department	Description	One-Time Costs	Ongoing Costs	Total Request	CM Recommendation	CBWG						
						One-Time	Ongoing	Total	Recommendation	One-Time	Ongoing	Total
Public Works	Pesticide Cart/Sprayer	11,500	-	11,500	Recommended	11,500	-	11,500	Recommended	11,500	-	11,500
Economic Development	VISTA AmeriCorps Volunteer	9,500	-	9,500	Not recommended	-	-	-	Recommended	9,500	-	9,500
Economic Development	Marketing	-	6,500	6,500	Recommended	-	6,500	6,500	Recommended, but look for other partners to help lower amount	-	6,500	6,500
Economic Development	VVREO	-	8,500	8,500	Recommended, only if other communities participating	-	8,500	8,500	Recommended, only if other communities participating	-	8,500	8,500
Police	Equestrian Unit - one-time General Fund seed money, ongoing with anticipated donations	-	10,000	10,000	Not recommended as General Fund, recommend only if donations can be obtained	-	-	-	Not recommended as General Fund, recommend only if donations can be obtained	-	-	-
Police	AEDs (also grant portion of \$10,000)	12,000	-	12,000	Recommended	12,000	-	12,000	Recommended, if funding available	12,000	-	12,000
Police	Police Explorers	2,000	10,000	12,000	Not recommended as General Fund, recommend only if donations can be obtained	-	-	-	Not recommended as General Fund, recommend only if donations can be obtained	-	-	-
Police	IA Pro/Blue Team Software (annual license fee of \$2,000)	-	13,500	13,500	Not recommended, have IT develop a program	-	-	-	Recommended, but pay from FY18 if funding available	-	13,500	13,500
Police	SWAT	-	16,860	16,860	Not recommended	-	-	-	Recommended, if funding available	-	16,860	16,860
Police	Ballistic Helmets and Shields	20,000	-	20,000	Recommended	20,000	-	20,000	Recommended, if funding available	20,000	-	20,000
Municipal Court	Civil Court Clerk Position from Part to Full-Time	-	35,000	35,000	Recommended	-	35,000	35,000	Recommended, if funding available	-	35,000	35,000
General Fund Total		\$ 531,100	\$ 1,073,260	\$ 1,604,360		\$ 190,400	\$ 920,400	\$ 1,110,800		\$ 233,100	\$ 1,053,260	\$ 1,286,360
Affordable Housing Fund												
City Manager's Office	Housing Fund Contribution	\$ -	\$ 100,000	\$ 100,000	Recommended	\$ -	\$ 100,000	\$ 100,000	Recommended	\$ -	\$ 100,000	\$ 100,000
Affordable Housing Fund Total		\$ -	\$ 100,000	\$ 100,000		\$ -	\$ 100,000	\$ 100,000		\$ -	\$ 100,000	\$ 100,000
Grant Fund												
Police	AEDs (also General Fund portion of \$12,000)	\$ 10,000	\$ -	\$ 10,000	Not recommended as addition, use grant contingency	\$ -	\$ -	\$ -	Recommended, if funding available	\$ 10,000	\$ -	\$ 10,000
Grant Fund Total		\$ 10,000	\$ -	\$ 10,000		\$ -	\$ -	\$ -		\$ 10,000	\$ -	\$ 10,000

**City of Sedona
FY 2018-19 Recommended Budget
Summary of Decision Package Requests**

Department	Description	One-Time Costs	Ongoing Costs	Total Request	CM Recommendation	One-Time	Ongoing	Total	CBWG Recommendation	One-Time	Ongoing	Total
Wastewater Fund												
Wastewater	Personnel - Operation of Proposed CCTV Camera Van	\$ -	\$ 72,700	\$ 72,700	Not recommended for FY19, defer	\$ -	\$ -	\$ -	Not recommended for FY19, defer	\$ -	\$ -	\$ -
Wastewater	Wetlands Cattail Cutter	105,000	(60,000)	45,000	Recommended	105,000	(60,000)	45,000	Recommended, if funding available	105,000	(60,000)	45,000
Wastewater	CCTV Camera Van	255,000	(90,000)	165,000	Not recommended for FY19, defer	-	-	-	Not recommended for FY19, defer	255,000	(90,000)	165,000
Public Works	Septic Tank Inspection/Replacement	-	25,000	25,000	Not recommended for FY19, defer	-	-	-	Recommended	-	25,000	25,000
Financial Services	Wastewater Rate Study	100,000	-	100,000	Recommended	100,000	-	100,000	Recommended	100,000	-	100,000
Information Technology	WW Network Connectivity	35,600	(5,480)	30,120	Recommended	35,600	(5,480)	30,120	Recommended	35,600	(5,480)	30,120
Wastewater Fund Total		\$ 495,600	\$ (57,780)	\$ 437,820		\$ 240,600	\$ (65,480)	\$ 175,120		\$ 495,600	\$ (130,480)	\$ 365,120
Information Technology Fund												
Information Technology	PC Help Desk Position	\$ -	\$ 44,200	\$ 44,200	Not recommended at this time, but priority if funding available	\$ -	\$ 44,200	\$ 44,200	Recommended, if funding available	\$ -	\$ 44,200	\$ 44,200
Information Technology	Update Sedonaaz.gov Website	15,500	-	15,500	Recommended	15,500	-	15,500	Recommended	15,500	-	15,500
Information Technology Fund Total		\$ 15,500	\$ 44,200	\$ 59,700		\$ 15,500	\$ 44,200	\$ 59,700		\$ 15,500	\$ 44,200	\$ 59,700
Grand Total		\$ 1,052,200	\$ 1,159,680	\$ 2,211,880		\$ 446,500	\$ 999,120	\$ 1,445,620		\$ 754,200	\$ 1,066,980	\$ 1,821,180



Fund Summaries

FUND SUMMARIES

continued

General Fund

	FY2019 Proposed	FY2018 Budget	FY2019 Incr. over FY2018 Budget	FY2018 Est. Actuals	FY2019 Incr. over FY2018 Est.	FY2018 Est. over/ (under) budget	FY2017 Actuals	FY2016 Actuals
Ongoing Revenues								
City Sales Taxes*	\$17,951,600	\$16,673,800	8%	\$17,271,200	4%	\$597,400	\$16,268,459	\$10,502,062
Bed Taxes	\$4,446,000	\$3,977,200	12%	\$4,298,500	3%	\$321,300	\$3,811,727	\$3,010,334
In Lieu Fees	\$456,100	\$445,400	2%	\$456,100	0%	\$10,700	\$461,403	\$450,881
Franchise Fees	\$771,800	\$759,400	2%	\$797,200	-3%	\$37,800	\$783,413	\$781,223
State Shared Sales Taxes	\$996,500	\$966,900	3%	\$989,400	1%	\$22,500	\$950,879	\$948,696
Urban Revenue Sharing	\$1,297,000	\$1,303,500	0%	\$1,287,800	1%	(\$15,700)	\$1,270,897	\$1,207,731
Vehicle License Taxes	\$642,600	\$617,600	4%	\$633,100	2%	\$15,500	\$606,030	\$577,681
Other Intergovernmental	\$30,000	\$24,260	24%	\$23,500	28%	(\$760)	\$2,708	\$73,853
Licenses and Permits	\$350,180	\$486,550	-28%	\$474,960	-26%	(\$11,590)	\$478,016	\$508,362
Charges for Services	\$767,240	\$408,950	88%	\$633,800	21%	\$224,850	\$145,592	\$105,008
Fines and Forfeitures	\$185,440	\$141,900	31%	\$191,590	-3%	\$49,690	\$139,969	\$142,888
Other Revenues	\$140,380	\$121,000	16%	\$137,780	2%	\$16,780	\$159,384	\$304,018
Total Ongoing Revenues	\$28,034,840	\$25,926,460	8%	\$27,194,930	3%	\$1,268,470	\$25,078,477	\$18,612,738
Ongoing Expenditures								
General Government	\$5,126,451	\$5,885,988	-13%	\$5,259,651	-3%	\$626,337	\$5,140,813	\$5,412,347
Public Safety	\$5,445,759	\$5,357,775	2%	\$5,293,740	3%	\$64,035	\$4,369,213	\$4,121,454
Public Works & Streets	\$2,297,840	\$2,190,941	5%	\$2,196,351	5%	(\$5,410)	\$1,869,219	\$809,163
Culture & Recreation	\$1,943,052	\$1,890,259	3%	\$1,889,277	3%	\$982	\$1,577,248	\$1,611,160
Economic Development	\$2,552,490	\$2,361,370	8%	\$2,527,350	1%	(\$165,980)	\$2,261,269	\$1,656,234
Health & Welfare	\$456,890	\$267,138	71%	\$267,568	71%	(\$430)	\$236,997	\$215,263
Public Transportation	\$197,585	\$187,500	5%	\$195,300	1%	(\$7,800)	\$152,097	\$137,673
Indirect Cost Allocations	\$461,070	\$456,910	1%	\$456,910	1%	\$0	\$0	\$0
Contingencies	\$400,000	\$801,543	-50%	\$0	∞	\$801,543	\$0	\$0
Total Ongoing Expenditures	\$18,881,137	\$19,399,424	-3%	\$18,086,147	4%	\$1,313,277	\$15,606,856	\$13,963,293
Net Ongoing	\$9,153,703	\$6,527,036	40%	\$9,108,783	0%	(\$44,807)	\$9,471,621	\$4,649,445

FUND SUMMARIES

continued

General Fund

	FY2019 Proposed	FY2018 Budget	FY2019 Incr. over FY2018 Budget	FY2018 Est. Actuals	FY2019 Incr. over FY2018 Est.	FY2018 Est. over/ (under) budget	FY2017 Actuals	FY2016 Actuals
Other								
One-Time Revenues:								
Intergovernmental	\$0	\$1,800	-100%	\$0	N/A	(\$1,800)	\$7,800	\$0
Charges for Services	\$0	\$0	N/A	\$0	N/A	\$0	\$11,529	\$0
Other Revenues	\$9,000	\$0	∞	\$55,700	-84%	\$55,700	\$61,687	\$0
Contingent Bed Taxes	\$550,000	\$550,000	0%	\$0	∞	(\$550,000)	\$0	\$0
Refunding Bonds Issued	\$0	\$0	N/A	\$0	N/A	\$0	\$0	\$8,030,000
One-Time Expenditures:								
General Government	(\$345,500)	(\$168,190)	105%	(\$40,500)	753%	\$127,690	(\$222,751)	(\$158,184)
Public Safety	(\$198,712)	(\$216,769)	-8%	(\$221,700)	-10%	(\$4,931)	(\$235,719)	\$0
Public Works & Streets	(\$50,000)	(\$87,999)	-43%	(\$88,000)	-43%	(\$1)	(\$22,591)	\$0
Culture & Recreation	(\$14,000)	(\$25,861)	-46%	(\$27,263)	-49%	(\$1,402)	(\$25,588)	(\$44,394)
Debt Service	(\$1,415,414)	(\$1,443,794)	-2%	(\$1,443,790)	-2%	\$4	(\$685,768)	(\$741,490)
Payment to Refunded Bond Escrow Agent	\$0	\$0	N/A	\$0	N/A	\$0	\$0	(\$7,934,739)
Net One-Time Revenues/Expenditures	(\$1,464,626)	(\$1,390,813)	5%	(\$1,765,553)	-17%	(\$374,740)	(\$1,111,401)	(\$848,807)
Transfers:								
Transfer from Other Funds	\$0	\$0	N/A	\$0	N/A	\$0	\$0	\$0
Transfer to Wastewater Fund	(\$4,487,900)	(\$4,165,900)	8%	(\$4,317,800)	4%	(\$151,900)	(\$4,038,211)	\$0
Transfer to Streets Fund	(\$253,200)	(\$35,389)	615%	(\$35,389)	615%	\$0	(\$351,000)	(\$506,500)
Transfer to Capital Improvements Fund	(\$1,500,000)	(\$1,089,500)	38%	(\$5,300,000)	-72%	(\$4,210,500)	(\$2,729,149)	(\$6,884,446)
Transfer to Capital Improvements Fund (Paid Parking Revenues)	(\$480,000)	\$0	∞	\$0	∞	\$0	\$0	\$0
Transfer to Grants Fund	\$0	\$0	N/A	\$0	N/A	\$0	\$0	(\$9,777)
Net Transfers to Other Funds	(\$6,721,100)	(\$5,290,789)	27%	(\$9,653,189)	-30%	(\$4,362,400)	(\$7,118,360)	(\$7,400,723)
Beginning Fund Balance	\$8,453,089	\$10,338,362	-18%	\$10,524,998	-20%	\$186,636	\$9,283,138	\$12,883,223
Equipment Replacement Reserve								
Reserve Contributions	\$379,700	\$238,050	60%	\$238,050	60%	\$0	\$0	\$0
Equipment Purchases	(\$31,000)	\$0	∞	\$0	∞	\$0	\$0	\$0
Net Contribution to Equipment Replacement Reserve	\$348,700	\$238,050	46%	\$238,050	46%	\$0	\$0	\$0

FUND SUMMARIES
continued

General Fund

	FY2019 Proposed	FY2018 Budget	FY2019 Incr. over FY2018 Budget	FY2018 Est. Actuals	FY2019 Incr. over FY2018 Est.	FY2018 Est. over/ (under) budget	FY2017 Actuals	FY2016 Actuals
Ending Fund Balances								
Operating Reserve**	\$5,622,195	\$9,385,701	-40%	\$5,467,668	3%	(\$3,918,033)	\$8,506,948	\$7,698,138
Debt Service Reserve***	\$300,000	\$800,000	-63%	\$800,000	-63%	\$0	\$1,300,000	\$1,300,000
Equipment Replacement Reserve	\$586,750	\$238,050	146%	\$238,050	146%	\$0	\$0	\$0
Budget Carryovers	\$0	\$0	N/A	\$468,400	-100%	\$468,400	\$718,050	\$285,000
Remaining Available Fund Balance	\$3,260,821	(\$1,905)	-171272%	\$1,478,971	120%	\$1,480,876	\$0	\$0
Total Ending Fund Balances	\$9,769,766	\$10,421,846	-6%	\$8,453,089	16%	(\$1,968,757)	\$10,524,998	\$9,283,138

* Full city sales tax amount to be recorded in General Fund and subsidy to Wastewater Enterprise Fund to be recorded as a transfer in FY17.

** Operating reserve is 30% of operating expenditures.

*** \$500,000 higher debt service in FY18 and FY19, \$300,000 reserved to adjust for ongoing debt service levels of \$1M for FY20 and after.

FUND SUMMARIES

Streets Fund

	FY2019 Proposed	FY2018 Budget	FY2019 Incr. over FY2018 Budget	FY2018 Est. Actuals	FY2019 Incr. over FY2018 Est.	FY2018 Est. over/ (under) budget	FY2017 Actuals	FY2016 Actuals
Ongoing Revenues								
Intergovernmental	\$933,200	\$858,200	9%	\$919,400	2%	\$61,200	\$913,397	\$897,406
Other Revenues	\$19,020	\$3,700	414%	\$18,740	1%	\$15,040	\$1,723	\$5,588
Total Ongoing Revenues	\$952,220	\$861,900	10%	\$938,140	2%	\$76,240	\$915,120	\$902,994
Ongoing Expenditures								
Administration	\$0	\$0	N/A	\$0	N/A	\$0	\$0	\$90,225
Road & Drainage Rehab	\$1,150,000	\$1,150,000	0%	\$1,150,000	0%	\$0	\$1,226,595	\$685,080
Right-of-Way Maintenance	\$0	\$0	N/A	\$0	N/A	\$0	\$0	\$242,731
Traffic Signals	\$0	\$0	N/A	\$0	N/A	\$0	\$0	\$108,191
Internal Charges	\$55,720	\$53,490	4%	\$53,490	4%	\$0	\$0	\$0
Total Ongoing Expenditures	\$1,205,720	\$1,203,490	0%	\$1,203,490	0%	\$0	\$1,226,595	\$1,126,227
Net Ongoing	(\$253,500)	(\$341,590)	-26%	(\$265,350)	-4%	\$0	(\$311,475)	(\$223,233)
Other								
One-Time Revenues:								
Intergovernmental	\$0	\$0	N/A	\$39,100	-100%	\$39,100	\$35,631	\$0
Other	\$0	\$100,000	-100%	\$0	N/A	(\$100,000)	\$0	\$0
Net One-Time Revenues	\$0	\$100,000	-100%	\$39,100	-100%	(\$60,900)	\$35,631	\$0
Transfer from General Fund	\$253,200	\$35,389	615%	\$35,389	615%	\$0	\$351,000	\$506,500
Beginning Fund Balance	\$544,241	\$807,946	-33%	\$735,102	-26%	(\$72,844)	\$659,946	\$376,678
Ending Fund Balances								
Restricted Reserve	\$0	\$601,745	-100%	\$0	N/A	(\$601,745)	\$613,298	\$659,946
10% Reserve	\$120,572	\$0	∞	\$120,349	0%	\$120,349	\$0	\$0
Remaining Available Fund Balance	\$423,369	\$0	∞	\$423,892	0%	\$423,892	\$121,804	\$0
Total Ending Fund Balances	\$543,941	\$601,745	-10%	\$544,241	0%	(\$57,504)	\$735,102	\$659,946

FUND SUMMARIES - continued

Grants & Donations Funds

	Affordable Housing	Court Restricted Revenues	RICO	Military Park	Park Benches	Special Events	K-9	Explorers	Special Olympics	Pink Patch Project	AWTF	Operating Grants	Capital Grants
Ongoing Revenues													
Intergovernmental	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Charges for Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,500	\$0	\$0
Fines & Forfeitures	\$0	\$26,800	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Contributions & Donations	\$0	\$0	\$0	\$500	\$1,200	\$9,000	\$400	\$11,350	\$5,000	\$2,000	\$0	\$0	\$0
Other Revenues	\$0	\$50	\$1,700	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Ongoing Revenues	\$0	\$26,850	\$1,700	\$500	\$1,200	\$9,000	\$400	\$11,350	\$5,000	\$2,000	\$1,500	\$0	\$0
Ongoing Expenditures													
Police	\$0	\$0	\$5,000	\$0	\$0	\$0	\$0	\$11,350	\$5,000	\$2,000	\$0	\$0	\$0
Community Development	\$38,380	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Parks & Recreation	\$0	\$0	\$0	\$2,000	\$0	\$9,000	\$0	\$0	\$0	\$0	\$1,400	\$0	\$0
Total Ongoing Expenditures	\$38,380	\$0	\$5,000	\$2,000	\$0	\$9,000	\$0	\$11,350	\$5,000	\$2,000	\$1,400	\$0	\$0
Net Ongoing	(\$38,380)	\$26,850	(\$3,300)	(\$1,500)	\$1,200	\$0	\$400	\$0	\$0	\$0	\$100	\$0	\$0
Other													
One-Time Revenues:													
Contingency Placeholder	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$300,000	\$0
Intergovernmental	\$0	\$0	\$25,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$59,200	\$0
Contributions & Donations	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
One-Time Expenditures:													
Police	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Municipal Court	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	(\$11,200)	\$0
Parks & Recreation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	(\$30,000)	\$0
Capital Improvement Projects	\$0	(\$53,000)	(\$25,000)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Contingency Placeholder	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	(\$300,000)	\$0
Net One-Time Revenues/Expenditures	\$0	(\$53,000)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$18,000	\$0
Beginning Fund Balance	\$286,000	\$83,830	\$64,310	\$9,550	\$16,300	\$3,500	\$2,100	\$0	\$0	\$0	\$2,400	\$0	\$0
Ending Fund Balances	\$247,620	\$57,680	\$61,010	\$8,050	\$17,500	\$3,500	\$2,500	\$0	\$0	\$0	\$2,500	\$18,000	\$0

FUND SUMMARIES

continued

Transportation Sales Tax Fund

	FY2019 Proposed	FY2018 Budget	FY2019 Incr. over FY2018 Budget	FY2018 Est. Actuals	FY2019 Incr. over FY2018 Est.	FY2018 Est. over/ (under) budget	FY2017 Actuals	FY2016 Actuals
Ongoing Revenues								
City Sales Taxes	\$2,976,900	\$0	∞	\$1,097,700	171%	\$1,097,700	\$0	\$0
Other Revenues	\$44,650	\$0	∞	\$4,170	971%	\$4,170	\$0	\$0
Total Ongoing Revenues	\$3,021,550	\$0	∞	\$1,101,870	174%	\$1,101,870	\$0	\$0
Ongoing Expenditures								
Public Works & Streets	\$100,920	\$0	∞	\$0	∞	\$0	\$0	\$0
Indirect Cost Allocations	\$8,160	\$0	∞	\$0	∞	\$0	\$0	\$0
Total Ongoing Expenditures	\$109,080	\$0	∞	\$0	∞	\$0	\$0	\$0
Net Ongoing	\$2,912,470	\$0	∞	\$1,101,870	164%	\$1,101,870	\$0	\$0
Other								
Beginning Fund Balance	\$1,101,870	\$0	∞	\$0	∞	\$0	\$0	\$0
Ending Fund Balances								
Restricted Reserve	\$4,014,340	\$0	∞	\$0	∞	\$0	\$0	\$0
Remaining Available Fund Balance	\$0	\$0	N/A	\$1,101,870	-100%	\$1,101,870	\$0	\$0
Total Ending Fund Balances	\$4,014,340	\$0	∞	\$1,101,870	264%	\$1,101,870	\$0	\$0

FUND SUMMARIES

Capital Improvements Fund

	FY2019 Proposed	FY2018 Budget	FY2019 Incr. over FY2018 Budget	FY2018 Est. Actuals	FY2019 Incr. over FY2018 Est.	FY2018 Est. over/ (under) budget	FY2017 Actuals	FY2016 Actuals
Ongoing Revenues								
Intergovernmental	\$748,300	\$696,000	8%	\$767,400	-2%	\$71,400	\$671,634	\$370,364
Other Revenues	\$224,200	\$29,200	668%	\$219,900	2%	\$190,700	\$32,853	\$58,186
Total Ongoing Revenues	\$972,500	\$725,200	34%	\$987,300	-1%	\$262,100	\$704,487	\$428,550
Other								
One-Time Revenues:								
Intergovernmental	\$1,453,045	\$371,657	291%	\$381,657	281%	\$10,000	\$121,359	\$370,629
Contributions & Donations	\$50,000	\$175,000	-71%	\$129,400	-61%	(\$45,600)	\$37,500	\$204,556
Other Revenues	\$0	\$0	N/A	\$10,000	-100%	\$10,000	\$0	\$0
One-Time Expenditures:								
Land Acquisition	\$0	\$0	N/A	\$0	N/A	\$0	\$0	(\$856,487)
Court Project	(\$20,700)	(\$100,000)	-79%	(\$29,300)	-29%	\$70,700	\$0	\$0
Parks Projects	\$0	(\$180,000)	-100%	\$0	N/A	\$180,000	(\$92,284)	(\$273,286)
Police Projects	(\$507,154)	(\$1,113,964)	-54%	(\$22,771)	2127%	\$1,091,193	(\$400,451)	(\$18,349)
Public Works Projects	(\$138,200)	\$0	∞	\$0	∞	\$0	\$0	(\$193,644)
Streets & Transportation Projects	(\$8,357,758)	(\$2,362,000)	254%	(\$191,668)	4261%	\$2,170,332	(\$655,703)	(\$1,253,598)
Storm Drainage Projects	(\$3,239,045)	(\$3,670,705)	-12%	(\$1,850,375)	75%	\$1,820,330	(\$1,529,122)	(\$1,450,606)
Net One-Time Revenues/Expenditures	(\$10,759,812)	(\$6,880,012)	56%	(\$1,573,057)	584%	\$5,332,555	(\$2,518,701)	(\$3,470,785)
Transfers:								
Transfer from General Fund	\$1,500,000	\$1,089,500	38%	\$5,300,000	-72%	\$4,210,500	\$2,729,149	\$6,884,446
Transfer from General Fund (Paid Parking Revenues)	\$480,000	\$0	∞	\$0	∞	\$0	\$0	\$0
Transfer to General Fund	\$0	\$0	N/A	\$0	N/A	\$0	\$0	\$0
Transfer to Streets Fund	\$0	\$0	N/A	\$0	N/A	\$0	\$0	\$0
Transfer to I.T. Capital Fund	\$0	\$0	N/A	\$0	N/A	\$0	\$0	\$0
Transfer to Art in Public Places Fund	(\$69,258)	(\$26,378)	163%	(\$5,376)	1188%	\$21,002	(\$24,298)	(\$30,537)
Net Transfers	\$1,910,742	\$1,063,122	80%	\$5,294,624	-64%	\$4,231,502	\$2,704,851	\$6,853,909
Beginning Fund Balance	\$17,426,748	\$11,473,400	52%	\$12,717,881	37%	\$1,244,481	\$11,827,244	\$8,015,570

FUND SUMMARIES

Capital Improvements Fund

	FY2019 Proposed	FY2018 Budget	FY2019 Incr. over FY2018 Budget	FY2018 Est. Actuals	FY2019 Incr. over FY2018 Est.	FY2018 Est. over/ (under) budget	FY2017 Actuals	FY2016 Actuals
Ending Fund Balances								
Restricted Reserve	\$3,887,821	\$0	∞	\$9,989,812	-61%	\$9,989,812	\$0	\$0
Remaining Available Fund Balance	\$5,662,357	\$6,381,710	-11%	\$7,436,936	-24%	\$1,055,226	\$12,717,881	\$11,827,244
Total Ending Fund Balances	\$9,550,178	\$6,381,710	50%	\$17,426,748	-45%	\$11,045,038	\$12,717,881	\$11,827,244

FUND SUMMARIES

Development Impact Fees Funds

	FY2019 Projected	FY2018 Budget	FY2019 Incr. over FY2018 Budget	FY2018 Est. Actuals	FY2019 Incr. over FY2018 Est.	FY2018 Est. over/ (under) budget	FY2017 Actuals	FY2016 Actuals
Ongoing Revenues								
Development Impact Fees	\$197,410	\$213,880	-8%	\$137,500	44%	(\$76,380)	\$208,901	\$231,772
Other Revenues	\$27,810	\$11,610	140%	\$29,670	-6%	\$18,060	\$35,517	\$49,726
Total Ongoing Revenues	\$225,220	\$225,490	0%	\$167,170	35%	(\$58,320)	\$244,418	\$281,498
Other								
One-Time Revenues:								
Development Impact Fees	\$0	\$0	N/A	\$409,800	-100%	(\$409,800)	\$409,840	\$0
One-Time Expenditures:								
Parks Projects	\$0	(\$1,379,600)	-100%	(\$242,815)	-100%	(\$1,136,785)	(\$123,653)	(\$149,892)
Police Projects	(\$10,700)	\$0	∞	\$0	∞	\$0	\$0	\$0
Streets & Transportation Projects	\$0	\$0	N/A	\$0	N/A	\$0	(\$608,000)	(\$431,782)
Storm Drainage Projects	(\$76,100)	(\$50,000)	52%	(\$29,184)	161%	(\$20,816)	(\$87,076)	(\$46,157)
Debt Service	(\$9,540)	(\$10,216)	-7%	(\$10,216)	-7%	\$0	(\$21,198)	(\$19,177)
Net One-Time Revenues/Expenditures	(\$96,340)	(\$1,439,816)	-93%	\$127,585	-176%	(\$20,816)	(\$430,087)	(\$647,008)
Beginning Fund Balance	\$2,833,097	\$2,285,753	24%	\$2,538,342	12%	\$252,589	\$2,724,011	\$3,089,521
Ending Fund Balances								
Restricted Reserve	\$0	\$0	N/A	\$0	N/A	\$0	\$0	\$0
Remaining Available Fund Balance	\$2,961,977	\$1,071,427	176%	\$2,833,097	5%	\$1,761,670	\$2,538,342	\$2,724,011
Total Ending Fund Balances	\$2,961,977	\$1,071,427	176%	\$2,833,097	5%	\$173,453	\$2,538,342	\$2,724,011

FUND SUMMARIES

Art in Public Places Fund

	FY2019 Proposed	FY2018 Budget	FY2019 Incr. over FY2018 Budget	FY2018 Est. Actuals	FY2019 Incr. over FY2018 Est.	FY2018 Est. over/ (under) budget	FY2017 Actuals	FY2016 Actuals
Ongoing Revenues								
Other Revenues	\$200	\$230	-13%	\$200	0%	(\$30)	\$330	\$204
Total Ongoing Revenues	\$200	\$230	-13%	\$200	0%	(\$30)	\$330	\$204
Other								
One-Time Revenues:								
In Lieu Fees	\$0	\$0	N/A	\$0	N/A	\$0	\$6,198	\$0
One-Time Expenditures:								
Capital Improvement Projects	(\$65,000)	\$0	∞	\$0	∞	\$0	\$0	(\$32,500)
Net One-Time Revenues/Expenditures	(\$65,000)	\$0	\$0	\$0	\$0	\$0	\$6,198	(\$32,500)
Transfers:								
Transfers from Capital Projects Funds	\$69,258	\$26,378	163%	\$5,376	1188%	(\$21,002)	\$24,298	\$30,537
Beginning Fund Balance	\$90,069	\$80,420	12%	\$84,493	7%	\$4,073	\$53,667	\$55,427
Ending Fund Balances								
Restricted Reserves	\$0	\$0	N/A	\$0	N/A	\$0	\$0	\$0
Remaining Available Fund Balance	\$94,527	\$107,028	-12%	\$90,069	5%	(\$16,959)	\$84,493	\$53,667
Total Ending Fund Balances	\$94,527	\$107,028	-12%	\$90,069	5%	(\$16,929)	\$84,493	\$53,667

FUND SUMMARIES

continued

Wastewater Enterprise Fund

	FY2019 Proposed	FY2018 Budget	FY2019 Incr. over FY2018 Budget	FY2018 Est. Actuals	FY2019 Incr. over FY2018 Est.	FY2018 Est. over/ (under) budget	FY2017 Actuals	FY2016 Actuals
Ongoing Revenues								
Charges for Services	\$6,145,000	\$6,164,200	0%	\$6,128,400	0%	(\$35,800)	\$5,897,385	\$5,611,150
Fines and Forfeitures	\$69,750	\$75,750	-8%	\$59,300	18%	(\$16,450)	\$30,685	\$76,287
Capacity Fees	\$291,100	\$403,100	-28%	\$302,700	-4%	(\$100,400)	\$298,039	\$541,045
Other Revenues	\$222,250	\$80,500	176%	\$238,960	-7%	\$158,460	\$77,759	\$187,095
Total Ongoing Revenues	\$6,728,100	\$6,723,550	0%	\$6,729,360	0%	\$5,810	\$6,303,868	\$6,415,577
Ongoing Expenditures								
Wastewater Administration	\$228,890	\$258,269	-11%	\$179,639	27%	\$78,630	\$321,359	\$367,308
Wastewater Operations	\$3,069,551	\$2,835,354	8%	\$2,612,796	17%	\$222,558	\$2,241,279	\$2,284,561
Public Works Engineering Services	\$219,600	\$250,580	-12%	\$242,300	-9%	\$8,280	\$181,755	\$14,445
Capital Projects Management	\$96,590	\$154,450	-37%	\$92,590	4%	\$61,860	\$151,600	\$138,707
Vacancy Savings Estimate	\$0	(\$25,000)	-100%	\$0	N/A	(\$25,000)	\$0	\$0
Contingencies	\$200,000	\$0	∞	\$0	∞	\$0	\$0	\$0
Indirect Cost Allocations/Departmental Allocations:								
Information Technology	\$153,790	\$217,390	-29%	\$208,610	-26%	\$8,780	\$78,578	\$0
Human Resources	\$45,710	\$51,140	-11%	\$51,140	-11%	\$0	\$19,420	\$0
Financial Services	\$178,900	\$189,420	-6%	\$189,420	-6%	\$0	\$57,540	\$0
Utility Billing	\$379,290	\$370,640	2%	\$370,640	2%	\$0	\$299,449	\$415,208
General Services	\$70,740	\$75,218	-6%	\$73,470	-4%	\$1,748	\$0	\$0
City Manager	\$60,140	\$68,080	-12%	\$68,080	-12%	\$0	\$48,195	\$0
City Clerk	\$3,760	\$5,650	-33%	\$5,650	-33%	\$0	\$12,322	\$0
City Attorney	\$155,890	\$107,340	45%	\$107,340	45%	\$0	\$20,989	\$0
Facilities Maintenance	\$70,410	\$63,410	11%	\$63,410	11%	\$0	\$0	\$0
Departmental Allocations	\$0	\$0	N/A	\$0	N/A	\$0	\$0	\$285,768
Total Ongoing Expenditures	\$4,933,261	\$4,621,941	7%	\$4,265,085	16%	\$367,384	\$3,432,486	\$3,505,998
Net Ongoing	\$1,794,839	\$2,101,609	-15%	\$2,464,275	-27%	\$433,580	\$2,871,382	\$2,909,580

FUND SUMMARIES

continued

Wastewater Enterprise Fund

	FY2019 Proposed	FY2018 Budget	FY2019 Incr. over FY2018 Budget	FY2018 Est. Actuals	FY2019 Incr. over FY2018 Est.	FY2018 Est. over/ (under) budget	FY2017 Actuals	FY2016 Actuals
Other								
One-Time Revenues:								
Charges for Services	\$0	\$0	N/A	\$1,000	-100%	\$1,000	\$5,564	\$0
Capacity Fees	\$382,200	\$0	∞	\$0	∞	\$0	\$869,349	\$0
Other	\$0	\$0	N/A	\$375,000	-100%	\$375,000	\$14,897	\$113,664
Refunding Bonds Issued	\$0	\$0	N/A		N/A	\$0	\$0	\$0
One-Time Expenditures:								
Wastewater Administration	(\$16,050)	(\$50,000)	-68%	(\$40,000)	-60%	(\$10,000)	\$0	(\$6,868)
Wastewater Operations	(\$570,600)	(\$334,563)	71%	(\$290,744)	96%	(\$43,819)	\$0	(\$6,922)
Indirect Cost Allocations/Departmental Allocations	(\$19,500)	\$0		\$0			\$0	(\$1,651)
Capital Improvement Projects	(\$4,776,303)	(\$5,077,050)	-6%	(\$2,669,319)	79%	(\$2,407,731)	(\$2,048,930)	(\$5,433,782)
Debt Service	(\$4,439,005)	(\$4,409,735)	1%	(\$4,409,735)	1%	\$0	(\$5,144,495)	(\$5,412,246)
Payment to Refunded Bond Escrow Agent	\$0	\$0	N/A	\$0	N/A	\$0	\$0	\$0
Net One-Time Revenues/Expenditures	(\$9,439,258)	(\$9,871,348)	-4%	(\$7,033,798)	34%	(\$2,085,550)	(\$6,303,615)	(\$10,747,805)
Transfers:								
City Sales Taxes*	\$0	\$0	N/A	\$0	N/A	\$0	\$4,038,211	\$4,497,550
Transfer from General Fund	\$4,487,900	\$4,165,900	8%	\$4,317,800	4%	\$151,900	\$0	\$0
Transfers to Other Funds	\$0	\$0	N/A	\$0	N/A	\$0	\$0	\$0
Net Transfers	\$4,487,900	\$4,165,900	8%	\$4,317,800	4%	(\$4,019,200)	\$4,038,211	\$4,497,550
Beginning Fund Balance	\$14,068,259	\$14,792,117	-5%	\$14,203,882	-1%	(\$588,235)	\$13,597,904	\$16,938,579
Equipment Replacement Reserve								
Reserve Contributions	\$509,450	\$176,100	189%	\$176,100	189%	\$0	\$0	\$0
Equipment Purchases	(\$94,500)	(\$60,000)	58%	(\$60,000)	58%	\$0	\$0	\$0
Net Contribution to Equipment Replacement Reserve	\$414,950	\$116,100	257%	\$116,100	257%	\$0	\$0	\$0
Major Maintenance Reserve								
Reserve Contributions	\$71,150	\$0	∞	\$0	∞	\$0	\$0	\$0
Major Maintenance Costs	\$0	\$0	N/A	\$0	N/A	\$0	\$0	\$0
Net Contribution to Major Maintenance Reserve	\$71,150	\$0	∞	\$0	∞	\$0	\$0	\$0

FUND SUMMARIES

continued

Wastewater Enterprise Fund

	FY2019 Proposed	FY2018 Budget	FY2019 Incr. over FY2018 Budget	FY2018 Est. Actuals	FY2019 Incr. over FY2018 Est.	FY2018 Est. over/ (under) budget	FY2017 Actuals	FY2016 Actuals
Ending Fund Balances								
Operating Reserve**	\$1,846,470	\$1,668,835	11%	\$1,668,835	11%	\$0	\$1,294,062	\$4,015,316
Debt Service Reserve***	\$4,052,000	\$4,581,690	-12%	\$4,037,480	0%	\$544,210	\$4,581,690	\$4,637,253
Capital Improvements Reserve	\$1,195,000	\$0	∞	\$4,776,303	-75%	(\$4,776,303)		
Equipment Replacement Reserve	\$531,050	\$116,100	357%	\$116,100	357%	\$0	\$0	\$0
Major Maintenance Reserve	\$71,150	\$0	∞	\$0	∞	\$0	\$0	\$0
Budget Carryovers	\$0	\$0	N/A	\$110,930	-100%	(\$110,930)	\$38,000	\$32,500
Remaining Available Fund Balance	\$3,702,169	\$4,937,753	-25%	\$3,358,611	10%	\$1,579,142	\$8,290,130	\$4,912,834
Total Ending Fund Balances	\$11,397,840	\$11,304,378	1%	\$14,068,259	-19%	(\$3,035,359)	\$14,203,882	\$13,597,904

* Full city sales tax amount to be recorded in General Fund and subsidy to Wastewater Enterprise Fund to be recorded as a transfer in FY17.

** Operating reserve is 33.3% of operating expenditures.

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

FUND SUMMARIES

continued

Information Technology Internal Service Fund*

	FY2019 Proposed	FY2018 Budget	FY2019 Incr. over FY2018 Budget	FY2018 Est. Actuals	FY2019 Incr. over FY2018 Est.	FY2018 Est. over/ (under) budget	FY2017 Actuals	FY2016 Actuals
Ongoing Revenues								
Internal Cost Charges	\$1,557,890	\$1,432,580	9%	\$1,432,580	9%	\$0		
Charges for Services	\$1,000	\$650	54%	\$1,000	0%	\$350	\$865	\$745
Total Ongoing Revenues	\$1,558,890	\$1,433,230	9%	\$1,433,580	9%	\$350	\$865	\$745
Ongoing Expenditures								
Information Technology Services	\$905,081	\$954,037	-5%	\$887,336	2%	\$66,701	\$892,098	\$0
Geographic Information Systems	\$144,230	\$138,420	4%	\$135,870	6%	\$2,550	\$112,447	\$0
I.T. Administration			N/A		N/A	\$0		\$853,746
Indirect Cost Allocations	\$298,990	\$347,680	-14%	\$347,680	-14%	\$0		
Total Ongoing Expenditures	\$1,348,301	\$1,440,137	-6%	\$1,370,886	-2%	\$69,251	\$1,004,545	\$853,746
Net Ongoing	\$210,589	(\$6,907)	-3149%	\$62,694	236%	\$69,251	(\$1,003,680)	(\$853,001)
Other								
One-Time Revenues:								
Internal Cost Charges	\$63,650	\$188,900	-66%	\$188,900	-66%	\$0		
One-Time Expenditures:								
Information Technology Services	(\$63,650)	(\$188,900)	-66%	(\$188,900)	-66%	\$0		
Net One-Time Revenues/Expenditures	\$0	\$0	N/A	\$0	N/A	\$0	\$0	\$0
Beginning Fund Balance	\$132,114	\$0	∞	\$0	∞	\$0		
Equipment Replacement Reserve								
Reserve Contributions	\$174,000	\$214,120	-19%	\$214,120	-19%	\$0	\$0	\$0
Equipment Purchases	(\$210,600)	(\$144,700)	46%	(\$144,700)	46%	\$0	\$0	\$0
Net Use of Operating Revenues	(\$36,600)	\$69,420	-153%	\$69,420	-153%	\$0	\$0	\$0
Ending Fund Balances								
Equipment Replacement Reserve	\$32,820	\$69,420	-53%	\$69,420	-53%	\$0		
Budget Carryovers	\$0	\$0	N/A	\$6,000	-100%	(\$6,000)		
Remaining Available Fund Balance	\$273,283	(\$6,907)	-4057%	\$56,694	382%	\$63,601		
Total Ending Fund Balances	\$306,103	\$62,513	390%	\$132,114	132%	\$69,601		

* The Information Technology Internal Service Fund is new for FY2018. The data presented for the prior years is comparative information for the accounts being transferred from the General Fund.



Capital Improvement Projects

SUMMARY OF CAPITAL PROJECTS
continued

FY 2019 - FY 2028 Master Summary Project List by Major Program

Project dollar amounts in grey and italics are unfunded.

(Click on a Project Page # to navigate to that page)

Project Name	Funding Sources Type	Priority	Page #	Project #	Prior Years Estimate	FY2019	FY2020	FY2021	Future Years	Totals (excluding Prior Years Estimate)	
AC - Arts & Culture											
Rehabilitate Memorial for Schnebly Home Site	Restricted	Desirable (Other Year)		AC-01	\$0	\$0	\$0	\$0	\$50,000	\$50,000	
Art in the Roundabouts	Restricted	Important (Could-Do)		AC-02	\$0	\$65,000	\$85,000	\$0	\$0	\$150,000	
AC - Arts & Culture Subtotal						\$0	\$65,000	\$85,000	\$0	\$50,000	\$200,000
IT - Information Technology											
Citywide Business Software	Capital Reserves	Essential (Should-Do)		IT-01	\$0	\$0	\$500,000	\$500,000	\$0	\$1,000,000	
IT - Information Technology Subtotal						\$0	\$0	\$500,000	\$500,000	\$0	\$1,000,000
MC - Municipal Court											
Sinagua Courtroom Remodel	Restricted & Capital Reserves	Essential (Should-Do)		MC-01	\$189,800	\$73,700	\$0	\$0	\$0	\$73,700	
MC - Municipal Court Subtotal						\$189,800	\$73,700	\$0	\$0	\$0	\$73,700
PR - Parks & Recreation											
New Concession Stand	Restricted	Important (Could-Do)		PR-01	\$0	\$0	\$270,000	\$0	\$0	\$270,000	
Evaluation of Posse Grounds Park	Restricted & Capital Reserves	Important (Could-Do)		PR-02	\$0	\$0	\$30,000	\$0	\$535,000	\$565,000	
Improvements at Ranger Station	Restricted	Essential (Should-Do)		PR-03	\$286,729	\$0	\$150,000	\$150,000	\$1,925,000	\$2,225,000	
Playground Surface Replacement	Restricted	Essential (Should-Do)		PR-04	\$0	\$0	\$160,000	\$0	\$0	\$160,000	
Shade Structures and Playground Equipment Replacement	Restricted & Capital Reserves	Essential (Should-Do)		PR-05	\$24,490	\$0	\$0	\$442,030	\$0	\$442,030	
New Toddler Pool	Restricted	Desirable (Other Year)		PR-06	\$0	\$0	\$0	\$0	\$75,000	\$75,000	
Bike Skills Park- Phase III	Restricted & Capital Reserves	Desirable (Other Year)		PR-07	\$279,783	\$0	\$0	\$0	\$290,000	\$290,000	
Dog Park Improvements	Restricted	Desirable (Other Year)		PR-08	\$278,198	\$0	\$0	\$0	\$360,000	\$360,000	
PR - Parks & Recreation Subtotal						\$869,200	\$0	\$610,000	\$592,030	\$3,185,000	\$4,387,030

SUMMARY OF CAPITAL PROJECTS
continued

FY 2019 - FY 2028 Master Summary Project List by Major Program

Project dollar amounts in grey and italics are unfunded.

(Click on a Project Page # to navigate to that page)

Project Name	Funding Sources Type	Priority	Page #	Project #	Prior Years Estimate	FY2019	FY2020	FY2021	Future Years	Totals (excluding Prior Years Estimate)
PD - Police										
Hand-Held Radios	Restricted & Capital Reserves	Imperative (Must-Do)		PD-01	\$0	\$75,000	\$0	\$0	\$0	\$75,000
Radio Infrastructure	Capital Reserves	Imperative (Must-Do)		PD-02	\$93,173	\$231,500	\$68,500	\$0	\$0	\$300,000
Police Station Remodel	Restricted & Capital Reserves	Imperative (Must-Do)		PD-03	\$20,200	\$0	\$655,701	\$1,341,493	\$0	\$1,997,194
Shooting Range Improvements	Restricted & Capital Reserves	Important (Could-Do)		PD-04	\$488,714	\$236,354	\$0	\$0	\$0	\$236,354
In-Car Video System Replacement	Capital Reserves	Important (Could-Do)		PD-05	\$0	\$0	\$0	\$260,000	\$0	\$260,000
Police Motorcycles	Restricted & Unidentified	Desirable (Other Year)		PD-06	\$0	\$0	\$0	\$0	<i>\$100,000</i>	\$100,000
PD - Police Subtotal (excluding projects not funded)					\$602,087	\$542,854	\$724,201	\$1,601,493	\$0	\$2,868,548
Projects Not Funded					\$0	\$0	\$0	\$0	\$100,000	\$100,000
PW - Public Works										
Uptown Enhancements	Restricted	Important (Could-Do)		PW-01	\$0	\$400,000	\$390,000	\$390,000	\$2,730,000	\$3,910,000
Recycle Drop Off Locations	Capital Reserves	Important (Could-Do)		PW-02	\$0	\$138,200	\$0	\$0	\$0	\$138,200
PW - Public Works Subtotal					\$0	\$538,200	\$390,000	\$390,000	\$2,730,000	\$4,048,200

SUMMARY OF CAPITAL PROJECTS
continued

FY 2019 - FY 2028 Master Summary Project List by Major Program

Project dollar amounts in grey and italics are unfunded.

(Click on a Project Page # to navigate to that page)

Project Name	Funding Sources Type	Priority	Page #	Project #	Prior Years Estimate	FY2019	FY2020	FY2021	Future Years	Totals (excluding Prior Years Estimate)
SD - Storm Drainage										
Coffee Pot Drainage Basin, Grasshopper Lane Area (Yavapai County)	Restricted & Capital Reserves	Imperative (Must-Do)		SD-01	\$1,041,600	\$262,600	\$0	\$0	\$0	\$262,600
Coffee Pot Drainage Basin, Little Elf Drive Area (Yavapai County)	Restricted & Capital Reserves	Imperative (Must-Do)		SD-02	\$0	\$2,011,220	\$0	\$0	\$0	\$2,011,220
Improvements to Back-O-Beyond Road, Low Water Crossing (Yavapai County)	Restricted & Capital Reserves	Essential (Should-Do)		SD-03	\$0	\$0	\$370,000	\$350,000	\$0	\$720,000
View Drive Area Drainage Improvements (Yavapai County)	Restricted & Unidentified	Essential (Should-Do)		SD-04	\$0	\$0	\$0	\$0	<i>\$1,660,750</i>	\$1,660,750
Saddlerock Area Drainage Improvements (Yavapai County)	Restricted & Unidentified	Essential (Should-Do)		SD-05	\$0	\$0	\$0	\$0	<i>\$1,484,250</i>	\$1,484,250
Improvements to Soldier Wash Crossing of Brewer Road (Coconino County)	Restricted	Imperative (Must-Do)		SD-06	\$880,725	\$100,000	\$0	\$0	\$0	\$100,000
Juniper Hills Area Drainage Improvements (Coconino County)	Restricted & Capital Reserves	Essential (Should-Do)		SD-07	\$63,175	\$891,325	\$0	\$0	\$0	\$891,325
Mystic Hills Lift Station Access Improvements (Coconino County)	Restricted	Essential (Should-Do)		SD-08	\$0	\$0	\$240,000	\$0	\$0	\$240,000
Stormwater Drainage Easements Acquisition	Restricted & Unidentified	Imperative (Must-Do)		SD-09	\$45,260	\$50,000	\$50,000	\$50,000	<i>\$350,000</i>	\$500,000
Stormwater Master Plan Update & Project Implementations	Restricted & Capital Reserves	Essential (Should-Do)		SD-10	\$0	\$0	\$250,000	\$475,000	\$4,375,000	\$5,100,000
SD - Storm Drainage Subtotal (excluding projects not funded)					\$2,030,760	\$3,315,145	\$910,000	\$875,000	\$4,375,000	\$9,475,145
Projects Not Funded					\$0	\$0	\$0	\$0	\$3,495,000	\$3,495,000

SUMMARY OF CAPITAL PROJECTS

continued

FY 2019 - FY 2028 Master Summary Project List by Major Program

Project dollar amounts in grey and italics are unfunded.

(Click on a Project Page # to navigate to that page)

Project Name	Funding Sources Type	Priority	Page #	Project #	Prior Years Estimate	FY2019	FY2020	FY2021	Future Years	Totals (excluding Prior Years Estimate)
SIM - Sedona in Motion										
Sedona in Motion Unspecified Projects	Restricted & Capital Reserves	Important (Could-Do)		SIM-00	\$0	\$500,000	\$1,800,000	\$170,000	\$100,000	\$2,570,000
Uptown Roadway Improvements	Capital Reserves	Imperative (Must-Do)		SIM-01	\$131,300	\$1,713,490	\$1,737,200	\$0	\$0	\$3,450,690
Uptown Pedestrian Improvements	Restricted & Unidentified	Essential (Should-Do)		SIM-02	\$0	\$0	\$0	\$1,333,300	<i>\$5,666,700</i>	\$7,000,000
Uptown Parking Improvements	Restricted & Capital Reserves	Essential (Should-Do)		SIM-03a	\$6,155	\$225,345	\$0	\$0	\$15,000,000	\$15,225,345
Wayfinding Signage	Restricted & Capital Reserves	Essential (Should-Do)		SIM-03b	\$0	\$252,500	\$151,500	\$150,000	\$0	\$554,000
Schnebly Hill Roundabout Expansion	Restricted	Important (Could-Do)		SIM-04a	\$0	\$0	\$0	\$0	\$5,399,000	\$5,399,000
SR 179 Lane Expansion from Schnebly Hill Roundabout to Y	Restricted	Important (Could-Do)		SIM-04b	\$0	\$0	\$0	\$0	\$108,600	\$108,600
Pedestrian Crossing at Tlaquepaque	Restricted	Essential (Should-Do)		SIM-04c	\$0	\$0	\$0	\$150,000	\$1,850,000	\$2,000,000
SR 89A & SR 179 Right Turn Y Roundabout Bypass	Restricted & Capital Reserves	Imperative (Must-Do)		SIM-04d	\$0	\$1,154,976	\$0	\$1,586,548	\$0	\$2,741,524
Portal Lane to Ranger Road Connection	Capital Reserves	Essential (Should-Do)		SIM-05a	\$20,200	\$743,400	\$0	\$0	\$0	\$743,400
Forest Road Connection	Restricted & Capital Reserves	Imperative (Must-Do)		SIM-05b	\$0	\$522,200	\$800,000	\$0	\$0	\$1,322,200
Neighborhood Street Connections	Restricted & Unidentified	Important (Could-Do)		SIM-06	\$0	\$392,800	\$1,250,000	\$770,000	<i>\$1,800,000</i>	\$4,212,800
Enhanced Transit Service - Commuter/Resident	Restricted	Important (Could-Do)		SIM-07	\$0	\$0	\$0	\$140,000	\$0	\$140,000
Enhanced Transit Service - Tourism	Restricted & Unidentified	Essential (Should-Do)		SIM-08	\$0	\$200,000	\$0	\$0	<i>\$3,204,300</i>	\$3,404,300
Neighborhood Vehicles - Tourism Focus	Restricted	Important (Could-Do)		SIM-09	\$0	\$0	\$0	\$0	\$340,000	\$340,000
West SR 89A Access Improvements and Adaptive Signal Control	Unidentified	Important (Could-Do)		SIM-10	\$0	\$0	\$0	\$0	<i>\$2,970,000</i>	\$2,970,000
Bicycle and Pedestrian Improvements	Restricted & Unidentified	Essential (Should-Do)		SIM-11	\$0	\$776,700	\$1,134,350	\$615,350	<i>\$4,936,000</i>	\$7,462,400
Travel Information System	Capital Reserves	Important (Could-Do)		SIM-12	\$0	\$277,250	\$631,250	\$0	\$0	\$908,500
SIM - Sedona in Motion Subtotal (excluding projects not funded)					\$157,655	\$6,758,661	\$7,504,300	\$4,915,198	\$22,797,600	\$41,975,759
Projects Not Funded					\$0	\$0	\$0	\$0	\$18,577,000	\$18,577,000

SUMMARY OF CAPITAL PROJECTS

continued

FY 2019 - FY 2028 Master Summary Project List by Major Program

Project dollar amounts in grey and italics are unfunded.

(Click on a Project Page # to navigate to that page)

Project Name	Funding Sources Type	Priority	Page #	Project #	Prior Years Estimate	FY2019	FY2020	FY2021	Future Years	Totals (excluding Prior Years Estimate)
ST - Streets & Transportation										
Dry Creek Road Overlay	Restricted & Capital Reserves	Essential (Should-Do)		ST-01	\$72,296	\$388,572	\$0	\$0	\$0	\$388,572
Sanborn Drive/Thunder Mountain Road Overlay	Restricted & Capital Reserves	Essential (Should-Do)		ST-02	\$144,531	\$810,525	\$0	\$0	\$0	\$810,525
Ranger Road / Brewer Road Intersection Improvements	Capital Reserves	Essential (Should-Do)		ST-03	\$0	\$0	\$302,500	\$1,262,500	\$0	\$1,565,000
ST - Streets & Transportation Subtotal					\$216,827	\$1,199,097	\$302,500	\$1,262,500	\$0	\$2,764,097
Subtotal Non-Wastewater Projects (excluding projects not funded)					\$4,066,329	\$12,492,657	\$11,026,001	\$10,136,221	\$33,137,600	\$66,792,479
WW - Wastewater										
Wastewater Collections System Improvements	WW Revenues	Imperative (Must-Do)		WW-01	\$50,000	\$2,605,000	\$825,000	\$275,000	\$1,375,000	\$5,080,000
WWRP Tertiary Filter Upgrades	WW Revenues	Imperative (Must-Do)		WW-02	\$292,516	\$1,607,484	\$0	\$0	\$0	\$1,607,484
Remodel or Expand WWRP Administrative Building	WW Revenues	Essential (Should-Do)		WW-03	\$10,000	\$285,000	\$0	\$0	\$0	\$285,000
SCADA System and Configuration Upgrade	WW Revenues	Essential (Should-Do)		WW-04	\$0	\$0	\$185,000	\$125,000	\$0	\$310,000
WWRP Odor Control Upgrades	WW Revenues	Important (Could-Do)		WW-05	\$24,660	\$0	\$185,000	\$150,000	\$0	\$335,000
WWRP Recharge Wells	WW Revenues	Important (Could-Do)		WW-06	\$7,521,164	\$153,819	\$0	\$0	\$4,989,775	\$5,143,594
WWRP Reservoir Liner Replacement	WW Revenues	Desirable (Other Year)		WW-07	\$0	\$0	\$0	\$0	\$1,050,000	\$1,050,000
WWRP Drying Beds Replacement	WW Revenues	Desirable (Other Year)		WW-08	\$0	\$0	\$0	\$0	\$1,650,000	\$1,650,000
WWRP Treatment Process Upgrades	WW Revenues	Desirable (Other Year)		WW-09	\$0	\$0	\$0	\$0	\$2,530,000	\$2,530,000
Wastewater Master Plan Update	WW Revenues	Desirable (Other Year)		WW-10	\$0	\$0	\$0	\$0	\$100,000	\$100,000
WWRP Paving	WW Revenues	Desirable (Other Year)		WW-11	\$0	\$0	\$0	\$0	\$420,000	\$420,000
WW - Wastewater Subtotal					\$7,898,340	\$4,651,303	\$1,195,000	\$550,000	\$12,114,775	\$18,511,078
TOTAL ALL PROJECTS (excluding projects not funded)					\$11,964,669	\$17,143,960	\$12,221,001	\$10,686,221	\$45,252,375	\$85,303,557
Total Projects Not Funded					\$0	\$0	\$0	\$0	\$22,172,000	\$22,172,000
Grand Totals Funded and Unfunded					\$11,964,669	\$17,143,960	\$12,221,001	\$10,686,221	\$67,424,375	\$107,475,557

SUMMARY OF CAPITAL PROJECTS
continued

FY 2019 - FY 2028 Master Summary Project List by Major Program

Project dollar amounts in grey and italics are unfunded.

(Click on a Project Page # to navigate to that page)

Project Name	Funding Sources Type	Priority	Page #	Project #	Prior Years Estimate	FY2019	FY2020	FY2021	Future Years	Totals (excluding Prior Years Estimate)
Funding Sources Summary										
1% for Arts						\$65,000	\$85,000	\$0	\$50,000	\$200,000
Capital Reserves						\$9,646,087	\$4,171,721	\$3,543,353	\$0	\$17,361,161
Coconino County Flood Control						\$333,725	\$365,000	\$400,000	\$2,800,000	\$3,898,725
Court Restricted Revenues						\$53,000	\$0	\$0	\$0	\$53,000
Development Impact Fees - Post 7/2014						\$84,500	\$249,930	\$300,670	\$3,185,000	\$3,820,100
Development Impact Fees - Pre 8/2014						\$2,300	\$0	\$22,000	\$0	\$24,300
Donations						\$0	\$0	\$0	\$0	\$0
Fairfield CFD						\$0	\$90,000	\$165,000	\$0	\$255,000
Grant						\$1,443,045	\$0	\$793,274	\$28,000	\$2,264,319
Outside Participation						\$10,000	\$0	\$0	\$0	\$10,000
Paid Parking Revenue						\$480,000	\$390,000	\$390,000	\$2,730,000	\$3,990,000
RICO Monies						\$25,000	\$0	\$0	\$0	\$25,000
Summit CFD						\$0	\$340,000	\$50,000	\$0	\$390,000
Transportation Sales Tax						\$0	\$4,984,350	\$4,121,924	\$22,797,600	\$31,903,874
Unidentified						\$0	\$0	\$0	\$21,094,000	\$21,094,000
Wastewater Revenues						\$4,651,303	\$1,195,000	\$550,000	\$12,114,775	\$18,511,078
Yavapai County Flood Control						\$350,000	\$350,000	\$350,000	\$2,625,000	\$3,675,000
TOTAL FUNDING SOURCES						\$17,143,960	\$12,221,001	\$10,686,221	\$67,424,375	\$107,475,557
Operating Impacts Summary										
Expenditures										
Personnel Costs						\$0	-\$290	-\$290	\$9,710	
Materials & Supplies						\$33,700	\$50,990	\$54,990	\$33,190	
Contractual Services						\$42,700	\$90,200	\$430,700	\$1,233,220	
Total Expenditure Impacts						\$76,400	\$140,900	\$485,400	\$1,276,120	
Project Funding Status Summary										
Carry Over						\$8,965,962	\$1,922,200	\$0	\$3,478,275	\$14,366,437
New Appropriation						\$8,177,998	\$1,111,250	\$150,000	\$0	\$9,439,248
Future Estimate						\$0	\$9,187,551	\$10,536,221	\$60,411,100	\$80,134,872
Unfunded						\$0	\$0	\$0	\$3,535,000	\$3,535,000
TOTALS BY FUNDING STATUS						\$17,143,960	\$12,221,001	\$10,686,221	\$67,424,375	\$107,475,557

SUMMARY OF CAPITAL PROJECTS
continued

FY 2019 - FY 2028 Master Summary Project List by Major Program

Project dollar amounts in grey and italics are unfunded.

(Click on a Project Page # to navigate to that page)

Project Name	Funding Sources Type	Priority	Page #	Project #	Prior Years Estimate	FY2019	FY2020	FY2021	Future Years	Totals (excluding Prior Years Estimate)
Category Summary										
Arts Transfer						\$69,258	\$33,151	\$26,023	\$20,000	\$148,432
Construction						\$11,141,179	\$7,650,000	\$6,666,548	\$55,612,115	\$81,069,842
Contingency						\$980,389	\$2,020,000	\$280,000	\$456,060	\$3,736,449
Design						\$2,138,934	\$1,022,250	\$1,500,550	\$6,303,500	\$10,965,234
Environmental						\$0	\$50,000	\$0	\$138,000	\$188,000
Equipment						\$393,500	\$253,500	\$435,000	\$0	\$1,082,000
Evaluation						\$15,000	\$30,000	\$0	\$0	\$45,000
Land Acquisition						\$1,965,000	\$317,100	\$958,100	\$3,040,500	\$6,280,700
Master Plan						\$0	\$250,000	\$150,000	\$250,000	\$650,000
Public Art Purchase						\$65,000	\$65,000	\$0	\$50,000	\$180,000
Study						\$280,000	\$0	\$0	\$134,200	\$414,200
Technology						\$95,700	\$525,000	\$525,000	\$0	\$1,145,700
Temporary Relocation						\$0	\$5,000	\$5,000	\$0	\$10,000
Vehicles						\$0	\$0	\$140,000	\$1,420,000	\$1,560,000
TOTALS BY CATEGORY						\$17,143,960	\$12,221,001	\$10,686,221	\$67,424,375	\$107,475,557

CAPITAL PROJECTS DETAILS

Project Summary

Project Title:

Art in the Roundabouts

Location:

SR 179 Roundabouts

Phase: of Project #: AC-02
(If Applicable)

Ranking: Important (Could-Do)

	Original	Revised (if applicable)
Start Date	July 2018	
Estimated Completion Date	June 2020	

Project Description:

To continue adding public art for beautification of SR 179. The Schnebly Roundabout public art piece was the last to be installed in FY 2016. The next project is tentatively scheduled to start in FY 2020 and contemplates selecting art pieces for both remaining roundabouts. The artist(s) will be provided a deposit of one-half of the purchase price of the art. This would be done for the two art pieces in FY 2019 with the balance due and installation completed in FY 2020.



Project Justification:

This project will enhance the City's image as a city animated by the arts, where public art may be enjoyed by residents and visitors. The roundabouts along SR 179 and SR 89A are highly visible. There are two remaining roundabouts on SR 179 that have yet to have art placed.

For Continuing Projects

Estimated Project Status as of June 30, 2018:

N/A

Project Balance	
Original Approved Project Budget	
Approved Budget Increases/Decreases	\$0
Current Approved Total Project Budget	\$0
Requested Budget Increase/Decrease	\$150,000
Requested Total Project Budget	\$150,000
Estimated Expenditures through June 30, 2018	\$0
Budget Balance Remaining	\$150,000

Explanation for Revised Project Dates and/or Project Budget (if applicable):

N/A

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2019	FY2020	FY2021	Future Years	Project Totals
New Appropriation	Construction			\$20,000			\$20,000
New Appropriation	Public Art Purchase		\$65,000	\$65,000			\$130,000
Totals		\$0	\$65,000	\$85,000	\$0	\$0	\$150,000

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2019	FY2020	FY2021	Future Years	Project Totals
1% for Arts		\$65,000	\$85,000			\$150,000
Totals		\$0	\$65,000	\$85,000	\$0	\$150,000

Explanation of Outside Funding Sources (Donations, Outside Participation, Grants):

None anticipated.

Total Operating Impacts:

	FY2019	FY 2020	FY 2021	Future Annual Cost
Personnel Costs				
Materials & Supplies				
Contractual Services				
Total Expenditure Impacts	\$0	\$0	\$0	\$0

Explanation of Operating Impacts:

Maintenance costs for current public art have been minimal and absorbed in the City's existing budget. If there are any significant costs associated with future art projects, they will be determined once the projects are more fully identified.

CAPITAL PROJECTS DETAILS

Project Summary

Project Title:

Citywide Business Software

Location:

N/A

Phase: of **Project #:**
(If Applicable)

Ranking:

	Original	Revised (if applicable)
Start Date	April 2019	
Estimated Completion Date	June 2021	

Project Description:

Replace existing ERP (Enterprise Resource Planning) Springbrook software.

Project Justification:

The City purchased Springbrook in 2012 which is primarily financial based; however, it also includes other modules such as permits and code enforcement. While considered an integrated system, the City has struggled with many of its components. The report generation is limited and often takes several steps to print a simple report. The data gathering function necessary for performance measures is also weak and in some cases, not able to provide desired data. Additionally, this program does not consistently and accurately communicate with other users and modules creating confusion and duplication of efforts.

In addition, customer service has been poor. Many requests for service have taken weeks and sometimes months to resolve. With all the turnover that has been experienced since Springbrook was implemented, requests have been made for additional training which was originally approved by Council in the FY 2017 budget process that still has not occurred due to lack of returned communications from Springbrook personnel.

It would be beneficial for the City to have an ERP system that would consolidate existing systems for ease of management and shared resources. Systems like Sedona Citizens Connect (a.k.a. Report It), if tied into an ERP system, could potentially be transferred to the right department for processing. The sharing of resources could reduce staff time by keeping employees from entering data multiple times. The overhead of keeping multiple systems operational increases staff time and resources. Costs could be reduced with consolidation.

This request is to budget for funds to replace this outdated system with a more comprehensive program that utilizes current technologies, better addresses the varied organization needs, enhance the City's overall efficiencies and provides for better customer service. General components of a replacement system would include: operates in real time, common data base that supports all applications, parcel based, online capabilities, permit and licenses, code enforcement, financial management, utility billing and collections, plan review, etc. Departments that would benefit from an integrated system include Finance, Public Works, Community Development, City Clerk, and Parks and Recreation.

A software selection committee consisting of employees across multiple departments would be responsible for viewing product demos and selection of a vendor for recommendation to Council. The start of this process would begin the latter part of FY 2019. The budget request is a placeholder based on rough estimates which will be refined for the FY 2020 budget process once the demos and RFP process begins.

For Continuing Projects

Estimated Project Status as of June 30, 2018:

N/A

Project Balance	
Original Approved Project Budget	
Approved Budget Increases/Decreases	\$0
Current Approved Total Project Budget	\$0
Requested Budget Increase/Decrease	\$0
Requested Total Project Budget	\$0
Estimated Expenditures through June 30, 2018	\$0
Budget Balance Remaining	\$0

Explanation for Revised Project Dates and/or Project Budget (if applicable):

N/A

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2019	FY2020	FY2021	Future Years	Project Totals
Future Estimate	Technology			\$500,000	\$500,000		\$1,000,000
Totals		\$0	\$0	\$500,000	\$500,000	\$0	\$1,000,000

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2019	FY2020	FY2021	Future Years	Project Totals
Capital Reserves			\$500,000	\$500,000		\$1,000,000
Totals	\$0	\$0	\$500,000	\$500,000	\$0	\$1,000,000

Explanation of Outside Funding Sources (Donations, Outside Participation, Grants):

None anticipated.

Total Operating Impacts:

	FY2019	FY 2020	FY 2021	Future Annual Cost
Personnel Costs				
Materials & Supplies				
Contractual Services				
Total Expenditure Impacts	\$0	\$0	\$0	\$0

Explanation of Operating Impacts:

Operational impacts would typically include an ongoing software maintenance agreement which would be offset by the elimination of the Springbrook maintenance agreements.

CAPITAL PROJECTS DETAILS

Project Summary

Project Title:

Sinagua Courtroom Remodel

Location:

55 Sinagua Drive

Phase: of Project #: MC-01
(If Applicable)

Ranking: Essential (Should-Do)

Project Description:

Establish a separate courtroom, office space for 3 clerks, court administrator office, judge's chambers, jury room, lawyer conference room, file room, bathroom facilities, and kitchen area.

Project Justification:

The court and City Council compete for use of the council chambers due to respective schedules. The judge conducts in-court business Monday through Wednesday. There are only 10 actual days out of the month during which to schedule in-court business. As work of the court increases, this limitation becomes more apparent. There have already been instances where time sensitive matters have been redirected to other courts because the courtroom was not available. The courtroom itself would require 600 to 800 sq ft. The jury room and judges chamber would require approx. 216 sq ft each. The clerks office and court supervisor would need about 360 sq ft. The conference room would need 64 to 80 sq ft. The file room would need about 72 sq ft. Bathrooms and kitchen space accordingly. In total, the estimated square foot requirements would be between 1,312 and 1,528. A long-term solution for the court's requirements should be discussed and a plan developed.

	Original	Revised (if applicable)
Start Date	July 2017	July 2017
Estimated Completion Date	June 2018	August 2018



For Continuing Projects

Estimated Project Status as of June 30, 2018:

Construction is expected to be approximately 70% by June 30, 2018.

Explanation for Revised Project Dates and/or Project Budget (if applicable):

The initial project budget was based on placeholders. Now that the project is in design, a more refined cost has been determined. In addition, a portion of the budget originally contemplated the City Attorney also moving to the new facility which is no

Project Balance	
Original Approved Project Budget	\$273,000
Approved Budget Increases/Decreases	-\$50,500
Current Approved Total Project Budget	\$222,500
Requested Budget Increase/Decrease	\$41,000
Requested Total Project Budget	\$263,500
Estimated Expenditures through June 30, 2018	\$189,800
Budget Balance Remaining	\$73,700

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2019	FY2020	FY2021	Future Years	Project Totals
Carry Over	Design	\$19,500	\$3,000				\$22,500
Carry Over	Construction	\$141,000	\$9,000				\$150,000
New Appropriation	Construction		\$41,000				\$41,000
Carry Over	Technology	\$29,300	\$20,700				\$50,000
Totals		\$189,800	\$73,700	\$0	\$0	\$0	\$263,500

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2019	FY2020	FY2021	Future Years	Project Totals
Court Restricted Revenues	\$160,500	\$53,000				\$213,500
Capital Reserves	\$29,300	\$20,700				\$50,000
Totals		\$189,800	\$73,700	\$0	\$0	\$263,500

Explanation of Outside Funding Sources (Donations, Outside Participation, Grants):

None anticipated.

Total Operating Impacts:

	FY2019	FY 2020	FY 2021	Future Annual Cost
Personnel Costs				
Materials & Supplies	\$300	\$300	\$300	\$300
Contractual Services	\$1,200	\$1,200	\$1,200	\$1,200
Total Expenditure Impacts	\$1,500	\$1,500	\$1,500	\$1,500

Explanation of Operating Impacts:

Estimated utilities, janitorial, and maintenance supplies.

CAPITAL PROJECTS DETAILS

Project Summary

Project Title:

Location:

Phase: of **Project #:**
(If Applicable)

Ranking:

	Original	Revised (if applicable)
Start Date	July 2019	
Estimated Completion Date	June 2020	

Project Description:

The concession stand and restrooms building (combined) is located between the softball fields at Posse Grounds Park. An approved budget would allow for concept and development of plans and specification for an entirely new building with restrooms, storage, concession capabilities, and improved access. The original building will be torn down.



Project Justification:

This building has been in need of repair and remodel for many years; however, the demand for the building was not large enough to justify the budget. With the increase of special events at this facility as well as the development of the new bike skills park and Pavilion, the demand on this building has begun to increase and will continue to do so. This is the main public restroom facility for the skate park, basketball court, ball fields, special events, rentals, and bike park. This restroom will support any Pavilion rentals as well during the fall/winter seasons since those restrooms are closed. This building also provides storage for Little League and for the bike park maintenance equipment and tools.

For Continuing Projects

Estimated Project Status as of June 30, 2018:

Project Balance	
Original Approved Project Budget	
Approved Budget Increases/Decreases	\$0
Current Approved Total Project Budget	\$0
Requested Budget Increase/Decrease	\$0
Requested Total Project Budget	\$0
Estimated Expenditures through June 30, 2018	\$0
Budget Balance Remaining	\$0

Explanation for Revised Project Dates and/or Project Budget (if applicable):

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2019	FY2020	FY2021	Future Years	Project Totals
Future Estimate	Design			\$30,000			\$30,000
Future Estimate	Construction			\$220,000			\$220,000
Future Estimate	Contingency			\$20,000			\$20,000
Totals			\$0	\$270,000	\$0	\$0	\$270,000

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2019	FY2020	FY2021	Future Years	Project Totals
Summit CFD			\$270,000			\$270,000
Totals		\$0	\$0	\$270,000	\$0	\$270,000

Explanation of Outside Funding Sources (Donations, Outside Participation, Grants):

Total Operating Impacts:

	FY2019	FY 2020	FY 2021	Future Annual Cost
Personnel Costs				
Materials & Supplies				
Contractual Services				
Total Expenditure Impacts	\$0	\$0	\$0	\$0

Explanation of Operating Impacts:

CAPITAL PROJECTS DETAILS

Project Summary

Project Title:

Evaluation of Posse Grounds Park

Location:

Posse Grounds Park

Phase: of Project #: PR-02
(If Applicable)

Ranking: Important (Could-Do)

	Original	Revised (if applicable)
Start Date	July 2019	
Estimated Completion Date	June 2020	

Project Description:

Evaluate the current needs and goals of the park land. Where once it was good enough to function as just a community park and sports area, the desire may be to focus on event space as well. Hire a firm to evaluate, community outreach and design a feasible space that could benefit the majority of park users. Identify constraints, limitations and possibilities for mingling of the park amenities.



Project Justification:

Sedona is a city with multiple annual special events. Event promoters need an area that can efficiently, safely, and strategically work as an event venue. Posse Grounds Park is gaining popularity as a location to hold events; however, it has limited parking, fencing restraints, limited lighting and electrical, multiple competing facilities, and really, the fields are maintained and meant to be used as athletic fields. Each event that takes place causes a different level of damage to the fields. If Council is going to continue to support events and event growth in Sedona, in lieu of purchasing new land, it may be appropriate to reevaluate the needs of the park. A plan could be created to potentially move around amenities or restructure in a way that both events and sports can still use the park. It was shown in the most recent Community Survey that the purchasing of new land for parks is not a desire. Chapter 6 of the Community Plan says, "1. Provide and support community events, festivals, and programs that offer a variety of opportunities for social interaction and contribute to a sense of community."

For Continuing Projects

Estimated Project Status as of June 30, 2018:

N/A

Project Balance	
Original Approved Project Budget	
Approved Budget Increases/Decreases	\$0
Current Approved Total Project Budget	\$0
Requested Budget Increase/Decrease	\$0
Requested Total Project Budget	\$0
Estimated Expenditures through June 30, 2018	\$0
Budget Balance Remaining	\$0

Explanation for Revised Project Dates and/or Project Budget (if applicable):

N/A

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2019	FY2020	FY2021	Future Years	Project Totals
Future Estimate	Evaluation			\$30,000			\$30,000
Future Estimate	Design					\$35,000	\$35,000
Future Estimate	Construction					\$500,000	\$500,000
Totals		\$0	\$0	\$30,000	\$0	\$535,000	\$565,000

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2019	FY2020	FY2021	Future Years	Project Totals
Development Impact Fees - Post 7/2014					\$535,000	\$535,000
Capital Reserves			\$30,000			\$30,000
Totals		\$0	\$0	\$30,000	\$0	\$565,000

Explanation of Outside Funding Sources (Donations, Outside Participation, Grants):

None anticipated.

Total Operating Impacts:

	FY2019	FY 2020	FY 2021	Future Annual Cost
Personnel Costs				
Materials & Supplies				
Contractual Services				
Total Expenditure Impacts	\$0	\$0	\$0	\$0

Explanation of Operating Impacts:

The potential for rental income is strong for an event venue. With convenience of layout I believe more larger events would entertain renting the park. There could potentially be additional costs for water, electricity and man hours spent on upkeep. Creating a more inviting event venue would also have an impact on the park in general. Efforts would have to be made to balance the facility for events and general park users. The operational impacts would be determined once an evaluation is complete.

CAPITAL PROJECTS DETAILS

Project Summary

Project Title:

Improvements at Ranger Station

Location:

Brewer Road Property

Phase: 1B of 4 **Project #:** PR-03
(If Applicable)

Ranking: Essential (Should-Do)

	Original	Revised (if applicable)
Start Date	July 2019	
Estimated Completion Date	June 2023	

Project Description:

Continued development and construction of improvements approved in the Ranger Station Master Plan:
 FY 2017: The master plan was completed, hazardous material was removed from the site, one building and three sheds removed, and Phase 1 of the master plan was designed.
 FY 2018: Phase 1A funding supports the completion of underground utilities and rough grading which also utilizes available resources from the Soldier Wash project. This creates efficiencies and cost saving opportunities.
 FYs 2020-2021: There are significant repairs that will need to be completed to preserve the existing structures. These repairs cannot wait. Exterior restoration work for the barn and house would be completed in FY 2020. Interior restoration work for the barn and the house would be completed in FY 2021.
 FY 2023: Phase 1B funding supports the construction of the parking lot, restrooms, lawn, playground, and central seating areas.
 FYs 2024-2025: Funding supports Phase 2 (the plaza, landscape barn and house areas), Phase 3 (perimeter trail and landscaping), and Phase 4 (the pickleball court and gardens).



Project Justification:

The City purchased the "Old Ranger Station" at 250 Brewer Road in 2014 and has now developed a master plan for the site. This master plan reflects the future community vision for this property as a community park. Detailed design needs to be developed, for all phases of the Master Plan, to allow construction of the approved master plan concepts. Although the development of the park is scheduled in future years due to funding availability, the current historic barn and house are dilapidated and in dire need of repair and restoration before further degradation occurs. These repairs and improvements are requested over two years between FY 2020 to FY 2021.

For Continuing Projects

Estimated Project Status as of June 30, 2018:

Site environmental work, site structure removal (as previously specified), and Phase 1 design are complete. In addition, the underground utilities and rough grading are anticipated to be complete by June 30, 2018.

Explanation for Revised Project Dates and/or Project Budget (if applicable):

N/A

Project Balance	
Original Approved Project Budget	\$261,600
Approved Budget Increases/Decreases	\$25,129
Current Approved Total Project Budget	\$286,729
Requested Budget Increase/Decrease	\$0
Requested Total Project Budget	\$286,729
Estimated Expenditures through June 30, 2018	\$286,729
Budget Balance Remaining	\$0

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2019	FY2020	FY2021	Future Years	Project Totals
Carry Over	Master Plan	\$17,646					\$17,646
Carry Over	Demolition/Site Prep	\$28,353					\$28,353
Carry Over	Design	\$50,630					\$50,630
Future Estimate	Design					\$75,000	\$75,000
Carry Over	Construction	\$133,987					\$133,987
New Appropriation	Construction						\$0
Future Estimate	Construction			\$150,000	\$150,000	\$1,850,000	\$2,150,000
Carry Over	Environmental	\$56,113					\$56,113
Totals		\$286,729	\$0	\$150,000	\$150,000	\$1,925,000	\$2,511,729

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2019	FY2020	FY2021	Future Years	Project Totals	
Development Impact Fees - Post 7/2014			\$150,000	\$150,000	\$1,925,000	\$2,225,000	
Summit CFD	\$85,214					\$85,214	
Fairfield CFD	\$201,515					\$201,515	
Totals		\$286,729	\$0	\$150,000	\$150,000	\$1,925,000	\$2,511,729

Explanation of Outside Funding Sources (Donations, Outside Participation, Grants):

Total Operating Impacts:

	FY2019	FY 2020	FY 2021	Future Annual Cost
Personnel Costs				
Materials & Supplies				\$600
Contractual Services				\$9,120
Total Expenditure Impacts	\$0	\$0	\$0	\$9,720

Explanation of Operating Impacts:

There will be impacts to the operating budget due to additional demands for event planning, parks maintenance, utilities, commodities, etc.

CAPITAL PROJECTS DETAILS

Project Summary

Project Title:

Playground Surface Replacement

Location:

Sunset Park

Phase: of **Project #:** PR-04
(If Applicable)

Ranking: Essential (Should-Do)

	Original	Revised (if applicable)
Start Date	July 2019	
Estimated Completion Date	June 2020	

Project Description:

Replace the existing wood chips with a rubberized, cleaner and more accessible surface.



Project Justification:

Wood chips are considered ADA accessible. However, they are dirty, painful, in constant need of refurbishing, and really not friendly for wheelchairs or strollers regardless of their designation. The playgrounds at Sunset Park are highly used. There are summer camps, mommy & tot groups, homeschool groups, and everyday park users that play on these playgrounds. It is the park recommended to tourists because of the shaded playgrounds and splash pad. It would be ideal to resurface the popular playgrounds with a new user-friendly surface that is extremely low maintenance.

For Continuing Projects

Estimated Project Status as of June 30, 2018:

N/A

Project Balance	
Original Approved Project Budget	
Approved Budget Increases/Decreases	\$0
Current Approved Total Project Budget	\$0
Requested Budget Increase/Decrease	\$0
Requested Total Project Budget	\$0
Estimated Expenditures through June 30, 2018	\$0
Budget Balance Remaining	\$0

Explanation for Revised Project Dates and/or Project Budget (if applicable):

N/A

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2019	FY2020	FY2021	Future Years	Project Totals
Future Estimate	Construction			\$160,000			\$160,000
Totals		\$0	\$0	\$160,000	\$0	\$0	\$160,000

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2019	FY2020	FY2021	Future Years	Project Totals	
Summit CFD			\$70,000			\$70,000	
Fairfield CFD			\$90,000			\$90,000	
Totals		\$0	\$0	\$160,000	\$0	\$0	\$160,000

Explanation of Outside Funding Sources (Donations, Outside Participation, Grants):

None anticipated.

Total Operating Impacts:

	FY2019	FY 2020	FY 2021	Future Annual Cost
Personnel Costs		-\$290	-\$290	-\$290
Materials & Supplies		-\$4,710	-\$4,710	-\$4,710
Contractual Services				
Total Expenditure Impacts	\$0	-\$5,000	-\$5,000	-\$5,000

Explanation of Operating Impacts:

Savings would result from the elimination of the need to replenish the wood chips annually.

CAPITAL PROJECTS DETAILS

Project Summary

Project Title:

Shade Structures and Playground Equipment Replacement

Location:

Posse Grounds Park

Phase: of Project #: PR-05
(If Applicable)

Ranking: Essential (Should-Do)

Project Description:

Remove all existing outdated playground equipment, and replace with new inclusive and adaptive equipment. Completion of this project will result in two new shade structures and two new playgrounds. Includes installation of a rubberized safety playground surface, new equipment, water feature, and shade structures over both of the new playground areas.

Project Justification:

According to the 2012 Parks and Recreation Master Plan: Capital Maintenance Priorities - Upgrade Existing Playgrounds at Posse Grounds Community Park, shade structures should be installed on all playgrounds within 1-3 years.

A design was completed in 2016 that would replace both playgrounds at Posse Grounds Park. The new playground design will be inclusive by nature so as to invite children of all abilities to play and imagine together. The rubberized playground surface will be ADA accessible so as not to eliminate anyone (adult or child) from being able to use the park. By installing this weather/sun protection structure, it will increase the life of the playground equipment and protect the users of the playground equipment. These are the last two playgrounds that need to be covered in order to accomplish one of the goals in the Master Plan. Outside funding is being looked into for project support.

	Original	Revised (if applicable)
Start Date	July 2020	
Estimated Completion Date	June 2021	



For Continuing Projects

Estimated Project Status as of June 30, 2018:

Design was completed in 2016.

Explanation for Revised Project Dates and/or Project Budget (if applicable):

N/A

Project Balance	
Original Approved Project Budget	\$30,630
Approved Budget Increases/Decreases	-\$6,140
Current Approved Total Project Budget	\$24,490
Requested Budget Increase/Decrease	\$0
Requested Total Project Budget	\$24,490
Estimated Expenditures through June 30, 2018	\$24,490
Budget Balance Remaining	\$0

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2019	FY2020	FY2021	Future Years	Project Totals
Carry Over	Design	\$24,490					\$24,490
Future Estimate	Construction				\$400,000		\$400,000
Future Estimate	Contingency				\$40,000		\$40,000
Future Estimate	Arts Transfer				\$2,030		\$2,030
Totals		\$24,490	\$0	\$0	\$442,030	\$0	\$466,520

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2019	FY2020	FY2021	Future Years	Project Totals
Development Impact Fees - Pre 8/2014	\$24,490			\$22,000		\$46,490
Summit CFD				\$50,000		\$50,000
Fairfield CFD				\$165,000		\$165,000
Capital Reserves				\$205,030		\$205,030
Totals		\$24,490	\$0	\$0	\$442,030	\$0

Explanation of Outside Funding Sources (Donations, Outside Participation, Grants):

None anticipated.

Total Operating Impacts:

	FY2019	FY 2020	FY 2021	Future Annual Cost
Personnel Costs				
Materials & Supplies				
Contractual Services				
Total Expenditure Impacts	\$0	\$0	\$0	\$0

Explanation of Operating Impacts:

There is already a playground here so it would not increase the level of work that Maintenance is already providing. It may decrease costs, however, since wood chips would not have to be replaced annually.

CAPITAL PROJECTS DETAILS

Project Summary

Project Title:

Hand-Held Radios

Location:

N/A

Phase: of Project #: PD-01
(If Applicable)

Ranking: Imperative (Must-Do)

	Original	Revised (if applicable)
Start Date	July 2018	
Estimated Completion Date	September 2018	

Project Description:

Replace (purchase) 35 new generation hand held radios to enhance communications with field units.

Police work relies on an updated radio system for maximum reception and transmission, to keep officers safe and the community safe. These radios will compliment redesign work being done on the radio system. These new radios will be P-25 compliant (new mandate for first responder interoperability and compatibility), and the communication reception/transmission will be marked improvement from the current system.

As the work continues to improve our radio system infrastructure, there is no benefit in waiting to purchase the hand-held radios, or staggering the purchase quantities. The radio experts indicate we should see an immediate improvement compared to the current system, and more improvement once the infrastructure is remodeled.



Project Justification:

Radio communications is a vital and critical resource to our police officers and the public. For the past several years, personnel have experienced on-going problems with transmitting and receiving radio messages, including dead spots and garbled transmissions. Over the past year, slight improvements have been made, but a recent analysis of the system by radio experts revealed that a redesign of our current radio system and the purchase of compatible hand-held radios are a necessity to improve our overall communications ability to an acceptable level. (The radio system infrastructure redesign is explained in Project PD-02.)

We are requesting to purchase 35 Motorola APX4000 radios (27 for all sworn officers; 3 for Dispatch; 5 for spares). These radios are P-25 compliant (new mandates for first responder interoperability/transmission), and operate with more clarity than our existing radios, which were purchased in 2006 (about half of our inventory) and 2012.

We are requesting to carry over and repurpose some of the budgeted amount designated to remodel the police station female locker room (\$151,500) to cover the cost of this project (\$75,000), leaving \$76,500. We would like to carry over this remaining amount and earmark it for the second year of the radio infrastructure project (PD-2).

This project qualifies as Priority 1 based on the critical need to have the best radio communications equipment so that our officers and dispatch can communicate, to keep themselves and the community safe.

For Continuing Projects

Estimated Project Status as of June 30, 2018:

A study was completed in 2015 and equipment upgrades were made at that time. Issues with radio communications have continued to exist.

Project Balance	
Original Approved Project Budget	
Approved Budget Increases/Decreases	\$75,000
Current Approved Total Project Budget	\$75,000
Requested Budget Increase/Decrease	\$0
Requested Total Project Budget	\$75,000
Estimated Expenditures through June 30, 2018	\$0
Budget Balance Remaining	\$75,000

Explanation for Revised Project Dates and/or Project Budget (if applicable):

N/A

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2019	FY2020	FY2021	Future Years	Project Totals
Carry Over	Equipment		\$75,000				\$75,000
Totals		\$0	\$75,000	\$0	\$0	\$0	\$75,000

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2019	FY2020	FY2021	Future Years	Project Totals
Development Impact Fees - Post 7/2014		\$10,700				\$10,700
Capital Reserves		\$64,300				\$64,300
Totals	\$0	\$75,000	\$0	\$0	\$0	\$75,000

Explanation of Outside Funding Sources (Donations, Outside Participation, Grants):

None anticipated.

Total Operating Impacts:

	FY2019	FY 2020	FY 2021	Future Annual Cost
Personnel Costs				
Materials & Supplies				
Contractual Services				
Total Expenditure Impacts	\$0	\$0	\$0	\$0

Explanation of Operating Impacts:

This is a replacement of equipment and no additional operating costs are anticipated.

CAPITAL PROJECTS DETAILS

Project Summary

Project Title:

Radio Infrastructure

Location:

N/A

Phase: of Project #: PD-02
(If Applicable)

Ranking: Imperative (Must-Do)

	Original	Revised (if applicable)
Start Date	July 2017	July 2018
Estimated Completion Date	June 2018	June 2020

Project Description:

Continue to enhance the radio infrastructure via redesign and installation of key components.

The reconfiguration of the current radio infrastructure, coupled with the addition of towers at critical locations, will enhance the ability to communicate with field units to an acceptable level. The new radio system will be P-25 compliant (new mandate for first responder interoperability and compatibility), and the communication reception/transmission will be marked improvement from the current system.



Project Justification:

Radio communications is a vital and critical resource to our police officers and the public. For the past several years, personnel have experienced on-going problems with transmitting and receiving radio messages, including dead spots and garbled transmissions. Over the past year, slight improvements have been made, but a recent analysis of the system by radio experts revealed that a redesign of our current radio system and the purchase of compatible hand-held radios are a necessity to improve our overall communications ability to an acceptable level. (The purchase of hand-held radios is explained in Project PD-01.)

We are requesting to budget \$300,000 over two years (\$231,500 the first year; \$68,500 the second year) to enhance our current radio infrastructure (transmitting/receiving towers, equipment) and potentially installing additional towers with equipment to eliminate dead spots and increase reliability and coverage.

Work on this project was approved in last year's budget, but partially funded at \$155,000, which has not been spent. Another \$600,000 was estimated for FY 2019 but was not funded. We are requesting to carry over the funded amount of \$155,000, to partially pay for the first year of work. We have asked to carry over and repurpose a FY 2018 project (womens locker room) to purchase the hand-held radios (see PD-01) that compliments this request, which if granted will leave \$76,500 that could be used for the remaining balance of the first year of this project. This leaves an additional amount needed of \$68,500 for the second year (FY 2020) of this two-year project.

This project qualifies as Priority 1 because clear radio communications between/among officers and dispatch is critical and necessary in the performance of our mission to protect the public and our officers. We are confident that this new system, coupled with the new radios (PD-01), will achieve the clear radio communication threshold desired.

For Continuing Projects

Estimated Project Status as of June 30, 2018:

N/A

Project Balance		
Original Approved Project Budget		\$40,000
Approved Budget Increases/Decreases		\$284,673
Current Approved Total Project Budget		\$324,673
Requested Budget Increase/Decrease		\$68,500
Requested Total Project Budget		\$393,173
Estimated Expenditures through June 30, 2018		\$93,173
Budget Balance Remaining		\$300,000

Explanation for Revised Project Dates and/or Project Budget (if applicable):

The increased budget request is based on a recent analysis of the system. A recent analysis of the system was conducted, and the approach to the radio communication problems has been revised. Due to the increase in budget needed, the project has

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2019	FY2020	FY2021	Future Years	Project Totals
Carry Over	Study	\$49,990					\$49,990
Carry Over	Equipment	\$43,183	\$231,500				\$274,683
New Appropriation	Equipment			\$68,500			\$68,500
Totals		\$93,173	\$231,500	\$68,500	\$0	\$0	\$393,173

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2019	FY2020	FY2021	Future Years	Project Totals
Capital Reserves	\$93,173	\$231,500	\$68,500			\$393,173
Totals	\$93,173	\$231,500	\$68,500	\$0	\$0	\$393,173

Explanation of Outside Funding Sources (Donations, Outside Participation, Grants):

None anticipated.

Total Operating Impacts:

	FY2019	FY 2020	FY 2021	Future Annual Cost
Personnel Costs				
Materials & Supplies				
Contractual Services				
Total Expenditure Impacts	\$0	\$0	\$0	\$0

Explanation of Operating Impacts:

No additional operating costs anticipated.

CAPITAL PROJECTS DETAILS

Project Summary

Project Title:

Police Station Remodel

Location:

Police Station - City Hall 102 Roadrunner Dr, Sedona, AZ

Phase: of Project #: PD-03
(If Applicable)

Ranking: Imperative (Must-Do)

Project Description:

Design and remodel existing police station, adding square footage to the original footprint from the soon-to-be-vacant Magistrate's offices and adjacent courtyard.

A complete rebuild of the current police station, incorporating space from the soon to be vacated Magistrate's offices and the adjacent patio will lead to a modern, well-functioning public safety facility that meets the needs of a modern police force.

	Original	Revised (if applicable)
Start Date	July 2018	
Estimated Completion Date	June 2021	



Project Justification:

The current police station was never designed as a critical, 24-hour public safety facility and does not allow for efficient, effective and safe workflow processes, security of confidential/sensitive documents or work stations, or accommodations for support functions. Since the station opened in 1998, it has been operating as a 24/7 police facility, 365 days per year, which has significantly worn on our facility much more rapidly than an office building with limited hours of operation. The police personnel, equipment, and work space needs have outgrown the current facility design and footprint.

The current station lacks a proper evidence storage room, interview room, public meeting space, proper storage areas, and proper officer work stations. The communications center and evidence storage rooms flood during rains. Of critical importance is the unsafe factors associated with prisoner detention and processing.

During last budget discussions, the need to either remodel or build a new station was discussed. It was the desire of the Citizens Budget Work Group and the City Council to begin moving in the direction of either a new police station or a complete remodel of the existing station, and funding placeholders were set in FY 2019 and FY 2020 for a remodel.

Because the Magistrate will be moving to another facility, adjacent space to the existing police station has been made available. The cost savings in remodeling versus a new build is significant, and a complete remodel of the police station is now the preferred option.

This project qualifies as Priority 1 based on the critical need to have a high functioning, 24-hour public safety building that can be operational at all times and can withstand any/all natural or man-made hazards.

For Continuing Projects

Estimated Project Status as of June 30, 2018:

Active

Project Balance	
Original Approved Project Budget	\$20,000
Approved Budget Increases/Decreases	\$200
Current Approved Total Project Budget	\$20,200
Requested Budget Increase/Decrease	\$0
Requested Total Project Budget	\$20,200
Estimated Expenditures through June 30, 2018	\$20,200
Budget Balance Remaining	\$0

Explanation for Revised Project Dates and/or Project Budget (if applicable):

N/A

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2019	FY2020	FY2021	Future Years	Project Totals
Carry Over	Design	\$20,000					\$20,000
Future Estimate	Design			\$210,000	\$20,000		\$230,000
Future Estimate	Construction			\$410,000	\$1,230,000		\$1,640,000
Future Estimate	Equipment				\$50,000		\$50,000
Future Estimate	Technology			\$25,000	\$25,000		\$50,000
Future Estimate	Temporary Relocation			\$5,000	\$5,000		\$10,000
Carry Over	Arts Transfer	\$200					\$200
Future Estimate	Arts Transfer			\$5,701	\$11,493		\$17,194
Totals		\$20,200	\$0	\$655,701	\$1,341,493	\$0	\$2,017,394

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2019	FY2020	FY2021	Future Years	Project Totals
Development Impact Fees - Post 7/2014			\$49,930	\$100,670		\$150,600
Capital Reserves	\$20,200		\$605,771	\$1,240,823		\$1,866,794
Totals	\$20,200	\$0	\$655,701	\$1,341,493	\$0	\$2,017,394

Explanation of Outside Funding Sources (Donations, Outside Participation, Grants):

None anticipated.

Total Operating Impacts:

	FY2019	FY 2020	FY 2021	Future Annual Cost
Personnel Costs				
Materials & Supplies				
Contractual Services		\$14,000	\$14,000	\$14,000
Total Expenditure Impacts	\$0	\$14,000	\$14,000	\$14,000

Explanation of Operating Impacts:

The new building (footprint) will have additional space to heat/cool and will have a slight increase in utility and janitorial expenses annually.

CAPITAL PROJECTS DETAILS

Project Summary

Project Title:

Shooting Range Improvements

Location:

Shooting Range at the WW Plant

Phase: of Project #: PD-04
(If Applicable)

Ranking: Important (Could-Do)

	Original	Revised (if applicable)
Start Date	July 2016	July 2018
Estimated Completion Date	June 2018	June 2019

Project Description:

A study has been completed on the renovation and enhancement of the police shooting range. The study encompassed needed critical safety improvements and enhancements that would provide the department with an effective training facility. The continuance of this project will focus on the construction of training rooms, restrooms, secured storage areas, parking areas, and a new access road to the facility.

The completion of needed renovations will enhance the training and the human needs when utilizing the range.



Project Justification:

Over the years, the police department shooting range has been renovated to address critical safety issues and make minor improvements to enhance its functionality as a training facility. The department is in need of dedicated space and areas in which their training activities can be conducted in a safe, secured, and controlled location. The areas adjacent to the shooting range are large enough to accommodate the space needed for the construction of restrooms, training rooms, secured storage areas, and parking areas. Additionally, a new access road to the facility could be design and constructed to provide an entrance to the facility that would not require travel through sensitive areas within the Wastewater Treatment Plant or the recreational wetlands. Such improvements to the facility would create opportunities to provide training space for other city departments.

This project is being funded from a carry over of two separate projects in FY18 that were not completed, the purchase and installation of a modular classroom, and the construction of a restroom facility to accommodate male and female students. Based on the projected costs of both these projects as individual projects (related to their construction, particularly the restrooms), we have combined these projects into one project- the construction/installation of a classroom with an attached restroom combined. This should realize some overall cost savings.

For Continuing Projects

Estimated Project Status as of June 30, 2018:

Budgeted FY18 improvements have been delayed due to a change in strategy.

Project Balance	
Original Approved Project Budget	\$796,250
Approved Budget Increases/Decreases	-\$71,182
Current Approved Total Project Budget	\$725,068
Requested Budget Increase/Decrease	\$0
Requested Total Project Budget	\$725,068
Estimated Expenditures through June 30, 2018	\$488,714
Budget Balance Remaining	\$236,354

Explanation for Revised Project Dates and/or Project Budget (if applicable):

Budgeted FY18 improvements have been delayed due to a change in strategy.

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2019	FY2020	FY2021	Future Years	Project Totals
Carry Over	Study	\$19,900					\$19,900
Carry Over	Design	\$50,655					\$50,655
Carry Over	Construction	\$375,495	\$164,954				\$540,449
Carry Over	Equipment	\$39,373	\$70,000				\$109,373
Carry Over	Arts Transfer	\$3,291	\$1,400				\$4,691
Totals		\$488,714	\$236,354	\$0	\$0	\$0	\$725,068

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2019	FY2020	FY2021	Future Years	Project Totals
Development Impact Fees - Pre 8/2014	\$56,526					\$56,526
Development Impact Fees - Post 7/2014	\$38,474					\$38,474
RICO Monies	\$41,388	\$25,000				\$66,388
Capital Reserves	\$352,326	\$211,354				\$563,680
Totals		\$488,714	\$236,354	\$0	\$0	\$725,068

Explanation of Outside Funding Sources (Donations, Outside Participation, Grants):

None anticipated.

Total Operating Impacts:

	FY2019	FY 2020	FY 2021	Future Annual Cost
Personnel Costs				
Materials & Supplies				
Contractual Services	\$1,500	\$1,500	\$1,500	\$1,500
Total Expenditure Impacts	\$1,500	\$1,500	\$1,500	\$1,500

Explanation of Operating Impacts:

The addition of a large classroom may have an incremental increase in utilities to support the additional square footage. The addition of a larger male/female restroom will also incur slightly additional maintenance costs (maintaining, servicing the facility).

CAPITAL PROJECTS DETAILS

Project Summary

Project Title:
In-Car Video System Replacement

Location:
N/A

Phase: of **Project #:** PD-05
(If Applicable)

	Original	Revised (if applicable)
Start Date		
Estimated Completion Date		

Ranking: Important (Could-Do)

Project Description:

Replacement of the audio/video system in all patrol cars; potential mandate of wearing body-cameras.

Today's modern police organizations have in-car and/or body cameras to record officers' actions and field incidents, and it has become almost a required piece of law enforcement equipment. Departments choosing not to deploy these systems will be the focus of scrutiny, as they will be the anomaly. We currently have the L-3 system in our patrol vehicles, and this project will replace them. The option to wear the body-camera piece of the new system will be determined at the time of purchase, after consultation with city leaders and legal.



Project Justification:

The current in-car video system is 9 years old. Although the system needs to be updated now, the Department can delay purchase of a new system for 2-3 years.

Department staff has researched replacement systems and analyzed for cost, reliability, number of other agencies using, ease of use, security and other factors. At this time, we are requesting to purchase the WatchGuard system. This new platform is reasonable in cost, reliable, and state of the art. Their cameras are smaller than other companies, and their cloud-based storage is preferred. The system is all digital, with no need to download and store antiquated DVDs.

The option to utilize the body-camera accessory is available, and is contained in the all-in-one-system price (e.g., it comes with the system, and the Department can opt not to utilize it).

The preference is to replace all units at once (24 units + 5 spare body cameras), so each officer is equipped with the same system, the training is the same, and the storage/retrieval system is the same.

https://watchguardvideo.com/body-cameras/vista-wifi?gclid=EAlalQobChMI09uv64P02AIVGUwNCh3-dgm5EAAYASAAEgKqbfD_BWE

For Continuing Projects

Estimated Project Status as of June 30, 2018:

N/A

Project Balance	
Original Approved Project Budget	
Approved Budget Increases/Decreases	\$0
Current Approved Total Project Budget	\$0
Requested Budget Increase/Decrease	\$0
Requested Total Project Budget	\$0
Estimated Expenditures through June 30, 2018	\$0
Budget Balance Remaining	\$0

Explanation for Revised Project Dates and/or Project Budget (if applicable):

N/A

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2019	FY2020	FY2021	Future Years	Project Totals
Future Estimate	Equipment				\$260,000		\$260,000
Totals		\$0	\$0	\$0	\$260,000	\$0	\$260,000

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2019	FY2020	FY2021	Future Years	Project Totals
Capital Reserves				\$260,000		\$260,000
Totals	\$0	\$0	\$0	\$260,000	\$0	\$260,000

Explanation of Outside Funding Sources (Donations, Outside Participation, Grants):

None anticipated

Total Operating Impacts:

	FY2019	FY 2020	FY 2021	Future Annual Cost
Personnel Costs				
Materials & Supplies				
Contractual Services				
Total Expenditure Impacts	\$0	\$0	\$0	\$0

Explanation of Operating Impacts:

This is a replacement of current equipment, so no additional operating costs are expected. However, if the department decides to equip officers with the body-camera utility, there will be additional storage costs for additional video data.

CAPITAL PROJECTS DETAILS

Project Summary

Project Title:

Uptown Enhancements

Location:

Uptown

Phase: of **Project #:**
(If Applicable)

Ranking:

	Original	Revised (if applicable)
Start Date	July 2018	
Estimated Completion Date	June 2019	

Project Description:

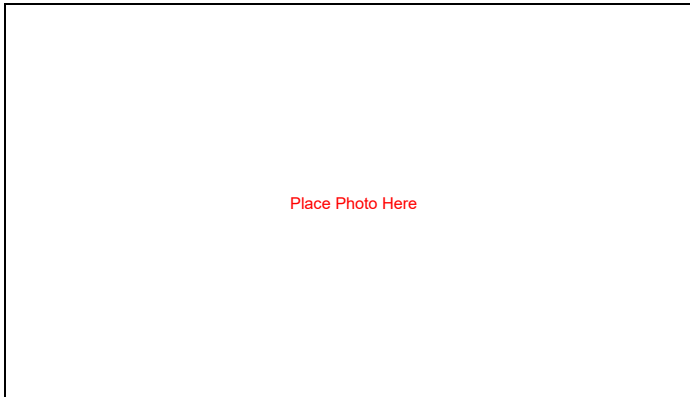
This project currently serves as a placeholder for enhancement(s) to Uptown as identified and prioritized by the Uptown Parking Advisory Committee (merchant group). Specifics will be provided once final recommendations are made. One project will include hiring an expert on parking garage siting and design to work alongside the advisory group and city staff as the city develops the Uptown CFA and study the conditions under which additional parking would be needed and how best to provide that additional parking given the other aspirations for future development of this focus area. This project will be funded through paid parking revenue but is programmed as part of the SIM-03b project in order to tie it to the strategies supported through the TMP and not as part of this project.

Other FY 2019 projects include:

Engineering and reconstruction of the north and southwestern corners of the SR 89A and Forest Rd intersection to accommodate large numbers of pedestrians waiting to cross at the crosswalks.

Misc sidewalk connections between public parking lots and Main Street

Extension of pedestrian lighting between Municipal Parking Lot and Jordan Road public parking lot



Project Justification:

As a result of implementing paid parking on Main Street in Uptown, the City committed to reinvest the proceeds of the paid parking in to Uptown. It was agreed that the Uptown stakeholders would be involved in determining what those enhancements would consist of. This group has conducted a survey of the larger merchant group and has met and completed an initial prioritization of projects for FY 2019. This CIP project budget is based on completing the first phase recommendations in FY 2019. Subsequent years' projects will be identified later.

For Continuing Projects

Estimated Project Status as of June 30, 2018:

N/A

Project Balance	
Original Approved Project Budget	
Approved Budget Increases/Decreases	\$0
Current Approved Total Project Budget	\$0
Requested Budget Increase/Decrease	\$400,000
Requested Total Project Budget	\$400,000
Estimated Expenditures through June 30, 2018	\$0
Budget Balance Remaining	\$400,000

Explanation for Revised Project Dates and/or Project Budget (if applicable):

N/A

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2019	FY2020	FY2021	Future Years	Project Totals
New Appropriation	Construction		\$400,000				\$400,000
Future Estimate	Construction			\$390,000	\$390,000	\$2,730,000	\$3,510,000
Totals		\$0	\$400,000	\$390,000	\$390,000	\$2,730,000	\$3,910,000

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2019	FY2020	FY2021	Future Years	Project Totals
Paid Parking Revenue		\$400,000	\$390,000	\$390,000	\$2,730,000	\$3,910,000
Totals	\$0	\$400,000	\$390,000	\$390,000	\$2,730,000	\$3,910,000

Explanation of Outside Funding Sources (Donations, Outside Participation, Grants):

None anticipated.

Total Operating Impacts:

	FY2019	FY 2020	FY 2021	Future Annual Cost
Personnel Costs				
Materials & Supplies				
Contractual Services				
Total Expenditure Impacts	\$0	\$0	\$0	\$0

Explanation of Operating Impacts:

The operational impacts will be determined once the project is more defined.

CAPITAL PROJECTS DETAILS

Project Summary

Project Title:
Recycle Drop Off Locations

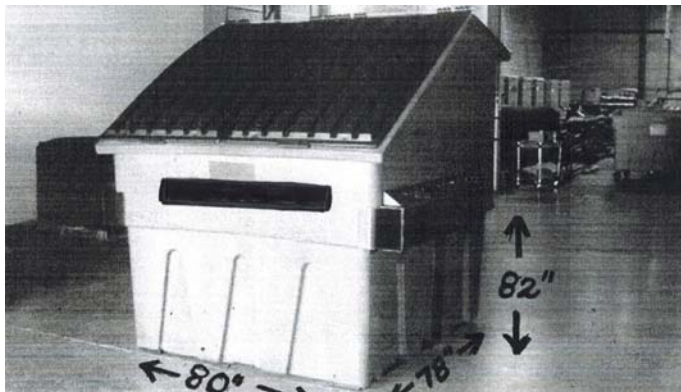
Location:
Three sites TBD

Phase: of **Project #:** PW-02
(If Applicable)

	Original	Revised (if applicable)
Start Date	July 2018	
Estimated Completion Date	June 2019	

Ranking: Important (Could-Do)

Project Description:
Add three recycling drop off locations within the City of Sedona. Includes construction costs for walls and earthwork for a 5' x 4' area; as well as three 8-cubic yard bins/dumpsters and two polyethylene glass bins per site.



Project Justification:
Environmental sustainability has been identified as a priority area for City Council. In the recent citizen survey, 90% of respondents said they support the city investing in creating sustainability policies and programs to increase recycling services. When asked to select up to three service areas for the City to contribute additional funding in order to expand existing services over the next few years, the number one area (ranked by 36% of respondents) was recycling services. The City's Community Plan, Environment section, lists supporting recycling and other waste stream reduction efforts as one of its identified environment policies.

For Continuing Projects

Estimated Project Status as of June 30, 2018:
N/A

Project Balance	
Original Approved Project Budget	
Approved Budget Increases/Decreases	\$0
Current Approved Total Project Budget	\$0
Requested Budget Increase/Decrease	\$138,200
Requested Total Project Budget	\$138,200
Estimated Expenditures through June 30, 2018	\$0
Budget Balance Remaining	\$138,200

Explanation for Revised Project Dates and/or Project Budget (if applicable):
N/A

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2019	FY2020	FY2021	Future Years	Project Totals
New Appropriation	Construction		\$120,000				\$120,000
New Appropriation	Equipment		\$17,000				\$17,000
New Appropriation	Arts Transfer		\$1,200				\$1,200
Totals		\$0	\$138,200	\$0	\$0	\$0	\$138,200

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2019	FY2020	FY2021	Future Years	Project Totals
Capital Reserves		\$138,200				\$138,200
Totals	\$0	\$138,200	\$0	\$0	\$0	\$138,200

Explanation of Outside Funding Sources (Donations, Outside Participation, Grants):
None anticipated.

Total Operating Impacts:

	FY2019	FY 2020	FY 2021	Future Annual Cost
Personnel Costs				
Materials & Supplies				
Contractual Services				
Total Expenditure Impacts	\$0	\$0	\$0	\$0

Explanation of Operating Impacts:
Sedona Recycles, Inc. will be responsible for any maintenance needed.

CAPITAL PROJECTS DETAILS

Project Summary

Project Title:

Coffee Pot Drainage Basin, Grasshopper Lane Area (Yavapai County)

Location:

Grasshopper Lane

Phase: 3 of 4 **Project #:** SD-01
(If Applicable)

	Original	Revised (if applicable)
Start Date	September 2017	April 2017
Estimated Completion Date	April 2018	August 2018

Ranking: Imperative (Must-Do)

Project Description:

Design and installation of storm drainage improvements in the Grasshopper Lane area. The design in FY 2019 is for construction phase services (carryover). FY 2019 construction is carryover as well. In this phase of construction within the Coffee Pot Drainage Basin, existing drainage capacity is being increased.



Project Justification:

The 2005 Stormwater Master Plan identified this work. Storm drainage improvements will reduce damages from flooding, prevent natural erosion from occurring, and control silt runoff in the Grasshopper Lane area. These improvements are required to provide downstream capacity to allow capacity increasing improvements in the Little Elf area. This project is identified in the Stormwater Master Plan as CP-C6,C7, with portions of private property between the two projects.

For Continuing Projects

Estimated Project Status as of June 30, 2018:

Design of all phases is complete. Construction Phase design services will be carried into FY-19. Construction of Phases 1 and 2 are complete, Phase 3 will be close to completion by June 30, 2018.

Project Balance	
Original Approved Project Budget	\$1,340,700
Approved Budget Increases/Decreases	-\$36,500
Current Approved Total Project Budget	\$1,304,200
Requested Budget Increase/Decrease	\$0
Requested Total Project Budget	\$1,304,200
Estimated Expenditures through June 30, 2018	\$1,041,600
Budget Balance Remaining	\$262,600

Explanation for Revised Project Dates and/or Project Budget (if applicable):

Construction was delayed due to multiple City projects performed by the same contractor. The only work on this phase completed during April 2017 was utility relocations. Strategically and fiscally, it was clear we needed to relocate the conflicting

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2019	FY2020	FY2021	Future Years	Project Totals
Carry Over	Design	\$15,000	\$10,000				\$25,000
Carry Over	Construction	\$1,020,000	\$250,000				\$1,270,000
Carry Over	Arts Transfer	\$6,600	\$2,600				\$9,200
Totals		\$1,041,600	\$262,600	\$0	\$0	\$0	\$1,304,200

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2019	FY2020	FY2021	Future Years	Project Totals
Yavapai County Flood Control	\$375,000					\$375,000
Capital Reserves	\$666,600	\$262,600				\$929,200
Totals	\$1,041,600	\$262,600	\$0	\$0	\$0	\$1,304,200

Explanation of Outside Funding Sources (Donations, Outside Participation, Grants):

Our IGA with the Yavapai County Flood Control District for this project phase ended up being \$375,000 vs last year's projection of \$325,000. A potential originally considered grant was not available due to funding that was swept for wildfires.

Total Operating Impacts:

	FY2019	FY 2020	FY 2021	Future Annual Cost
Personnel Costs				
Materials & Supplies	\$1,600	\$1,600	\$1,600	\$1,600
Contractual Services				
Total Expenditure Impacts	\$1,600	\$1,600	\$1,600	\$1,600

Explanation of Operating Impacts:

The operating expenditures account for costs related to weed control, debris removal, erosion repair, etc.

CAPITAL PROJECTS DETAILS

Project Summary

Project Title:

Coffee Pot Drainage Basin, Little Elf Drive Area (Yavapai County)

Location:

Little Elf Drive

Phase: 4 of 4 **Project #:** SD-02
(If Applicable)

	Original	Revised (if applicable)
Start Date	October 2018	
Estimated Completion Date	June 2019	

Ranking: Imperative (Must-Do)

Project Description:

Design and installation of storm drainage improvements in the Little Elf Drive area. The design in FY 2019 is for construction phase services. Construction would also be in FY 2019. In this phase of construction within the Coffee Pot Drainage Basin, existing drainage capacity will be increased. A sediment basin will also be constructed as part of this project to protect the downstream infrastructure.



Project Justification:

The 2005 Stormwater Master Plan identified this work. Storm drainage improvements will reduce damages from flooding, prevent natural erosion from occurring and control silt runoff in the Little Elf Drive area. These improvements are required to provide downstream capacity to allow capacity increasing improvements in the Little Elf area. These improvements are the final major improvements programed in the Coffee Pot Drainage Basin. This project is identified in the Stormwater Master Plan as CP-C8.

For Continuing Projects

Estimated Project Status as of June 30, 2018:

N/A

Project Balance	
Original Approved Project Budget	
Approved Budget Increases/Decreases	\$0
Current Approved Total Project Budget	\$0
Requested Budget Increase/Decrease	\$2,011,220
Requested Total Project Budget	\$2,011,220
Estimated Expenditures through June 30, 2018	\$0
Budget Balance Remaining	\$2,011,220

Explanation for Revised Project Dates and/or Project Budget (if applicable):

N/A

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2019	FY2020	FY2021	Future Years	Project Totals
New Appropriation	Design		\$30,000				\$30,000
New Appropriation	Construction		\$1,965,000				\$1,965,000
New Appropriation	Arts Transfer		\$16,220				\$16,220
Totals		\$0	\$2,011,220	\$0	\$0	\$0	\$2,011,220

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2019	FY2020	FY2021	Future Years	Project Totals
Yavapai County Flood Control		\$350,000				\$350,000
Development Impact Fees - Post 7/2014		\$23,000				\$23,000
Capital Reserves		\$1,638,220				\$1,638,220
Totals	\$0	\$2,011,220	\$0	\$0	\$0	\$2,011,220

Explanation of Outside Funding Sources (Donations, Outside Participation, Grants):

None anticipated.

Total Operating Impacts:

	FY2019	FY 2020	FY 2021	Future Annual Cost
Personnel Costs				
Materials & Supplies		\$1,500	\$1,500	\$1,500
Contractual Services				
Total Expenditure Impacts	\$0	\$1,500	\$1,500	\$1,500

Explanation of Operating Impacts:

The operating expenditures account for costs related to weed control, debris removal, removal of sediment from the sediment basin, maintenance of trash rack at the system inlet, erosion repair, etc.

CAPITAL PROJECTS DETAILS

Project Summary

Project Title:

Improvements to Back-O-Beyond Road, Low Water Crossing (Yavapai County)

Location:

Back O' Beyond Road

Phase: of Project #: SD-03
(If Applicable)

Ranking: Essential (Should-Do)

	Original	Revised (if applicable)
Start Date		
Estimated Completion Date		

Project Description:

Development of plans, specifications, and cost estimate to eliminate one low water crossing along Back O' Beyond Road. Corps of Engineers' requirements will be determined, and right-of-way needs will be defined. The Yavapai County Flood Control funds do not become available until FY 2020.



Project Justification:

This project will develop a design and costs to improve public road ingress and egress for the Cathedral Rock Trailhead parking area and some private residential parcels. During large monsoon storms, this area is routinely isolated. From a public safety standpoint, trailhead parking area ingress and egress is important. This project provides drainage improvements not shown in the 2005 Stormwater Master Plan.

For Continuing Projects

Estimated Project Status as of June 30, 2018:

N/A

Project Balance	
Original Approved Project Budget	
Approved Budget Increases/Decreases	\$0
Current Approved Total Project Budget	\$0
Requested Budget Increase/Decrease	\$0
Requested Total Project Budget	\$0
Estimated Expenditures through June 30, 2018	\$0
Budget Balance Remaining	\$0

Explanation for Revised Project Dates and/or Project Budget (if applicable):

N/A

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2019	FY2020	FY2021	Future Years	Project Totals
Future Estimate	Land Acquisition			\$20,000			\$20,000
Future Estimate	Design			\$125,000			\$125,000
Future Estimate	Construction			\$225,000	\$350,000		\$575,000
Totals		\$0	\$0	\$370,000	\$350,000	\$0	\$720,000

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2019	FY2020	FY2021	Future Years	Project Totals	
Yavapai County Flood Control			\$350,000	\$350,000		\$700,000	
Capital Reserves			\$20,000			\$20,000	
Totals		\$0	\$0	\$370,000	\$350,000	\$0	\$720,000

Explanation of Outside Funding Sources (Donations, Outside Participation, Grants):

None anticipated.

Total Operating Impacts:

	FY2019	FY 2020	FY 2021	Future Annual Cost
Personnel Costs				
Materials & Supplies			\$500	\$500
Contractual Services				
Total Expenditure Impacts	\$0	\$0	\$500	\$500

Explanation of Operating Impacts:

The operating expenditures account for costs related to debris removal, erosion repair, etc.

CAPITAL PROJECTS DETAILS

Project Summary

Project Title: Improvements to Soldier Wash Crossing of Brewer Road (Coconino County)

Location: Brewer Road at Soldier Wash

Phase: of **Project #:** SD-06
(If Applicable)

	Original	Revised (if applicable)
Start Date		
Estimated Completion Date		

Ranking: Imperative (Must-Do)

Project Description:
This project includes design and installation of storm drainage improvements at the Soldier Wash crossing of Brewer Road. The capacity of the existing drainage culvert is being increased to pass the 25-year design storm. These improvements are in the Coconino County Flood Control area. The construction and construction phase design services are being carried over due to unanticipated delays associated with the relocation of a water main.



Project Justification:
The 2005 Stormwater Master Plan identified this project as a needed improvement. These storm drainage improvements will increase the crossing capacity from 1,084 CFS to 2,200 CFS (25-year runoff event), thus reducing damages from flooding and preventing natural erosion from occurring. This project will make future flooding of the Hummingbird House less likely. This is the last project planned in the Soldier Wash area.

For Continuing Projects

Estimated Project Status as of June 30, 2018:
Construction will be close to completion by June 30, 2018. Construction Phase design services will be carried into FY-19.

Project Balance	
Original Approved Project Budget	\$857,000
Approved Budget Increases/Decreases	\$123,725
Current Approved Total Project Budget	\$980,725
Requested Budget Increase/Decrease	\$0
Requested Total Project Budget	\$980,725
Estimated Expenditures through June 30, 2018	\$880,725
Budget Balance Remaining	\$100,000

Explanation for Revised Project Dates and/or Project Budget (if applicable):
N/A

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2019	FY2020	FY2021	Future Years	Project Totals
Carry Over	Design	\$90,725	\$10,000				\$100,725
Carry Over	Construction	\$790,000	\$90,000				\$880,000
Totals		\$880,725	\$100,000	\$0	\$0	\$0	\$980,725

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2019	FY2020	FY2021	Future Years	Project Totals
Coconino County Flood Control	\$859,725	\$100,000				\$959,725
Development Impact Fees - Post 7/2014	\$21,000					\$21,000
Totals	\$880,725	\$100,000	\$0	\$0	\$0	\$980,725

Explanation of Outside Funding Sources (Donations, Outside Participation, Grants):
None anticipated.

Total Operating Impacts:

	FY2019	FY 2020	FY 2021	Future Annual Cost
Personnel Costs				
Materials & Supplies	\$500	\$500	\$500	\$500
Contractual Services				
Total Expenditure Impacts	\$500	\$500	\$500	\$500

Explanation of Operating Impacts:
The operating expenditures account for costs related to debris, large rock, and sediment removal.

CAPITAL PROJECTS DETAILS

Project Summary

Project Title: Juniper Hills Area Drainage Improvements (Coconino County)

Location: Juniper Lane

Phase: of **Project #:** SD-07
(If Applicable)

	Original	Revised (if applicable)
Start Date	July 2017	October 2017
Estimated Completion Date	June 2019	April 2019

Ranking: Essential (Should-Do)

Project Description:
Design and installation of Storm Drainage Improvements in the Juniper Lane Area (project design in FY 2018 and construction phase design services in FY 2019). Capacity of existing drainage improvements would be increased from a point along Juniper Lane, just north of Cindy Lane, to an outlet near Oak Creek on the eastern leg of 141 Juniper Lane. These improvements have been identified in the budget to occur after the completion of the drainage improvements in the Brewer/Tlaquepaque area. These improvements will be in the Coconino County Flood Control area. To install this storm drainage improvement, the removal of approximately 800 feet of private street structure will occur. The City will replace the street but will not take ownership of or maintain the replaced street in the future.



Project Justification:
The 2005 Stormwater Master Plan did not identify this work; however, community representatives have communicated their concerns to City staff regarding the lack of storm drainage improvements in this area. In addition, projects in the Yavapai County Flood Control area, identified in the 2005 Stormwater Master Plan, do not compete with this project for Coconino County Flood Control funds. Storm drainage improvements will reduce damages from flooding, prevent natural erosion from occurring, and control silt runoff in the Juniper Lane area.

For Continuing Projects

Estimated Project Status as of June 30, 2018:
The design of the project will be complete by April 2018. Construction Phase design services will take place during FY-19.

Project Balance	
Original Approved Project Budget	\$701,000
Approved Budget Increases/Decreases	\$0
Current Approved Total Project Budget	\$701,000
Requested Budget Increase/Decrease	\$253,500
Requested Total Project Budget	\$954,500
Estimated Expenditures through June 30, 2018	\$63,175
Budget Balance Remaining	\$891,325

Explanation for Revised Project Dates and/or Project Budget (if applicable):
Approximately 550 feet of 42" diameter drainage pipe was added to the downstream end of the proposed system to carry the storm water to Oak Creek since historic flow characteristics cannot be achieved at the originally proposed system outlet. There are

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2019	FY2020	FY2021	Future Years	Project Totals
Carry Over	Design	\$63,175	\$36,825				\$100,000
Carry Over	Construction		\$600,000				\$600,000
New Appropriation	Construction		\$250,000				\$250,000
Carry Over	Arts Transfer		\$1,000				\$1,000
New Appropriation	Arts Transfer		\$3,500				\$3,500
Totals		\$63,175	\$891,325	\$0	\$0	\$0	\$954,500

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2019	FY2020	FY2021	Future Years	Project Totals
Coconino County Flood Control	\$63,175	\$233,725				\$296,900
Development Impact Fees - Pre 8/2014		\$2,300				\$2,300
Development Impact Fees - Post 7/2014		\$800				\$800
Capital Reserves		\$654,500				\$654,500
Totals	\$63,175	\$891,325	\$0	\$0	\$0	\$954,500

Explanation of Outside Funding Sources (Donations, Outside Participation, Grants):
None anticipated.

Total Operating Impacts:

	FY2019	FY 2020	FY 2021	Future Annual Cost
Personnel Costs				
Materials & Supplies		\$500	\$500	\$500
Contractual Services				
Total Expenditure Impacts	\$0	\$500	\$500	\$500

Explanation of Operating Impacts:
The operating expenditures account for costs related to debris removal, erosion repair, etc.

CAPITAL PROJECTS DETAILS

Project Summary

Project Title:
Mystic Hills Lift Station Access Improvements (Coconino County)

Location:
West Mallard Drive

Phase: of **Project #:** SD-08
(If Applicable)

	Original	Revised (if applicable)
Start Date		
Estimated Completion Date		

Ranking: Essential (Should-Do)

Project Description:

Development of plans, specifications, and cost estimate to improve the low water crossing at the west end of West Mallard Drive, for the driveway leading to the Mallard Wastewater Lift Station. Corps of Engineer requirements will be determined, and right-of-way needs will be defined. Coconino County Flood Control District Funds have been designated for this project.



Project Justification:

This project will develop a design and costs to improve public road ingress and egress to the Mallard Wastewater Lift Station during the summer monsoon season. During summer monsoon storms, this area has been isolated at times, and road embankment is undermined and requires repair. This project provides drainage improvements not shown in the Stormwater Master Plan, and mainly benefits access to the wastewater lift station.

For Continuing Projects

Estimated Project Status as of June 30, 2018:

N/A

Project Balance	
Original Approved Project Budget	
Approved Budget Increases/Decreases	\$0
Current Approved Total Project Budget	\$0
Requested Budget Increase/Decrease	\$0
Requested Total Project Budget	\$0
Estimated Expenditures through June 30, 2018	\$0
Budget Balance Remaining	\$0

Explanation for Revised Project Dates and/or Project Budget (if applicable):

N/A

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2019	FY2020	FY2021	Future Years	Project Totals
Future Estimate	Design			\$40,000			\$40,000
Future Estimate	Construction			\$200,000			\$200,000
Totals		\$0	\$0	\$240,000	\$0	\$0	\$240,000

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2019	FY2020	FY2021	Future Years	Project Totals
Coconino County Flood Control			\$240,000			\$240,000
Totals	\$0	\$0	\$240,000	\$0	\$0	\$240,000

Explanation of Outside Funding Sources (Donations, Outside Participation, Grants):

None anticipated.

Total Operating Impacts:

	FY2019	FY 2020	FY 2021	Future Annual Cost
Personnel Costs				
Materials & Supplies			\$500	\$500
Contractual Services				
Total Expenditure Impacts	\$0	\$0	\$500	\$500

Explanation of Operating Impacts:

The operating expenditures account for costs related to debris removal, erosion repair, etc.

CAPITAL PROJECTS DETAILS

Project Summary

Project Title:

Stormwater Drainage Easements Acquisition

Location:

City-Wide

Phase: of **Project #:** SD-09
(If Applicable)

Ranking: Imperative (Must-Do)

	Original	Revised (if applicable)
Start Date	July 2018	
Estimated Completion Date	June 2019	

Project Description:

Acquisition of drainage easements throughout City. It is proposed that initially the City begin acquiring drainage easements for the major drainage ways for Coffee Pot and Dry Creek (designated together as the Carroll Canyon subbasin). The project would require identification of drainage ways to be acquired, sizing of easements, appraisal of easements, and offers to purchase easements in the City's name. This assumes work is contracted out.



Project Justification:

There are major drainage ways throughout the City that are identified only as public drainage easements. The primary responsibility for maintenance of these drainage ways lies with the property owner. For public safety and maintenance resources, it may be better for the City of Sedona to own and maintain these drainage ways. City ownership will help to assure more uniform maintenance of major drainage ways, which should reduce the adverse impact of major storms on areas throughout the City. In prior years, these funds were used for survey work, easement appraisals, and easement acquisition associated with the Soldier Wash/Brewer Road Crossing drainage improvements and the Coffee Pot Drainage Basin drainage improvements. Staff expects these funds to be necessary in FY 2019 for acquisition of easements within the Little Elf area of the Coffee Pot Basin and Juniper Lane.

For Continuing Projects

Estimated Project Status as of June 30, 2018:

N/A

Project Balance		
Original Approved Project Budget		\$72,500
Approved Budget Increases/Decreases		-\$27,240
Current Approved Total Project Budget		\$45,260
Requested Budget Increase/Decrease		\$50,000
Requested Total Project Budget		\$95,260
Estimated Expenditures through June 30, 2018		\$45,260
Budget Balance Remaining		\$50,000

Explanation for Revised Project Dates and/or Project Budget (if applicable):

N/A

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2019	FY2020	FY2021	Future Years	Project Totals
Carry Over	Land Acquisition	\$45,260					\$45,260
New Appropriation	Land Acquisition		\$50,000				\$50,000
Future Estimate	Land Acquisition			\$50,000	\$50,000	\$350,000	\$450,000
Totals		\$45,260	\$50,000	\$50,000	\$50,000	\$350,000	\$545,260

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2019	FY2020	FY2021	Future Years	Project Totals	
Development Impact Fees - Pre 8/2014	\$30,095					\$30,095	
Development Impact Fees - Post 7/2014	\$15,165	\$50,000	\$50,000	\$50,000		\$165,165	
Unidentified					\$350,000	\$350,000	
Totals		\$45,260	\$50,000	\$50,000	\$50,000	\$350,000	\$545,260

Explanation of Outside Funding Sources (Donations, Outside Participation, Grants):

None anticipated.

Total Operating Impacts:

	FY2019	FY 2020	FY 2021	Future Annual Cost
Personnel Costs				
Materials & Supplies				
Contractual Services				
Total Expenditure Impacts	\$0	\$0	\$0	\$0

Explanation of Operating Impacts:

None anticipated - operating impacts are identified in conjunction with the specific drainage projects.

CAPITAL PROJECTS DETAILS

Project Summary

Project Title:

Stormwater Master Plan Update & Project Implementations

Location:

City-Wide

Phase: of **Project #:**
(If Applicable)

Ranking:

Project Description:

In FY 2020, we will complete an update of the 2005 Stormwater Master Plan. This will include looking at the hydrology, and facility improvements and priorities. This will also account for the infrastructure completed since the 2005 Plan was complete.

In FY 2021, we will continue to update the Master Plan to include remapping the floodplains reduced by previous storm drainage improvement projects.

The FY 2021 and beyond construction funds are allocated to accommodate projects recommended in the study, in the Coconino and Yavapai County areas. This is due to already having projects designated from the current Stormwater Master Plan for this time period. At this time, we expect these projects to be small in scope.

	Original	Revised (if applicable)
Start Date	July 2017	July 2019
Estimated Completion Date	June 2022	June 2022



Project Justification:

Master Plans are typically updated every 5 to 10 years. Since the 2005 Plan was complete, major infrastructure has been added to the City's storm drainage system. For program improvement projects, it is necessary to account for the improvements and changes to the storm drainage system that have occurred since the last update. In addition, since the 2005 Plan was complete, priorities for storm drainage construction may have changed, and new priorities will be reflected by updating the Plan.

For Continuing Projects

Estimated Project Status as of June 30, 2018:

N/A

Project Balance	
Original Approved Project Budget	
Approved Budget Increases/Decreases	\$0
Current Approved Total Project Budget	\$0
Requested Budget Increase/Decrease	\$0
Requested Total Project Budget	\$0
Estimated Expenditures through June 30, 2018	\$0
Budget Balance Remaining	\$0

Explanation for Revised Project Dates and/or Project Budget (if applicable):

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2019	FY2020	FY2021	Future Years	Project Totals
Future Estimate	Master Plan			\$250,000	\$150,000	\$150,000	\$550,000
Future Estimate	Construction				\$325,000	\$4,225,000	\$4,550,000
Totals		\$0	\$0	\$250,000	\$475,000	\$4,375,000	\$5,100,000

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2019	FY2020	FY2021	Future Years	Project Totals
Coconino County Flood Control			\$125,000	\$400,000	\$2,800,000	\$3,325,000
Yavapai County Flood Control					\$1,500,000	\$1,500,000
Capital Reserves			\$125,000	\$75,000		\$200,000
Unidentified					\$75,000	\$75,000
Totals	\$0	\$0	\$250,000	\$475,000	\$4,375,000	\$5,100,000

Explanation of Outside Funding Sources (Donations, Outside Participation, Grants):

None anticipated.

Total Operating Impacts:

	FY2019	FY 2020	FY 2021	Future Annual Cost
Personnel Costs				
Materials & Supplies				
Contractual Services				
Total Expenditure Impacts	\$0	\$0	\$0	\$0

Explanation of Operating Impacts:

Operating impacts will be determined when the projects have been identified.

CAPITAL PROJECTS DETAILS

Project Summary

Project Title:

Sedona in Motion Unspecified Projects

Location:

Various

Phase: of **Project #:**
(If Applicable)

Ranking:

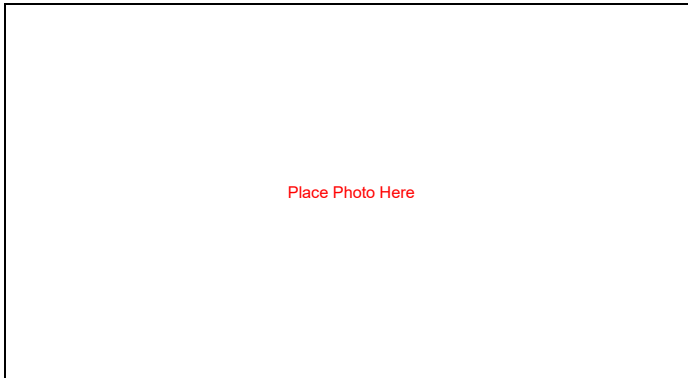
	Original	Revised (if applicable)
Start Date		
Estimated Completion Date		

Project Description:

These funds could be used for a number of projects if opportunities are available. Some examples in FY 2019 are:

- SIM-02 - Temporary signal or small pedestrian improvements
- SIM-04c - Could further explore feasibility of a pedestrian bridge/tunnel
- SIM-05 - General overages related to uncertainty of construction scope
- SIM-10 - Driveway consolidations along SR 89A in West Sedona

In FY 2020, the majority of these funds would be utilized if it is determined that a roundabout would be preferable to a turnaround at the north end of Uptown as part of SIM-01.



Project Justification:

N/A

For Continuing Projects

Estimated Project Status as of June 30, 2018:

N/A

Project Balance	
Original Approved Project Budget	
Approved Budget Increases/Decreases	\$211,500
Current Approved Total Project Budget	\$211,500
Requested Budget Increase/Decrease	\$288,500
Requested Total Project Budget	\$500,000
Estimated Expenditures through June 30, 2018	\$0
Budget Balance Remaining	\$500,000

Explanation for Revised Project Dates and/or Project Budget (if applicable):

N/A

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2019	FY2020	FY2021	Future Years	Project Totals
Carry Over	Contingency		\$211,500				\$211,500
New Appropriation	Contingency		\$288,500				\$288,500
Future Estimate	Contingency			\$1,800,000	\$170,000	\$100,000	\$2,070,000
Totals		\$0	\$500,000	\$1,800,000	\$170,000	\$100,000	\$2,570,000

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2019	FY2020	FY2021	Future Years	Project Totals
Transportation Sales Tax			\$1,800,000	\$170,000	\$100,000	\$2,070,000
Capital Reserves		\$500,000				\$500,000
Totals	\$0	\$500,000	\$1,800,000	\$170,000	\$100,000	\$2,570,000

Explanation of Outside Funding Sources (Donations, Outside Participation, Grants):

None anticipated.

Total Operating Impacts:

	FY2019	FY 2020	FY 2021	Future Annual Cost
Personnel Costs				
Materials & Supplies				
Contractual Services				
Total Expenditure Impacts	\$0	\$0	\$0	\$0

Explanation of Operating Impacts:

N/A

CAPITAL PROJECTS DETAILS

Project Summary

Project Title:
Uptown Roadway Improvements

Location:
Uptown (SR 89A)

Phase: of **Project #:** SIM-01
(If Applicable)

Ranking: Imperative (Must-Do)

Project Description:

Construction of Uptown roadway improvements consisting of the following:
 1. Construction of a raised median with decorative landscaping or decorative barrier to direct pedestrians to controlled crossings;
 2. Construction of an additional southbound travel lane on SR 89A through Uptown;
 3. Construction of a turnaround or roundabout at the north end of Uptown near Art Barn Road (Contingency funds are shown in FY 2019 if it is determined that a roundabout is necessary);
 4. Construction of a roundabout at the south end (Jordan Road) of Uptown on SR 89A;
 5. Construction of a new access road from SR 89A to free parking via Schnebly Road; and

Project Justification:

The Uptown roadway improvements will reduce turning movement and pedestrian conflicts between through traffic and local traffic. Analysis shows that this combination of improvements would reduce travel time under peak congested conditions from 42 minutes to 15 minutes.

	Original	Revised (if applicable)
Start Date	July 2017	April 2018
Estimated Completion Date	June 2018	June 2020

Uptown Sedona Roadway Improvements

PROJECT DESCRIPTION:

- Construct a raised median with decorative fence to direct pedestrians to controlled crossings.
- Construct an additional southbound travel lane on SR 89A through Uptown.
- Construct a turnaround or roundabout at the north end (e.g. at Art Barn).
- Construct a roundabout at the south end (Jordan Road) of Uptown on SR 89A.
- Create one-way access from 89A to free parking via Schnebly Road (NOT Schnebly Hill Road, see #5 on map above).

BENEFITS:

- With no traffic, it takes 7 minutes to travel from the Trout Farm to the Y. In severe congestion it takes 42 minutes. This level of severe congestion occurred on 7 days between February 1 and June 4, 2017. With this strategy, a severely congested trip would be reduced from 42 minutes, to 15 minutes.
- Raised median reduces turning movement conflicts and uncontrolled pedestrian crossings.

TRADEOFFS:

- Lengthy disruption from construction.
- Possible loss of some landscape area, seating and sidewalk at Jordan Road to expand roadway.
- Expands two lanes of traffic to three, impacting pedestrian crossings and overall character in Uptown.
- Possible added traffic near Schnebly Road.

COSTS:

- Total estimated cost is \$3.6M.

For Continuing Projects

Estimated Project Status as of June 30, 2018:
Conceptual Design Complete

Explanation for Revised Project Dates and/or Project Budget (if applicable):
Cost revised consistent with Final TMP costs. Awaiting completion of TMP.

Project Balance	
Original Approved Project Budget	\$3,545,120
Approved Budget Increases/Decreases	\$0
Current Approved Total Project Budget	\$3,545,120
Requested Budget Increase/Decrease	\$36,870
Requested Total Project Budget	\$3,581,990
Estimated Expenditures through June 30, 2018	\$131,300
Budget Balance Remaining	\$3,450,690

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2019	FY2020	FY2021	Future Years	Project Totals
Carry Over	Land Acquisition		\$213,130				\$213,130
New Appropriation	Land Acquisition		\$36,870				\$36,870
Carry Over	Design	\$130,000	\$302,000				\$432,000
Carry Over	Construction		\$1,147,000	\$1,720,000			\$2,867,000
Carry Over	Arts Transfer	\$1,300	\$14,490	\$17,200			\$32,990
Totals		\$131,300	\$1,713,490	\$1,737,200	\$0	\$0	\$3,581,990

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2019	FY2020	FY2021	Future Years	Project Totals	
Capital Reserves	\$131,300	\$1,713,490	\$1,737,200			\$3,581,990	
Totals		\$131,300	\$1,713,490	\$1,737,200	\$0	\$0	\$3,581,990

Explanation of Outside Funding Sources (Donations, Outside Participation, Grants):

None anticipated.

Total Operating Impacts:

	FY2019	FY 2020	FY 2021	Future Annual Cost
Personnel Costs				
Materials & Supplies				
Contractual Services		\$11,000	\$15,000	\$12,000
Total Expenditure Impacts	\$0	\$11,000	\$15,000	\$12,000

Explanation of Operating Impacts:

Operating costs include crack sealing, fog seal, pavement markings, drainage, signs. These costs are cumulative for each project beginning the year after construction.

CAPITAL PROJECTS DETAILS

Project Summary

Project Title:

Uptown Pedestrian Improvements

Phase: of **Project #:** SIM-02
(If Applicable)

Ranking: Essential (Should-Do)

Location:

Uptown Sedona

	Original	Revised (if applicable)
Start Date	July 2018	July 2020
Estimated Completion Date	June 2020	June 2023

Project Description:

The contingency funds for FY 2019 are in place in case it is determined that a temporary pedestrian signal may be necessary at the Arroyo Roble crosswalk. It could also be utilized if there are other small scale pedestrian improvements opportunities that are identified.

Construction of pedestrian bridge crossing over SR 89A, to replace existing at-grade crossing at Jordan Road, Wayside Chapel and mid-block Uptown. This project complements TMP strategy 1 (prior Uptown Roadway Improvements project), which proposes a landscaped/decorative median barrier to redirect pedestrian traffic to controlled crossings.

Project Justification:

This project would improve traffic flow and reduce delays on SR 89A through Uptown due to interruptions caused by pedestrians. Conflicts between vehicles and pedestrians would be significantly reduced, greatly improving pedestrian crossing safety and vehicular travel times.

Uptown Sedona Pedestrian Improvements

PROJECT DESCRIPTION:

- 1 Remove crosswalk at Arroyo Roble and direct pedestrians to Wayside bridge crossing.
- 2 Construct a pedestrian bridge over 89A at Wayside Chapel.
- 3 Construct a pedestrian bridge over 89A at Jordan Road.

BENEFITS:

- With no traffic, it takes 7 minutes to travel from the Trout Farm to the Y. In severe congestion it takes 42 minutes. This level of severe congestion occurred on 7 days between February 1 and June 4, 2017. With this strategy, a severely congested trip would be reduced from 42 minutes, to 19 minutes.
- Improved pedestrian safety.

COSTS:

- Total estimated cost is \$6 M.

TRADEOFFS:

- Less convenient for pedestrians.
- Possible impact to views.
- Requires elevators for ADA accessibility.
- Pedestrian bridges will occupy portions of existing sidewalk and landscaped area.

For Continuing Projects

Estimated Project Status as of June 30, 2018:

View shed analysis/illustrations Complete

Explanation for Revised Project Dates and/or Project Budget (if applicable):

Project budget and scope revised consistent with the completed TMP. Rescheduled to follow anticipated completion schedule for the Uptown Roadway Improvements project (SIM-01)

Project Balance	
Original Approved Project Budget	
Approved Budget Increases/Decreases	\$0
Current Approved Total Project Budget	\$0
Requested Budget Increase/Decrease	\$0
Requested Total Project Budget	\$0
Estimated Expenditures through June 30, 2018	\$0
Budget Balance Remaining	\$0

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2019	FY2020	FY2021	Future Years	Project Totals
Future Estimate	Land Acquisition				\$200,000		\$200,000
Future Estimate	Design				\$1,133,300		\$1,133,300
Future Estimate	Construction					\$5,666,700	\$5,666,700
Totals		\$0	\$0	\$0	\$1,333,300	\$5,666,700	\$7,000,000

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2019	FY2020	FY2021	Future Years	Project Totals
Transportation Sales Tax				\$1,333,300		\$1,333,300
Unidentified					\$5,666,700	\$5,666,700
Totals		\$0	\$0	\$1,333,300	\$5,666,700	\$7,000,000

Explanation of Outside Funding Sources (Donations, Outside Participation, Grants):

None anticipated.

Total Operating Impacts:

	FY2019	FY 2020	FY 2021	Future Annual Cost
Personnel Costs				
Materials & Supplies				
Contractual Services				\$5,000
Total Expenditure Impacts	\$0	\$0	\$0	\$5,000

Explanation of Operating Impacts:

Operating costs include signal maintenance, bridge structure maintenance (deck, paint, elevator etc.). These costs are cumulative for each project beginning the year of construction.

CAPITAL PROJECTS DETAILS

Project Summary

Project Title:
Uptown Parking Improvements

Location:
N/A

Phase: of **Project #:** SIM-03a
(If Applicable)

	Original	Revised (if applicable)
Start Date	August 2017	July 2018
Estimated Completion Date	December 2017	December 2026

Ranking: Essential (Should-Do)

Project Description:

This project is associated with Strategy 3 of the City's 2017 TMP. The project involves three components as follows:

1. Design and construction of converting Smith Road, Wilson Road, and Van Deren Road to one-way streets between Forest Road and Schnebly Road, in order to improve parking supply and safety (a Contingency amount of \$50,000 was added to cover potential additional construction costs).
2. Engage services of consultant with expertise in siting, design, needs assessment and cost estimating for parking structures, to assess parking capacity and needs in Uptown and study area configuration and potential options for siting, design of future parking. This would be done in conjunction with the 2018 CFA planning for Uptown.
3. Design and development of new parking facilities consistent with the needs and siting assessment.

PROJECT DESCRIPTION:

- Expand parking areas either through additional parking lots, on-street parking, or a new parking garage.
- Enhance signs that provide directions to city parking lots.

BENEFITS:

- Less congestion related to searching for parking.

COSTS:

- A new parking structure would cost between \$5M and \$15M depending on the size and design.

TRADEOFFS:

- Parking structure could impact views.
- Additional parking in Uptown brings more vehicles and traffic into the Uptown area.

Project Justification:

The City's 2017 TMP indicates a lack of awareness for existing parking as well as a need for additional parking. The study indicated that demand for on-street parking is very high compared to off-street parking and that 28% of traffic congestion in Uptown can be attributed to arriving visitors searching for parking along SR 89A. The TMP recommends focus on improving awareness of existing parking through marketing, outreach, and added tools by which patrons can locate parking. Additionally, the TMP recommends increasing the supply of parking facilities centered within the Uptown area; however, given the range of strategies and projects, construction of a new parking structure or creation of other additional parking is not one of the highest priority projects. Therefore, to move this project forward in a more timely fashion, should it be a high priority of Uptown stakeholders, it would need to be funded through the paid parking revenue. This study would inform the City and the stakeholders about options and costs. Since the Uptown CFA is commencing, this type of analysis is also needed to inform the CFA planning process.

For Continuing Projects

Estimated Project Status as of June 30, 2018:

Not Started

Project Balance		
Original Approved Project Budget		\$111,100
Approved Budget Increases/Decreases		\$0
Current Approved Total Project Budget		\$111,100
Requested Budget Increase/Decrease		\$120,400
Requested Total Project Budget		\$231,500
Estimated Expenditures through June 30, 2018		\$6,155
Budget Balance Remaining		\$225,345

Explanation for Revised Project Dates and/or Project Budget (if applicable):

Project was split and schedule revised for earlier development of street side parking opportunities and to more closely reflect project development and construction associated with an off street parking structure.

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2019	FY2020	FY2021	Future Years	Project Totals
New Appropriation	Study		\$80,000				\$80,000
Future Estimate	Study					\$134,200	\$134,200
Future Estimate	Land Acquisition					\$650,000	\$650,000
Carry Over	Design		\$10,000				\$10,000
New Appropriation	Design		\$40,000				\$40,000
Future Estimate	Design					\$2,549,100	\$2,549,100
Carry Over	Construction	\$6,094	\$93,906				\$100,000
Future Estimate	Construction					\$11,666,700	\$11,666,700
Carry Over	Arts Transfer	\$61	\$1,039				\$1,100
New Appropriation	Arts Transfer		\$400				\$400
Totals		\$6,155	\$225,345	\$0	\$0	\$15,000,000	\$15,231,500

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2019	FY2020	FY2021	Future Years	Project Totals
Paid Parking Revenue		\$80,000				\$80,000
Transportation Sales Tax					\$15,000,000	\$15,000,000
Capital Reserves	\$6,155	\$145,345				\$151,500
Totals	\$6,155	\$225,345	\$0	\$0	\$15,000,000	\$15,231,500

Explanation of Outside Funding Sources (Donations, Outside Participation, Grants):

None anticipated.

Total Operating Impacts:

	FY2019	FY 2020	FY 2021	Future Annual Cost
Personnel Costs				\$10,000
Materials & Supplies				
Contractual Services		\$5,000	\$5,000	\$20,000
Total Expenditure Impacts	\$0	\$5,000	\$5,000	\$30,000

Explanation of Operating Impacts:

Material costs for outreach, marketing, branding/signage. Personnel costs are for meters and parking garage. Contractual services are for meters and for maintenance of parking garage

CAPITAL PROJECTS DETAILS

Project Summary

Project Title:

Wayfinding Signage

Location:

Citywide

Phase: 1 of 3 **Project #:** SIM-03b
(If Applicable)

Ranking: Essential (Should-Do)

Project Description:

This project is associated with Strategy 3 of the City's 2017 TMP. The project involves improving driver awareness of the existing parking supply through improved wayfinding, developing branded parking signage unique and in stark contrast to MUTCD sign standards to clearly direct traffic to parking areas, and developing and installing vehicular and pedestrian wayfinding signage for the three distinct districts within Sedona (Uptown, West Sedona, Gallery Row). The Sedona Chamber of Commerce and Tourism Bureau is funding the wayfinding study in FY 2018 using product development funds. This funding will support phased implementation.

Project Justification:

The City's 2017 TMP indicates a lack of awareness for existing parking as well as a need for additional parking. The study indicated that demand for on-street parking is very high compared to off-street parking and that 28% of traffic congestion in Uptown can be attributed to arriving visitors searching for parking along SR 89A. The TMP recommends focus on improving awareness of existing parking through improved signage, marketing, outreach, and added tools by which patrons can locate parking. It also recommends overall improvements to vehicular and pedestrian wayfinding to/from all destinations through branded wayfinding signage.

	Original	Revised (if applicable)
Start Date	July 2018	
Estimated Completion Date	June 2021	

Uptown Sedona Parking Improvements

PROJECT DESCRIPTION:

- Expand parking areas either through additional parking lots, on-street parking, or a new parking garage.
- Enhance signs that provide directions to city parking lots.

BENEFITS:

- Less congestion related to searching for parking.

COSTS:

- A new parking structure would cost between \$5M and \$15M depending on the size and design.

TRADEOFFS:

- Parking structure could impact views.
- Additional parking in Uptown brings more vehicles and traffic into the Uptown area.

For Continuing Projects

Estimated Project Status as of June 30, 2018:

N/A

Explanation for Revised Project Dates and/or Project Budget (if applicable):

N/A

Project Balance	
Original Approved Project Budget	
Approved Budget Increases/Decreases	\$0
Current Approved Total Project Budget	\$0
Requested Budget Increase/Decrease	\$554,000
Requested Total Project Budget	\$554,000
Estimated Expenditures through June 30, 2018	\$0
Budget Balance Remaining	\$554,000

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2019	FY2020	FY2021	Future Years	Project Totals
New Appropriation	Construction		\$250,000	\$150,000	\$150,000		\$550,000
New Appropriation	Arts Transfer		\$2,500	\$1,500			\$4,000
Totals		\$0	\$252,500	\$151,500	\$150,000	\$0	\$554,000

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2019	FY2020	FY2021	Future Years	Project Totals
Transportation Sales Tax				\$150,000		\$150,000
Capital Reserves		\$252,500	\$151,500			\$404,000
Totals	\$0	\$252,500	\$151,500	\$150,000	\$0	\$554,000

Explanation of Outside Funding Sources (Donations, Outside Participation, Grants):

None anticipated.

Total Operating Impacts:

	FY2019	FY 2020	FY 2021	Future Annual Cost
Personnel Costs				
Materials & Supplies				
Contractual Services	\$10,000	\$10,000	\$10,000	\$10,000
Total Expenditure Impacts	\$10,000	\$10,000	\$10,000	\$10,000

Explanation of Operating Impacts:

Materials are for annual cost for outreach, marketing collateral, and social media outreach related to branding/signage, and parking meters on Jordan Road. Personnel costs are for meters on Jordan Road. Contractual services are for meters.

CAPITAL PROJECTS DETAILS

Project Summary

Project Title:

Pedestrian Crossing at Tlaquepaque

Location:

SR 179 at Tlaquepaque

Phase: of **Project #:** SIM-04c
(If Applicable)

Ranking: Essential (Should-Do)

Project Description:

Construction of a pedestrian bridge or tunnel at Tlaquepaque to connect north and south commercial areas.

Project Justification:

A pedestrian tunnel or bridge would eliminate conflicts between pedestrians and vehicles on SR 179. Traffic flow on SR 179 would be improved, and area traffic congestion reduced

	Original	Revised (if applicable)
Start Date	July 2018	
Estimated Completion Date	June 2023	

Adding additional northbound and southbound travel lanes from Schnebly Hill roundabout through the "Y"

PROJECT DESCRIPTION:

- Schnebly Hill Road roundabout is expanded to 2 lanes.
- SR 179 from Schnebly Hill roundabout to the Y is expanded to 2 lanes in each direction.
- A pedestrian tunnel or bridge is added at Tlaquepaque, replacing the existing crosswalk.
- Addition of separated right-turn lane towards southbound 179 and separated right-turn lane towards Uptown.

BENEFITS:

- With no traffic, it takes 12 minutes to travel from Bell Rock Blvd (VOC) to the "Y." In severe congestion it takes 36 minutes. This level of severe congestion occurred on 6 days between February 1 and June 4, 2017. With this strategy, a severely congested trip would be reduced from 36 minutes, to 24 minutes.

COSTS:

- Total estimated cost is \$8.9M.

TRADEOFFS

- Bike lanes and sidewalks reduced from 8 feet to 5 feet each.
- Center medians (and landscaping) reduced in width.
- Possible reduction in travel lane from 12' to 11' (equal to lanes on B9A).
- Possible impact to trees/landscaping (limited to areas closest to the roadway).

For Continuing Projects

Estimated Project Status as of June 30, 2018:

Not Started

Explanation for Revised Project Dates and/or Project Budget (if applicable):

N/A

Project Balance	
Original Approved Project Budget	
Approved Budget Increases/Decreases	\$0
Current Approved Total Project Budget	\$0
Requested Budget Increase/Decrease	\$0
Requested Total Project Budget	\$0
Estimated Expenditures through June 30, 2018	\$0
Budget Balance Remaining	\$0

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2019	FY2020	FY2021	Future Years	Project Totals
Future Estimate	Land Acquisition					\$200,000	\$200,000
Future Estimate	Design				\$150,000	\$150,000	\$300,000
Future Estimate	Construction					\$1,500,000	\$1,500,000
Totals		\$0	\$0	\$0	\$150,000	\$1,850,000	\$2,000,000

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2019	FY2020	FY2021	Future Years	Project Totals
Transportation Sales Tax				\$150,000	\$1,850,000	\$2,000,000
Totals	\$0	\$0	\$0	\$150,000	\$1,850,000	\$2,000,000

Explanation of Outside Funding Sources (Donations, Outside Participation, Grants):

None anticipated.

Total Operating Impacts:

	FY2019	FY 2020	FY 2021	Future Annual Cost
Personnel Costs				
Materials & Supplies				
Contractual Services				\$5,000
Total Expenditure Impacts	\$0	\$0	\$0	\$5,000

Explanation of Operating Impacts:

Significant excavation and impact to adjacent property and utilities. Additional right-of-way would be required. A pedestrian bridge crossing could impact views.

CAPITAL PROJECTS DETAILS

Project Summary

Project Title:

SR 89A & SR 179 Right Turn Y Roundabout Bypass

Location:

SR 89A / SR 179 Intersection

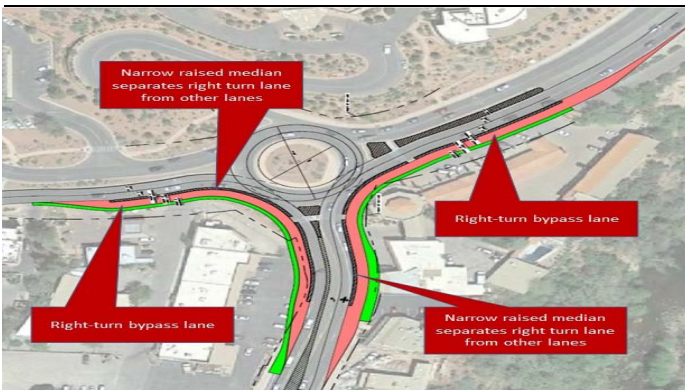
Phase: of **Project #:** SIM-04d
(If Applicable)

Ranking: Imperative (Must-Do)

	Original	Revised (if applicable)
Start Date	July 2018	
Estimated Completion Date	June 2022	

Project Description:

Construction of separated right turn lanes at the "Y" roundabout for SR 179 to northbound SR 89A and SR 89A to southbound SR179. The right turn lane would be separated from the roundabout approach lanes by a narrow median forming a bypass lane.



Project Justification:

The addition of right turn lanes to the "Y" roundabout removes right turning traffic volumes from the overall traffic volume within the roundabout. This reduction of traffic flow within the roundabout will improve the Levels Of Service at the "Y" roundabout from a LOS D to a LOS C and improve the performance of both the west and south approach.

For Continuing Projects

Estimated Project Status as of June 30, 2018:

Not Started

Project Balance	
Original Approved Project Budget	
Approved Budget Increases/Decreases	\$0
Current Approved Total Project Budget	\$0
Requested Budget Increase/Decrease	\$1,154,976
Requested Total Project Budget	\$1,154,976
Estimated Expenditures through June 30, 2018	\$0
Budget Balance Remaining	\$1,154,976

Explanation for Revised Project Dates and/or Project Budget (if applicable):

N/A

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2019	FY2020	FY2021	Future Years	Project Totals
New Appropriation	Land Acquisition		\$615,000				\$615,000
New Appropriation	Design		\$537,290				\$537,290
Future Estimate	Construction				\$1,586,548		\$1,586,548
New Appropriation	Arts Transfer		\$2,686				\$2,686
Totals		\$0	\$1,154,976	\$0	\$1,586,548	\$0	\$2,741,524

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2019	FY2020	FY2021	Future Years	Project Totals
Grant		\$576,145		\$793,274		\$1,369,419
Transportation Sales Tax				\$793,274		\$793,274
Capital Reserves		\$578,831				\$578,831
Totals		\$0	\$1,154,976	\$0	\$1,586,548	\$0

Explanation of Outside Funding Sources (Donations, Outside Participation, Grants):

Grant dollars are associated with an ADOT Northcentral District Minor Application. Grant provides for 50% funding of project (excepting Arts Transfer).

Total Operating Impacts:

	FY2019	FY 2020	FY 2021	Future Annual Cost
Personnel Costs				
Materials & Supplies				
Contractual Services				\$5,000
Total Expenditure Impacts	\$0	\$0	\$0	\$5,000

Explanation of Operating Impacts:

Operating costs include crack sealing, fog seal, pavement markings, drainage, signs. These costs are cumulative for each project beginning the year after construction.

CAPITAL PROJECTS DETAILS

Project Summary

Project Title:

Portal Lane to Ranger Road Connection

Location:

Portal Lane

Phase: of **Project #:** SIM-05a
(If Applicable)

Ranking: Essential (Should-Do)

Project Description:

Construction of new roadway improvements to connect/extend Portal Lane from its current terminus through Tlaquepaque to an intersect with Ranger Road. Portal Lane would become a one-way access road into Tlaquepaque/Los Abrigados and all traffic would exit out to Ranger Road.

Project Justification:

The Transportation Master Plan, Strategy 5, Major Roadway Connections. Consistent with the Neighborhood and Regional Roadway Connections strategy, this strategy similarly intends to promote a better-connected community by improving thoroughfares for through-travel between adjoining neighborhoods. Improving local street connectivity between subdivisions/neighborhoods and offering parallel, and alternate routes for local trips, traffic volumes can be reduced on the Arterial roadways of SR 89A and SR 179.

	Original	Revised (if applicable)
Start Date	July 2017	July 2017
Estimated Completion Date	June 2018	June 2019

Major Neighborhood Connections

PROJECT DESCRIPTION:

- Make Portal Lane one-way in to Tlaquepaque / Los Abrigados area.
- Connect Tlaquepaque parking lot to Ranger Road / Brewer Road for exiting vehicles.
- Extend west end of Forest Road to connect to Southbound SR 89A.

BENEFITS:

- Brewer/Ranger connection diverts vehicles that would be making a U-turn movement at the Schnebly Hill roundabout, reducing SR 179 congestion.
- With no traffic, it takes 12 minutes to travel from Bell Rock Blvd (VOC) to the "Y". In severe congestion it takes 36 minutes. This level of severe congestion occurred on 6 days between February 1 and June 4, 2017. With this strategy, a severely congested trip would be reduced from 36 minutes, to 33 minutes.
- Brewer/Ranger connection is a relatively low cost improvement
- Brewer/Ranger connection creates a more convenient route for northbound and westbound SR179 travelers, with minimal impact to southbound SR179 travelers.
- Forest Road connection allows Uptown residents and emergency responders to avoid congestion in Uptown and at the "Y".

COSTS:

- Total estimated cost for Brewer/Ranger connection is \$500K.
- Total estimated cost for Forest connection is \$1.5M.

TRADEOFFS:

- Forest Road connection requires property acquisition.
- Potential for increased traffic in Forest Road neighborhoods.
- Impacts to private property.
- Visual and aesthetic impacts.

For Continuing Projects

Estimated Project Status as of June 30, 2018:

Feasibility/Concept Study 50% Complete

Explanation for Revised Project Dates and/or Project Budget (if applicable):

Updated project costs to include a contingency. Additional stakeholder coordination.

Project Balance		
Original Approved Project Budget		\$763,600
Approved Budget Increases/Decreases		\$0
Current Approved Total Project Budget		\$763,600
Requested Budget Increase/Decrease		\$0
Requested Total Project Budget		\$763,600
Estimated Expenditures through June 30, 2018		\$20,200
Budget Balance Remaining		\$743,400

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2019	FY2020	FY2021	Future Years	Project Totals
Carry Over	Land Acquisition		\$400,000				\$400,000
Carry Over	Design	\$20,000	\$40,000				\$60,000
Carry Over	Construction		\$300,000				\$300,000
Carry Over	Arts Transfer	\$200	\$3,400				\$3,600
Totals		\$20,200	\$743,400	\$0	\$0	\$0	\$763,600

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2019	FY2020	FY2021	Future Years	Project Totals
Capital Reserves	\$20,200	\$743,400				\$763,600
Totals		\$20,200	\$743,400	\$0	\$0	\$763,600

Explanation of Outside Funding Sources (Donations, Outside Participation, Grants):

None anticipated.

Total Operating Impacts:

	FY2019	FY 2020	FY 2021	Future Annual Cost
Personnel Costs				
Materials & Supplies				
Contractual Services		\$3,000	\$3,000	\$3,000
Total Expenditure Impacts	\$0	\$3,000	\$3,000	\$3,000

Explanation of Operating Impacts:

Increased operating and maintenances costs related to additional infrastructure, including pavement management (i.e. crack sealing, surface treatments), pavement striping and signage maintenance.

CAPITAL PROJECTS DETAILS

Project Summary

Project Title:

Forest Road Connection

Location:

Forest Road

Phase: of **Project #:** SIM-05b
(If Applicable)

Ranking: Imperative (Must-Do)

Project Description:

Construction of new roadway improvements to connect/extend Forest Road from its current terminus to intersect with SR 89A. Residents and visitors would use the Forest Road connection to bypass SR 89A in Uptown and the "Y" to get from Uptown to West Sedona. At its intersection with SR 89A, vehicles would be able to turn right onto southbound SR 89A, but precluded from making a left turn from Forest Road to northbound SR 89A. Vehicles on northbound SR 89A would be able to make a left turn onto Forest Road at a directional median opening at the intersection of SR 89A and Forest Road. A cost contingency has been added to the project recognizing the difficulty of the terrain and right-of-way constraints.

Project Justification:

The Transportation Master Plan, Strategy 5, Major Roadway Connections. Consistent with the Neighborhood and Regional Roadway Connections strategy, this strategy similarly intends to promote a better-connected community by improving thoroughfares for through-travel between adjoining neighborhoods. Improving local street connectivity between subdivisions/neighborhoods and offering parallel, and alternate routes for local trips, traffic volumes can be reduced on the Arterial roadways of SR 89A and SR 179.

	Original	Revised (if applicable)
Start Date	December 2017	
Estimated Completion Date	June 2020	

Major Neighborhood Connections

PROJECT DESCRIPTION:

- Make Portal Lane one-way in to Tlaquepaque / Los Abogados area.
- Connect Tlaquepaque parking lot to Ranger Road / Brewer Road for exiting vehicles.
- Extend west end of Forest Road to connect to Southbound SR 89A.

BENEFITS:

- Brewer/Ranger connection diverts vehicles that would be making a U-turn movement at the Schnebly Hill roundabout, reducing SR 179 congestion.
- With no traffic, it takes 12 minutes to travel from Bell Rock Blvd (VOC) to the "Y." In severe congestion it takes 36 minutes. This level of severe congestion occurred on 6 days between February 1 and June 4, 2017. With this strategy, a severely congested trip would be reduced from 36 minutes, to 33 minutes.
- Brewer/Ranger connection is a relatively low cost improvement
- Brewer/Ranger connection creates a more convenient route for northbound and westbound SR179 travelers, with minimal impact to southbound SR179 travelers.
- Forest Road connection allows Uptown residents and emergency responders to avoid congestion in Uptown and at the "Y."

COSTS:

- Total estimated cost for Brewer/Ranger connection is \$500K.
- Total estimated cost for Forest connection is \$1.3M.

TRADEOFFS:

- Forest Road connection requires property acquisition.
- Potential for increased traffic in Forest Road neighborhoods.
- Impacts to private property.
- Visual and aesthetic impacts.

For Continuing Projects

Estimated Project Status as of June 30, 2018:

Feasibility Study Completed

Explanation for Revised Project Dates and/or Project Budget (if applicable):

N/A

Project Balance	
Original Approved Project Budget	
Approved Budget Increases/Decreases	\$0
Current Approved Total Project Budget	\$0
Requested Budget Increase/Decrease	\$1,322,200
Requested Total Project Budget	\$1,322,200
Estimated Expenditures through June 30, 2018	\$0
Budget Balance Remaining	\$1,322,200

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2019	FY2020	FY2021	Future Years	Project Totals
New Appropriation	Land Acquisition		\$400,000				\$400,000
New Appropriation	Design		\$120,000				\$120,000
New Appropriation	Construction			\$800,000			\$800,000
New Appropriation	Arts Transfer		\$2,200				\$2,200
Totals		\$0	\$522,200	\$800,000	\$0	\$0	\$1,322,200

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2019	FY2020	FY2021	Future Years	Project Totals
Transportation Sales Tax			\$800,000			\$800,000
Capital Reserves		\$522,200				\$522,200
Totals		\$0	\$522,200	\$800,000	\$0	\$1,322,200

Explanation of Outside Funding Sources (Donations, Outside Participation, Grants):

None anticipated.

Total Operating Impacts:

	FY2019	FY 2020	FY 2021	Future Annual Cost
Personnel Costs				
Materials & Supplies				
Contractual Services			\$3,000	\$3,000
Total Expenditure Impacts	\$0	\$0	\$3,000	\$3,000

Explanation of Operating Impacts:

Increased operating and maintenance costs related to additional infrastructure, including pavement management (i.e. crack sealing, surface treatments), stormwater drainage facilities, pavement striping and signage maintenance.)

CAPITAL PROJECTS DETAILS

Project Summary

Project Title:
Neighborhood Street Connections

Phase: 1 of 10 **Project #:** SIM-06
(If Applicable)

Ranking: Important (Could-Do)

Location:
Various

	Original	Revised (If applicable)
Start Date	July 2018	
Estimated Completion Date	June 2027	

Project Description:

This project establishes small roadway connections between neighborhoods to create a system of alternative routes to SR 89A. The routes would primarily be used by residents who are familiar with Sedona neighborhoods and streets. The connections would improve the residents' convenience and allow them to walk, bicycle, or drive to destinations in West Sedona without using SR 89A.
 FY 2019: Northview Road / Sunset Drive
 FY 2020: Shelby Drive / Sunset Drive (convert from private to public)
 FY 2021: White Bear Road / Calle del Sol

Neighborhood Vehicular Connections

PROJECT DESCRIPTION:

- Set of new neighborhood vehicular connections meant to accommodate local residents, keeping short trips off SR 89A.
- Examples are shown on the map (other connections could be identified).

BENEFITS:

- Gives residents alternatives.
- Reduces number of trips on SR 89A.
- Promotes safety.

COSTS:

- Estimated cost for the 7 connections shown is \$2.8M.

TRADEOFFS:

- Potential for minor increased traffic through neighborhood segments.
- Potentially requires property acquisition.

Project Justification:

New neighborhood connecting streets will provide residents with alternatives to travel in and around Sedona. Instead of relying on SR 89A, to travel between neighborhoods, residents will be able to use local streets to move around West Sedona. As connectivity increases, travel distances decrease and route options increase, allowing more direct travel between destinations, creating a more accessible and resilient transportation network. A connected network reduces transportation impacts by distributing trips. A connected network encourages walking and bicycling as connected streets are generally not as large and are more comfortable to walk and bike along.

For Continuing Projects

Estimated Project Status as of June 30, 2018:

Not Started

Explanation for Revised Project Dates and/or Project Budget (if applicable):

N/A

Project Balance	
Original Approved Project Budget	
Approved Budget Increases/Decreases	\$0
Current Approved Total Project Budget	\$0
Requested Budget Increase/Decrease	\$392,800
Requested Total Project Budget	\$392,800
Estimated Expenditures through June 30, 2018	\$0
Budget Balance Remaining	\$392,800

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2019	FY2020	FY2021	Future Years	Project Totals
New Appropriation	Land Acquisition		\$150,000				\$150,000
Future Estimate	Land Acquisition				\$200,000	\$550,000	\$750,000
New Appropriation	Design		\$40,000				\$40,000
Future Estimate	Design			\$150,000	\$65,000	\$150,000	\$365,000
New Appropriation	Construction		\$200,000				\$200,000
Future Estimate	Construction			\$1,000,000	\$435,000	\$1,000,000	\$2,435,000
Future Estimate	Contingency			\$100,000	\$70,000	\$100,000	\$270,000
New Appropriation	Arts Transfer		\$2,800				\$2,800
Totals			\$0	\$392,800	\$1,250,000	\$770,000	\$1,800,000
							\$4,212,800

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2019	FY2020	FY2021	Future Years	Project Totals
Transportation Sales Tax			\$1,250,000	\$770,000		\$2,020,000
Capital Reserves		\$392,800				\$392,800
Unidentified					\$1,800,000	\$1,800,000
Totals		\$0	\$392,800	\$1,250,000	\$770,000	\$1,800,000
						\$4,212,800

Explanation of Outside Funding Sources (Donations, Outside Participation, Grants):

None anticipated.

Total Operating Impacts:

	FY2019	FY 2020	FY 2021	Future Annual Cost
Personnel Costs				
Materials & Supplies				
Contractual Services		\$3,000	\$6,000	\$9,000
Total Expenditure Impacts	\$0	\$3,000	\$6,000	\$9,000

Explanation of Operating Impacts:

Operating costs include crack sealing, fog seal, pavement markings, drainage, and signs. These costs are cumulative for each project beginning the year after construction.

CAPITAL PROJECTS DETAILS

Project Summary

Project Title: Enhanced Transit Service - Commuter/Resident

Location: N/A

Phase: of **Project #:** SIM-07
(If Applicable)

	Original	Revised (if applicable)
Start Date	July 2020	
Estimated Completion Date	June 2021	

Ranking: Important (Could-Do)

Project Description:

The project is associated with Strategy 7 of the City's TMP. The project proposes extension of the existing Verde Lynx bus service to Village of Oak Creek with the potential to expand operating hours.

Enhanced Transit Service – Commuter/Resident Focused

Transit Routes:
— Verde Lynx
— Proposed Verde Lynx Extension

PROJECT DESCRIPTION:
 Extend Verde Lynx bus service to Village of Oak Creek. Bus would run hours similar to current Verde Lynx: Monday – Saturday, 6:00 am - 7:15 pm, with the potential to expand.

BENEFITS:
 • Extended Verde Lynx service will connect Sedona to Village of Oak Creek, benefiting residents, commuting employees, and visitors.
 • Reduces vehicle emissions.

COSTS:
 • Capital Costs = \$140,000 (1 new bus).
 • Operating Costs = \$329,420 / yr. Costs would be shared between ADOT, Coconino County, Yavapai County, and City of Sedona.

TRADEOFFS:
 • Ongoing operational expenses to operate the service.
 • Multi-jurisdictional coordination necessary.
 • May take time for ridership to expand.

Project Justification:

The Transportation Master Plan, Strategy 7 Enhanced Transit Service - Fixed Route, states that transit is most efficient when a series of high demand activity centers are linked via linear corridors. This allows for high visibility of available transit routes as well as a clear understanding of where the transit goes and how to access the service. Sedona's two major thoroughfares, SR 89A and SR 179, are ideal opportunities for transit service "trunk" lines. These two main routes throughout the region serve employment centers, schools, visitor attractions, and civic spaces. This allows destinations to be served with a minimum of out-of-direction travel for passengers, creating a more efficient system and a more desirable customer experience. The Verde Lynx service, operated by Cottonwood Area Transit (CAT), does not extend south to the VOC.

For Continuing Projects

Estimated Project Status as of June 30, 2018:

N/A

Project Balance	
Original Approved Project Budget	
Approved Budget Increases/Decreases	\$0
Current Approved Total Project Budget	\$0
Requested Budget Increase/Decrease	\$0
Requested Total Project Budget	\$0
Estimated Expenditures through June 30, 2018	\$0
Budget Balance Remaining	\$0

Explanation for Revised Project Dates and/or Project Budget (if applicable):

N/A

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2019	FY2020	FY2021	Future Years	Project Totals
Future Estimate	Vehicles				\$140,000		\$140,000
Totals		\$0	\$0	\$0	\$140,000	\$0	\$140,000

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2019	FY2020	FY2021	Future Years	Project Totals
Transportation Sales Tax				\$140,000		\$140,000
Totals		\$0	\$0	\$0	\$140,000	\$140,000

Explanation of Outside Funding Sources (Donations, Outside Participation, Grants):

None anticipated.

Total Operating Impacts:

	FY2019	FY 2020	FY 2021	Future Annual Cost
Personnel Costs				
Materials & Supplies				
Contractual Services			\$330,000	\$330,000
Total Expenditure Impacts	\$0	\$0	\$330,000	\$330,000

Explanation of Operating Impacts:

The operating expense for expanded transit includes extending the hours of operation and providing the new service to the Village of Oak Creek. These costs are cumulative for each project beginning the year after construction. IGA for vehicle, operations, and maintenance costs.

CAPITAL PROJECTS DETAILS

Project Summary

Project Title:

Enhanced Transit Service - Tourism

Phase: of **Project #:** SIM-08
(If Applicable)

Ranking: Essential (Should-Do)

Project Description:

The project is associated with Strategy 8 of the City's TMP. The project proposes Implementation of a tourist-focused bus shuttle system from Village of Oak Creek to Slide Rock State Park, together with construction of a Park-and-Ride lot, Bus Stop improvements and Travel Information Center. As a first phase a transit system development study and implementation plan will be developed in 2019. The majority of the study will be funded through federal transit planning grant funds.

Project Justification:

The Transportation Master Plan, Strategy 8 Enhanced Transit Service - Fixed Route, states that transit is most efficient when a series of high demand activity centers are linked via linear corridors. This allows for high visibility of available transit routes as well as a clear understanding of where the transit goes and how to access the service. Sedona's two major thoroughfares, SR 89A and SR 179, are ideal opportunities for transit service "trunk" lines. These two main routes throughout the region serve employment centers, schools, visitor attractions, and civic spaces. This allows destinations to be served with a minimum of out-of-direction travel for passengers, creating a more efficient system and a more desirable customer experience. The Verde Lynx service, operated by Cottonwood Area Transit (CAT), does not extend south to the VOC. Connections into Oak Creek Canyon will require cooperative governance through multiple jurisdictions given this area is outside of the City's boundaries.

Location:

Greater Sedona - Oak Creek Canyon

	Original	Revised (if applicable)
Start Date	July 2018	
Estimated Completion Date	June 2023	

Enhanced Transit Service – Tourism Focused

PROJECT DESCRIPTION:

1 Implement a tourist-focused bus shuttle system from Village of Oak Creek to Slide Rock State Park. Buses would run every 15 to 20 minutes, 8 am to 8 pm, between March and October.

2 Park-and-Ride lot near Red Rock Ranger Station; additional stops and pick-up points along SR 179 and SR 89A.

BENEFITS:

- Reduced vehicles entering Oak Creek Canyon from Sedona, reducing congestion. High usage could result in 2,000 to 3,000 fewer vehicles in Oak Creek Canyon on an average day in peak season.
- With no traffic, it takes 7 minutes to travel from the Trout Farm to the "Y". In severe congestion it takes 42 minutes. This level of severe congestion occurred on 7 days between February 1 and June 4, 2017. With this strategy, a severely congested trip would be reduced from 42 minutes, to 36 minutes.
- Also, with no traffic, it takes 12 minutes to travel from Bell Rock Blvd (VOC) to the "Y". In severe congestion it takes 36 minutes. This level of severe congestion occurred on 6 days between February 1 and June 4, 2017. With this strategy, a severely congested trip would be reduced from 36 minutes, to 24 minutes.
- Reduced Vehicle Emissions.

COSTS:

- Capital Costs = \$2.4 M (8 new buses and park-and-ride lot improvements).
- Operating Costs = \$460,000 / yr. Costs may be shared between ADOT, Coconino County, Yavapai County, and City of Sedona.

TRADEOFFS:

- Ongoing operational expenses to operate the service.
- Multi-jurisdictional coordination necessary.
- Need to create strong incentives for utilization.
- Seasonality of operations/ demand periods.



For Continuing Projects

Estimated Project Status as of June 30, 2018:

Exploring Feasibility

Explanation for Revised Project Dates and/or Project Budget (if applicable):

N/A

Project Balance	
Original Approved Project Budget	
Approved Budget Increases/Decreases	\$30,000
Current Approved Total Project Budget	\$30,000
Requested Budget Increase/Decrease	\$170,000
Requested Total Project Budget	\$200,000
Estimated Expenditures through June 30, 2018	\$0
Budget Balance Remaining	\$200,000

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2019	FY2020	FY2021	Future Years	Project Totals
Carry Over	Study		\$30,000				\$30,000
New Appropriation	Study		\$170,000				\$170,000
Future Estimate	Land Acquisition					\$150,000	\$150,000
Future Estimate	Design					\$252,300	\$252,300
Future Estimate	Construction					\$1,682,000	\$1,682,000
Future Estimate	Vehicles					\$1,120,000	\$1,120,000
Totals			\$0	\$200,000	\$0	\$0	\$3,204,300

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2019	FY2020	FY2021	Future Years	Project Totals
Grant		\$160,000				\$160,000
Outside Participation		\$10,000				\$10,000
Capital Reserves		\$30,000				\$30,000
Unidentified					\$3,204,300	\$3,204,300
Totals		\$0	\$200,000	\$0	\$0	\$3,204,300

Explanation of Outside Funding Sources (Donations, Outside Participation, Grants):

\$10,000 contribution from Coconino County, received in FY18.
 \$30,000 grant match from City of Sedona. Budgeted in Gen Svcs in FY18 (carryover from operating budget)
 \$160,000 FTA transit planning grant, passed through ADOT (reimbursement grant)

Total Operating Impacts:

	FY2019	FY 2020	FY 2021	Future Annual Cost
Personnel Costs				
Materials & Supplies				
Contractual Services				\$500,000
Total Expenditure Impacts	\$0	\$0	\$0	\$500,000

Explanation of Operating Impacts:

A new bus service will require on-going operation and maintenance costs. The bus service will be subject to seasonal variations in ridership demand, making operations more complex and difficult to manage. The service will require multi-jurisdictional support and coordination. Unless congestion is eliminated from Oak Creek Canyon, buses will be impacted by congestion and bus routes will experience chronic schedule delays. Multijurisdictional IGA will be needed for capital, operation, and maintenance costs. Cooperative funding and governance options will be explored during the study phase.

CAPITAL PROJECTS DETAILS

Project Summary

Project Title:
Bicycle and Pedestrian Improvements

Location:
Uptown to West Sedona

Phase: of **Project #:** SIM-11
(If Applicable)

	Original	Revised (if applicable)
Start Date	July 2018	
Estimated Completion Date	June 2026	

Ranking: Essential (Should-Do)

Project Description:

The Transportation Master Plan, Strategy 11, Walking and Bicycling Facilities, indicates that these improvements collectively encourage use of alternative modes of travel in Sedona, and support a park-once culture where visitors are encouraged to leave their vehicles at their place of lodging. To have a measurable impact on traffic congestion, incentives such as limited parking availability in Uptown, would be required. Projected components of the project are as follows:

1. Shared-use path from Uptown to West Sedona.
2. Wide paved shoulders to Dry Creek Road.
3. Bicycle boulevard parallel both north and south of SR 89A using existing streets and some new connecting pathways.
4. Various sidewalk connections.
5. Signalized pedestrian crossings on SR 89A.

PROJECT DESCRIPTION:

- 1 Shared use path from Uptown to West Sedona.
- 2 Wide paved shoulders on Dry Creek Road.
- 3 Bicycle boulevard parallel both north and south of 89A using existing streets and some new connecting pathways.
- 4 Various sidewalk connections.

BENEFITS:

- Replacing car trips with bicycle and pedestrian trips can reduce local congestion, especially during peak season.
- Improved comfort and safety for bicyclists and pedestrians.
- Connects neighborhoods to each other.
- Provides a recreational opportunity.

COSTS:

- Shared use path and bike boulevard connections: \$1.2M /mile.
- Sidewalk costs: \$800,000 per mile.

TRADEOFFS:

- Possibly requires property acquisition or expanded use of existing easements.
- Coordination with US Forest Service for shared use path.
- Some neighborhoods may not want increased bicycle and pedestrian traffic.

Project Justification:

The Transportation Master Plan, Strategy 11, Walking and Bicycling Facilities, indicates that these improvements collectively encourage use of alternative modes of travel in Sedona, and support a park-once culture where visitors are encouraged to leave their vehicles at their place of lodging. To have a measurable impact on traffic congestion, incentives such as limited parking availability in Uptown, would be required.

For Continuing Projects

Estimated Project Status as of June 30, 2018:
Not Started

Project Balance	
Original Approved Project Budget	
Approved Budget Increases/Decreases	\$0
Current Approved Total Project Budget	\$0
Requested Budget Increase/Decrease	\$776,700
Requested Total Project Budget	\$776,700
Estimated Expenditures through June 30, 2018	\$0
Budget Balance Remaining	\$776,700

Explanation for Revised Project Dates and/or Project Budget (if applicable):
N/A

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2019	FY2020	FY2021	Future Years	Project Totals
New Appropriation	Land Acquisition		\$100,000				\$100,000
Future Estimate	Land Acquisition			\$197,100	\$508,100	\$630,500	\$1,335,700
New Appropriation	Design		\$170,000				\$170,000
Future Estimate	Design			\$187,250	\$107,250	\$538,800	\$833,300
New Appropriation	Construction		\$500,000				\$500,000
Future Estimate	Construction			\$750,000		\$3,766,700	\$4,516,700
New Appropriation	Arts Transfer		\$6,700				\$6,700
Totals		\$0	\$776,700	\$1,134,350	\$615,350	\$4,936,000	\$7,462,400

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2019	FY2020	FY2021	Future Years	Project Totals
Transportation Sales Tax			\$1,134,350	\$615,350		\$1,749,700
Capital Reserves		\$776,700				\$776,700
Unidentified					\$4,936,000	\$4,936,000
Totals		\$0	\$776,700	\$1,134,350	\$615,350	\$4,936,000

Explanation of Outside Funding Sources (Donations, Outside Participation, Grants):

None anticipated.

Total Operating Impacts:

	FY2019	FY 2020	FY 2021	Future Annual Cost
Personnel Costs				
Materials & Supplies				
Contractual Services		\$1,500	\$2,000	\$10,000
Total Expenditure Impacts	\$0	\$1,500	\$2,000	\$10,000

Explanation of Operating Impacts:

Additional operational and maintenance costs related to added infrastructure. Additional personnel time related to managing additional facilities/infrastructure. Additional recurring maintenance costs related to materials and supplies for pavement maintenance (seal coating, or other) of paths, pavement patching, curb replacement, signage and striping, etc.

CAPITAL PROJECTS DETAILS

Project Summary

Project Title:

Travel Information System

Location:

N/A

Phase: of **Project #:**
(If Applicable)

Ranking:

Project Description:

Travel information technology on corridors leading to Sedona - Implement advanced Intelligent Transportation System (ITS) technology and infrastructure on the corridors leading to Sedona, at alternate routes' decision points such as I-17/SR 260 in Camp Verde and at SR 89A/I-17 in Flagstaff. The technology will have the capability of communicating real-time travel times to inbound Sedona travelers, via advanced highway signing and dynamic travel time information, allowing travelers to make a decision based on their preferred travel time. Data will be obtained either by private data providers, or through a system developed collaboratively with ADOT. This would also include development of a smartphone app to provide travel time, transit and parking information.

Project Justification:

The Transportation Master Plan, Strategy 12, Travel Information System, indicates real-time traveler information will maximize the efficiency and capacity of SR 179 and SR 260. Travelers who choose to use SR 260, based on real-time travel information, would arrive in Sedona quicker and under less-congested routes. The mobility pattern data shows that approximately 4,000 weekend trips, and 2,500 weekend trips could potentially be diverted from SR 179 to SR 260/SR 89A to access Sedona.

	Original	Revised (if applicable)
Start Date	August 2017	July 2018
Estimated Completion Date	February 2018	June 2020

Traveler Information

PROJECT DESCRIPTION:

- Electronic message signs on I-17 at Camp Verde and at 89A south of Flagstaff display travel time information to Sedona.

BENEFITS:

- With no traffic, it takes 12 minutes to travel from Bell Rock Blvd (VOC) to the "Y." In severe congestion it takes 36 minutes. This level of severe congestion occurred on 6 days between February 1 and June 4, 2017. With this strategy, a severely congested trip would be reduced from 36 minutes, to 26 minutes.
- Keeping drivers informed of real travel time information enables them to make informed decisions regarding alternative routes.

COSTS:

- Design and construction cost = \$100,000.

TRADEOFFS:

- Coordination required between ADOT, City of Sedona.
- Concern from businesses about diverting traffic.
- Would modestly increase congestion on SR 89A in West Sedona because of traffic diverted through Cottonwood.

For Continuing Projects

Estimated Project Status as of June 30, 2018:

Coordinating with ADOT

Explanation for Revised Project Dates and/or Project Budget (if applicable):

Budget was revised consistent with the Final TMP. Project rescheduled consistent with ADOT's anticipated schedule.

Project Balance	
Original Approved Project Budget	\$151,000
Approved Budget Increases/Decreases	\$0
Current Approved Total Project Budget	\$151,000
Requested Budget Increase/Decrease	\$132,500
Requested Total Project Budget	\$283,500
Estimated Expenditures through June 30, 2018	\$0
Budget Balance Remaining	\$283,500

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2019	FY2020	FY2021	Future Years	Project Totals
New Appropriation	Design		\$125,000				\$125,000
Carry Over	Construction		\$100,000				\$100,000
Future Estimate	Construction			\$625,000			\$625,000
Carry Over	Technology		\$50,000				\$50,000
Carry Over	Arts Transfer		\$1,000				\$1,000
New Appropriation	Arts Transfer		\$1,250	\$6,250			\$7,500
Totals			\$0	\$277,250	\$631,250	\$0	\$908,500

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2019	FY2020	FY2021	Future Years	Project Totals
Capital Reserves		\$277,250	\$631,250			\$908,500
Totals		\$0	\$277,250	\$631,250	\$0	\$908,500

Explanation of Outside Funding Sources (Donations, Outside Participation, Grants):

None anticipated.

Total Operating Impacts:

	FY2019	FY 2020	FY 2021	Future Annual Cost
Personnel Costs				
Materials & Supplies				
Contractual Services		\$5,000	\$5,000	\$5,000
Total Expenditure Impacts	\$0	\$5,000	\$5,000	\$5,000

Explanation of Operating Impacts:

Contractual services would include monthly fees to data providers and maintenance of a smartphone app.

CAPITAL PROJECTS DETAILS

Project Summary

Project Title:
Dry Creek Road Overlay

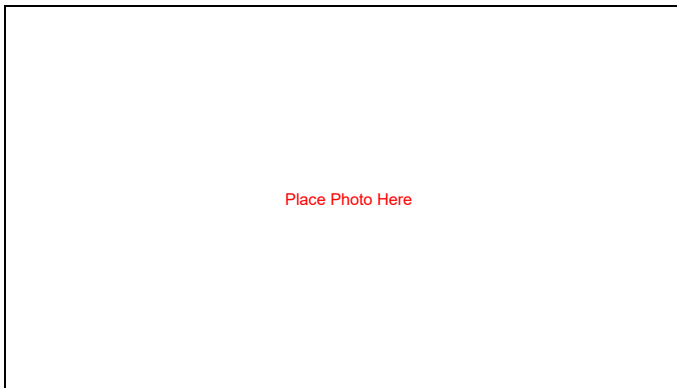
Location:
Dry Creek Road

Phase: of **Project #:** ST-01
(If Applicable)

	Original	Revised (if applicable)
Start Date	September 2017	May 2018
Estimated Completion Date	December 2017	September 2018

Ranking: Essential (Should-Do)

Project Description:
The project will include a mill and overlay, with minor shoulder widening. The segments of Dry Creek Road included are between White Bear Road and Color Cove Road and between Forest Service Road 152 and the city-limit boundary. The City partnered with Yavapai County to combine this project with their Boynton Pass Road project.



Project Justification:
The overlay work is needed based on a standard pavement overlay cycle. The pavement was degraded to the point of overlay being necessary. The majority of the budget will be funded through Surface Transportation Program (STP) funds. These are federal funds administered by the Arizona Department of Transportation (ADOT) through the Northern Arizona Council of Governments (NACOG).

For Continuing Projects

Estimated Project Status as of June 30, 2018:
Construction is not expected to begin until after June 30, 2018.

Project Balance		
Original Approved Project Budget		\$605,399
Approved Budget Increases/Decreases		-\$144,531
Current Approved Total Project Budget		\$460,868
Requested Budget Increase/Decrease		\$0
Requested Total Project Budget		\$460,868
Estimated Expenditures through June 30, 2018		\$72,296
Budget Balance Remaining		\$388,572

Explanation for Revised Project Dates and/or Project Budget (if applicable):
The grant funding amount is reduced based on utilizing the HURF-exchange program where federal dollars are converted to state dollars at 90% of the original amount. The City's local contribution is shown as carryover in FY 2019. This revised construction

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2019	FY2020	FY2021	Future Years	Project Totals
Carry Over	Design	\$71,580					\$71,580
Carry Over	Construction		\$388,224				\$388,224
Carry Over	Arts Transfer	\$716	\$348				\$1,064
Totals		\$72,296	\$388,572	\$0	\$0	\$0	\$460,868

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2019	FY2020	FY2021	Future Years	Project Totals
Grant		\$353,446				\$353,446
Capital Reserves	\$72,296	\$35,126				\$107,422
Totals		\$72,296	\$388,572	\$0	\$0	\$460,868

Explanation of Outside Funding Sources (Donations, Outside Participation, Grants):
Federal grant through NACOG

Total Operating Impacts:

	FY2019	FY 2020	FY 2021	Future Annual Cost
Personnel Costs				
Materials & Supplies		\$20,000		
Contractual Services				
Total Expenditure Impacts	\$0	\$20,000	\$0	\$0

Explanation of Operating Impacts:
Typical practice is to provide a seal coat approximately two years after placement of new asphalt.

CAPITAL PROJECTS DETAILS

Project Summary

Project Title:

Sanborn Drive/Thunder Mountain Road Overlay

Location:

From Rhapsody Road to Coffee Pot Drive

Phase: of Project #: ST-02
(If Applicable)

Ranking: Essential (Should-Do)

Project Description:

The project will consist of a mill and overlay, as well as curb on the south side of the roadway.

	Original	Revised (if applicable)
Start Date	July 2018	December 2016
Estimated Completion Date	August 2018	October 2018



Project Justification:

The overlay work is needed based on a standard pavement overlay cycle. The pavement has degraded to the point of overlay being necessary. The majority of the budget will be funded through Surface Transportation Program (STP) funds. These are federal funds administered by the Arizona Department of Transportation (ADOT) through the Northern Arizona Council of Governments (NACOG).

For Continuing Projects

Estimated Project Status as of June 30, 2018:

Design Complete

Project Balance		
Original Approved Project Budget		\$738,820
Approved Budget Increases/Decreases		-\$56,646
Current Approved Total Project Budget		\$682,174
Requested Budget Increase/Decrease		\$272,882
Requested Total Project Budget		\$955,056
Estimated Expenditures through June 30, 2018		\$144,531
Budget Balance Remaining		\$810,525

Explanation for Revised Project Dates and/or Project Budget (if applicable):

The construction cost increased due to the inclusion of curb on the south side of the roadway in preparation for a future multi-use path. The increase in design cost is due to inclusion of post-design services in FY 2019. Design will be finalized in FY 18,

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2019	FY2020	FY2021	Future Years	Project Totals
Carry Over	Design	\$143,100	\$6,000				\$149,100
Carry Over	Construction		\$530,000				\$530,000
New Appropriation	Construction		\$270,000				\$270,000
Carry Over	Arts Transfer	\$1,431	\$1,643				\$3,074
New Appropriation	Arts Transfer		\$2,882				\$2,882
Totals		\$144,531	\$810,525	\$0	\$0	\$0	\$955,056

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2019	FY2020	FY2021	Future Years	Project Totals
Grant		\$353,454				\$353,454
Capital Reserves	\$144,531	\$457,071				\$601,602
Totals		\$144,531	\$810,525	\$0	\$0	\$955,056

Explanation of Outside Funding Sources (Donations, Outside Participation, Grants):

Surface Transportation Program (STP) funds. These are typically federal funds administered by the Arizona Department of Transportation (ADOT) through the Northern Arizona Council of Governments (NACOG). However, we are progressing this project through the HURF exchange program which converts federal funds to state funds at 90% of the amount of federal

Total Operating Impacts:

	FY2019	FY 2020	FY 2021	Future Annual Cost
Personnel Costs				
Materials & Supplies			\$20,000	
Contractual Services				
Total Expenditure Impacts	\$0	\$0	\$20,000	\$0

Explanation of Operating Impacts:

Typical practice is to provide a seal coat approximately two years after placement of new asphalt.

CAPITAL PROJECTS DETAILS

Project Summary

Project Title:
Ranger Road / Brewer Road Intersection Improvements

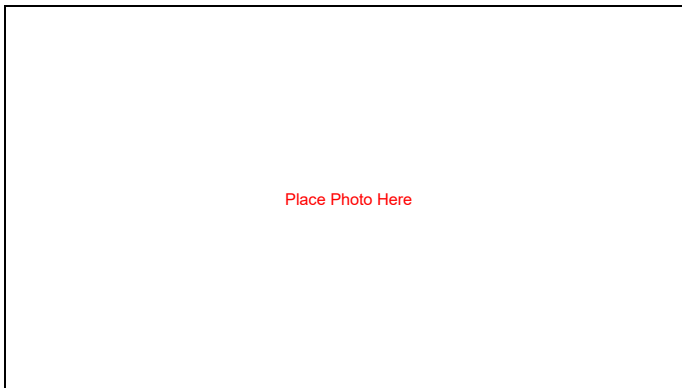
Location:
Ranger Road/ Brewer Road

Phase: of **Project #:** ST-03
(If Applicable)

	Original	Revised (if applicable)
Start Date		
Estimated Completion Date		

Ranking: Essential (Should-Do)

Project Description:
This project consists of a study, design, and construction to improve the existing Ranger Road/Brewer Road intersection between SR 179 and SR 89A.



Project Justification:
The improvement of SR 179 has routed additional traffic onto Ranger and Brewer Roads. Also, traffic volumes are nearing the capacity of the Y-Intersection. The current intersection and roadways are not adequate for present traffic and are in need of upgrading. Future increases in traffic will create safety issues, render the intersection ineffective, and create added congestion at adjacent intersections. The intent of the improvements would be to improve the efficiency of the intersection.

For Continuing Projects

Estimated Project Status as of June 30, 2018:
N/A

Project Balance	
Original Approved Project Budget	
Approved Budget Increases/Decreases	\$0
Current Approved Total Project Budget	\$0
Requested Budget Increase/Decrease	\$0
Requested Total Project Budget	\$0
Estimated Expenditures through June 30, 2018	\$0
Budget Balance Remaining	\$0

Explanation for Revised Project Dates and/or Project Budget (if applicable):
N/A

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2019	FY2020	FY2021	Future Years	Project Totals
Future Estimate	Land Acquisition			\$50,000			\$50,000
Future Estimate	Design			\$200,000			\$200,000
Future Estimate	Construction				\$1,250,000		#####
Future Estimate	Environmental			\$50,000			\$50,000
Future Estimate	Arts Transfer			\$2,500	\$12,500		\$15,000
Totals		\$0	\$0	\$302,500	\$1,262,500	\$0	#####

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2019	FY2020	FY2021	Future Years	Project Totals
Capital Reserves			\$302,500	\$1,262,500		#####
Totals	\$0	\$0	\$302,500	\$1,262,500	\$0	#####

Explanation of Outside Funding Sources (Donations, Outside Participation, Grants):
None anticipated.

Total Operating Impacts:

	FY2019	FY 2020	FY 2021	Future Annual Cost
Personnel Costs				
Materials & Supplies			\$3,000	
Contractual Services				
Total Expenditure Impacts	\$0	\$0	\$3,000	\$0

Explanation of Operating Impacts:
Typical practice is to provide a seal coat approximately two years after placement of new asphalt.

CAPITAL PROJECTS DETAILS

Project Summary

Project Title:
Wastewater Collections System Improvements

Location:
Citywide

Phase: 1 of 5 **Project #:** WW-01
(If Applicable)

Ranking: Imperative (Must-Do)

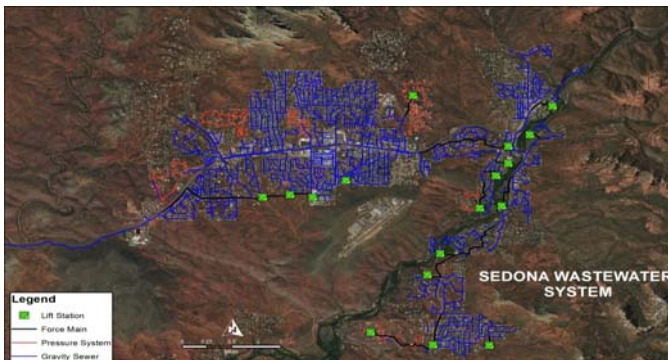
	Original	Revised (If applicable)
Start Date	July 2017	March 2018
Estimated Completion Date	June 2018	June 2019

Project Description:

This project is a multi-phased project as a result of the 2017 Wastewater Master Plan Update. FY 2019 includes improvements to the Mystic Hills and Chapel lift stations to increase wet well capacity and upgrade pumps, repair of the SR 179 sewer main that runs underneath the pedestrian bridge near Tlaquepaque, and the expansion of the sewer main on Quail Tail Trail. FY 2020 includes upsizing a portion of the SR 179 sewer main and the replacement of air release valves on the Brewer Road force main. Projects in FY 2021 and beyond include repairs to fractured or deteriorating pipe citywide, potentially converting cluster system connections into standard sewer connections, and potential future repairs to the sewer main that runs from the Carroll Canyon lift station to the Wastewater Reclamation Plant (WWRP).

Phases of the project are as follows:

- Phase 1 - Mystic Hills and Chapel Lift Stations Improvements
- Phase 2 - SR179 Sewer Main Repair at Oak Creek Pedestrian Bridge
- Phase 3 - Quail Tail Trail Sewer Expansion
- Phase 4 - SR 179 Sewer Main Upsize
- Phase 5 - Brewer Rd. Force Main Air Release Valve Replacements



Project Justification:

The 2017 Wastewater Master Plan Update included both condition assessments of existing sewer infrastructure and capacity analysis of the sewer collection system. The Master Plan identified several areas of pipe citywide that were in poor condition, having either deterioration from hydrogen sulfide gasses or pipe failures/fractures. In addition, the Master Plan evaluated the operation of the City's 17 lift stations and identified improvements that are required for proper function of the lift stations. Finally, the Master Plan evaluated the need to remove cluster systems from the collections system, converting them to a standard sewer connection.

For Continuing Projects

Estimated Project Status as of June 30, 2018:

The Mystic Hills and Chapel Lift Stations Improvements design is starting in FY 2018, and construction has been postponed to FY 2019.

Project Balance	
Original Approved Project Budget	\$1,820,000
Approved Budget Increases/Decreases	\$0
Current Approved Total Project Budget	\$1,820,000
Requested Budget Increase/Decrease	\$835,000
Requested Total Project Budget	\$2,655,000
Estimated Expenditures through June 30, 2018	\$50,000
Budget Balance Remaining	\$2,605,000

Explanation for Revised Project Dates and/or Project Budget (if applicable):

Overall project budget has been reduced from FY 2018 based on results and recommendations from the 2017 Wastewater Master Plan Update. A total of \$2,279,970 was budgeted in FY 2018 for the Mystic Hills & Chapel Lift Stations

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2019	FY2020	FY2021	Future Years	Project Totals
Carry Over	Design	\$50,000	\$200,000				\$250,000
New Appropriation	Design		\$215,000				\$215,000
Future Estimate	Design			\$25,000	\$25,000	\$125,000	\$175,000
Carry Over	Construction		\$1,300,000				\$1,300,000
New Appropriation	Construction		\$620,000				\$620,000
Future Estimate	Construction			\$700,000	\$250,000	\$1,250,000	\$2,200,000
Carry Over	Contingency		\$270,000				\$270,000
Future Estimate	Contingency			\$100,000			\$100,000
Totals		\$50,000	\$2,605,000	\$825,000	\$275,000	\$1,375,000	\$5,130,000

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2019	FY2020	FY2021	Future Years	Project Totals
Wastewater Revenues	\$50,000	\$2,605,000	\$825,000	\$275,000	\$1,375,000	\$5,130,000
Totals	\$50,000	\$2,605,000	\$825,000	\$275,000	\$1,375,000	\$5,130,000

Explanation of Outside Funding Sources (Donations, Outside Participation, Grants):

None anticipated.

Total Operating Impacts:

	FY2019	FY 2020	FY 2021	Future Annual Cost
Personnel Costs				
Materials & Supplies				
Contractual Services				
Total Expenditure Impacts	\$0	\$0	\$0	\$0

Explanation of Operating Impacts:

There are no additional operational impacts associated with any of the scheduled collection system improvements.

CAPITAL PROJECTS DETAILS

Project Summary

Project Title:

WWRP Tertiary Filter Upgrades

Location:

WWRP

Phase: of **Project #:**
(If Applicable)

Ranking:

Project Description:

A study is currently underway to evaluate 20-year life cycle costs of rehabilitating the existing sand filters or replacing the sand filters with more modern technology such as cloth media. In addition to life cycle costs, an evaluation of level of treatment for current and potential future regulated nutrients will be included in the study. The study will be completed in FY 2018, with design and construction of the recommended filter media commencing in FY 2019.

	Original	Revised (if applicable)
Start Date	July 2016	June 2018
Estimated Completion Date	June 2017	June 2019



Project Justification:

The existing tertiary filters (sand filters) are the original filters for the Wastewater Reclamation Plant construction. A decrease in filter efficiency has been experienced in the past 3-4 years, in combination with increased maintenance costs, results in a need for upgrading the tertiary filters. In addition, the mechanical parts of the existing sand filters are beginning to fail, making this project a Priority 1 project. The tertiary filters are an essential part of the treatment process to meet A+ water quality.

For Continuing Projects

Estimated Project Status as of June 30, 2018:

It is anticipated that the study will be completed in FY 2018 and design/construction will commence in FY 2019.

Project Balance	
Original Approved Project Budget	\$500,000
Approved Budget Increases/Decreases	\$1,400,000
Current Approved Total Project Budget	\$1,900,000
Requested Budget Increase/Decrease	\$0
Requested Total Project Budget	\$1,900,000
Estimated Expenditures through June 30, 2018	\$292,516
Budget Balance Remaining	\$1,607,484

Explanation for Revised Project Dates and/or Project Budget (if applicable):

Project design and construction was delayed in order to complete a study comparing life-cycle costs of different filter media.

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2019	FY2020	FY2021	Future Years	Project Totals
Carry Over	Design	\$111,866	\$75,000				\$186,866
Carry Over	Construction	\$180,650	\$1,322,095				\$1,502,745
Carry Over	Contingency		\$210,389				\$210,389
Totals		\$292,516	\$1,607,484	\$0	\$0	\$0	\$1,900,000

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2019	FY2020	FY2021	Future Years	Project Totals
Wastewater Revenues	\$292,516	\$1,607,484				\$1,900,000
Totals	\$292,516	\$1,607,484	\$0	\$0	\$0	\$1,900,000

Explanation of Outside Funding Sources (Donations, Outside Participation, Grants):

None anticipated.

Total Operating Impacts:

	FY2019	FY 2020	FY 2021	Future Annual Cost
Personnel Costs				
Materials & Supplies				
Contractual Services				
Total Expenditure Impacts	\$0	\$0	\$0	\$0

Explanation of Operating Impacts:

Until the study is complete, with recommended media the operational impact is unknown.

CAPITAL PROJECTS DETAILS

Project Summary

Project Title:

Remodel or Expand WWRP Administrative Building

Location:

Wastewater Reclamation Plant

Phase: of Project #: WW-03
(If Applicable)

Ranking: Essential (Should-Do)

	Original	Revised (if applicable)
Start Date	February 2018	
Estimated Completion Date	December 2018	

Project Description:

This project provides a remodel and/or expansion of the existing administrative building to accommodate growing staff and provide a more efficient use of the existing space.



Project Justification:

With the reorganization of the Wastewater Department in July 2017, a need for more office space in the administrative building was realized. There is currently 1 office, however there are 2 administrative supervisors in need of an office. Additionally, space is limited in the lab. The lab technician has a desk in the lab; however, equipment is stored and operated in the restroom to accommodate this. The existing conference room is unable to accommodate all staff at one time. All-hands staff meetings are held weekly, in addition all-hands staff training sessions are held 10-12 times per year. The training sessions cannot be held in other City meeting rooms, as the staff has to be available at a moment's notice if a treatment process needs attention during the training. Additionally, a large conference room would accommodate multi-municipality training sessions and large CIP progress meetings which are held regularly when projects are in construction. The remodel will provide a better use of the administrative assistant space, provide 3 additional offices (1 for the Regulatory Compliance Specialist, 1 for the Lab Technician, and 1 spare office for Public Works inspectors during CIP construction or future staff). The remodel will also provide for a secure, locked Supervisory Control and Data Acquisition (SCADA) room, as recommended in a 2016 Study. A more efficient space for filing, coping, and greeting will also be included with the remodel.

For Continuing Projects

Estimated Project Status as of June 30, 2018:

Due to the change in project plan, the project will not be started until FY 2019.

Project Balance	
Original Approved Project Budget	
Approved Budget Increases/Decreases	\$25,000
Current Approved Total Project Budget	\$25,000
Requested Budget Increase/Decrease	\$270,000
Requested Total Project Budget	\$295,000
Estimated Expenditures through June 30, 2018	\$10,000
Budget Balance Remaining	\$285,000

Explanation for Revised Project Dates and/or Project Budget (if applicable):

N/A

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2019	FY2020	FY2021	Future Years	Project Totals
Carry Over	Evaluation	\$10,000	\$15,000				\$25,000
New Appropriation	Design		\$15,000				\$15,000
New Appropriation	Construction		\$230,000				\$230,000
New Appropriation	Technology		\$25,000				\$25,000
Totals		\$10,000	\$285,000	\$0	\$0	\$0	\$295,000

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2019	FY2020	FY2021	Future Years	Project Totals
Wastewater Revenues	\$10,000	\$285,000				\$295,000
Totals		\$10,000	\$285,000	\$0	\$0	\$295,000

Explanation of Outside Funding Sources (Donations, Outside Participation, Grants):

None anticipated.

Total Operating Impacts:

	FY2019	FY 2020	FY 2021	Future Annual Cost
Personnel Costs				
Materials & Supplies				
Contractual Services				
Total Expenditure Impacts	\$0	\$0	\$0	\$0

Explanation of Operating Impacts:

Operating costs are already accounted for with the existing square footage.

CAPITAL PROJECTS DETAILS

Project Summary

Project Title:
SCADA System and Configuration Upgrade

Location:
N/A

Phase: 1 of 2 **Project #:** WW-04
(If Applicable)

	Original	Revised (if applicable)
Start Date	July 2017	April 2019
Estimated Completion Date	June 2019	June 2021

Ranking: Essential (Should-Do)

Project Description:

Supervisory Control And Data Acquisition (SCADA) is an essential function of Wastewater Operations, as it is the computerized control system for operating and monitoring plant processes. The intent of this project is to upgrade SCADA system components and thereby assure appropriate long term functionality and security for this critical system. The functionality aspect of the project involves upgrading Programmable Logic Controllers (PLC) to newer versions that are supported by the manufacturer and for which parts are readily available. It also involves making repairs to the existing fiber optic system. The security aspect of the project is concerned with configuring the system to reduce the likelihood of unauthorized access to the system from outside the City. Through a study completed in 2016 of the City's SCADA system, projects were prioritized by importance. This project includes pursuing projects identified as a priority 1.



Project Justification:

A study of the system in 2016 noted that a number of control devices for the system were no longer supported by the manufacturer and parts would become more difficult to obtain. In order to reduce the SCADA failure, recommendations were made to upgrade the PLCs and associated devices. In addition, the fiber optic system has been compromised through rodent damage. This project would proceed based on the study report to make prioritized repairs. The current SCADA system has a number of security issues as currently configured and located. If this project is not pursued, the City can expect failures of the SCADA system, without continued support from the manufacturer. This would mean that staff would have to attempt to monitor and control more of the process manually, likely resulting in an increase in overtime pay as the system operates 24 hours per day. The existing staff level would not be able to do this, and a potential for an increase in violations of our permit with Arizona Department of Environmental Quality would occur due to the inability to timely monitor the system. Failure to maintain the system can result in fines of up to \$25,000 per day for the first violation and \$50,000 per day for the second.

For Continuing Projects

Estimated Project Status as of June 30, 2018:

N/A

Project Balance		
Original Approved Project Budget		\$185,000
Approved Budget Increases/Decreases		\$0
Current Approved Total Project Budget		\$185,000
Requested Budget Increase/Decrease		\$0
Requested Total Project Budget		\$185,000
Estimated Expenditures through June 30, 2018		\$0
Budget Balance Remaining		\$185,000

Explanation for Revised Project Dates and/or Project Budget (if applicable):

Delayed to accommodate budget constraints.

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2019	FY2020	FY2021	Future Years	Project Totals
Carry Over	Equipment			\$185,000			\$185,000
Future Estimate	Equipment				\$125,000		\$125,000
Totals		\$0	\$0	\$185,000	\$125,000	\$0	\$310,000

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2019	FY2020	FY2021	Future Years	Project Totals
Wastewater Revenues			\$185,000	\$125,000		\$310,000
Totals	\$0	\$0	\$185,000	\$125,000	\$0	\$310,000

Explanation of Outside Funding Sources (Donations, Outside Participation, Grants):

None anticipated.

Total Operating Impacts:

	FY2019	FY 2020	FY 2021	Future Annual Cost
Personnel Costs				
Materials & Supplies				
Contractual Services				
Total Expenditure Impacts	\$0	\$0	\$0	\$0

Explanation of Operating Impacts:

No additional operating costs are anticipated.

CAPITAL PROJECTS DETAILS

Project Summary

Project Title: WWRP Odor Control Upgrades

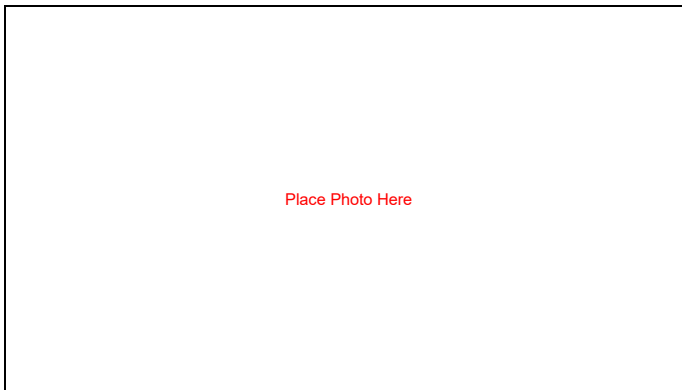
Location: Wastewater Reclamation Plant

Phase: of **Project #:** WW-05
(If Applicable)

	Original	Revised (if applicable)
Start Date	February 2017	February 2017
Estimated Completion Date	June 2019	June 2021

Ranking: Important (Could-Do)

Project Description:
This project is for upgrades to the existing odor control unit, as recommended by the 2017 WWRP Odor Control Evaluation Basis of Design Report.



Project Justification:
The existing odor control unit at the WWRP is rated for a flow of 0.9 million gallons per day. Current average daily flows of 1.2 million gallons per day exceed this rating. The project will implement upgrades to the odor control unit, as identified and recommended by the 2017 WWRP Odor Control Evaluation Basis of Design Report.

For Continuing Projects

Estimated Project Status as of June 30, 2018:
The odor control study was completed in FY 2017. The upgrades are planned for FY 2019.

Project Balance		
Original Approved Project Budget		\$25,000
Approved Budget Increases/Decreases		-\$340
Current Approved Total Project Budget		\$24,660
Requested Budget Increase/Decrease		\$0
Requested Total Project Budget		\$24,660
Estimated Expenditures through June 30, 2018		\$24,660
Budget Balance Remaining		\$0

Explanation for Revised Project Dates and/or Project Budget (if applicable):
The preliminary estimated cost of this project increased by \$150,000. When the original estimate was done with the FY 2018 budget process, the WWRP Odor Control Evaluation was not complete. A more detailed cost estimate was prepared

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2019	FY2020	FY2021	Future Years	Project Totals
Carry Over	Evaluation	\$24,660					\$24,660
Future Estimate	Design			\$55,000			\$55,000
Future Estimate	Construction			\$130,000	\$150,000		\$280,000
Totals		\$24,660	\$0	\$185,000	\$150,000	\$0	\$359,660

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2019	FY2020	FY2021	Future Years	Project Totals
Wastewater Revenues	\$24,660		\$185,000	\$150,000		\$359,660
Totals	\$24,660	\$0	\$185,000	\$150,000	\$0	\$359,660

Explanation of Outside Funding Sources (Donations, Outside Participation, Grants):
None anticipated.

Total Operating Impacts:

	FY2019	FY 2020	FY 2021	Future Annual Cost
Personnel Costs				
Materials & Supplies	\$9,300	\$9,300	\$9,300	\$9,300
Contractual Services				
Total Expenditure Impacts	\$9,300	\$9,300	\$9,300	\$9,300

Explanation of Operating Impacts:
Annual replacement of media for the new unit

CAPITAL PROJECTS DETAILS

Project Summary

Project Title:

WWRP Recharge Wells

Location:

Wastewater Reclamation Plant

Phase: of Project #:
(If Applicable)

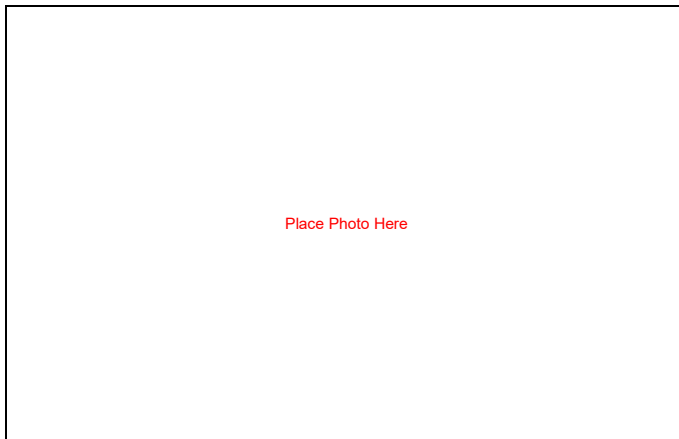
Ranking:

	Original	Revised (If applicable)
Start Date	July 2009	July 2009
Estimated Completion Date	June 2020	June 2024

Project Description:

The project represents the construction of up to 6 recharge (injection) wells for the disposal of up to 2.0 million gallons per day of treated effluent. Design of Recharge Wells No. 3 and No. 4 began in FY 2017. The Arizona Department of Environmental Quality (ADEQ) required that a new Point of Compliance (POC) well be installed as part of the recharge operations. The design and construction of the POC well will be completed in FY 2018. A total of 6 recharge wells were identified as needed in the Effluent Management Optimization Plan. However, water demand from future land uses in the area, revised built-out flow projections from the 2017 Wastewater Master Plan Update, and/or efficiency of w Wells No. 1-5 may result in Recharge Well No. 6 not being necessary.

Note: The amount shown for prior years under the category "demolition/site prep" represent the costs associated with the design and construction of 27 acres of wetlands.



Project Justification:

In 2013, based on evaluation of wetlands, spray irrigation, and aquifer recharge, the Effluent Management Optimization Plan was completed. The plan evaluated the optimum combination of effluent management strategies at build-out flows, or 2.0 million gallons per day (MGD).

For Continuing Projects

Estimated Project Status as of June 30, 2018:

N/A

Project Balance	
Original Approved Project Budget	\$7,878,258
Approved Budget Increases/Decreases	\$3,275,000
Current Approved Total Project Budget	\$11,153,258
Requested Budget Increase/Decrease	\$0
Requested Total Project Budget	\$11,153,258
Estimated Expenditures through June 30, 2018	\$7,521,164
Budget Balance Remaining	\$3,632,094

Explanation for Revised Project Dates and/or Project Budget (if applicable):

The overall budget for the recharge program is unchanged; however, the construction of Wells No. 3-6 has been postponed. Injection Wells No. 1 and 2 were brought on-line in the fall of 2017. Current rates of recharge, combined with lower than anticipated

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2019	FY2020	FY2021	Future Years	Project Totals
Carry Over	Demolition/Site Prep	\$1,657,999					\$1,657,999
Carry Over	Design	\$1,085,402	\$153,819				\$1,239,221
Future Estimate	Design					\$230,000	\$230,000
Carry Over	Construction	\$4,409,233				\$3,149,215	\$7,558,448
Future Estimate	Construction					\$1,256,500	\$1,256,500
Carry Over	Environmental	\$109,779				\$113,000	\$222,779
Future Estimate	Environmental					\$25,000	\$25,000
Carry Over	Equipment	\$162,202					\$162,202
Carry Over	Legal Services	\$96,549					\$96,549
Carry Over	Contingency					\$216,060	\$216,060
Totals		\$7,521,164	\$153,819	\$0	\$0	\$4,989,775	\$12,664,758

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2019	FY2020	FY2021	Future Years	Project Totals
Wastewater Revenues	\$7,521,164	\$153,819			\$4,989,775	\$12,664,758
Totals	\$7,521,164	\$153,819	\$0	\$0	\$4,989,775	\$12,664,758

Explanation of Outside Funding Sources (Donations, Outside Participation, Grants):

None anticipated.

Total Operating Impacts:

	FY2019	FY 2020	FY 2021	Future Annual Cost
Personnel Costs				
Materials & Supplies	\$22,000	\$22,000	\$22,000	\$22,000
Contractual Services	\$30,000	\$30,000	\$30,000	\$30,000
Total Expenditure Impacts	\$52,000	\$52,000	\$52,000	\$52,000

Explanation of Operating Impacts:

Maintenance and repairs of pumps, filters, and purchase of salt for the chlorine generation system. Also well rehabilitation every 4-5 years.



Departmental Budgets

CITY COUNCIL

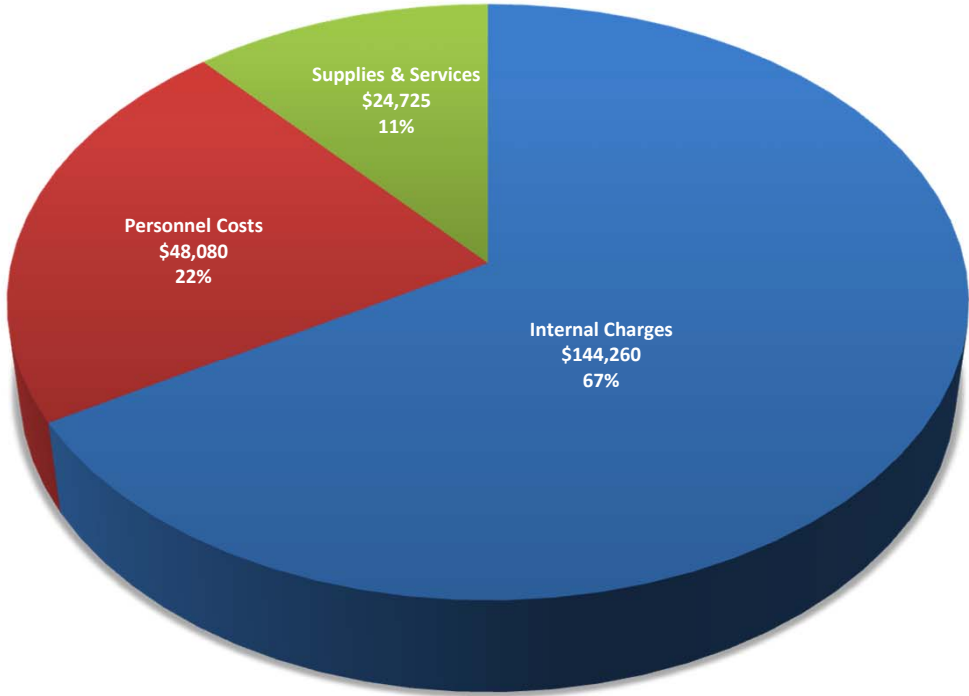
Mission Statement

To encourage partnering to maximize resources and opportunities in sustaining Sedona's vibrant economy, which includes an interdependence of residents, visitors, and surrounding communities. The City Council, Boards and Commissions, staff, and volunteers partner in being responsive to the needs of the community to accomplish the City's mission.

Description

The Mayor and City Councilors are elected at large and consist of seven members. The Mayor presides over the City Council meetings. The City Council is mostly responsible for policies and appoints a City Manager who is responsible for the day-to-day operations of the City.

FY 2019 EXPENDITURES: \$217,065



CITY COUNCIL – Administration

BUDGET SUMMARY	FY2019 Budget	% of FY2019 Budget	FY2018 Budget	FY2018 Estimate	FY2017 Actual
Program Expenditures					
Personnel Services	\$ 48,080	22%	\$ 48,100	\$ 47,590	\$ 44,580
Supplies & Services	24,725	11%	29,675	26,725	15,945
Subtotal Direct Costs	\$ 72,805	34%	\$ 77,775	\$ 74,315	\$ 60,524
Internal Charges	144,260	66%	104,120	104,120	-
Total Expenditures	\$ 217,065	100%	\$ 181,895	\$ 178,435	\$ 60,524
Expenditures by Fund					
General Fund Portion	\$ 217,065	100%	\$ 181,895	\$ 178,435	\$ 60,524
Funding Sources					
Funding from General Revenues	\$ 217,065	100%	\$ 181,895	\$ 178,435	\$ 60,524
Employee Time Allocation (FTEs) (Budgeted)	7.00		7.00		7.00

FY 2018 Accomplishments

- * Approved a balanced budget.
- * Continued accelerated improvements to storm water drainage system.
- * Hosted the 8th Annual Citizens Academy.
- * Reviewed long-term capital needs and funding options.
- * Reviewed the 2017 Transportation Master Plan and prioritized projects.
- * Approved revisions to the City Sign Code.
- * Approved a new ten-year 1/2 cent sales tax to be dedicated towards funding projects identified in the 2017 Transportation Master Plan.
- * Implemented Economic Development Plan.

FY 2019 Objectives

- * Continue to work toward achievements within the Council's top priorities.
- * Mitigation of traffic and parking issues in Sedona.
- * Accelerate storm water management.
- * Uptown Community Focus Area.
- * Citywide Wireless Master Plan.
- * Comprehensive, Citywide, Multi-modal Transportation Study.
- * Land Development Code Update.
- * Sustainable Tourism.
- * Affordable Housing.
- * Update the Building Code.
- * Continue to review long-term capital needs and funding options.

WORKLOAD INDICATORS	Benchmark	FY16 Actual	FY17 Actual	FY18 Projection	FY18 Estimate	FY19 Projection
City council communications reviewed		158	124	140	120	130
Public meetings held		54	53	48	45	48

PERFORMANCE MEASURES	Benchmark	FY16 Actual	FY17 Actual	FY18 Target	FY18 Estimate	FY19 Target
Expenditures per capita: All general fund services (ICMA Benchmark)	\$835		\$1,610			
Expenditures per capita + Annualized Visitor Population: All general fund services			\$814			

CITY COUNCIL
continued

EXPENDITURE SUMMARY

Cost Category	FY2019 Proposed	FY2018 Budget	FY2019 Incr. over FY2018 Budget	FY2018 Est. Actuals	FY2019 Incr. over FY2018 Est.	FY2018 Est. (over)/ under budget	FY2017 Actuals	FY2016 Actuals	FY2015 Actuals	FY2014 Actuals	Explanation of Changes
General Fund											
10-5210-01 - Administration											
Personnel (ongoing)	\$48,080	\$48,100	0%	\$47,590	1%	\$510	\$44,580	\$46,121	\$44,382	\$43,992	
Supplies & Services (ongoing)	\$24,725	\$29,675	-17%	\$26,725	-7%	\$2,950	\$15,945	\$17,002	\$22,613	\$9,569	Budget Decrease: Reduction based on history
Direct Costs (Ongoing) Subtotal	\$72,805	\$77,775	-6%	\$74,315	-2%	\$3,460	\$60,524	\$63,123	\$66,995	\$53,561	
Internal Charges	\$144,260	\$104,120	39%	\$104,120	39%	\$0	\$0	\$0	\$0	\$0	Budget Increase: Change in allocations of legal costs, increase in allocation of IT costs for replacement of SWAGIT video system and iPads
General Fund Total	\$217,065	\$181,895	19%	\$178,435	22%	\$3,460	\$60,524	\$63,123	\$66,995	\$53,561	

Reconciliation

FY2018 Direct Costs	\$77,775
Budget Reduction	<u>(\$4,970)</u>
FY2019 Direct Costs	\$72,805

POSITIONS/ALLOCATIONS SUMMARIES

Position	FY19 FTE	FY18 FTE	FY17 FTE	FY16 FTE
Councillor	5.00	5.00	5.00	5.00
Mayor	1.00	1.00	1.00	1.00
Vice-Mayor	1.00	1.00	1.00	1.00
Total	7.00	7.00	7.00	7.00

Org Unit	Org Description	FY19 FTE	FY18 FTE	FY17 FTE	FY16 FTE
General Fund					
10-5210-01	Administration	7.00	7.00	7.00	7.00
General Fund Total		7.00	7.00	7.00	7.00

CITY CLERK'S OFFICE

Mission Statement

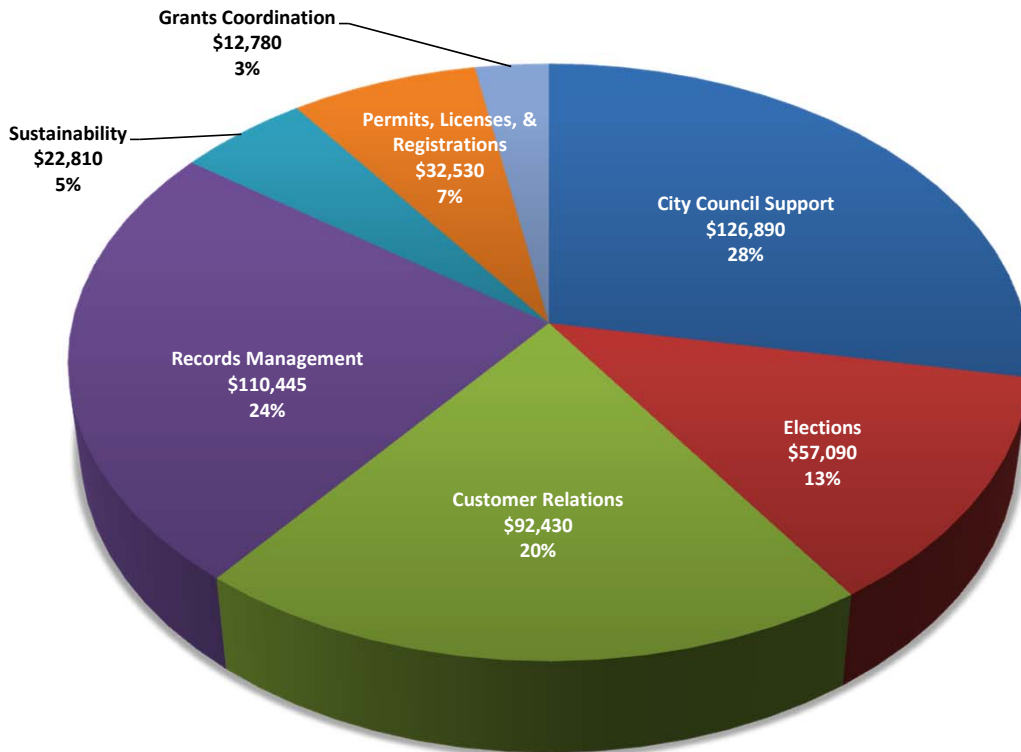
To provide exceptional service to the Mayor and Council, the public and City staff in order that all may be guaranteed fair and impartial elections and open access to information and the legislative process.

Description

The City Clerk's Department is responsible for the following program areas:

- * City Council Support
- * Elections
- * Customer Relations
- * Records Management
- * Sustainability
- * Permits, Licenses, and Registrations
- * Grants Coordination

FY 2019 PROGRAM EXPENDITURES: \$454,975



CITY CLERK'S OFFICE – City Council Support

BUDGET SUMMARY	FY2019 Budget	% of FY2019 Budget	FY2018 Budget	FY2018 Estimate	FY2017 Actual
Program Expenditures					
Personnel Services	\$ 75,490	59%	\$ 73,100	\$ 71,220	\$ -
Supplies & Services	15,000	12%	15,000	15,000	-
Subtotal Direct Costs	\$ 90,490	71%	\$ 88,100	\$ 86,220	\$ -
Internal Charges	36,400	29%	31,820	31,820	-
Total Expenditures	\$ 126,890	100%	\$ 119,920	\$ 118,040	\$ -
Expenditures by Fund					
General Fund Portion	\$ 126,890	100%	\$ 119,920	\$ 118,040	\$ -
Funding Sources					
Funding from General Revenues	\$ 126,890	100%	\$ 119,920	\$ 118,040	\$ -
Employee Time Allocation (FTEs) (Budgeted)	0.80		0.80		0.00

This program area includes agendas, packets, minutes, action item lists, proclamations, Open Meeting Law compliance, processing of ordinances and resolutions, processing of applications for voluntary service on City Boards and Commissions, and general City Council support.

FY 2018 Accomplishments

- * Assisted in recruiting and orienting a replacement City Councilor for Councilor Joe Vernier who resigned in February 2018.

FY 2019 Objectives

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

WORKLOAD INDICATORS	Benchmark	FY16 Actual	FY17 Actual	FY18 Projection	FY18 Estimate	FY19 Projection
City Council agendas posted		54	53	48	45	48
Number of City Council meetings attended with minutes completed		54	53	48	45	48
Ordinances processed		9	13	15	15	15
Resolutions processed		40	31	28	25	25

CITY CLERK'S OFFICE – Elections

BUDGET SUMMARY	FY2019 Budget	% of FY2019 Budget	FY2018 Budget	FY2018 Estimate	FY2017 Actual
Program Expenditures					
Personnel Services	\$ 8,100	14%	\$ 7,930	\$ 7,860	\$ -
Supplies & Services	43,500	76%	1,400	1,500	-
Subtotal Direct Costs	\$ 51,600	90%	\$ 9,330	\$ 9,360	\$ -
Internal Charges	5,490	10%	3,470	3,470	-
Total Expenditures	\$ 57,090	100%	\$ 12,800	\$ 12,830	\$ -
Expenditures by Fund					
General Fund Portion	\$ 57,090	100%	\$ 12,800	\$ 12,830	\$ -
Funding Sources					
Funding from General Revenues	\$ 57,090	100%	\$ 12,800	\$ 12,830	\$ -
Employee Time Allocation (FTEs) (Budgeted)	0.09		0.09		0.00

This program area includes conducting regular and special municipal elections, accepting campaign finance filings, and assisting Yavapai and Coconino Counties with elections.

FY 2018 Accomplishments

- * Served as an early voting location for Coconino County.
- * Provided ballot drop boxes for Coconino and Yavapai Counties.
- * Performed identification verification for conditional provisional voters for Coconino and Yavapai Counties.
- * Prepared packets for City Council candidates.
- * Prepared for Alternative Expenditure Limitation Election.
- * Ensured filing of campaign finance filings.

FY 2019 Objectives

- * Coordinate Alternative Expenditure Limitation Election.
- * Coordinate Primary and General (if necessary) Elections.
- * Ensure filing of campaign finance filings.

WORKLOAD INDICATORS	Benchmark	FY16 Actual	FY17 Actual	FY18 Projection	FY18 Estimate	FY19 Projection
Number of City elections		0	1	0	0	2

CITY CLERK'S OFFICE – Customer Relations

BUDGET SUMMARY	FY2019 Budget	% of FY2019 Budget	FY2018 Budget	FY2018 Estimate	FY2017 Actual
Program Expenditures					
Personnel Services	\$ 61,670	67%	\$ 59,020	\$ 56,690	\$ -
Internal Charges	30,760	33%	34,870	34,870	-
Total Expenditures	\$ 92,430	100%	\$ 93,890	\$ 91,560	\$ -
Expenditures by Fund					
General Fund Portion	\$ 92,430	100%	\$ 93,890	\$ 91,560	\$ -
Funding Sources					
Allocations to Other Departments	\$ 92,440	100%	\$ 93,900	\$ 93,900	\$ -
Funding from General Revenues	\$ (10)	<1%	\$ (10)	\$ (2,340)	\$ -
Employee Time Allocation (FTEs) (Budgeted)	0.82		0.82		0.00

This program area includes acting as receptionist for the City, face-to-face customer service, acting as the gatekeeper for Sedona Citizens Connect, accepting claims against the City and service of other legal documents, administering oaths of office, processing incoming and outgoing mail, notarization, and other duties.

FY 2018 Accomplishments

- * Acted as a gatekeeper for the Sedona Citizens Connect. Took a more active approach on monitoring of issues and increased response rate, and reduced closure time from an average of 17 days to 10 days.

FY 2019 Objectives

- * Act as the gatekeeper for the Sedona Citizens Connect, monitor issues for completion, and suggest enhancements.
- * Deliver claims to the City Attorney's Office in a timely fashion.
- * Assist customers by phone and in person in a timely and courteous fashion.

WORKLOAD INDICATORS	Benchmark	FY16 Actual	FY17 Actual	FY18 Projection	FY18 Estimate	FY19 Projection
Sedona Citizens Connect issues processed		208	308	280	210	210

PERFORMANCE MEASURES	Benchmark	FY16 Actual	FY17 Actual	FY18 Target	FY18 Estimate	FY19 Target
Sedona Citizens Connect average days to close an issue		17	10	10	9	10

CITY CLERK'S OFFICE – Records Management

BUDGET SUMMARY	FY2019 Budget	% of FY2019 Budget	FY2018 Budget	FY2018 Estimate	FY2017 Actual
Program Expenditures					
Personnel Services	\$ 48,950	44%	\$ 48,090	\$ 48,620	\$ -
Supplies & Services	8,355	8%	8,350	6,150	-
Subtotal Direct Costs	\$ 57,305	52%	\$ 56,440	\$ 54,770	\$ -
Internal Charges	53,140	48%	49,840	49,840	-
Total Expenditures	\$ 110,445	100%	\$ 106,280	\$ 104,610	\$ -
Expenditures by Fund					
General Fund Portion	\$ 110,445	100%	\$ 106,280	\$ 104,610	\$ -
Funding Sources					
Allocations to Other Departments	\$ 110,440	100%	\$ 106,300	\$ 106,300	\$ -
Funding from General Revenues	\$ 5	<1%	\$ (20)	\$ (1,690)	\$ -
Employee Time Allocation (FTEs) (Budgeted)	0.66		0.66		0.00

This program area includes preservation, research, and providing access to Sedona's records; recording of legal documents; and maintaining the City Code and Land Development Code.

FY 2018 Accomplishments

- * Fulfilled 100% of the records requests received.
- * Created a tracking system for records requests.

FY 2019 Objectives

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

WORKLOAD INDICATORS	Benchmark	FY16 Actual	FY17 Actual	FY18 Projection	FY18 Estimate	FY19 Projection
Records requests processed		N/A	127	80	175	150

CITY CLERK'S OFFICE - Sustainability

BUDGET SUMMARY	FY2019 Budget	% of FY2019 Budget	FY2018 Budget	FY2018 Estimate	FY2017 Actual
Program Expenditures					
Personnel Services	\$ 11,190	49%	\$ 11,140	\$ 11,570	\$ -
Supplies & Services	4,000	18%	4,000	4,000	-
Subtotal Direct Costs	\$ 15,190	67%	\$ 15,140	\$ 15,570	\$ -
Internal Charges	7,620	33%	7,650	7,650	-
Total Expenditures	\$ 22,810	100%	\$ 22,790	\$ 23,220	\$ -
Expenditures by Fund					
General Fund Portion	\$ 22,810	100%	\$ 22,790	\$ 23,220	\$ -
Funding Sources					
Funding from General Revenues	\$ 22,810	100%	\$ 22,790	\$ 23,220	\$ -
Employee Time Allocation (FTEs) (Budgeted)	0.18		0.18		0.00

This program area includes coordination of Citywide electronics and household hazardous waste recycling events, coordination of City Hall recycling and composting programs, and other City environmental policies and sustainability related initiatives.

FY 2018 Accomplishments

- * Coordinated an annual electronics recycling event for the public.

FY 2019 Objectives

- * Coordinate annual electronics recycling event for the public.
- * Coordinate a household hazardous waste event for the public.

PERFORMANCE MEASURES	Benchmark	FY16 Actual	FY17 Actual	FY18 Target	FY18 Estimate	FY19 Target
Electronics recycling (weight in pounds)		10843	11599	8000	8000	8000
Household hazardous waste (weight in pounds)		4,948	0	0	0	4,000 (if Decision Package approved)

CITY CLERK'S OFFICE – Permits, Licenses, & Registrations

BUDGET SUMMARY	FY2019 Budget	% of FY2019 Budget	FY2018 Budget	FY2018 Estimate	FY2017 Actual
Program Expenditures					
Personnel Services	\$ 22,980	71%	\$ 22,510	\$ 22,360	\$ -
Internal Charges	9,550	29%	9,550	9,550	-
Total Expenditures	\$ 32,530	100%	\$ 32,060	\$ 31,910	\$ -
Expenditures by Fund					
General Fund Portion	\$ 32,530	100%	\$ 32,060	\$ 31,910	\$ -
Funding Sources					
Program Revenues	\$ 2,400	7%	\$ 2,350	\$ 2,695	\$ -
Funding from General Revenues	\$ 30,130	93%	\$ 29,710	\$ 29,215	\$ -
Employee Time Allocation (FTEs) (Budgeted)	0.24		0.24		0.00

This program area includes peddler/solicitor permits, liquor license and special event applications, and civil union registrations.

FY 2018 Accomplishments

- * Processed peddler/solicitor permits within 14 days of application.
- * Processed liquor license and special event applications according to required deadlines.

FY 2019 Objectives

- * Process peddler/solicitor permits within 14 days of application.
- * Process liquor license and special event applications according to required deadlines.

WORKLOAD INDICATORS	Benchmark	FY16 Actual	FY17 Actual	FY18 Projection	FY18 Estimate	FY19 Projection
Civil Union Registrations		N/A	6	1	15	10
Liquor Licenses		N/A	18	10	25	10
Peddler/Solicitor Permits		N/A	28	15	10	10
Special Event Liquor Licenses		N/A	41	34	34	25

CITY CLERK'S OFFICE – Grants Coordination

BUDGET SUMMARY	FY2019 Budget	% of FY2019 Budget	FY2018 Budget	FY2018 Estimate	FY2017 Actual
Program Expenditures					
Personnel Services	\$ 8,910	70%	\$ 8,800	\$ 7,940	\$ -
Supplies & Services	750	6%	750	750	-
Subtotal Direct Costs	\$ 9,660	76%	\$ 9,550	\$ 8,690	\$ -
Internal Charges	3,120	24%	3,140	3,140	-
Total Expenditures	\$ 12,780	100%	\$ 12,690	\$ 11,830	\$ -
Expenditures by Fund					
General Fund Portion	\$ 12,780	100%	\$ 12,690	\$ 11,830	\$ -
Funding Sources					
Funding from General Revenues	\$ 12,780	100%	\$ 12,690	\$ 11,830	\$ -
Employee Time Allocation (FTEs) (Budgeted)	0.08		0.08		0.00

This program area includes identifying grant opportunities, ensuring adherence to grant terms, and grant follow-up.

FY 2018 Accomplishments

- * Identified numerous grant opportunities and shared with appropriate staff members.

FY 2019 Objectives

- * Identify grant opportunities and share with appropriate staff members.
- * Assist with grant follow-up.

WORKLOAD INDICATORS	Benchmark	FY16 Actual	FY17 Actual	FY18 Projection	FY18 Estimate	FY19 Projection
Grants processed		N/A	0	5	2	3

CITY CLERK'S OFFICE
continued

EXPENDITURE SUMMARY

Cost Category	FY2019 Proposed	FY2018 Budget	FY2019 Incr. over FY2018 Budget	FY2018 Est. Actuals	FY2019 Incr. over FY2018 Est.	FY2018 Est. (over)/ under budget	FY2017 Actuals	FY2016 Actuals	FY2015 Actuals	FY2014 Actuals	Explanation of Changes
General Fund											
10-5240-01 - Administration											
Personnel (ongoing)	\$0	\$0	N/A	\$0	N/A	\$0	\$204,970	\$200,942	\$185,962	\$182,250	
Supplies & Services (ongoing)	\$0	\$0	N/A	\$0	N/A	\$0	\$48,364	\$19,000	\$57,867	\$44,568	
Administration Total	\$0	\$0	N/A	\$0	N/A	\$0	\$253,334	\$219,942	\$243,829	\$226,818	
10-5240-05 - City Council Support											
Personnel (ongoing)	\$75,490	\$73,100	3%	\$71,220	6%	\$1,880	\$0	\$0	\$0	\$0	
Supplies & Services (ongoing)	\$15,000	\$15,000	0%	\$15,000	0%	\$0	\$0	\$0	\$0	\$0	
Direct Costs (Ongoing) Subtotal	\$90,490	\$88,100	3%	\$86,220	5%	\$1,880	\$0	\$0	\$0	\$0	
Internal Charges	\$36,400	\$31,820	14%	\$31,820	14%	\$0	\$0	\$0	\$0	\$0	Budget Increase: Increase in allocation of IT costs for PC and projector replacement
City Council Support Total	\$126,890	\$119,920	6%	\$118,040	7%	\$1,880	\$0	\$0	\$0	\$0	
10-5240-06 - Elections											
Personnel (ongoing)	\$8,100	\$7,930	2%	\$7,860	3%	\$70	\$0	\$0	\$0	\$0	
Supplies & Services (ongoing)	\$1,000	\$1,400	-29%	\$1,000	0%	\$400	\$0	\$0	\$0	\$0	
Direct Costs (Ongoing) Subtotal	\$9,100	\$9,330	-2%	\$8,860	3%	\$470	\$0	\$0	\$0	\$0	
Internal Charges	\$5,490	\$3,470	58%	\$3,470	58%	\$0	\$0	\$0	\$0	\$0	Budget Increase: Change in allocation of Finance costs
Ongoing Total	\$14,590	\$12,800	14%	\$12,330	18%	\$470	\$0	\$0	\$0	\$0	
Supplies & Services (one-time)	\$42,500	\$0	∞	\$500	8400%	(\$500)	\$0	\$0	\$0	\$0	Budget: Biennial election
Elections Total	\$57,090	\$12,800	346%	\$12,830	345%	(\$30)	\$0	\$0	\$0	\$0	
10-5240-07 - Customer Relations											
Personnel (ongoing)	\$61,670	\$59,020	4%	\$56,690	9%	\$2,330	\$0	\$0	\$0	\$0	
Internal Charges	(\$61,680)	(\$59,030)	4%	(\$59,030)	4%	\$0	\$0	\$0	\$0	\$0	
Customer Relations Total	(\$10)	(\$10)	0%	(\$2,340)	-100%	\$2,330	\$0	\$0	\$0	\$0	

CITY CLERK'S OFFICE
continued

EXPENDITURE SUMMARY

Cost Category	FY2019 Proposed	FY2018 Budget	FY2019 Incr. over FY2018 Budget	FY2018 Est. Actuals	FY2019 Incr. over FY2018 Est.	FY2018 Est. (over)/ under budget	FY2017 Actuals	FY2016 Actuals	FY2015 Actuals	FY2014 Actuals	Explanation of Changes
10-5240-08 - Records Management											
Personnel (ongoing)	\$48,950	\$48,090	2%	\$48,620	1%	(\$530)	\$0	\$0	\$0	\$0	
Supplies & Services (ongoing)	\$8,355	\$8,350	0%	\$6,150	36%	\$2,200	\$0	\$0	\$0	\$0	Current Year Under Budget: Savings on code updates
Direct Costs (Ongoing) Subtotal	\$57,305	\$56,440	2%	\$54,770	5%	\$1,670	\$0	\$0	\$0	\$0	
Internal Charges	(\$57,300)	(\$56,460)	1%	(\$56,460)	1%	\$0	\$0	\$0	\$0	\$0	
Records Management Total	\$5	(\$20)	-125%	(\$1,690)	-100%	\$1,670	\$0	\$0	\$0	\$0	
10-5240-09 - Sustainability											
Personnel (ongoing)	\$11,190	\$11,140	0%	\$11,570	-3%	(\$430)	\$0	\$0	\$0	\$0	
Supplies & Services (ongoing)	\$4,000	\$4,000	0%	\$4,000	0%	\$0	\$0	\$0	\$0	\$0	
Direct Costs (Ongoing) Subtotal	\$15,190	\$15,140	0%	\$15,570	-2%	(\$430)	\$0	\$0	\$0	\$0	
Internal Charges	\$7,620	\$7,650	0%	\$7,650	0%	\$0	\$0	\$0	\$0	\$0	
Sustainability Total	\$22,810	\$22,790	0%	\$23,220	-2%	(\$430)	\$0	\$0	\$0	\$0	
10-5240-10 - Permits, Licenses, & Registrations											
Personnel (ongoing)	\$22,980	\$22,510	2%	\$22,360	3%	\$150	\$0	\$0	\$0	\$0	
Internal Charges	\$9,550	\$9,550	0%	\$9,550	0%	\$0	\$0	\$0	\$0	\$0	
Permits, Licenses, & Registrations Total	\$32,530	\$32,060	1%	\$31,910	2%	\$150	\$0	\$0	\$0	\$0	
10-5240-16 - Grants Coordination											
Personnel (ongoing)	\$8,910	\$8,800	1%	\$7,940	12%	\$860	\$0	\$0	\$0	\$0	
Supplies & Services (ongoing)	\$750	\$750	0%	\$750	0%	\$0	\$0	\$0	\$0	\$0	
Direct Costs (Ongoing) Subtotal	\$9,660	\$9,550	1%	\$8,690	11%	\$860	\$0	\$0	\$0	\$0	
Internal Charges	\$3,120	\$3,140	-1%	\$3,140	-1%	\$0	\$0	\$0	\$0	\$0	
Grants Coordination Total	\$12,780	\$12,690	1%	\$11,830	8%	\$860	\$0	\$0	\$0	\$0	
General Fund Totals											
Personnel Subtotal	\$237,290	\$230,590	3%	\$226,260	5%	\$4,330	\$204,970	\$200,942	\$185,962	\$182,250	
Supplies & Services (Ongoing) Subtotal	\$29,105	\$29,500	-1%	\$26,900	8%	\$2,600	\$48,364	\$19,000	\$57,867	\$44,568	
Direct Costs (Ongoing) Subtotal	\$266,395	\$260,090	2%	\$253,160	5%	\$6,930	\$253,334	\$219,942	\$243,829	\$226,818	
Internal Charges Subtotal	(\$56,800)	(\$59,860)	-5%	(\$59,860)	-5%	\$0	\$0	\$0	\$0	\$0	
Ongoing Subtotal	\$209,595	\$200,230	5%	\$193,300	8%	\$6,930	\$253,334	\$219,942	\$243,829	\$226,818	
Supplies & Services (One-Time) Subtotal	\$42,500	\$0	∞	\$500	8400%	(\$500)	\$0	\$0	\$0	\$0	
General Fund Total	\$252,095	\$200,230	26%	\$193,800	30%	\$6,430	\$253,334	\$219,942	\$243,829	\$226,818	

CITY CLERK'S OFFICE
continued

EXPENDITURE SUMMARY

Cost Category	FY2019 Proposed	FY2018 Budget	FY2019 Incr. over FY2018 Budget	FY2018 Est. Actuals	FY2019 Incr. over FY2018 Est.	FY2018 Est. (over)/ under budget	FY2017 Actuals	FY2016 Actuals	FY2015 Actuals	FY2014 Actuals	Explanation of Changes
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Wastewater Enterprise Fund

59-5240-01 - Administration

Personnel (ongoing)	\$0	\$0	N/A	\$0	N/A	\$0	\$12,322	\$0	\$0	\$0	
Wastewater Enterprise Fund Total	\$0	\$0	N/A	\$0	N/A	\$0	\$12,322	\$0	\$0	\$0	

GRAND TOTALS

Personnel (Ongoing) Subtotal	\$237,290	\$230,590	3%	\$226,260	5%	\$4,330	\$217,292	\$200,942	\$185,962	\$182,250	
Supplies & Services (Ongoing) Subtotal	\$29,105	\$29,500	-1%	\$26,900	8%	\$2,600	\$48,364	\$19,000	\$57,867	\$44,568	
Direct Costs (Ongoing) Subtotal	\$266,395	\$260,090	2%	\$253,160	5%	\$6,930	\$265,656	\$219,942	\$243,829	\$226,818	
Internal Charges Subtotal	(\$56,800)	(\$59,860)	-5%	(\$59,860)	-5%	\$0	\$0	\$0	\$0	\$0	
Ongoing Subtotal	\$209,595	\$200,230	5%	\$193,300	8%	\$6,930	\$265,656	\$219,942	\$243,829	\$226,818	
Supplies & Services (One-Time) Subtotal	\$42,500	\$0	∞	\$500	8400%	(\$500)	\$0	\$0	\$0	\$0	
Grand Total	\$252,095	\$200,230	26%	\$193,800	30%	\$6,430	\$265,656	\$219,942	\$243,829	\$226,818	

Reconciliation

FY2018 Direct Costs	\$260,090
Wage and Employee Benefits Increases	\$6,700
Increase in One-Time Costs	\$42,500
Other Budget Reductions	(\$395)
FY2019 Direct Costs	\$308,895

CITY CLERK'S OFFICE
continued

POSITIONS/ALLOCATIONS SUMMARIES

Position	FY19 FTE	FY18 FTE	FY17 FTE	FY16 FTE
City Clerk	1.00	1.00	1.00	1.00
Deputy City Clerk	1.00	1.00	1.00	1.00
Records Clerk ⁽¹⁾	0.88	0.88	0.88	0.88
Total	2.88	2.88	2.88	2.88

Org Unit	Org Description	FY19 FTE	FY18 FTE	FY17 FTE	FY16 FTE
General Fund					
10-5240-01	Administration ⁽²⁾	0.00	0.00	2.66	2.66
10-5240-05	City Council Support	0.80	0.80	0.00	0.00
10-5240-06	Elections	0.09	0.09	0.00	0.00
10-5240-07	Customer Relations	0.83	0.83	0.00	0.00
10-5240-08	Records Management	0.66	0.66	0.00	0.00
10-5240-09	Sustainability	0.18	0.18	0.00	0.00
10-5240-10	Permits/Licenses/Registrations	0.24	0.24	0.00	0.00
10-5240-16	Grants Coordination	0.08	0.08	0.00	0.00

General Fund Total 2.88 2.88 2.66 2.66

Wastewater Enterprise Fund					
59-5240-01	Administration ⁽³⁾	0.00	0.00	0.22	0.00
59-5250-02	Administration ⁽³⁾	0.00	0.00	0.00	0.22

Wastewater Enterprise Fund Total 0.00 0.00 0.22 0.22

Grand Total 2.88 2.88 2.88 2.88

⁽¹⁾ Part-time position

⁽²⁾ Beginning FY2018, the City Clerk's Office positions were allocated to individual programs.

⁽³⁾ Beginning FY2018, the allocations to the Wastewater Fund are made via indirect cost allocations instead of a direct allocation of salaries.

ECONOMIC DEVELOPMENT

Mission Statement

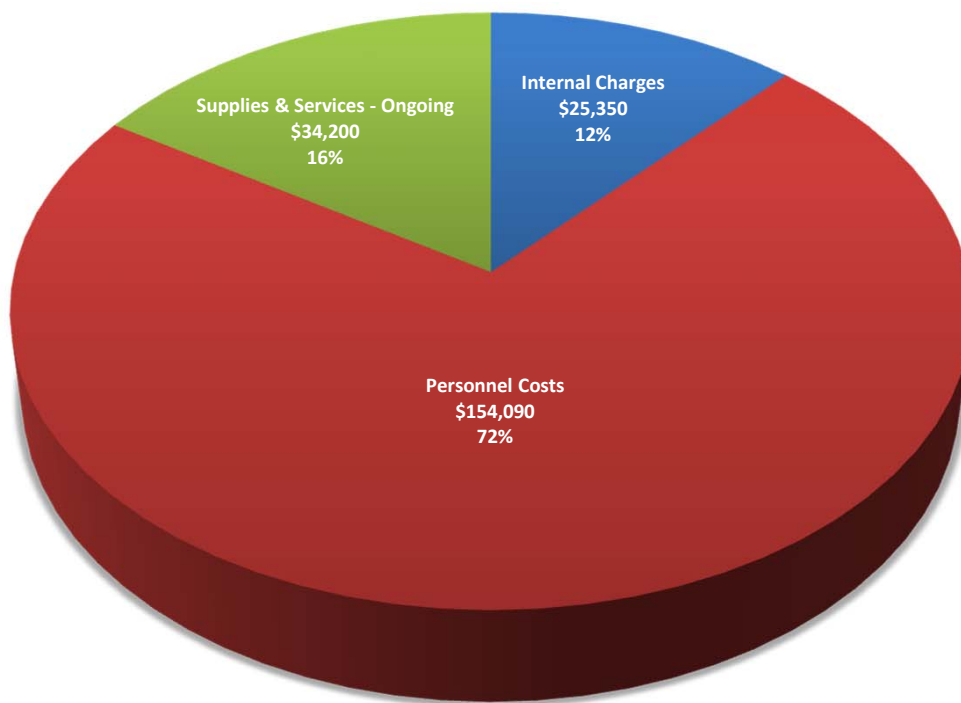
The intent of the Economic Development program is to diversify Sedona's economy consistent with the Community Plan. The program will focus on services and programs that foster entrepreneurship, leveraging existing public and private resources at the local, regional, and state level whenever possible.

Description

The Economic Development Department offers:

- * Support and guidance on the steps necessary to start a business in Sedona.
- * Links to knowledge and other resources to help establish or grow your business.
- * Information about the Revolving Loan Program offered through our partnership with the Verde Valley Regional Economic Organization.
- * Seminars and other opportunities to learn more about business planning, financial structuring, small business loans, marketing, and training.

FY 2019 EXPENDITURES: \$213,640



ECONOMIC DEVELOPMENT – Administration

BUDGET SUMMARY	FY2019 Budget	% of FY2019 Budget	FY2018 Budget	FY2018 Estimate	FY2017 Actual
Program Expenditures					
Personnel Services	\$ 154,090	72%	\$ 152,670	\$ 152,950	\$ -
Supplies & Services	34,200	16%	32,300	32,300	-
Subtotal Direct Costs	\$ 188,290	88%	\$ 184,970	\$ 185,250	\$ -
Internal Charges	25,350	12%	26,510	26,510	-
Total Expenditures	\$ 213,640	100%	\$ 211,480	\$ 211,760	\$ -
Expenditures by Fund					
General Fund Portion	\$ 213,640	100%	\$ 211,480	\$ 211,760	\$ -
Funding Sources					
Funding from General Revenues	\$ 213,640	100%	\$ 211,480	\$ 211,760	\$ -
Employee Time Allocation (FTEs) (Budgeted)	1.00		1.00		0.00

FY 2018 Accomplishments

- * Completed the Verde Valley Regional Economic Organization (VVREO) regional economic development strategic plan.
- * Acquired \$100,000 in grant funds for business assistance
 1. Acquired grant funding in partnership with the city of Cottonwood to provide business assistance services.
 2. Through a grant, we hosted two Launchpad events for small businesses and entrepreneurs.
- * Started a Coffee Talk small business education series.
- * Updated the website and created some marketing materials.
- * Enhanced VVREO loan program through marketing, materials, and processes.
- * Worked with more than 50 local business owners.
- * Provided business services such as loan applications, business planning, data, and access to other technical resources.
- * Served on grant review committees for ACF and VVRIC.

FY 2019 Objectives

- * Complete local five-year economic development diversification plan.
- * Identify targeted industries for diversification.
- * Generate more opportunities for entrepreneurs to learn and thrive.
- * Create marketing materials and opportunities.
- * Continue to build contacts and networks.

WORKLOAD INDICATORS	Benchmark	FY16 Actual	FY17 Actual	FY18 Projection	FY18 Estimate	FY19 Projection
Number of business visits/outreach		N/A	N/A	25	>30	30
Number of business workshops/trainings hosted		N/A	N/A	N/A	10	10
Number of businesses assisted with business planning		N/A	N/A	8	25	25
Number of inquiries from businesses		N/A	N/A	25	>50	50
Number of jobs resulting from businesses served.		N/A	N/A	5	10	15
Number of unique website visits		N/A	N/A	100	680	750

PERFORMANCE MEASURES	Benchmark	FY16 Actual	FY17 Actual	FY18 Target	FY18 Estimate	FY19 Target
Amount of private capital investment invested by businesses served		N/A		\$0	> \$50,000	\$50,000
Average wage of jobs created above livable wage		N/A		3	3	5
Expansion and investment in targeted sector		N/A	N/A	\$0	\$0	\$50,000
Number of business loans / total value of loans		N/A	N/A	2/\$50K	3/\$400K	2/\$100K

ECONOMIC DEVELOPMENT
continued

EXPENDITURE SUMMARY

Cost Category	FY2019 Proposed	FY2018 Budget	FY2019 Incr. over FY2018 Budget	FY2018 Est. Actuals	FY2019 Incr. over FY2018 Est.	FY2018 Est. (over)/ under budget	FY2017 Actuals	FY2016 Actuals	FY2015 Actuals	FY2014 Actuals	Explanation of Changes
General Fund											
10-5330-01 - Administration											
Personnel (ongoing)	\$154,090	\$152,670	1%	\$152,950	1%	(\$280)	\$0	\$0	\$0	\$0	
Supplies & Services (ongoing)	\$34,200	\$32,300	6%	\$32,300	6%	\$0	\$0	\$0	\$0	\$0	
Direct Costs (Ongoing) Subtotal	\$188,290	\$184,970	2%	\$185,250	2%	(\$280)	\$0	\$0	\$0	\$0	
Internal Charges	\$25,350	\$26,510	-4%	\$26,510	-4%	\$0	\$0	\$0	\$0	\$0	
General Fund Total	\$213,640	\$211,480	1%	\$211,760	1%	(\$280)	\$0	\$0	\$0	\$0	

Reconciliation

FY2018 Direct Costs	\$184,970
Miscellaneous Increases	\$3,320
FY2019 Direct Costs	\$188,290

POSITIONS/ALLOCATIONS SUMMARIES

Position	FY19 FTE	FY18 FTE	FY17 FTE	FY16 FTE
Economic Development Director ⁽¹⁾	1.00	1.00	0.00	0.00
Total	1.00	1.00	0.00	0.00

Org Unit	Org Description	FY19 FTE	FY18 FTE	FY17 FTE	FY16 FTE
General Fund					
10-5330-01	Administration ⁽¹⁾	1.00	1.00	0.00	0.00
General Fund Total		1.00	1.00	0.00	0.00

⁽¹⁾ The Economic Development Program was moved to its own separate department beginning FY2018.



**City of Sedona
Decision Package
Fiscal Year 2018-19**

**CM Not Recommended
CBWG Recommended**

Request Title	VISTA AMERICORPS VOLUNTEER
Department	Economic Development
Program	Administration
Funding Request Type	PERSONNEL
Source of Funds	General Fund
Amount Requested	\$9,500

I. Description of Request

Purpose: AmeriCorps VISTA Member

Funds Requested: \$9500

Description: Funding will be used to acquire an AmeriCorps VISTA Member. The AmeriCorps VISTA member will serve full time (40 hours/week) for one full year (and an option to enlist up to one more year) supporting the economic development program. More specifically, this VISTA volunteer will support city economic development related to business assistance, marketing and outreach, grant writing, additional programming and other strategic priorities.

AmeriCorps VISTA Member Information:

AmeriCorps VISTA is a national service program designed specifically to fight poverty for over 50 years. AmeriCorps VISTA members make a year-long, full-time commitment to serve on a specific project at a nonprofit organization or public agency. VISTA members focus their efforts on building the organizational, administrative and financial capacity of organizations that fight poverty and promote economic opportunity. In general, projects can vary and are not limited to: developing outreach and marketing campaigns, building a social media presence, creating a program database, writing grants, managing a program in its first year, and recruiting volunteers.

VISTA members may be a recent college graduate looking for an opportunity to serve a local community to gain real world experience and skills they may not receive in an entry-level position. Other VISTA members may be retired professionals looking for meaningful work during retirement years.

All VISTA members receive a modest living allowance (\$12,272 annually), a \$100 monthly allowance to put towards rent, and an education award for student debt relief or tuition. Other benefits may be available as well. All benefits are provided through the national AmeriCorps VISTA program and/or Alliance.

II. Problem/Issue

History/Background
How does this affect our citizens/customers quality of life?
If this is not a traditional function, why should the City of Sedona deal with it?
Does the project/issue relate to the Community Plan (or other master plans), or how does this fit into the City's priorities?
What does the City/community get for this investment?

This will allow for a full-time professional to assist with economic development initiatives with a cost of only \$9500 to the city. This would not be a city employee.

III. Risk Analysis

What happens if this is not done?

Show examples of best practices from other cities, if applicable.

Discuss other alternatives, if applicable, and why the proposed solution is recommended.

IV. Implementation

What is the timeframe for completion of plan and implementation for project/issue?

How will you market/communicate the project/issue to the public?

What performance measures will you use to evaluate the project/issue? Include the targets for FY 2018-19, as well as future years as applicable.

This position would be hired in fall of 2018 to assist with some upcoming grant funded projects. This is a one-year position with an option to renew for an additional year.

The city will enter into a memorandum of agreement with the Alliance of Arizona Nonprofits (Alliance), a host organization for managing VISTA members. The city will pay Alliance \$9500 to assist in the administrative, training and other costs associated with the management of the VISTA member.

V. Cost Savings/Revenue Enhancements

Please explain any cost savings, new funding sources or increased revenues.



**City of Sedona
Decision Package
Fiscal Year 2018-19**

**CM Recommended
CBWG Recommended,
but look for partners**

Request Title	MARKETING
Department	Economic Development
Program	Administration
Funding Request Type	OTHER ONGOING
Source of Funds	General Fund
Amount Requested	\$6,500

I. Description of Request

Purpose: Increased Marketing Funds

Additional Funds Requested: \$6500

Currently, the annual marketing budget is \$1000; and with this request, the annual budget will be \$7500.

Description: Funds will be used to promote Sedona's economic development department and the overall image that Sedona is a place to start, expand and relocate businesses to facilitate diversification of the local/regional economy. This includes marketing materials inclusive of photography, video and other promotional materials.

II. Problem/Issue

History/Background
How does this affect our citizens/customers quality of life?
If this is not a traditional function, why should the City of Sedona deal with it?
Does the project/issue relate to the Community Plan (or other master plans), or how does this fit into the City's priorities?
What does the City/community get for this investment?

The existing action plan has an objective to market economic development programs and services. It suggests securing an additional \$30,000 budget allocation for materials and website. Because other discussions are occurring around the topic of website development/upgrades, this request is only to expand marketing messaging and materials.

An annual marketing budget of \$7500 is commensurate with other regional communities economic development marketing budgets.

III. Risk Analysis

What happens if this is not done?
Show examples of best practices from other cities, if applicable.
Discuss other alternatives, if applicable, and why the proposed solution is recommended.

Without increased marketing funds, our ability to promote economic diversification is limited.

IV. Implementation

What is the timeframe for completion of plan and implementation for project/issue?
How will you market/communicate the project/issue to the public?
What performance measures will you use to evaluate the project/issue? Include the targets for FY 2018-19, as well as future years as applicable.

V. Cost Savings/Revenue Enhancements

Please explain any cost savings, new funding sources or increased revenues.



**City of Sedona
Decision Package
Fiscal Year 2018-19**

**CM Recommended, only if others participating
CBWG Recommended, only if others participating**

Request Title	VVREO
Department	Economic Development
Program	Administration
Funding Request Type	OTHER ONGOING
Source of Funds	General Fund
Amount Requested	\$8,500

I. Description of Request

Purpose: Verde Valley Regional Economic Organization (VVREO)

Additional Funds Requested: \$8500

Currently, the city annually contributes \$1500; and with this request, our annual contribution will be for \$10,000.

Description: To continue success as a regional organization and further work towards a prosperous Verde Valley, VVREO needs more funding. Funding will assist VVREOs sustainability to implement the 2025 regional economic development strategic plan. The requested funds will become an annual contribution to VVREO.

II. Problem/Issue

History/Background
How does this affect our citizens/customers quality of life?
If this is not a traditional function, why should the City of Sedona deal with it?
Does the project/issue relate to the Community Plan (or other master plans), or how does this fit into the City's priorities?
What does the City/community get for this investment?

Why is regional economic development important? To be fully successful at the local level, we must align with a regional strategy. The Verde Valley as a region can address significant and far-reaching economic development challenges and opportunities that may not be as easy to tackle locally. Furthermore, VVREOs targeted businesses make decisions based on a regional economy inclusive of the regional workforce, industry clusters and supply chains. Working as a region, we are able to leverage more resources and partnerships to further enhance our prosperity.

VVREO Strategic Plan Overview: This spring VVREO will move forward and adopt its regional economic development strategic plan. The economic development strategy is designed around five key pillars which are anchored with our overarching goals including regionalism, talent attraction and development, prosperous business, promotion, and VVREO sustainability.

Achieving the goals of the strategic plan requires and equal focus on job growth, product improvement and marketing and promotion. Implementation of the economic development strategy will:

- * Generate robust job growth within industry clusters by maximizing Verde Valleys assets
- * Promote job creation and revenue generation of small business and local entrepreneurs
- * Guide investment in infrastructure and other capital projects to stimulate private sector development and job growth
- * Development the marketing tools to effectively reach its target audience

III. Risk Analysis

What happens if this is not done?

Show examples of best practices from other cities, if applicable.

Discuss other alternatives, if applicable, and why the proposed solution is recommended.

IV. Implementation

What is the timeframe for completion of plan and implementation for project/issue?

How will you market/communicate the project/issue to the public?

What performance measures will you use to evaluate the project/issue? Include the targets for FY 2018-19, as well as future years as applicable.

V. Cost Savings/Revenue Enhancements

Please explain any cost savings, new funding sources or increased revenues.

HUMAN RESOURCES

Mission Statement

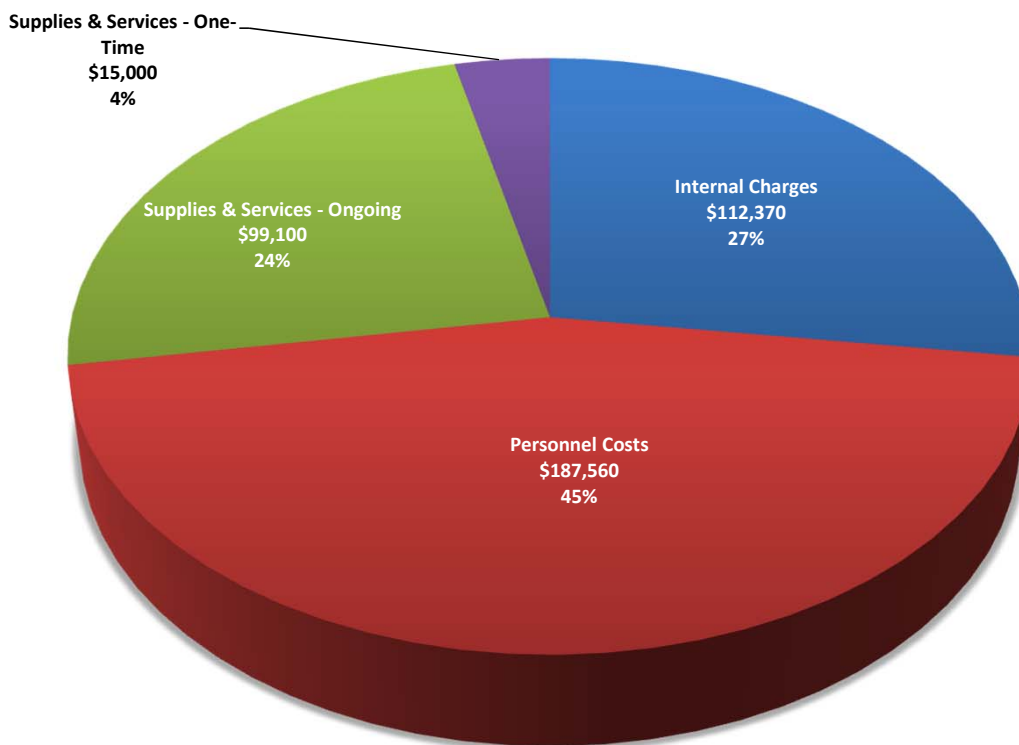
To optimize the City of Sedona's human capital by recruiting, developing, and retaining a workforce that achieves the mission and goals of the organization.

Description

The Human Resources Department provides a full range of services to regular and seasonal employees. The two-person department implements recruitment procedures, interview processes, hiring, and retention development. The department provides information regarding benefits, salary studies, working conditions and relationships, employee development, and safety training and concerns.

Human Resources oversees the Personnel Board which consists of five citizens who serve as an advisory board to the City Manager in determining that proper procedures have been followed in certain disciplinary matters.

FY 2019 EXPENDITURES: \$414,030



HUMAN RESOURCES – Administration

BUDGET SUMMARY	FY2019 Budget	% of FY2019 Budget	FY2018 Budget	FY2018 Estimate	FY2017 Actual
Program Expenditures					
Personnel Services	\$ 187,560	45%	\$ 203,600	\$ 199,970	\$ 194,415
Supplies & Services	114,100	28%	113,175	89,675	61,527
Subtotal Direct Costs	\$ 301,660	73%	\$ 316,775	\$ 289,645	\$ 255,941
Internal Charges	112,370	27%	127,030	127,030	-
Total Expenditures	\$ 414,030	100%	\$ 443,805	\$ 416,675	\$ 255,941
Expenditures by Fund					
General Fund Portion	\$ 414,030	100%	\$ 443,805	\$ 416,675	\$ 236,521
Wastewater Fund Portion	\$ -	0%	\$ -	\$ -	\$ 19,420
Funding Sources					
Allocations to Other Departments	\$ 414,030	100%	\$ 435,290	\$ 435,290	\$ -
Program Revenues	\$ -	0%	\$ -	\$ -	\$ 19,420
Funding from General Revenues	\$ -	0%	\$ 8,515	\$ (18,615)	\$ 236,521
Employee Time Allocation (FTEs) (Budgeted)	2.00		2.00		2.00

FY 2018 Accomplishments

- * Rolled out and implemented NurseTriage workers compensation program.
- * Implemented new in-house workers compensation forms to assist with reduction in future injuries.
- * Modernized and improved safety meetings for increased participation and engaged employee interaction.
- * Increased safety training opportunities between departments by including guest speakers.
- * Oversaw and assisted with rollout of newly updated HR and Payroll ADP database.
- * Partnered with our risk management provider to increase safety awareness.
- * Continual implementation of innovative and economical recruitment techniques.
- * Increased HR interaction for new employee on-boarding efforts.
- * Organized the Employee Wellness Fair at City Hall with new vendors and organizations.
- * Led a work group focusing on employee retention and engagement.
- * Worked closely with supervisors to maintain updated job descriptions and restructured department positions.

FY 2019 Objectives

- * Continual improvement of employee performance reviews with updated organizational values and modernized forms.
- * Increase implementation of employee recognition programs and opportunities.
- * Provide innovative and engaging in-house training opportunities.
- * Continue to work with managers to reduce the city's workers compensation experience modifier (EMOD).
- * Further outreach to peer organizations in order to maintain a strong network of local knowledge, wisdom, and assistance.
- * Commit to excellence in public service and a vision of the Human Resources role in shaping the culture of the organization.
- * Updated research efforts in compensation, benefits, and industry best practices.
- * Provide an enjoyable workplace of openness, teamwork, equality, fairness, and continual productivity.

WORKLOAD INDICATORS	Benchmark	FY16 Actual	FY17 Actual	FY18 Projection	FY18 Estimate	FY19 Projection
Number of applications received and reviewed		330	805	500	1100	500
Number of individual job interviews conducted		156	155	50	175	50
Number of job postings		26	31	15	48	15
Number of regular new hires on-boarded		28	24	15	33	15
Turnover percentages (ICMA Benchmark)	5%	15.5%	16%	17%	18%	12%

PERFORMANCE MEASURES	Benchmark	FY16 Actual	FY17 Actual	FY18 Target	FY18 Estimate	FY19 Target
Approved positions posted within 24 - 48 hours of resignation or termination		100%		100%	100%	100%
Email and phone call responsiveness		1 - 24 hours	1-24 hours	1 - 24 hours	1-24 hours	1-24 hours
Number of workers comp injuries processed		10	12	8	8	6
Workers comp EMOD ratings		0.84	0.74	0.70	0.70	0.68
Total Jurisdiction FTEs per 1,000 Population (ICMA Benchmark)	8.0		12.8			
Total Jurisdiction FTEs per 1,000 Population + Annualized Visitor Population			6.5			

HUMAN RESOURCES
continued

EXPENDITURE SUMMARY

Cost Category	FY2019 Proposed	FY2018 Budget	FY2019 Incr. over FY2018 Budget	FY2018 Est. Actuals	FY2019 Incr. over FY2018 Est.	FY2018 Est. (over)/ under budget	FY2017 Actuals	FY2016 Actuals	FY2015 Actuals	FY2014 Actuals	Explanation of Changes
General Fund											
10-5221-01 - Administration											
Personnel (ongoing)	\$187,560	\$203,600	-8%	\$199,970	-6%	\$3,630	\$174,995	\$171,886	\$165,577	\$153,932	
Supplies & Services (ongoing)	\$99,100	\$113,175	-12%	\$89,675	11%	\$23,500	\$61,527	\$45,981	\$25,855	\$24,094	Current Year Under Budget: Carryover
Direct Costs (Ongoing) Subtotal	\$286,660	\$316,775	-10%	\$289,645	-1%	\$27,130	\$236,521	\$217,867	\$191,432	\$178,026	
Internal Charges	(\$301,660)	(\$308,260)	-2%	(\$308,260)	-2%	\$0	\$0	\$0	\$0	\$0	
Ongoing Total	(\$15,000)	\$8,515	-276%	(\$18,615)	-19%	\$27,130	\$236,521	\$217,867	\$191,432	\$178,026	
Supplies & Services (one-time)	\$15,000	\$0	∞	\$0	∞	\$0	\$0	\$0	\$0	\$0	Budget: Carryover Springbrook training
One-Time Total	\$15,000	\$0	∞	\$0	∞	\$0	\$0	\$0	\$0	\$0	
General Fund Total	\$0	\$8,515	-100%	(\$18,615)	-100%	\$27,130	\$236,521	\$217,867	\$191,432	\$178,026	

Wastewater Enterprise Fund

59-5221-01 - Administration											
Personnel (ongoing)	\$0	\$0	N/A	\$0	N/A	\$0	\$19,420	\$0	\$0	\$0	
Wastewater Enterprise Fund Total	\$0	\$0	N/A	\$0	N/A	\$0	\$19,420	\$0	\$0	\$0	

GRAND TOTALS

Personnel (Ongoing) Subtotal	\$187,560	\$203,600	-8%	\$199,970	-6%	\$3,630	\$194,415	\$171,886	\$165,577	\$153,932	
Supplies & Services (Ongoing) Subtotal	\$99,100	\$113,175	-12%	\$89,675	11%	\$23,500	\$61,527	\$45,981	\$25,855	\$24,094	
Direct Costs (Ongoing) Subtotal	\$286,660	\$316,775	-10%	\$289,645	-1%	\$27,130	\$255,941	\$217,867	\$191,432	\$178,026	
Internal Charges Subtotal	(\$301,660)	(\$308,260)	-2%	(\$308,260)	-2%	\$0	\$0	\$0	\$0	\$0	
Ongoing Subtotal	(\$15,000)	\$8,515	-276%	(\$18,615)	-19%	\$27,130	\$255,941	\$217,867	\$191,432	\$178,026	
Supplies & Services (One-Time) Subtotal	\$15,000	\$0	∞	\$0	∞	\$0	\$0	\$0	\$0	\$0	
Grand Total	\$0	\$8,515	-100%	(\$18,615)	-100%	\$27,130	\$255,941	\$217,867	\$191,432	\$178,026	

Reconciliation

FY2018 Direct Costs	\$316,775
Reduction of One-Time Costs	(\$10,000)
Other Budget Reductions	(\$5,115)
FY2019 Direct Costs	\$301,660

HUMAN RESOURCES

continued

POSITIONS/ALLOCATIONS SUMMARIES

Position	FY19 FTE	FY18 FTE	FY17 FTE	FY16 FTE
Human Resources Manager	1.00	1.00	1.00	1.00
Human Resources Specialist	1.00	1.00	1.00	1.00
Total	2.00	2.00	2.00	2.00

Org Unit	Org Description	FY19 FTE	FY18 FTE	FY17 FTE	FY16 FTE
General Fund					
10-5221-01	Administration	2.00	2.00	1.80	1.80
General Fund Total		2.00	2.00	1.80	1.80

Wastewater Enterprise Fund					
59-5221-01	Administration ⁽¹⁾	0.00	0.00	0.20	0.00
59-5250-02	Administration ⁽¹⁾	0.00	0.00	0.00	0.20
Wastewater Enterprise Fund Total		0.00	0.00	0.20	0.20
Grand Total		2.00	2.00	2.00	2.00

⁽¹⁾ Beginning FY2018, the allocations to the Wastewater Fund are made via indirect cost allocations instead of a direct allocation of salaries.



**City of Sedona
Decision Package
Fiscal Year 2018-19**

**CM Recommend Deferral for HR
CBWG Not Recommended for HR**

Request Title	SHARED ADMINISTRATIVE ASSISTANT - HR AND FINANCE
Department	Financial Services
Program	Administration
Funding Request Type	PERSONNEL
Source of Funds	General Fund
Amount Requested	\$87,000

I. Description of Request

The Human Resources Department and Financial Services Department would like to hire an Administrative Assistant to be shared equally by both departments.

This request is entered under Financial Services, but the accounting will be split in the final budget.

II. Problem/Issue

History/Background
How does this affect our citizens/customers quality of life?
If this is not a traditional function, why should the City of Sedona deal with it?
Does the project/issue relate to the Community Plan (or other master plans), or how does this fit into the City's priorities?
What does the City/community get for this investment?

The Human Resources Department has remained at a staffing of 2 people for many years. The Financial Services Department had an Administrative Assistant position prior to the last recession that was eliminated.

The planned duties for the position in the Human Resources role would be as follows:

- (1) Perform traditional HR functions that are currently performed by Finance Payroll staff. For proper internal controls between HR and Payroll, HR staff would be responsible for all aspects of setting up/modifying employees (such as entry of all pay rates including allowances, special pays, etc.), and Payroll staff would be responsible for all aspects of generating payroll based on HR-controlled inputs.
- (2) Record retention and other clerical functions.
- (3) Assist HR staff with annual events:
 - (a) Health Insurance Open Enrollment
 - (b) Assisting with Health and Wellness Fair
 - (c) Employee Appreciation Event(s)
- (4) Provide assistance to other departments as a roving sub as needed (i.e., answering phones in the Clerk's office due to absence, cover for a medical or maternity leave, assist with catch-up filing, and other projects)

The planned duties for the position in the Financial Services role would be as follows:

- (1) Assist with business license renewals, replacing the use of temps. Savings of approximately \$5,200. The offset was entered as Professional Services, but the accounting will be corrected in the final budget.
- (2) Provide secondary cashiering services at the second counter. Currently, the second counter is used for HR functions only.
- (3) Scanning and clean up of approximately 5,500 hard copy wastewater files with confidential customer information that currently cannot be adequately secured.
- (4) Bring printing and mailing of wastewater monthly bills in-house. Savings of approximately \$8,200. The offset was entered as Professional Services in the Admin program, but the accounting will be corrected in the final budget.

(5) Scan and attach accounts payable invoices in the accounting software. Currently, when staff in other departments need to view an invoice, they must request copies from the Finance hard copy files. In order to have quick access, many departments maintain duplicate accounts payable files in their own department.

(6) Make bank deposit trips. Our need for trips to the bank have increased, due to the implementation of the Paid Parking Program.

(7) Records retention and other clerical functions. All employees in the Financial Services Department are performing virtually all of their own clerical needs without admin assistance. Examples of some of the more significant areas include:

(a) Provide telephone assistance for the Finance Department's three phone lines (Wastewater Billing, Business License, and Finance Main Line).

(b) Regular scanning of wastewater applications and new business license applications.

(c) Large mailings such as wastewater late notices, septic pumping letters, and subsidy renewals, business license renewals, etc.

(d) Various clerical aspects of budget preparation.

III. Risk Analysis

What happens if this is not done?

Show examples of best practices from other cities, if applicable.

Discuss other alternatives, if applicable, and why the proposed solution is recommended.

Will continue with staffing and internal controls as is.

IV. Implementation

What is the timeframe for completion of plan and implementation for project/issue?

How will you market/communicate the project/issue to the public?

What performance measures will you use to evaluate the project/issue? Include the targets for FY 2018-19, as well as future years as applicable.

To be hired approximately July 1, 2018.

To accommodate space needs, for the additional position a couple options are proposed.

The minimal option would be a build out for a new office in the Finance open area for the Budget and Accounting Supervisor to allow the HR Specialist to move to accommodate the new position at the front counter. This would create an awkward space for the adjacent Accounting Technician II. The estimated one-time cost for this option is \$15,000.

The ideal option would add a build out of an office for the adjacent Accounting Technician II and moving the door to the utility room. In addition, an extension would be added to the Finance front counter to accommodate the relocation of the printer and cash receipting equipment. The estimated one-time cost for this option is \$30,000. This was entered as Office Furniture, but the accounting will be corrected in the final budget and moved to the Public Works Department.

The request also includes a one-time cost of \$2,500 for a computer, cash drawer and other cash receipting equipment needs.

V. Cost Savings/Revenue Enhancements

Please explain any cost savings, new funding sources or increased revenues.

N/A

FINANCIAL SERVICES

Mission Statement

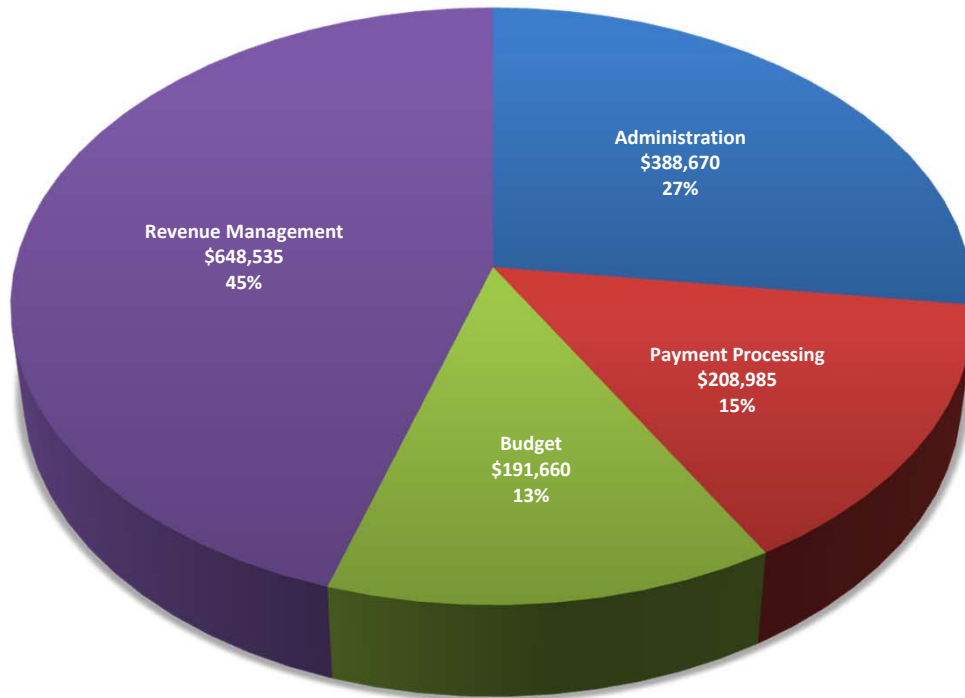
Dedicated to providing thoughtful, accurate, and timely financial services to all

Description

The Financial Services Department is responsible for the following program areas:

- * Administration
- * Payment Processing
- * Budget
- * Revenue Management

FY 2019 PROGRAM EXPENDITURES: \$1,437,850



FINANCIAL SERVICES – Administration

BUDGET SUMMARY	FY2019 Budget	% of FY2019 Budget	FY2018 Budget	FY2018 Estimate	FY2017 Actual
Program Expenditures					
Personnel Services	\$ 203,160	52%	\$ 193,640	\$ 198,470	\$ 171,417
Supplies & Services	146,480	38%	154,775	126,800	59,120
Subtotal Direct Costs	\$ 349,640	90%	\$ 348,415	\$ 325,270	\$ 230,537
Internal Charges	39,030	10%	40,890	40,890	-
Total Expenditures	\$ 388,670	100%	\$ 389,305	\$ 366,160	\$ 230,537
Expenditures by Fund					
General Fund Portion	\$ 388,670	100%	\$ 389,305	\$ 366,160	\$ 172,944
Wastewater Fund Portion	\$ -	0%	\$ -	\$ -	\$ 57,593
Funding Sources					
Allocations to Other Departments	\$ 388,640	100%	\$ 364,300	\$ 364,300	\$ -
Program Revenues	\$ -	0%	\$ 25,000	\$ 25,000	\$ 57,593
Funding from General Revenues	\$ 30	<1%	\$ 5	\$ (23,140)	\$ 172,944
Employee Time Allocation (FTEs) (Budgeted)	1.70		1.65		1.60

The Administration program is responsible for the supervision of the Financial Services Department as well as financial reporting, debt management, and treasury services.

FY 2018 Accomplishments

- * Received the Certificate of Achievement for Excellence in Financial Reporting for the Comprehensive Annual Financial Report for FY 2017 – the 19th year the City has received this award. [EXPECTED BY YEAR END]
- * Reclassified the accounting supervisor and budget analyst positions into two Budget and Accounting Supervisor positions
- * Completed first biennial audit of development impact fees recently required as a result of legislative changes

FY 2019 Objectives

- * Obtain the Government Finance Officers Association's (GFOA's) Certificate of Achievement for Excellence in Financial Reporting for the Comprehensive Annual Financial Report for FY 2019
- * Begin preparing the City's Comprehensive Annual Financial Report internally, rather than contracting with our auditors to prepare the document
- * Close each month within five business days after all revenue accrual documents are received
- * Prepare monthly financial reports within ten business days after all revenue accrual documents are received
- * Complete all account reconciliations in a timely manner
- * Implement a grants management program

PERFORMANCE MEASURES	Benchmark	FY16 Actual	FY17 Actual	FY18 Target	FY18 Estimate	FY19 Target
GFOA Certificate of Achievement in Financial Reporting		Yes	N/A	Yes	Yes	Yes
Close each month within five business days after all revenue accrual documents are received		N/A	No	Yes	No	Yes
Prepare monthly financial reports within ten business days after all revenue accrual documents are received		N/A	No	Yes	No	Yes
Internal Survey - Overall satisfaction with service and support (% of responses above average)		68%	94%	N/A	N/A	95%
Internal Survey - Satisfaction with management services (% of responses above average)		68%	92%	N/A	N/A	95%

FINANCIAL SERVICES – Payment Processing

BUDGET SUMMARY	FY2019 Budget	% of FY2019 Budget	FY2018 Budget	FY2018 Estimate	FY2017 Actual
Program Expenditures					
Personnel Services	\$ 149,500	72%	\$ 147,110	\$ 140,230	\$ 74,986
Supplies & Services	1,215	1%	1,245	1,245	474
Subtotal Direct Costs	\$ 150,715	72%	\$ 148,355	\$ 141,475	\$ 75,460
Internal Charges	58,270	28%	68,320	68,320	-
Total Expenditures	\$ 208,985	100%	\$ 216,675	\$ 209,795	\$ 75,460
Expenditures by Fund					
General Fund Portion	\$ 208,985	100%	\$ 216,675	\$ 209,795	\$ 75,460
Funding Sources					
Allocations to Other Departments	\$ 208,960	100%	\$ 216,670	\$ 216,670	\$ -
Funding from General Revenues	\$ 25	<1%	\$ 5	\$ (6,875)	\$ 75,460
Employee Time Allocation (FTEs) (Budgeted)	0.85		0.85		0.60

The Payment Processing program includes payroll and accounts payable processing as well as oversight of the City's decentralized purchasing process.

The payroll section is responsible for paying all employees and payroll-related vendors and ensuring that these transactions are accurately posted in the general ledger. The section also works closely with the City's Human Resources Department for employee benefit administration.

The accounts payable/purchasing section is responsible for paying all vendors and issuing all payments and ensuring that all payments are properly recorded in the general ledger. The section is also responsible for reviewing purchase orders (POs) and procurements as well as participating in citywide procurement policy development.

FY 2018 Accomplishments

- * Reduced the number of paper checks by expanding ACH and employee direct deposit as well as purchasing card transactions.
- * Updated the Purchasing Manual to improve internal controls.
- * Purged on-site and off-site storage in accordance with retention policies and procedures.
- * Implemented identified improvements to internal controls and workflow efficiencies.

FY 2019 Objectives

- * Ensure that all purchase orders and bids have followed the purchasing policy.
- * Ensure that auto-pay batches are posted to the general ledger within five days of receiving all required supporting documentation.

PERFORMANCE MEASURES	Benchmark	FY16 Actual	FY17 Actual	FY18 Target	FY18 Estimate	FY19 Target
Internal Survey - Satisfaction with payment processing services (% of responses above average)		78%	92%	N/A	N/A	95%
Percentage of accounts payable transactions processed within 30 calendar days. (Date received by various City departments to date processed by Financial Services.) (ICMA Benchmark)	58%	N/A	84%	N/A	85%	85%
Dollar amount of purchases made via purchasing card/credit card as a percentage of all purchases. (ICMA Benchmark)	14.1%	N/A	53%	N/A	55%	60%
Number of eligible p-card transactions paid with a check		N/A	N/A	0%	20%	15%
Percent of employees signed up for direct deposit		N/A	N/A	90%	90%	95%
Number of purchases requiring a PO that did not have one		N/A	N/A	0	0	0

FINANCIAL SERVICES – Budget

BUDGET SUMMARY	FY2019 Budget	% of FY2019 Budget	FY2018 Budget	FY2018 Estimate	FY2017 Actual
Program Expenditures					
Personnel Services	\$ 143,670	75%	\$ 136,960	\$ 114,040	\$ 90,367
Supplies & Services	6,260	3%	9,760	9,760	4,221
Subtotal Direct Costs	\$ 149,930	78%	\$ 146,720	\$ 123,800	\$ 94,588
Internal Charges	41,730	22%	28,750	28,750	-
Total Expenditures	\$ 191,660	100%	\$ 175,470	\$ 152,550	\$ 94,588
Expenditures by Fund					
General Fund Portion	\$ 191,660	100%	\$ 175,470	\$ 152,550	\$ 94,588
Funding Sources					
Allocations to Other Departments	\$ 191,670	100%	\$ 175,470	\$ 175,470	\$ -
Funding from General Revenues	\$ (10)	<1%	\$ -	\$ (22,920)	\$ 94,588
Employee Time Allocation (FTEs) (Budgeted)	1.15		1.20		0.60

The Budget program includes responsibilities for the development and monitoring of the City's annual operating budget, capital improvement budget, and the budgets of the City's two community facilities districts. This program is also responsible for development of revenue projections and the City's long-term forecast, assisting other departments with development and monitoring of performance measures.

FY 2018 Accomplishments

- * Obtained the GFOA's Distinguished Budget Presentation Award for FY 2018 Budget – the fifth year the City has received the award.
- * Continued with the third phase of the City's program budgeting implementation including additional focus on performance measures.
- * Prepared capital improvement project status reports included with the monthly financial reports.
- * Identified and began implementation of the software solution for more efficient budget preparation.
- * Prepared Home Rule calculations/estimates for Auditor General review.

FY 2019 Objectives

- * Obtain the GFOA's Distinguished Budget Presentation Award for the FY 2019 Budget.
- * Monitor the budget status throughout the year.
- * Complete implementation of the software solution for more efficient budget preparation.

PERFORMANCE MEASURES	Benchmark	FY16 Actual	FY17 Actual	FY18 Target	FY18 Estimate	FY19 Target
GFOA Distinguished Budget Presentation Award		Yes	Yes	Yes	Yes	Yes
Prepare quarterly capital improvement project status reports		N/A	N/A	Yes	Yes	Yes
Internal Survey - Satisfaction with budget services (% of responses above average)		57%	94%	N/A	N/A	95%

FINANCIAL SERVICES – Revenue Management

BUDGET SUMMARY	FY2019 Budget	% of FY2019 Budget	FY2018 Budget	FY2018 Estimate	FY2017 Actual
Program Expenditures					
Personnel Services	\$ 219,130	34%	\$ 211,550	\$ 207,410	\$ 241,717
Supplies & Services	292,115	45%	274,965	289,565	213,080
Subtotal Direct Costs	\$ 511,245	79%	\$ 486,515	\$ 496,975	\$ 454,797
Internal Charges	137,290	21%	119,160	119,160	-
Total Expenditures	\$ 648,535	100%	\$ 605,675	\$ 616,135	\$ 454,797
Expenditures by Fund					
General Fund Portion	\$ 467,945	72%	\$ 426,955	\$ 437,415	\$ 155,347
Wastewater Fund Portion	\$ 180,590	28%	\$ 178,720	\$ 178,720	\$ 299,450
Funding Sources					
Allocations to Other Departments	\$ 423,960	65%	\$ 426,940	\$ 426,940	\$ -
Program Revenues	\$ 224,590	35%	\$ 178,720	\$ 178,720	\$ 299,450
Funding from General Revenues	\$ (15)	<1%	\$ 15	\$ 10,475	\$ 155,347
Employee Time Allocation (FTEs) (Budgeted)	3.10		3.17		4.72

The Revenue Management program includes responsibilities for utility billing, miscellaneous accounts receivable, cash receipting, business licenses, delinquent collections, and monitoring of sales tax reporting, collections, and audits.

A portion of the Revenue Management program is allocated to the Wastewater Enterprise Fund and represents the Fund's portion of the cost for utility billing services. In addition, a portion of the program costs is covered by revenues from the paid parking program.

FY 2018 Accomplishments

- * Collected over \$119,800 (as of 3/1/18) in delinquent wastewater receivables.
- * Hired a collection agency for hard to collect accounts.
- * Processed over 2,500 (As of 3/1/18) business license renewals.
- * Processed over 230 (As of 3/1/18) business license applications for short-term residential rentals.

FY 2019 Objectives

- * Digitize wastewater billing historical files to facilitate research and save space.
- * Hire a consultant to perform a wastewater rate study.
- * Implement identified improvements to internal controls and workflow efficiencies.
- * Establish defined collections criteria and procedures to ensure the best use of in-house collections resources.
- * Streamline the business license application process including the application form.
- * Increase the percentage of business license renewals received before the renewal deadline.
- * Increase the percentage of customers paying their wastewater bills electronically.

WORKLOAD INDICATORS	Benchmark	FY16 Actual	FY17 Actual	FY18 Projection	FY18 Estimate	FY19 Projection
Standard Business Licenses Issued		N/A	2,727	N/A	2,750	2,750
Short Term Rental Business Licenses Issued		N/A	125	N/A	260	260
Temporary Business Licenses Issued		N/A	100	N/A	110	115
Wastewater Accounts Billed per Month		6,819	6,814	N/A	6,820	6,830
Parking pay station cash and coin boxes counted		0	0	N/A	320	320

PERFORMANCE MEASURES	Benchmark	FY16 Actual	FY17 Actual	FY18 Target	FY18 Estimate	FY19 Target
Internal Survey - Satisfaction with revenue management services (% of responses above average)		83%	92%	N/A	N/A	95%
Percent of business licenses processed within 30 days		N/A	100%	100%	100%	100%
Percent of business license applications completed by December 31st that were processed by December 31st		N/A	N/A	95%	64%	95%
Past due wastewater dollars collected per collection staff hour spent		N/A	\$141	\$50	\$143	\$100
Wastewater delinquent balance		\$319K	\$282K	N/A	\$225K	\$200
Wastewater delinquency rate		40%	38%	N/A	33%	30%
Percent of wastewater customers paying electronically		N/A	68%	62%	73%	74%
Process pay station cash and coin deposits within two business days and always by the end of the week.		N/A	N/A	N/A	Yes	Yes

FINANCIAL SERVICES
continued

EXPENDITURE SUMMARY

Cost Category	FY2019 Proposed	FY2018 Budget	FY2019 Incr. over FY2018 Budget	FY2018 Est. Actuals	FY2019 Incr. over FY2018 Est.	FY2018 Est. (over)/ under budget	FY2017 Actuals	FY2016 Actuals	FY2015 Actuals	FY2014 Actuals	Explanation of Changes
General Fund											
10-5222-01 - Administration											
Personnel (ongoing)	\$203,160	\$193,640	5%	\$198,470	2%	(\$4,830)	\$113,824	\$315,886	\$323,000	\$266,749	
Supplies & Services (ongoing)	\$126,480	\$154,775	-18%	\$126,800	0%	\$27,975	\$59,120	\$134,339	\$93,551	\$181,726	Budget Decrease: Moved service charges for paid parking program to 10-5222-88
Direct Costs (Ongoing) Subtotal	\$329,640	\$348,415	-5%	\$325,270	1%	\$23,145	\$172,944	\$450,225	\$416,550	\$448,475	Current Year Under Budget: Moved service charged for paid parking program
Internal Charges	(\$349,610)	(\$323,410)	8%	(\$323,410)	8%	\$0	\$0	\$0	\$0	\$0	
Ongoing Total	(\$19,970)	\$25,005	-180%	\$1,860	-1174%	\$23,145	\$172,944	\$450,225	\$416,550	\$448,475	
Supplies & Services (one-time)	\$20,000	\$0	∞	\$0	∞	\$0	\$0	\$0	\$0	\$0	Budget: Biennial DIF audit
Administration Total	\$30	\$25,005	-100%	\$1,860	-98%	\$23,145	\$172,944	\$450,225	\$416,550	\$448,475	
10-5222-11 - Payment Processing											
Personnel (ongoing)	\$149,500	\$147,110	2%	\$140,230	7%	\$6,880	\$74,986	\$0	\$0	\$0	Current Year Under Budget: Vacancy savings
Supplies & Services (ongoing)	\$1,215	\$1,245	-2%	\$1,245	-2%	\$0	\$474	\$0	\$0	\$0	
Direct Costs (Ongoing) Subtotal	\$150,715	\$148,355	2%	\$141,475	7%	\$6,880	\$75,460	\$0	\$0	\$0	
Internal Charges	(\$150,690)	(\$148,350)	2%	(\$148,350)	2%	\$0	\$0	\$0	\$0	\$0	
Payment Processing Total	\$25	\$5	400%	(\$6,875)	-100%	\$6,880	\$75,460	\$0	\$0	\$0	
10-5222-14 - Budget											
Personnel (ongoing)	\$143,670	\$136,960	5%	\$114,040	26%	\$22,920	\$90,367	\$0	\$0	\$0	Current Year Under Budget: Vacancy savings
Supplies & Services (ongoing)	\$5,760	\$9,760	-41%	\$9,760	-41%	\$0	\$4,221	\$0	\$0	\$0	Budget Decrease: Separated one-time costs
Direct Costs (Ongoing) Subtotal	\$149,430	\$146,720	2%	\$123,800	21%	\$22,920	\$94,588	\$0	\$0	\$0	
Internal Charges	(\$149,940)	(\$146,720)	2%	(\$146,720)	2%	\$0	\$0	\$0	\$0	\$0	
Ongoing Total	(\$510)	\$0	∞	(\$22,920)	-98%	\$22,920	\$94,588	\$0	\$0	\$0	
Supplies & Services (one-time)	\$500	\$0	∞	\$0	∞	\$0	\$0	\$0	\$0	\$0	Budget: Furniture replacement
Budget Total	(\$10)	\$0	∞	(\$22,920)	-100%	\$22,920	\$94,588	\$0	\$0	\$0	

FINANCIAL SERVICES
continued

EXPENDITURE SUMMARY

Cost Category	FY2019 Proposed	FY2018 Budget	FY2019 Incr. over FY2018 Budget	FY2018 Est. Actuals	FY2019 Incr. over FY2018 Est.	FY2018 Est. (over)/ under budget	FY2017 Actuals	FY2016 Actuals	FY2015 Actuals	FY2014 Actuals	Explanation of Changes
10-5222-88 - Revenue Management											
Personnel (ongoing)	\$219,130	\$211,550	4%	\$207,410	6%	\$4,140	\$84,058	\$0	\$0	\$0	Current Year Under Budget: Vacancy savings
Supplies & Services (ongoing)	\$122,065	\$106,115	15%	\$120,715	1%	(\$14,600)	\$71,289	\$0	\$0	\$0	Budget Increase: Moved service charges for paid parking program from 10-5222-01 Current Year Over Budget: Moved service charged for paid parking program
Direct Costs (Ongoing) Subtotal	\$341,195	\$317,665	7%	\$328,125	4%	(\$10,460)	\$155,347	\$0	\$0	\$0	
Internal Charges	(\$297,210)	(\$317,650)	-6%	(\$317,650)	-6%	\$0	\$0	\$0	\$0	\$0	
Revenue Management Total	\$43,985	\$15	293133%	\$10,475	320%	(\$10,460)	\$155,347	\$0	\$0	\$0	
General Fund Totals											
Personnel Subtotal	\$715,460	\$689,260	4%	\$660,150	8%	\$29,110	\$363,234	\$315,886	\$323,000	\$266,749	
Supplies & Services (Ongoing) Subtotal	\$255,520	\$271,895	-6%	\$258,520	-1%	\$13,375	\$135,104	\$134,339	\$93,551	\$181,726	
Direct Costs (Ongoing) Subtotal	\$970,980	\$961,155	1%	\$918,670	6%	\$42,485	\$498,339	\$450,225	\$416,550	\$448,475	
Internal Charges Subtotal	(\$947,450)	(\$936,130)	1%	(\$936,130)	1%	\$0	\$0	\$0	\$0	\$0	
Ongoing Subtotal	\$23,530	\$25,025	-6%	(\$17,460)	-235%	\$42,485	\$498,339	\$450,225	\$416,550	\$448,475	
Supplies & Services (One-Time) Subtotal	\$20,500	\$0	∞	\$0	∞	\$0	\$0	\$0	\$0	\$0	
General Fund Total	\$44,030	\$25,025	76%	(\$17,460)	-352%	\$42,485	\$498,339	\$450,225	\$416,550	\$448,475	
Wastewater Enterprise Fund											
59-5222-01 - Administration											
Personnel (ongoing)	\$0	\$0	N/A	\$0	N/A	\$0	\$57,593	\$0	\$0	\$0	
Administration Total	\$0	\$0	N/A	\$0	N/A	\$0	\$57,593	\$0	\$0	\$0	
59-5222-04 - Utility Billing											
Personnel (ongoing)	\$0	\$0	N/A	\$0	N/A	\$0	\$157,659	\$239,556	\$236,592	\$205,627	
Supplies & Services (ongoing)	\$0	\$0	N/A	\$0	N/A	\$0	\$141,791	\$175,652	\$170,650	\$181,092	
Utility Billing Total	\$0	\$0	N/A	\$0	N/A	\$0	\$299,450	\$415,208	\$407,242	\$386,719	
59-5222-88 - Revenue Management											
Supplies & Services (ongoing)	\$170,050	\$168,850	1%	\$168,850	1%	\$0	\$0	\$0	\$0	\$0	
Internal Charges	\$10,540	\$9,870	7%	\$9,870	7%	\$0	\$0	\$0	\$0	\$0	
Revenue Management Total	\$180,590	\$178,720	1%	\$178,720	1%	\$0	\$0	\$0	\$0	\$0	

FINANCIAL SERVICES
continued

EXPENDITURE SUMMARY

Cost Category	FY2019 Proposed	FY2018 Budget	FY2019 Incr. over FY2018 Budget	FY2018 Est. Actuals	FY2019 Incr. over FY2018 Est.	FY2018 Est. (over)/ under budget	FY2017 Actuals	FY2016 Actuals	FY2015 Actuals	FY2014 Actuals	Explanation of Changes
Wastewater Enterprise Fund Totals											
Personnel Subtotal	\$0	\$0	N/A	\$0	N/A	\$0	\$215,252	\$239,556	\$236,592	\$205,627	
Supplies & Services (Ongoing) Subtotal	\$170,050	\$168,850	1%	\$168,850	1%	\$0	\$141,791	\$175,652	\$170,650	\$181,092	
Direct Costs (Ongoing) Subtotal	\$170,050	\$168,850	1%	\$168,850	1%	\$0	\$357,043	\$415,208	\$407,242	\$386,719	
Internal Charges Subtotal	\$10,540	\$9,870	7%	\$9,870	7%	\$0	\$0	\$0	\$0	\$0	
Wastewater Enterprise Fund Total	\$180,590	\$178,720	1%	\$178,720	1%	\$0	\$357,043	\$415,208	\$407,242	\$386,719	

GRAND TOTALS

Personnel (Ongoing) Subtotal	\$715,460	\$689,260	4%	\$660,150	8%	\$29,110	\$578,487	\$555,442	\$559,592	\$472,376	
Supplies & Services (Ongoing) Subtotal	\$425,570	\$440,745	-3%	\$427,370	0%	\$13,375	\$276,895	\$309,991	\$264,200	\$362,818	
Direct Costs (Ongoing) Subtotal	\$1,141,030	\$1,130,005	1%	\$1,087,520	5%	\$42,485	\$855,382	\$865,433	\$823,792	\$835,193	
Internal Charges Subtotal	(\$936,910)	(\$926,260)	1%	(\$926,260)	1%	\$0	\$0	\$0	\$0	\$0	
Ongoing Subtotal	\$204,120	\$203,745	0%	\$161,260	27%	\$42,485	\$855,382	\$865,433	\$823,792	\$835,193	
Supplies & Services (One-Time) Subtotal	\$20,500	\$0	∞	\$0	∞	\$0	\$0	\$0	\$0	\$0	
Grand Total	\$224,620	\$203,745	10%	\$161,260	39%	\$42,485	\$855,382	\$865,433	\$823,792	\$835,193	

Reconciliation

FY2018 Direct Costs	\$1,130,005
Department Staffing Restructure	\$21,410
Biennial Development Impact Fee Audit	\$20,000
Reduction of Other One-Time Costs	(\$4,300)
Other Budget Reductions	(\$5,585)
FY2019 Direct Costs	\$1,161,530

FINANCIAL SERVICES
continued

POSITIONS/ALLOCATIONS SUMMARIES

Position	FY19 FTE	FY18 FTE	FY17 FTE	FY16 FTE
Accounting Supervisor	0.00	1.00	1.00	1.00
Accounting Technician	0.00	0.00	0.00	6.00
Accounting Technician I	1.00	1.00	1.00	0.00
Accounting Technician II	3.00	3.00	2.00	0.00
Budget Analyst	0.00	1.00	1.00	0.00
Budget & Accounting Supervisor	2.00	0.00	0.00	0.00
Director of Financial Services	1.00	1.00	1.00	1.00
Lead Accounting Technician	1.00	1.00	2.00	0.00
Temp help ⁽¹⁾	0.17	0.17	0.17	0.00
Total	8.17	8.17	8.17	8.00

Org Unit	Org Description	FY19 FTE	FY18 FTE	FY17 FTE	FY16 FTE
General Fund					
10-5222-01	Administration	1.70	1.65	1.15	4.35
10-5222-11	Payroll	0.85	0.85	0.90	0.00
10-5222-12	Payables/Purchasing	1.20	1.30	0.80	0.00
10-5222-14	Budget	1.15	1.20	1.20	0.00
10-5222-42	Uptown Paid Parking	0.18	0.00	0.00	0.00
10-5222-88	Revenue Management	3.09	3.17	1.67	0.00
General Fund Total		8.17	8.17	5.72	4.35

Wastewater Enterprise Fund					
59-5222-01	Administration ⁽²⁾	0.00	0.00	0.70	0.00
59-5222-04	Utility Billing ⁽²⁾	0.00	0.00	1.75	3.65
Wastewater Enterprise Fund Total		0.00	0.00	2.45	3.65

Grand Total **8.17** **8.17** **8.17** **8.00**

⁽¹⁾ Temporary position

⁽²⁾ Beginning FY2018, the allocations to the Wastewater Fund are made via indirect cost allocations instead of a direct allocation of salaries.



**City of Sedona
Decision Package
Fiscal Year 2018-19**

**CM Recommended
CBWG Recommended**

Request Title	WASTEWATER RATE STUDY
Department	Financial Services
Program	Revenue Management
Funding Request Type	OTHER ONETIME
Source of Funds	Wastewater Enterprise Fund
Amount Requested	\$100,000

I. Description of Request

The City is in need of an updated Wastewater Rate Study performed by an experienced engineering firm. An estimated cost of between \$70,000 and \$100,000 was obtained from Willdan Engineering in Phoenix, a leader in the industry, and a potential bidder on the project.

II. Problem/Issue

History/Background
How does this affect our citizens/customers quality of life?
If this is not a traditional function, why should the City of Sedona deal with it?
Does the project/issue relate to the Community Plan (or other master plans), or how does this fit into the City's priorities?
What does the City/community get for this investment?

The City last commissioned a wastewater rate study in 2013 and it was completed in 2014. An analysis of the Wastewater Fund was prepared during the FY2018 budget process. As part of that analysis, it was recommended that an update to the rate study be completed in FY2019.

Over the years since the implementation of the rates recommended by that study, concerns have arisen about the accuracy and equitability of the rates. Specifically, the way restaurant rates vary significantly depending on whether the rate is based on square footage or water usage indicates a possible flaw in the rate structure. Also, there is a more general concern about whether the distribution of costs between residents and tourism-related businesses is fair.

In addition, the capital needs of the Wastewater Fund have changed since the last rate study and the General Fund subsidies have been substantially higher than expected.

III. Risk Analysis

What happens if this is not done?
Show examples of best practices from other cities, if applicable.
Discuss other alternatives, if applicable, and why the proposed solution is recommended.

Generally, it is recommended that rate studies be updated every 5-6 years. If an update is not performed, the rate structure would remain as is. In accordance with A.R.S., utility rate studies must be performed by independent professionals.

IV. Implementation

What is the timeframe for completion of plan and implementation for project/issue?
How will you market/communicate the project/issue to the public?
What performance measures will you use to evaluate the project/issue? Include the targets for FY 2018-19, as well as future years as applicable.

If approved, the vendor interview/selection process would begin right away.

V. Cost Savings/Revenue Enhancements

Please explain any cost savings, new funding sources or increased revenues.

The intent of an update to the rate study would be to ensure the accuracy and equitability of the rate structure, as well as to take into consideration changes in capital needs and the higher than expected General Fund subsidies.



**City of Sedona
Decision Package
Fiscal Year 2018-19**

**CM Recommended
CBWG Recommended,
if funding available**

Request Title	CASEWARE REPORTS
Department	Financial Services
Program	Budget
Funding Request Type	OTHER ONETIME
Source of Funds	General Fund
Amount Requested	\$77,000

I. Description of Request

Consulting services for assistance with the development of reports in CaseWare.

II. Problem/Issue

History/Background
How does this affect our citizens/customers quality of life?
If this is not a traditional function, why should the City of Sedona deal with it?
Does the project/issue relate to the Community Plan (or other master plans), or how does this fit into the City's priorities?
What does the City/community get for this investment?

For FY18, Council approved a decision package for budget software. A team was assembled to evaluate software options, and the team unanimously agreed the best fit was a combination of two software programs. McLain DSS was purchased for the budget preparation side, and CaseWare was purchased for the budget reporting side. With the funding provided, we have been able to work with an authorized CaseWare trainer/consultant, Gray CPA Consulting to get us started on the development of the budget book in CaseWare.

CaseWare is extremely powerful and versatile, and we intend to use this software for to automate the preparation of the Comprehensive Annual Financial Report (CAFR) and the monthly financial reports as well. With the complex nature of CaseWare and the internal staffing limitations to develop the reports in CaseWare, we are requesting additional consulting services from Gray CPA Consulting to help complete the development of the budget book in CaseWare, as well as development of the CAFR and monthly financial report. The full amount of the request is reflected here, but the accounting will be split between the Admin and Budget programs later.

III. Risk Analysis

What happens if this is not done?
Show examples of best practices from other cities, if applicable.
Discuss other alternatives, if applicable, and why the proposed solution is recommended.

Staff will continue to struggle with completing other duties while working on development of these reports in CaseWare.

IV. Implementation

What is the timeframe for completion of plan and implementation for project/issue?
How will you market/communicate the project/issue to the public?
What performance measures will you use to evaluate the project/issue? Include the targets for FY 2018-19, as well as future years as applicable.

Work to be completed during FY19.

V. Cost Savings/Revenue Enhancements

Please explain any cost savings, new funding sources or increased revenues.

The annual cost of \$3,000 paid to the auditors for the preparation of the CAFR can be saved.



**City of Sedona
Decision Package
Fiscal Year 2018-19**

**CM Recommend Deferral, priority if funding available for Finance
CBWG Recommended, if funding available for Finance**

Request Title	SHARED ADMINISTRATIVE ASSISTANT - HR AND FINANCE
Department	Financial Services
Program	Administration
Funding Request Type	PERSONNEL
Source of Funds	General Fund
Amount Requested	\$87,000

I. Description of Request

The Human Resources Department and Financial Services Department would like to hire an Administrative Assistant to be shared equally by both departments.

This request is entered under Financial Services, but the accounting will be split in the final budget.

II. Problem/Issue

History/Background
How does this affect our citizens/customers quality of life?
If this is not a traditional function, why should the City of Sedona deal with it?
Does the project/issue relate to the Community Plan (or other master plans), or how does this fit into the City's priorities?
What does the City/community get for this investment?

The Human Resources Department has remained at a staffing of 2 people for many years. The Financial Services Department had an Administrative Assistant position prior to the last recession that was eliminated.

The planned duties for the position in the Human Resources role would be as follows:

- (1) Perform traditional HR functions that are currently performed by Finance Payroll staff. For proper internal controls between HR and Payroll, HR staff would be responsible for all aspects of setting up/modifying employees (such as entry of all pay rates including allowances, special pays, etc.), and Payroll staff would be responsible for all aspects of generating payroll based on HR-controlled inputs.
- (2) Record retention and other clerical functions.
- (3) Assist HR staff with annual events:
 - (a) Health Insurance Open Enrollment
 - (b) Assisting with Health and Wellness Fair
 - (c) Employee Appreciation Event(s)
- (4) Provide assistance to other departments as a roving sub as needed (i.e., answering phones in the Clerk's office due to absence, cover for a medical or maternity leave, assist with catch-up filing, and other projects)

The planned duties for the position in the Financial Services role would be as follows:

- (1) Assist with business license renewals, replacing the use of temps. Savings of approximately \$5,200. The offset was entered as Professional Services, but the accounting will be corrected in the final budget.
- (2) Provide secondary cashiering services at the second counter. Currently, the second counter is used for HR functions only.
- (3) Scanning and clean up of approximately 5,500 hard copy wastewater files with confidential customer information that currently cannot be adequately secured.
- (4) Bring printing and mailing of wastewater monthly bills in-house. Savings of approximately \$8,200. The offset was entered as Professional Services in the Admin program, but the accounting will be corrected in the final budget.

(5) Scan and attach accounts payable invoices in the accounting software. Currently, when staff in other departments need to view an invoice, they must request copies from the Finance hard copy files. In order to have quick access, many departments maintain duplicate accounts payable files in their own department.

(6) Make bank deposit trips. Our need for trips to the bank have increased, due to the implementation of the Paid Parking Program.

(7) Records retention and other clerical functions. All employees in the Financial Services Department are performing virtually all of their own clerical needs without admin assistance. Examples of some of the more significant areas include:

(a) Provide telephone assistance for the Finance Department's three phone lines (Wastewater Billing, Business License, and Finance Main Line).

(b) Regular scanning of wastewater applications and new business license applications.

(c) Large mailings such as wastewater late notices, septic pumping letters, and subsidy renewals, business license renewals, etc.

(d) Various clerical aspects of budget preparation.

III. Risk Analysis

What happens if this is not done?

Show examples of best practices from other cities, if applicable.

Discuss other alternatives, if applicable, and why the proposed solution is recommended.

Will continue with staffing and internal controls as is.

IV. Implementation

What is the timeframe for completion of plan and implementation for project/issue?

How will you market/communicate the project/issue to the public?

What performance measures will you use to evaluate the project/issue? Include the targets for FY 2018-19, as well as future years as applicable.

To be hired approximately July 1, 2018.

To accommodate space needs, for the additional position a couple options are proposed.

The minimal option would be a build out for a new office in the Finance open area for the Budget and Accounting Supervisor to allow the HR Specialist to move to accommodate the new position at the front counter. This would create an awkward space for the adjacent Accounting Technician II. The estimated one-time cost for this option is \$15,000.

The ideal option would add a build out of an office for the adjacent Accounting Technician II and moving the door to the utility room. In addition, an extension would be added to the Finance front counter to accommodate the relocation of the printer and cash receipting equipment. The estimated one-time cost for this option is \$30,000. This was entered as Office Furniture, but the accounting will be corrected in the final budget and moved to the Public Works Department.

The request also includes a one-time cost of \$2,500 for a computer, cash drawer and other cash receipting equipment needs.

V. Cost Savings/Revenue Enhancements

Please explain any cost savings, new funding sources or increased revenues.

N/A



**City of Sedona
Decision Package
Fiscal Year 2018-19**

**CM Recommend Deferral
CBWG Recommend Deferral**

Request Title	INTERNAL CONTROL AUDIT
Department	Financial Services
Program	Administration
Funding Request Type	OTHER ONETIME
Source of Funds	General Fund
Amount Requested	\$25,000

I. Description of Request

This request is to hire an audit firm to perform an internal control audit.

II. Problem/Issue

History/Background
How does this affect our citizens/customers quality of life?
If this is not a traditional function, why should the City of Sedona deal with it?
Does the project/issue relate to the Community Plan (or other master plans), or how does this fit into the City's priorities?
What does the City/community get for this investment?

Internal control is a process designed to provide reasonable assurance regarding the achievement of objectives: effectiveness and efficiency of operations, reliability of financial reporting, and compliance with applicable laws and regulations. Internal controls play an important role in detecting and preventing fraud and protecting the organization's resources. With the turnover in the Financial Services Department over the past several years, there have been many transitions and reorganizations of duties within the department. It is unknown when the last internal control audit was done, or if one has ever been done.

III. Risk Analysis

What happens if this is not done?
Show examples of best practices from other cities, if applicable.
Discuss other alternatives, if applicable, and why the proposed solution is recommended.

Internal controls could be missing or not working as intended and expose the city to possible inefficiencies, errors or fraud.

IV. Implementation

What is the timeframe for completion of plan and implementation for project/issue?
How will you market/communicate the project/issue to the public?
What performance measures will you use to evaluate the project/issue? Include the targets for FY 2018-19, as well as future years as applicable.

Once the transitions of duties as a result of the Financial Services Department reorganization are complete, we would proceed with the selection process for an audit firm to perform the internal control audit.

V. Cost Savings/Revenue Enhancements

Please explain any cost savings, new funding sources or increased revenues.

N/A

GENERAL SERVICES

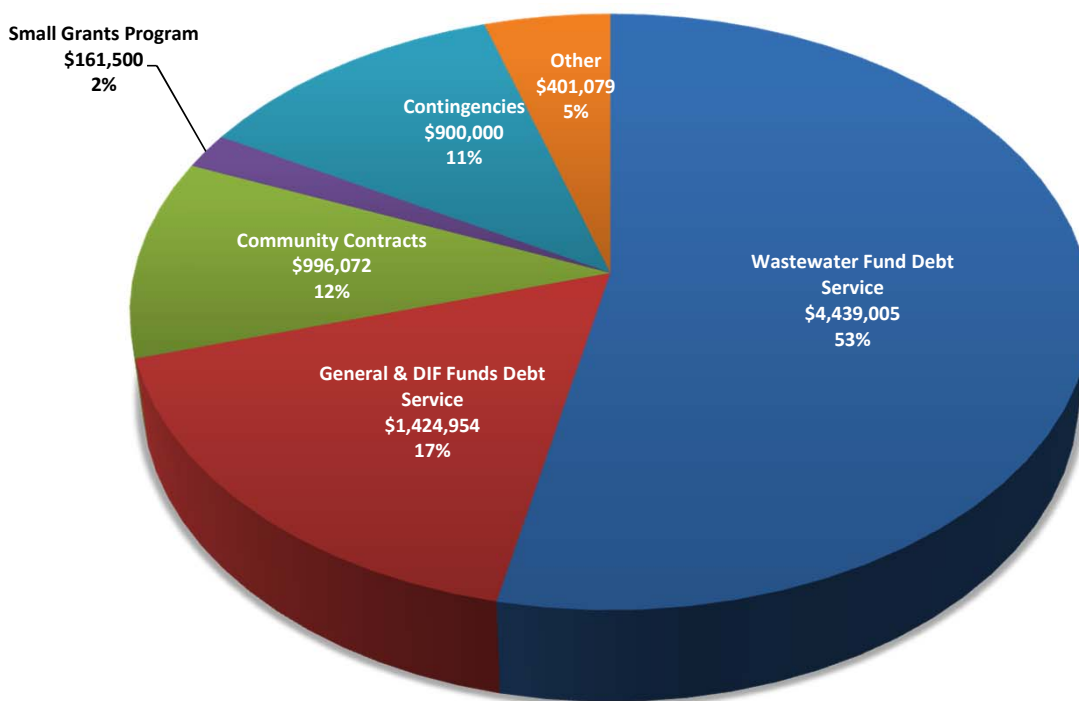
Description

The General Services Department is established as an accounting unit in order to capture the various “non-departmental” and other centralized expenses. These include service contracts with non-profits, Citywide liability and other insurances, the City’s destination marketing program, and debt service. The debt service costs include General Fund, Development Impact Fees Funds, and Wastewater Enterprise Fund debt. Additional information on the City’s debt service can be found in the Debt Service section.

The General Services Department also includes the General Fund, Grants and Donation Funds, and Wastewater Enterprise Fund contingency budgets, which include the following:

- * \$250,000 general operating contingency (General Fund)
- * \$200,000 general operating contingency (Wastewater Enterprise Fund)
- * \$100,000 contingency for judgments (General Fund)
- * \$300,000 contingency for potential bed tax revenue increases (55% pledged to the tourism management and development program, 45% available for other City purposes not budgeted) (General Fund)
- * \$300,000 contingency for unknown grants and donations revenues that may be received during the year (Grants and Donations Funds)

FY 2019 PROGRAM EXPENDITURES: \$8,322,610



GENERAL SERVICES – Administration

BUDGET SUMMARY	FY2019 Budget	% of FY2019 Budget	FY2018 Budget	FY2018 Estimate	FY2017 Actual
Program Expenditures					
Personnel Services	\$ 10,000	<1%	\$ 347,346	\$ 208,663	\$ 6,687
Supplies & Services	1,539,371	18%	1,531,488	1,541,628	3,516,908
Capital & Debt Service	5,863,959	70%	5,863,745	5,863,738	5,851,461
Contingencies	900,000	11%	1,065,543	-	-
Subtotal Direct Costs	\$ 8,313,330	100%	\$ 8,808,122	\$ 7,614,029	\$ 9,375,056
Internal Charges	9,280	<1%	10,930	10,930	-
Total Expenditures	\$ 8,322,610	100%	\$ 8,819,052	\$ 7,624,959	\$ 9,375,056
Expenditures by Fund					
General Fund Portion	\$ 3,373,955	41%	\$ 4,147,497	\$ 3,204,891	\$ 4,209,363
Wastewater Fund Portion	\$ 4,639,115	56%	\$ 4,384,855	\$ 4,409,855	\$ 5,144,495
Other Funds Portion	\$ 309,540	4%	\$ 286,700	\$ 10,213	\$ 21,198
Funding Sources					
Allocations to Other Departments	\$ 350,390	4%	\$ 365,010	\$ 365,010	\$ -
Program Revenues	\$ 4,948,655	59%	\$ 4,671,555	\$ 4,420,068	\$ 5,710,225
Funding from General Revenues	\$ 3,023,565	36%	\$ 3,782,487	\$ 2,839,881	\$ 3,664,831
Employee Time Allocation (FTEs) (Budgeted)	0.00		0.00		0.00

WORKLOAD INDICATORS	Benchmark	FY16 Actual	FY17 Actual	FY18 Projection	FY18 Estimate	FY19 Projection
Number of small grants awarded		18	22	N/A	17	N/A
Average small grant award amount		\$8,506	\$6,817	N/A	\$9,500	N/A
Total small grants awarded		\$153,100	\$149,978	\$161,500	\$161,500	\$161,500
Range of small grant awards		\$100 - \$28,000	\$500 - \$23,300	N/A	\$1,020 - \$24,000	N/A

GENERAL SERVICES
continued

EXPENDITURE SUMMARY

Cost Category	FY2019 Proposed	FY2018 Budget	FY2019 Incr. over FY2018 Budget	FY2018 Est. Actuals	FY2019 Incr. over FY2018 Est.	FY2018 Est. (over)/ under budget	FY2017 Actuals	FY2016 Actuals	FY2015 Actuals	FY2014 Actuals	Explanation of Changes	
General Fund												
10-5245-01 - Administration												
Personnel (ongoing)	\$10,000	\$372,346	-97%	\$208,663	-95%	\$163,683	\$6,687	\$9,959	(\$6,803)	\$7,187	Budget Decrease: Hall/Parker refunds were one-time Current Year Under Budget: Carryover	
Supplies & Services (ongoing)	\$543,299	\$609,815	-11%	\$583,935	-7%	\$25,880	\$3,516,908	\$3,312,013	\$3,123,302	\$2,193,958		Budget Decrease: Reduction of estimated costs for Paid Parking Program and fuel and maintenance for pooled vehicles Current Year Under Budget: Savings in pooled vehicle fuel and maintenance costs
Direct Costs (Ongoing) Subtotal	\$553,299	\$982,161	-44%	\$792,598	-30%	\$189,563	\$3,523,595	\$3,321,972	\$3,116,499	\$2,201,146		
Internal Charges	(\$341,220)	(\$354,200)	-4%	(\$354,200)	-4%	\$0	\$0	\$0	\$0	\$0		
Ongoing Total	\$212,079	\$627,961	-66%	\$438,398	-52%	\$189,563	\$3,523,595	\$3,321,972	\$3,116,499	\$2,201,146		
Capital & Debt Service	\$0	\$0	N/A	\$0	N/A	\$0	\$685,768	\$741,592	\$763,606	\$866,984		
One-Time Total	\$0	\$0	N/A	\$0	N/A	\$0	\$685,768	\$741,592	\$763,606	\$866,984		
Administration Total	\$212,079	\$627,961	-66%	\$438,398	-52%	\$189,563	\$4,209,363	\$4,063,564	\$3,880,105	\$3,068,130		
10-5245-09 - Sustainability												
Supplies & Services (ongoing)	\$85,445	\$0	∞	\$0	∞	\$0	\$0	\$0	\$0	\$0	Budget Increase: Moved Sedona Recycles contract from 10-5245-90	
Sustainability Total	\$85,445	\$0	∞	\$0	∞	\$0	\$0	\$0	\$0	\$0		
10-5245-41 - Arts & Culture												
Supplies & Services (ongoing)	\$0	\$0	N/A	\$0	N/A	\$0	\$0	\$8,221	\$9,362	\$10,004		
Arts & Culture Total	\$0	\$0	N/A	\$0	N/A	\$0	\$0	\$8,221	\$9,362	\$10,004		
10-5245-90 - Comm Contracts - Public Safety												
Supplies & Services (ongoing)	\$69,285	\$54,395	27%	\$54,395	27%	\$0	\$0	\$0	\$0	\$0	Budget Increase: Increase in Humane Society contract	
Comm Contracts - Public Safety Total	\$69,285	\$54,395	27%	\$54,395	27%	\$0	\$0	\$0	\$0	\$0		

GENERAL SERVICES
continued

EXPENDITURE SUMMARY

Cost Category	FY2019 Proposed	FY2018 Budget	FY2019 Incr. over FY2018 Budget	FY2018 Est. Actuals	FY2019 Incr. over FY2018 Est.	FY2018 Est. (over)/ under budget	FY2017 Actuals	FY2016 Actuals	FY2015 Actuals	FY2014 Actuals	Explanation of Changes
10-5245-91 - Comm Contracts - Cult & Recr											
Supplies & Services (ongoing)	\$469,392	\$427,780	10%	\$456,000	3%	(\$28,220)	\$0	\$0	\$0	\$0	Budget Increase: Increase in Sedona Library contract Current Year Over Budget: Increase in Sedona Library contract not budgeted
Comm Contracts - Cult & Recr Total	\$469,392	\$427,780	10%	\$456,000	3%	(\$28,220)	\$0	\$0	\$0	\$0	
10-5245-92 - Comm Contracts - Health & Welf											
Supplies & Services (ongoing)	\$174,365	\$251,998	-31%	\$251,998	-31%	\$0	\$0	\$0	\$0	\$0	Budget Decrease: Moved Sedona Recycles contract to 10-5245-09
Comm Contracts - Health & Welf Total	\$174,365	\$251,998	-31%	\$251,998	-31%	\$0	\$0	\$0	\$0	\$0	
10-5245-93 - Comm Contracts - Public Transp											
Supplies & Services (ongoing)	\$197,585	\$187,500	5%	\$195,300	1%	(\$7,800)	\$0	\$0	\$0	\$0	Budget Increase: Increase in Verde Lynx contract Current Year Over Budget: Increase in Verde Lynx contract not budgeted
Comm Contracts - Public Transp Total	\$197,585	\$187,500	5%	\$195,300	1%	(\$7,800)	\$0	\$0	\$0	\$0	
10-5246-01 - Administration											
Contingencies	\$400,000	\$801,543	-50%	\$0	∞	\$801,543	\$0	\$0	\$0	\$0	Budget Decrease: Eliminated contingency for City's portion of increase in Bed Tax revenues
Administration Total	\$400,000	\$801,543	-50%	\$0	∞	\$801,543	\$0	\$0	\$0	\$0	
10-5255-15 - Debt Service											
Capital & Debt Service	\$1,415,414	\$1,443,794	-2%	\$1,443,790	-2%	\$4	\$0	\$0	\$0	\$0	
Debt Service Total	\$1,415,414	\$1,443,794	-2%	\$1,443,790	-2%	\$4	\$0	\$0	\$0	\$0	

GENERAL SERVICES
continued

EXPENDITURE SUMMARY

Cost Category	FY2019 Proposed	FY2018 Budget	FY2019 Incr. over FY2018 Budget	FY2018 Est. Actuals	FY2019 Incr. over FY2018 Est.	FY2018 Est. (over)/ under budget	FY2017 Actuals	FY2016 Actuals	FY2015 Actuals	FY2014 Actuals	Explanation of Changes
General Fund Totals											
Personnel Subtotal	\$10,000	\$372,346	-97%	\$208,663	-95%	\$163,683	\$6,687	\$9,959	(\$6,803)	\$7,187	
Supplies & Services (Ongoing) Subtotal	\$1,539,371	\$1,531,488	1%	\$1,541,628	0%	(\$10,140)	\$3,516,908	\$3,320,234	\$3,132,664	\$2,203,963	
Direct Costs (Ongoing) Subtotal	\$1,549,371	\$1,903,834	-19%	\$1,750,291	-11%	\$153,543	\$3,523,595	\$3,330,193	\$3,125,861	\$2,211,150	
Internal Charges Subtotal	(\$341,220)	(\$354,200)	-4%	(\$354,200)	-4%	\$0	\$0	\$0	\$0	\$0	
Contingencies Subtotal	\$400,000	\$801,543	-50%	\$0	∞	\$801,543	\$0	\$0	\$0	\$0	
Ongoing Subtotal	\$1,608,151	\$2,351,177	-32%	\$1,396,091	15%	\$955,086	\$3,523,595	\$3,330,193	\$3,125,861	\$2,211,150	
Capital & Debt Service Subtotal	\$1,415,414	\$1,443,794	-2%	\$1,443,790	-2%	\$4	\$685,768	\$741,592	\$763,606	\$866,984	
General Fund Total	\$3,023,565	\$3,794,971	-20%	\$2,839,881	6%	\$955,090	\$4,209,363	\$4,071,785	\$3,889,467	\$3,078,134	

Operating Grants Fund

16-5246-01 - Administration

Contingencies	\$300,000	\$264,000	14%	\$0	∞	\$264,000	\$0	\$0	\$0	\$0	Budget Increase: Reinstated to original budget level prior to transfers for unanticipated grants in FY18
Operating Grants Fund Total	\$300,000	\$264,000	14%	\$0	∞	\$264,000	\$0	\$0	\$0	\$0	

Dev. Impact Fees - General Government - Post 1/1/12

45-5255-15 - Debt Service

Capital & Debt Service	\$9,540	\$10,216	-7%	\$10,213	-7%	\$3	\$21,198	\$19,177	\$0	\$0	Budget Decrease: Based on debt retirement schedules
Fees - General Government - Post 1/1/12 Total	\$9,540	\$10,216	-7%	\$10,213	-7%	\$3	\$21,198	\$19,177	\$0	\$0	

Wastewater Enterprise Fund

59-5245-01 - Administration

Personnel (ongoing)	\$0	(\$25,000)	-100%	\$0	N/A	(\$25,000)	\$0	\$0	\$0	\$0	Budget Increase: Eliminate vacancy savings offset
Administration Total	\$0	(\$25,000)	-100%	\$0	N/A	(\$25,000)	\$0	\$0	\$0	\$0	

GENERAL SERVICES
continued

EXPENDITURE SUMMARY

Cost Category	FY2019 Proposed	FY2018 Budget	FY2019 Incr. over FY2018 Budget	FY2018 Est. Actuals	FY2019 Incr. over FY2018 Est.	FY2018 Est. (over)/ under budget	FY2017 Actuals	FY2016 Actuals	FY2015 Actuals	FY2014 Actuals	Explanation of Changes
59-5246-01 - Administration											
Contingencies	\$200,000	\$0	∞	\$0	∞	\$0	\$0	\$0	\$0	\$0	Budget Increase: FY18 originally budgeted at \$100,000, but was transferred to cover an unanticipated generator purchase, budget increased to accommodate any future unforeseen issues
Administration Total	\$200,000	\$0	∞	\$0	∞	\$0	\$0	\$0	\$0	\$0	
59-5250-02 - Administration											
Personnel (ongoing)	\$0	\$0	N/A	\$0	N/A	\$0	\$0	\$206,558	\$174,227	\$177,481	
Supplies & Services (ongoing)	\$0	\$0	N/A	\$0	N/A	\$0	\$0	\$79,210	\$60,175	\$17,544	
Administration Total	\$0	\$0	N/A	\$0	N/A	\$0	\$0	\$285,768	\$234,402	\$195,025	
59-5255-15 - Debt Service											
Capital & Debt Service	\$4,439,005	\$4,409,735	1%	\$4,409,735	1%	\$0	\$5,144,495	\$5,412,246	\$6,369,619	\$6,324,468	
Debt Service Total	\$4,439,115	\$4,409,855	1%	\$4,409,855	1%	\$0	\$5,144,495	\$5,412,246	\$6,369,619	\$6,324,468	
Wastewater Enterprise Fund Totals											
Personnel Subtotal	\$0	(\$25,000)	-100%	\$0	N/A	(\$25,000)	\$0	\$206,558	\$174,227	\$177,481	
Supplies & Services (Ongoing) Subtotal	\$0	\$0	N/A	\$0	N/A	\$0	\$0	\$79,210	\$60,175	\$17,544	
Direct Costs (Ongoing) Subtotal	\$0	(\$25,000)	-100%	\$0	N/A	(\$25,000)	\$0	\$285,768	\$234,402	\$195,025	
Internal Charges Subtotal	\$110	\$120	-8%	\$120	-8%	\$0	\$0	\$0	\$0	\$0	
Contingencies Subtotal	\$200,000	\$0	∞	\$0	∞	\$0	\$0	\$0	\$0	\$0	
Ongoing Subtotal	\$200,110	(\$24,880)	-904%	\$120	166658%	(\$25,000)	\$0	\$285,768	\$234,402	\$195,025	
Capital & Debt Service Subtotal	\$4,439,005	\$4,409,735	1%	\$4,409,735	1%	\$0	\$5,144,495	\$5,412,246	\$6,369,619	\$6,324,468	
Wastewater Enterprise Fund Total	\$4,639,115	\$4,384,855	6%	\$4,409,855	5%	(\$25,000)	\$5,144,495	\$5,698,014	\$6,604,021	\$6,519,493	

GENERAL SERVICES
continued

EXPENDITURE SUMMARY

Cost Category	FY2019 Proposed	FY2018 Budget	FY2019 Incr. over FY2018 Budget	FY2018 Est. Actuals	FY2019 Incr. over FY2018 Est.	FY2018 Est. (over)/ under budget	FY2017 Actuals	FY2016 Actuals	FY2015 Actuals	FY2014 Actuals	Explanation of Changes
GRAND TOTALS											
Personnel (Ongoing) Subtotal	\$10,000	\$347,346	-97%	\$208,663	-95%	\$138,683	\$6,687	\$216,517	\$167,424	\$184,668	
Supplies & Services (Ongoing) Subtotal	\$1,539,371	\$1,531,488	1%	\$1,541,628	0%	(\$10,140)	\$3,516,908	\$3,399,444	\$3,192,839	\$2,221,507	
Direct Costs (Ongoing) Subtotal	\$1,549,371	\$1,878,834	-18%	\$1,750,291	-11%	\$128,543	\$3,523,595	\$3,615,961	\$3,360,263	\$2,406,175	
Internal Charges Subtotal	(\$341,110)	(\$354,080)	-4%	(\$354,080)	-4%	\$0	\$0	\$0	\$0	\$0	
Contingencies Subtotal	\$900,000	\$1,065,543	-16%	\$0	∞	\$1,065,543	\$0	\$0	\$0	\$0	
Ongoing Subtotal	\$2,108,261	\$2,590,297	-19%	\$1,396,211	51%	\$1,194,086	\$3,523,595	\$3,615,961	\$3,360,263	\$2,406,175	
Capital & Debt Service Subtotal	\$5,863,959	\$5,863,745	0%	\$5,863,738	0%	\$7	\$5,851,461	\$6,173,015	\$7,133,225	\$7,191,452	
Grand Total	\$7,972,220	\$8,454,042	-6%	\$7,259,949	10%	\$1,194,093	\$9,375,056	\$9,788,976	\$10,493,488	\$9,597,627	

Reconciliation

FY2018 Direct Costs	\$8,808,122
Reduction of Vacancy Savings Offsets	\$125,000
Increase in Community Service Contracts	\$74,399
Reduction of Contingency Budgets	(\$165,543)
Reduction of Market Adjustment Pool Carryover	(\$212,346)
Reduction of Paid Parking Program Costs	(\$55,380)
Decrease in One-Time Costs	(\$249,786)
Other Budget Reductions	(\$11,136)
FY2019 Direct Costs	\$8,313,330



**City of Sedona
Decision Package
Fiscal Year 2018-19**

**CM Recommended
CBWG Recommended**

Request Title	WAGE ADJUSTMENTS
Department	General Services
Program	Administration
Funding Request Type	PERSONNEL
Source of Funds	General Fund
Amount Requested	\$309,000

I. Description of Request

This request is for a pool of dollars for staff wage adjustments. Unlike previous years where the approved budget included a pool for a cost of living adjustment (COLA) and a pool for merit, this year the request is only for a merit-based pool. The total request of \$309,000 would be distributed to employees based on performance evaluations. This represents an average increase of 3.3%, only slightly higher than a COLA alone. Our past COLAs have been based on the December Western Region CPI, and for December 2017 the rate was 3.1%.

II. Problem/Issue

History/Background
How does this affect our citizens/customers quality of life?
If this is not a traditional function, why should the City of Sedona deal with it?
Does the project/issue relate to the Community Plan (or other master plans), or how does this fit into the City's priorities?
What does the City/community get for this investment?

The city continues to struggle with retention of employees. The national and local economy are strong and unemployment is low, meaning a competitive environment for recruiting and retaining staff. Additionally, the cost of living in Sedona is very high. Median home price is among the highest in the state. While we do not have data on rental pricing, rentals typically track with upward pressure in home sales price. This means upwards of 80% of Sedona employees live outside the community. While these employees avoid the higher cost of living, they take on the added cost (in dollars and time) for commuting to Sedona. Making matters worse, preliminary data from prospective short-term rental monitoring companies has revealed that listings for short terms rentals has increased from as low as 100 to as high as 1,000 over the last few years.

Recruiting and retaining employees is a challenge in this environment, which makes offering a competitive wage critical. The city has had a turn over rate between 15%-20% over the last three years. Benchmark data collected from ICMA reveals the average turnover rate among reporting communities is 5%. Sedona has one of the highest turnover rates in the data set. It has been especially difficult to recruit for certain niche positions that require a higher level of technical expertise. Numerous positions have gone two, three or more rounds of recruitment without filling the position. Some positions were simply restructured to lower levels after too many failed attempts.

Staff recently hired an outside firm to conduct a wage analysis. That study reveals that we generally offer slightly higher wages than smaller and/or more rural jurisdictions like Winslow, are approximately equal to similarly or larger sized neighboring community like Cottonwood, Yavapai County and Prescott Valley and lower than Flagstaff and the Phoenix Valley. However, Sedona has by far the highest cost of living compared to all of those communities. It is common for high-cost resort type communities are forced to pay higher wages to account for the higher cost of living or the cost to commute from a lower cost of living community.

III. Risk Analysis

What happens if this is not done?

Show examples of best practices from other cities, if applicable.

Discuss other alternatives, if applicable, and why the proposed solution is recommended.

It is not clear what would happen if this particular wage adjustment pool is not passed. In general, my prediction is stagnation in wages will generally put us at a competitive disadvantage for recruiting and retaining talent. Higher rates of turnover tend to lead to higher costs for training new employees and loss of productivity.

IV. Implementation

What is the timeframe for completion of plan and implementation for project/issue?

How will you market/communicate the project/issue to the public?

What performance measures will you use to evaluate the project/issue? Include the targets for FY 2018-19, as well as future years as applicable.

Wage adjustments are proposed to be awarded associated with the anniversary date of each employee. In other words, the cost of the adjustment in year one is reduced as the costs will be spread out across the year.

V. Cost Savings/Revenue Enhancements

Please explain any cost savings, new funding sources or increased revenues.

This adjustment will not have any direct cost savings. Its not even clear that the adjustment will have an immediate impact on retention and associated savings. However, in the long term, I believe that competitive wages will help ensure a higher rate of productivity, better service levels and reduced costs associated with a higher turnover rate.



**City of Sedona
Decision Package
Fiscal Year 2018-19**

**CM Recommended
CBWG Recommended**

Request Title	PSPRS ADDITIONAL CONTRIBUTION
Department	General Services
Program	Administration
Funding Request Type	PERSONNEL
Source of Funds	General Fund
Amount Requested	\$405,200

I. Description of Request

This request is for an additional PSPRS contribution to equate to approximately \$1M annual payment to pay down the unfunded PSPRS liability. The unfunded liability represents the cumulative effect of previous costs not funded that current taxpayers must now pay.

II. Problem/Issue

History/Background
How does this affect our citizens/customers quality of life?
If this is not a traditional function, why should the City of Sedona deal with it?
Does the project/issue relate to the Community Plan (or other master plans), or how does this fit into the City's priorities?
What does the City/community get for this investment?

Based on the most recent PSPRS actuarial valuation, the funded status for the Sedona Police Dept has dropped from 58.9% as of June 30, 2016 to 58.1% as of June 30, 2017. The unfunded liability has increased from \$4.4M as of June 30, 2016 to \$4.9M as of June 30, 2017.

The AZ League and the League's Pension Reform Task Force have worked with the Center for Retirement Research at Boston College to allow some AZ municipalities to participate in a pilot program for the development of a pension funding model. Sedona was selected to be one of the participants in the pilot program. This request for additional funding is based on the model's projections for a level funding option.

As discussed with Council at the Budget Retreat in December, paying the actuarially required contribution rate is similar to paying the minimum payment on a credit card. The balance owed represents prior costs that continue to be rolled forward year after year. In addition, since AZ uses a "closed" amortization period for the payoff of the unfunded balance, actuarially required contribution rates can be expected to increase dramatically until the remaining amortization period of 19 years is complete. A level-dollar payment will help the city to better manage its finances over the amortization period and generate cost savings.

III. Risk Analysis

What happens if this is not done?
Show examples of best practices from other cities, if applicable.
Discuss other alternatives, if applicable, and why the proposed solution is recommended.

If this is not done, the city can expect its actuarially required contribution rate to increase significantly over the remaining amortization period. Based on the model's projections, actuarially required contributions may increase as much as 3.5 times over the remaining amortization period. This volatility can create issues with managing finances to maintain a balanced budget.

IV. Implementation

**What is the timeframe for completion of plan and implementation for project/issue?
How will you market/communicate the project/issue to the public?
What performance measures will you use to evaluate the project/issue? Include the targets for FY 2018-19, as well as future years as applicable.**

Over the past three fiscal years, the city has prepaid its required contributions to PSPRS. We expect to continue this practice. If approved, the entire \$1M would be prepaid in July 2018.

V. Cost Savings/Revenue Enhancements

Please explain any cost savings, new funding sources or increased revenues.

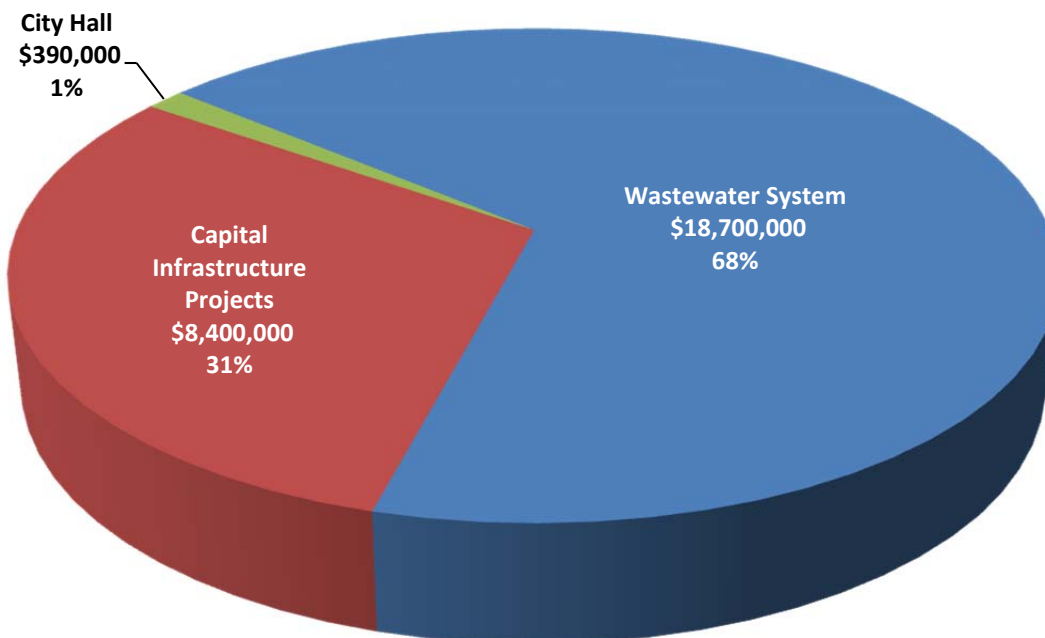
Making a level-dollar payment of approximately \$1M over the remaining amortization period is estimated to save the city approximately \$2.3M.

DEBT SERVICE

Overview

While the City of Sedona has been using pay-as-you go funding for capital projects in recent years, the City has assumed debt in the past to fund the construction of capital projects. The City has approximately \$27 million in outstanding debt – all of which are excise tax revenue bonds. The majority of prior years' debt issuance has been for construction of the wastewater treatment system. A small percentage of the outstanding debt remaining comes from the purchase of the City Hall campus. The chart below represents the percentage of outstanding debt for various categories of projects as of July 1, 2018.

OUTSTANDING DEBT BY PROJECT TOTAL \$27,490,000



Debt Limitations

The Arizona Constitution limits the City's bonded debt capacity (outstanding principal) to a certain percentage of the City's secondary assessed valuation for general obligation (G.O.) bonds. The Constitution states that for general municipal purposes, the City cannot incur a debt exceeding 6% of the assessed valuation of taxable property. Additional bonds amounting to 20% of the assessed valuation of taxable property can be issued for water, lighting and sewer projects, and for the acquisition and development of land for open space preserves, parks, playgrounds and recreational facilities.

The City's bond holdings do not include G.O. bonds and, therefore, are not subject to debt limitation. The City has no plans to issue G.O. bonds in the future.

DEBT SERVICE

continued

Debt Repayment Summary

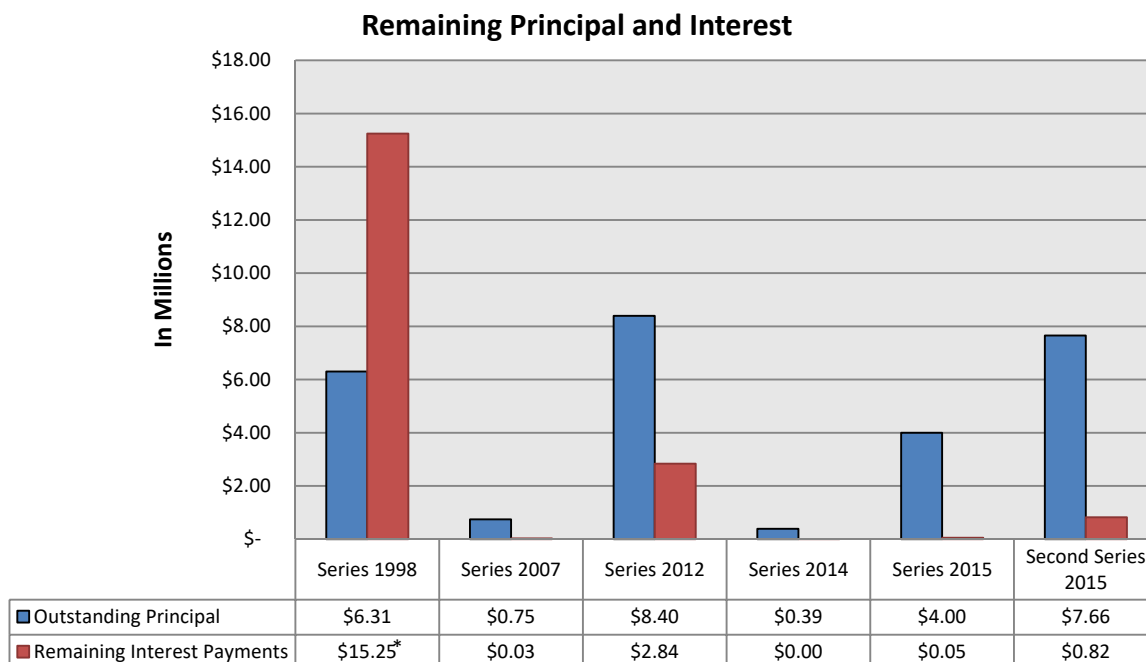
The table below summarizes the principal and interest payments for the 2018-2019 fiscal year by bond issuance.

Bond Series	FY18 Principal*	FY18 Interest*	Total FY18 Debt Service Requirement
Series 1998**	\$ -	\$ -	\$ -
Series 2007	745,000	30,731	775,731
Series 2012	-	377,775	377,775
Series 2014	390,000	2,574	392,574
Series 2015	4,000,000	52,000	4,052,000
Second Series 2015	105,000	148,507	253,507
Total Annual Payment	\$ 5,240,000	\$ 611,587	\$ 5,851,587

* The July 1, 2108 principal and interest payments have been accrued in the prior year. These amounts represent the principal and interest payments for January 1, 2019 and July 1, 2019.

** The Series 1998 bonds are comprised of capital appreciation bonds (CABs). CABs offer an investment return on an initial principal amount and are reinvested at a stated compounded rate until maturity. At maturity, the investor receives a single payment (the "maturity value") representing both the initial principal amount and the total investment return. The next maturity date is not until July 1, 2020.

The following chart summarizes the total outstanding principal and interest on City debt obligations for the next nine years, which is when all current outstanding debt will be retired.



* Represents compounded interest on CABs.

DEBT SERVICE

continued

Pledged Revenues

The City has pledged future excise taxes to repay the excise tax revenue bonds. The pledged revenues include city sales taxes, transient occupancy taxes (or bed taxes), franchise taxes, license and permit fees, state shared sales taxes, state shared income taxes, vehicle license taxes, and charges for services. The following schedule summarizes the historical and projected pledged revenue coverage.

Fiscal Year	Excise Tax Revenues	Principal	Interest	Total	Coverage
2013-14	\$ 18,450,768	\$ 4,405,000	\$ 2,077,929	\$ 6,482,929	2.85
2014-15	20,054,429	4,485,000	1,498,946	5,983,946	3.35
2015-16	21,708,599	5,260,000	808,167	6,068,167	3.58
2016-17	23,786,210	5,050,000	791,691	5,841,691	4.07
2017-18 (est.)	25,763,460	5,155,000	695,923	5,850,923	4.40
2018-19 (budget)	26,578,820	5,240,000	611,587	5,851,587	4.54
2019-20 (proj.)	25,525,230	2,285,000	3,434,245	5,719,245	4.46
2020-21 (proj.)	24,446,630	2,230,000	3,487,076	5,717,076	4.28
2021-22 (proj.)	25,594,430	2,175,000	3,544,616	5,719,616	4.47
2022-23 (proj.)	26,817,590	2,125,000	3,591,768	5,716,768	4.69
2023-24 (proj.)	27,367,590	2,075,000	3,633,629	5,708,629	4.79
2024-25 (proj.)	27,929,790	5,075,000	435,296	5,510,296	5.07
2025-26 (proj.)	28,515,880	5,280,000	231,753	5,511,753	5.17
2026-27 (proj.)	29,103,223	1,005,000	19,497	1,024,497	28.41

The bond covenants require that excise tax revenues be equal to at least 1.50 times the total payments for all bonds secured by a pledge of excise tax revenues. If at any time it appears that the excise tax revenues will not be sufficient to meet this 1.50 coverage requirement, the City must either impose a new excise tax or increase the rates for taxes currently imposed to reach the 1.50 coverage requirement, to the extent permitted by law.

Debt Service Reserves

In accordance with the bond covenants, the City has bond insurance in place to guarantee payments in lieu of reserve requirements. However, the City has chosen to maintain reserve balances to ensure adequate funding available for private placement bonds not requiring insurance.

For the City's Wastewater Enterprise Fund, the City's adopted policy requires a debt service reserve with a target equal to the average of one year of enterprise fund debt service repayment requirements for uninsured bonds. For fiscal year 2018-19, the amount reserved is \$4,052,000, which complies with the policy requirement.

The adopted policy also authorizes the City to establish additional committed or assigned fund balances in any amount as deemed necessary. The City has set aside \$300,000 in the General Fund to cover fluctuations in ongoing debt service payment levels in fiscal year 2019-20 and after.

DEBT SERVICE

continued

Debt Repayments by Fund

The following table details the remaining principal and interest payments of all outstanding debt by fund.

Fiscal Year	General Fund		Development Impact Fees Fund		Wastewater Fund		Totals
	Principal	Interest	Principal	Interest	Principal	Interest	
2018-19	\$1,230,523	\$ 181,750	\$ 9,477	\$ 63	\$ 4,000,000	\$ 429,775	\$ 5,851,588
2019-20	885,000	146,470			1,400,000	3,287,775	5,719,245
2020-21	900,000	129,301			1,330,000	3,357,775	5,717,076
2021-22	920,000	111,841			1,255,000	3,432,775	5,719,616
2022-23	935,000	93,993			1,190,000	3,497,775	5,716,768
2023-24	945,000	75,854			1,130,000	3,557,775	5,708,629
2024-25	970,000	57,521			4,105,000	377,775	5,510,296
2025-26	990,000	38,703			4,290,000	193,050	5,511,753
2026-27	1,005,000	19,497			-	-	1,024,497
Total	\$8,780,523	\$ 854,930	\$ 9,477	\$ 63	\$18,700,000	\$18,134,475	\$46,479,468

The fiscal years 2020-21 through 2024-25 include payment of the CABs, which require payment of the compounded interest on the maturity date.

Outstanding Debt Balances

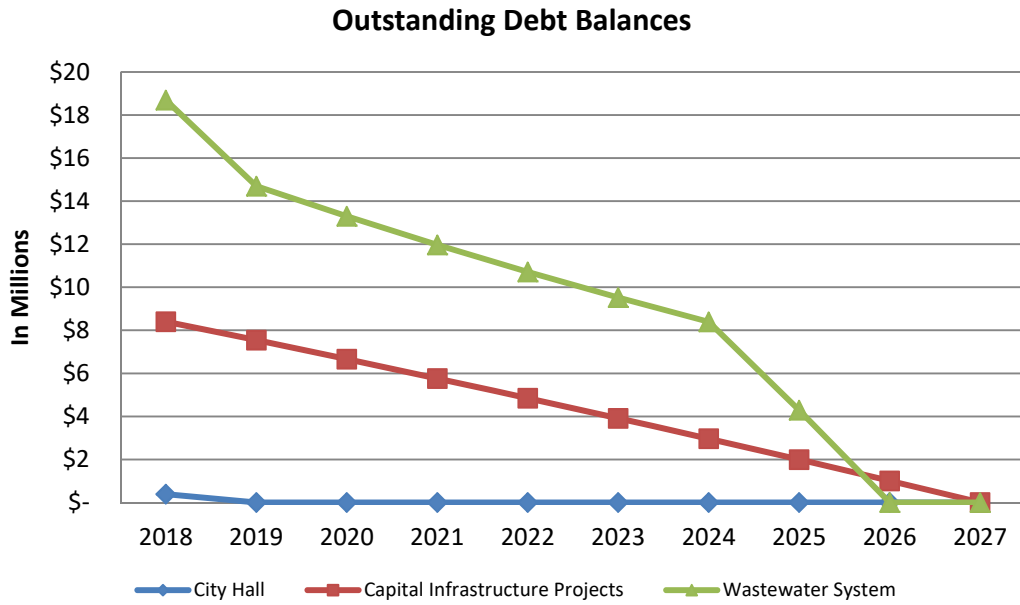
The following information details the outstanding debt balances until all the bonds are paid, assuming bonds are not called early or refunded. The final payment is July 1, 2027.

As of July 2	City Hall	Capital Infrastructure Projects	Wastewater System	Totals
2018	\$390,000	\$8,400,000	\$18,700,000	\$27,490,000
2019	-	7,550,000	14,700,000	22,250,000
2020	-	6,665,000	13,300,000	19,965,000
2021	-	5,765,000	11,970,000	17,735,000
2022	-	4,845,000	10,715,000	15,560,000
2023	-	3,910,000	9,525,000	13,435,000
2024	-	2,965,000	8,395,000	11,360,000
2025	-	1,995,000	4,290,000	6,285,000
2026	-	1,005,000	-	1,005,000
2027	-	-	-	-

DEBT SERVICE

continued

Outstanding Debt Balances (cont'd)



DEBT SERVICE

continued

Individual Debt Issuances

The following tables detail each outstanding debt issue, including the type of debt instrument, dates of issuance and/or refinance, remaining principal and interest payments, and the purpose of the debt.

SEDONA WASTEWATER MUNICIPAL PROPERTY CORPORATION*
EXCISE TAX REVENUE BONDS, SERIES 1998
 Original Principal \$41,035,000
 Issued August 26, 1998
 (Wastewater Fund)

Remaining Payment Dates	Principal	Compounded Interest	Yield	Total
7/1/2020	\$ 1,400,000	\$ 2,910,000	5.20%	\$ 4,310,000
7/1/2021	1,330,000	2,980,000	5.20%	4,310,000
7/1/2022	1,255,000	3,055,000	5.24%	4,310,000
7/1/2023	1,190,000	3,120,000	5.24%	4,310,000
7/1/2024	1,130,000	3,180,000	5.24%	4,310,000
Total	\$ 6,305,000	\$ 15,245,000		\$ 21,550,000

* The Sedona Wastewater Municipal Property Corporation (SWMPC) is a nonprofit corporation incorporated under the laws of the State of Arizona. The SWMPC was formed for the purpose of assisting the City in obtaining financing for various projects of the City and exists only to serve the City. The SWMPC board of directors consists of three members which are appointed by the City Council.

This bond series (i) refinanced all of the City's outstanding Certificate of Participation Series 1993, (ii) refinanced all of the outstanding Series 1995, (iii) refinanced all of the outstanding Series 1997, and (iv) provided approximately \$29.8 million new money for the wastewater system.

The only remaining portion of the bond series are capital appreciation bonds (CABs). CABs offer an investment return on an initial principal amount and are reinvested at a stated compounded rate until maturity. At maturity, the investor receives a single payment (the "maturity value") representing both the initial principal amount and the total investment return.

The remaining bonds are not subject to call for redemption prior to their stated maturity dates.

DEBT SERVICE

continued

Individual Debt Issuances (cont'd)

CITY OF SEDONA
EXCISE TAX REVENUE BONDS, SERIES 2007
Original Principal \$8,795,000
Issued November 28, 2007
(General Fund)

Remaining Payment Dates	Principal	Interest Rate	Interest	Total
1/1/2019	\$ -		\$ 15,365	\$ 15,365
7/1/2019	745,000	4.125%	15,366	760,366
Total	\$ 745,000		\$ 30,731	\$ 775,731

This bond series funded the following projects: Chapel area drainage, State Route 179 improvements (pedestrian bridge, landscaping, lighting, etc.), and Harmony-Windsong drainage (partial).

The remaining bonds are eligible to be called for redemption prior to their stated maturity dates, without premium.

DEBT SERVICE

continued

Individual Debt Issuances (cont'd)

CITY OF SEDONA
EXCISE TAX REVENUE REFUNDING BONDS, SERIES 2012
 Original Principal \$8,395,000
 Issued February 8, 2012
 (Wastewater Fund)

Remaining Payment Dates	Principal	Interest Rate	Interest	Total
1/1/2019	\$ -		\$ 188,887	\$ 188,887
7/1/2019	-		188,888	188,888
1/1/2020	-		188,887	188,887
7/1/2020	-		188,888	188,888
1/1/2021	-		188,887	188,887
7/1/2021	-		188,888	188,888
1/1/2022	-		188,887	188,887
7/1/2022	-		188,888	188,888
1/1/2023	-		188,887	188,887
7/1/2023	-		188,888	188,888
1/1/2024	-		188,887	188,887
7/1/2024	-		188,888	188,888
1/1/2025	-		188,887	188,887
7/1/2025	4,105,000	4.50%	188,888	4,293,888
1/1/2026	-		96,525	96,525
7/1/2026	4,290,000	4.50%	96,525	4,386,525
Total	\$ 8,395,000		\$ 2,837,475	\$ 11,232,475

This bond series refinanced a portion of the City's Wastewater Municipal Property Corporation outstanding Series 1998.

The remaining bonds are eligible to be called for redemption prior to their stated maturity dates on or after July 1, 2022, without premium.

DEBT SERVICE

continued

Individual Debt Issuances (cont'd)

CITY OF SEDONA EXCISE TAX REVENUE REFUNDING BONDS, SERIES 2014

Original Principal \$1,879,700

Issued May 22, 2014

(General Fund Portion)

Remaining Payment Dates	Principal	Interest Rate	Interest	Total
1/1/2019	\$ -		\$ 1,256	\$ 1,256
7/1/2019	380,523	0.66%	1,255	381,778
Total	\$ 380,523		\$ 2,511	\$ 383,034

(Development Impact Fund Portion)

Remaining Payment Dates	Principal	Interest Rate	Interest	Total
1/1/2019	\$ -		\$ 31	\$ 31
7/1/2019	9,477	0.66%	31	9.508
Total	\$ 9,477		\$ 62	\$ 9.539

This portion of the bond series refinanced a portion of the City's outstanding Series 2004, which was used to refinance all of the City's outstanding Series 1999, which was used to purchase the City Hall complex.

These bonds were issued as private placements. The remaining bonds are eligible to be called for redemption prior to their stated maturity dates, without premium.

DEBT SERVICE

continued

Individual Debt Issuances (cont'd)

CITY OF SEDONA EXCISE TAX REVENUE REFUNDING BONDS, SERIES 2015

Original Principal \$10,390,000

Issued June 16, 2015

(Wastewater Fund)

Remaining Payment Dates	Principal	Interest Rate	Interest	Total
1/1/2019	\$ -		\$ 26,000	\$ 26,000
7/1/2019	4,000,000	1.30%	26,000	4,026,000
Total	\$ 4,000,000		\$ 52,000	\$ 4,052,000

This bond series refinanced all of the City's outstanding Series 2005, which was used to refinance a portion of the City's Wastewater Municipal Property Corporation outstanding Series 1998.

These bonds were issued as private placements. The remaining bonds are eligible to be called for redemption prior to their stated maturity dates, without premium.

DEBT SERVICE

continued

Individual Debt Issuances (cont'd)

CITY OF SEDONA
EXCISE TAX REVENUE REFUNDING BONDS, SECOND SERIES 2015
 Original Principal \$8,030,000
 Issued December 16, 2015
 (General Fund)

Remaining Payment Dates	Principal	Interest Rate	Interest	Total
1/1/2019	\$ -		\$ 74,253	\$ 74,253
7/1/2019	105,000	1.94%	74,254	179,254
1/1/2020	-		73,235	73,235
7/1/2020	885,000	1.94%	73,235	958,235
1/1/2021	-		64,650	64,250
7/1/2021	900,000	1.94%	64,651	964,651
1/1/2022	-		55,920	55,920
7/1/2022	920,000	1.94%	55,921	975,921
1/1/2023	-		46,996	46,996
7/1/2023	935,000	1.94%	46,997	981,997
1/1/2024	-		37,927	37,927
7/1/2024	945,000	1.94%	37,927	982,927
1/1/2025	-		28,760	28,760
7/1/2025	970,000	1.94%	28,761	998,761
1/1/2026	-		19,351	19,351
7/1/2026	990,000	1.94%	19,352	1,009,352
1/1/2027			9,748	9,748
7/1/2027	1,005,000	1.94%	9,749	1,014,749
Total	\$ 7,655,000		\$ 821,687	\$ 8,476,687

This bond series refinanced a portion of the City's outstanding Series 2007.

These bonds were issued as private placements. The remaining bonds are eligible to be called for redemption prior to their stated maturity dates but are subject to a 1% premium if prepaid December 16, 2017 through December 15, 2018. There is no premium for prepayments after December 15, 2018.

INFORMATION TECHNOLOGY

Mission Statement

- * Provide reliable state-of-the-art technologies that empower City staff to be successful.
- * Be prepared for future organizational needs and changes.
- * Use sound judgment in identifying and recommending reasonable solutions.

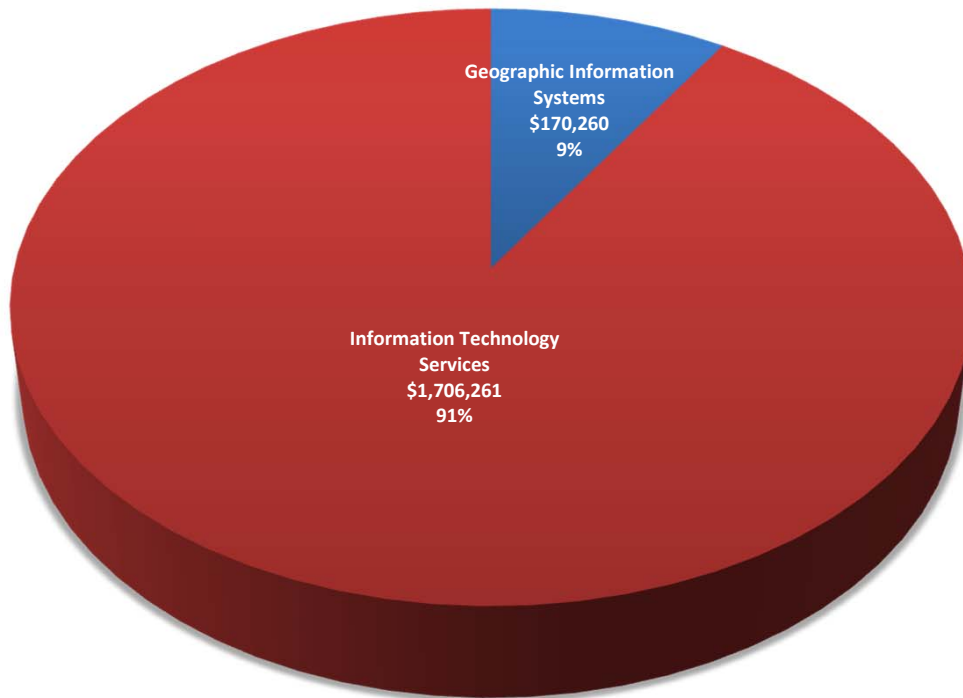


Description

The Information Technology Department is responsible for the following program areas:

- * Information Technology Services
- * Geographic Information Systems (GIS)

FY 2019 PROGRAM EXPENDITURES: \$1,876,521



INFORMATION TECHNOLOGY – Geographic Information Systems

BUDGET SUMMARY	FY2019 Budget	% of FY2019 Budget	FY2018 Budget	FY2018 Estimate	FY2017 Actual
Program Expenditures					
Personnel Services	\$ 114,870	67%	\$ 114,570	\$ 113,870	\$ 97,512
Supplies & Services	30,560	18%	23,850	22,000	14,935
Subtotal Direct Costs	\$ 145,430	85%	\$ 138,420	\$ 135,870	\$ 112,447
Internal Charges	24,830	15%	26,490	26,490	-
Total Expenditures	\$ 170,260	100%	\$ 164,910	\$ 162,360	\$ 112,447
Expenditures by Fund					
General Fund Portion	\$ -	0%	\$ -	\$ -	\$ 112,447
Other Funds Portion	\$ 170,260	100%	\$ 164,910	\$ 162,360	\$ -
Funding Sources					
Allocations to Other Departments	\$ 169,060	99%	\$ 164,080	\$ 164,080	\$ -
Program Revenues	\$ 1,000	1%	\$ 650	\$ 1,000	\$ 600
Funding from General Revenues	\$ 200	<1%	\$ 180	\$ (2,720)	\$ 111,847
Employee Time Allocation (FTEs) (Budgeted)	1.00		1.00		0.90

The Geographic Information Systems (GIS) program within the Information Technology Department provides maps, data, and spatial analysis to City departments and to the public through the City's comprehensive GIS database and the City's website (www.SedonaAZ.gov).

A portion of the Geographic Information Systems program is allocated to the Wastewater Enterprise Fund and represents the Fund's share of the cost for support services.

FY 2018 Accomplishments

- * Updated street centerline attributes and lines to be compliant with state, county and 911 standards
- * Updated GIS aerial layer with current imagery flown in February 2018
- * Spillman – Created new GIS CAD and mobile maps and several new PD layers for officers and analysis crime reports (Reporting District, Places). The crime reporting includes adding attributes to the parcel layer.
- * Updated GIS software from 10.4.1 to 10.5.1 – Desktops, Portal and Server
- * New GIS layers for CD – Lodging, Multi-Family Residential and updates for possible Zoning District changes
- * New GIS layers for PW – Outfalls-M5 and Post-Const_BMPs, both requiring GPS field collection
- * Created a new Business License layer from the business license data for mapping and analysis

FY 2019 Objectives

- * Update parcel Sewer Status and update Sewer Status map
- * Update GIS Web Maps for more user friendly viewing (tables)
- * Update building footprints and various layers using the new aerial imagery
- * Update the 2007 contour layer with new topo data – partial city area using the 2018 aerial imagery
- * Create a new Edge of Road layer
- * Update Metadata

WORKLOAD INDICATORS	Benchmark	FY16 Actual	FY17 Actual	FY18 Projection	FY18 Estimate	FY19 Projection
Active GIS Layers Supported		180	180	185	190	190
GIS Requests (Mirroring ICMA A42)		284	263	285	285	285

PERFORMANCE MEASURES	Benchmark	FY16 Actual	FY17 Actual	FY18 Target	FY18 Estimate	FY19 Target
GIS Problem/Issue Reports		4	2	0	2	2
Public Access to GIS Information (web page hits)		5,581	7,684	8,500	5,000	5,000

INFORMATION TECHNOLOGY – Information Technology Services

BUDGET SUMMARY	FY2019 Budget	% of FY2019 Budget	FY2018 Budget	FY2018 Estimate	FY2017 Actual
Program Expenditures					
Personnel Services	\$ 407,050	24%	\$ 423,540	\$ 365,710	\$ 345,377
Supplies & Services	695,441	41%	630,375	590,426	439,851
Capital & Debt Service	151,600	9%	180,500	165,000	136,391
Subtotal Direct Costs	\$ 1,254,091	73%	\$ 1,234,415	\$ 1,121,136	\$ 921,619
Internal Charges	452,170	27%	457,760	457,760	-
Total Expenditures	\$ 1,706,261	100%	\$ 1,692,175	\$ 1,578,896	\$ 921,619
Expenditures by Fund					
General Fund Portion	\$ -	0%	\$ -	\$ -	\$ 892,098
Wastewater Fund Portion	\$ 79,970	5%	\$ 79,150	\$ 72,820	\$ 29,521
Other Funds Portion	\$ 1,626,291	95%	\$ 1,613,025	\$ 1,506,076	\$ -
Funding Sources					
Allocations to Other Departments	\$ 1,452,480	85%	\$ 1,457,400	\$ 1,457,400	\$ -
Program Revenues	\$ 79,970	5%	\$ 79,150	\$ 72,820	\$ 29,521
Funding from General Revenues	\$ 173,811	10%	\$ 155,625	\$ 48,676	\$ 892,098
Employee Time Allocation (FTEs) (Budgeted)	3.60		3.60		3.70

The Information Technology Services program manages the acquisition, maintenance, and support of the City's computer, network, and communication systems, including computer hardware and software, servers, network switches, routers and firewalls, telephone systems, voice mail and e-mail, the City's Internet and Intranet sites, and database and application maintenance and development. A portion of the Information Technology Services program is allocated to the Wastewater Enterprise Fund and represents the Fund's share of the cost for direct information technology costs.

FY 2018 Accomplishments

- * Migrate to Microsoft Office 365.
- * Improve digital signage content quality of City Hall information displays.
- * Consolidate costs of anti-spam system, replacing it with Microsoft's anti-spam included in Office 365.
- * Assist with Spillman implementation.
- * Piloted monitors in meeting rooms.

FY 2019 Objectives

- * Implement ACJIS mandated intrusion detection anti-virus.
- * Improve the network connection between City Hall and Wastewater to replace outdated T-1 data circuits.
- * Network core refresh.
- * Spectre Meltdown refresh hardware (multi-year objective).

WORKLOAD INDICATORS	Benchmark	FY16 Actual	FY17 Actual	FY18 Projection	FY18 Estimate	FY19 Projection
Helpdesk Number of Requests Received (ICMA A42)		2,725	2,843	2,850 (revised)	2,850	2,850
Unique Major Software Systems		75	83	N/A	98	105
Unique Network Devices (core network)		85	98	N/A	104	110
Unique Other Systems		58	62	N/A	70	75
Unique Server Systems (unique technologies)		57	63	N/A	66	70
Number of End Points Served		329	369	N/A	270	270
Helpdesk Requests per End Point (ICMA Benchmark)	5.0	8.3	7.7	10.6	10.6	10.6
SQL databases/total size		62/333GB	66/390GB	60/360GB	66/390GB	64/370GB

PERFORMANCE MEASURES	Benchmark	FY16 Actual	FY17 Actual	FY18 Target	FY18 Estimate	FY19 Target
IT expenditures per endpoint served (ICMA Benchmark)	\$2,840		\$2,566			
IT Survey Approachability (5 star rating)	4	3.98	4.19	4.79	4.79	4.5
IT Survey Product Quality (5 star rating)	4	4.11	4.29	4.63	4.63	4.5
IT Survey Project Support (5 star rating)	4	4.19	4.26	4.61	4.61	4.5
IT Survey Response Timeliness (5 star rating)	4	4.48	4.36	4.81	4.81	4.5
IT Survey Technical Skills (5 star rating)	4	4.41	4.47	4.66	4.66	4.5
Percentage of Helpdesk Requests Resolved within 4 Hours (ICMA A44)				85%	85%	85%

INFORMATION TECHNOLOGY
continued

EXPENDITURE SUMMARY

Cost Category	FY2019 Proposed	FY2018 Budget	FY2019 Incr. over FY2018 Budget	FY2018 Est. Actuals	FY2019 Incr. over FY2018 Est.	FY2018 Est. (over)/ under budget	FY2017 Actuals	FY2016 Actuals	FY2015 Actuals	FY2014 Actuals	Explanation of Changes
General Fund											
10-5224-01 - Administration											
Personnel (ongoing)	\$0	\$0	N/A	\$0	N/A	\$0	\$0	\$409,394	\$407,126	\$385,933	
Supplies & Services (ongoing)	\$0	\$0	N/A	\$0	N/A	\$0	\$0	\$301,840	\$294,827	\$247,824	
Ongoing Total	\$0	\$0	N/A	\$0	N/A	\$0	\$0	\$711,234	\$701,953	\$633,757	
Capital & Debt Service	\$0	\$0	N/A	\$0	N/A	\$0	\$0	\$142,512	\$356,813	\$79,791	
Administration Total	\$0	\$0	N/A	\$0	N/A	\$0	\$0	\$853,746	\$1,058,766	\$713,547	
10-5224-20 - Geographic Information Systems											
Personnel (ongoing)	\$0	\$0	N/A	\$0	N/A	\$0	\$97,512	\$0	\$0	\$0	
Supplies & Services (ongoing)	\$0	\$0	N/A	\$0	N/A	\$0	\$14,935	\$0	\$0	\$0	
Geographic Information Systems Total	\$0	\$0	N/A	\$0	N/A	\$0	\$112,447	\$0	\$0	\$0	
10-5224-21 - Information Technology Services											
Personnel (ongoing)	\$0	\$0	N/A	\$0	N/A	\$0	\$345,377	\$0	\$0	\$0	
Supplies & Services (ongoing)	\$0	\$0	N/A	\$0	N/A	\$0	\$413,609	\$0	\$0	\$0	
Ongoing Total	\$0	\$0	N/A	\$0	N/A	\$0	\$758,986	\$0	\$0	\$0	
Capital & Debt Service	\$0	\$0	N/A	\$0	N/A	\$0	\$133,112	\$0	\$0	\$0	
Information Technology Services Total	\$0	\$0	N/A	\$0	N/A	\$0	\$892,098	\$0	\$0	\$0	
General Fund Totals											
Personnel Subtotal	\$0	\$0	N/A	\$0	N/A	\$0	\$442,889	\$409,394	\$407,126	\$385,933	
Supplies & Services (Ongoing) Subtotal	\$0	\$0	N/A	\$0	N/A	\$0	\$428,544	\$301,840	\$294,827	\$247,824	
Ongoing Subtotal	\$0	\$0	N/A	\$0	N/A	\$0	\$871,433	\$711,234	\$701,953	\$633,757	
Capital & Debt Service Subtotal	\$0	\$0	N/A	\$0	N/A	\$0	\$133,112	\$142,512	\$356,813	\$79,791	
General Fund Total	\$0	\$0	N/A	\$0	N/A	\$0	\$1,004,545	\$853,746	\$1,058,766	\$713,547	

INFORMATION TECHNOLOGY
continued

EXPENDITURE SUMMARY

Cost Category	FY2019 Proposed	FY2018 Budget	FY2019 Incr. over FY2018 Budget	FY2018 Est. Actuals	FY2019 Incr. over FY2018 Est.	FY2018 Est. (over)/ under budget	FY2017 Actuals	FY2016 Actuals	FY2015 Actuals	FY2014 Actuals	Explanation of Changes
Wastewater Enterprise Fund											
59-5224-21 - Information Technology Services											
Supplies & Services (ongoing)	\$50,980	\$75,130	-32%	\$68,800	-26%	\$6,330	\$26,242	\$0	\$0	\$0	Budget Decrease: Separated one-time costs
Direct Costs (Ongoing) Subtotal	\$50,980	\$75,130	-32%	\$68,800	-26%	\$6,330	\$26,242	\$0	\$0	\$0	
Internal Charges	\$4,010	\$4,020	0%	\$4,020	0%	\$0	\$0	\$0	\$0	\$0	
Ongoing Total	\$54,990	\$79,150	-31%	\$72,820	-24%	\$6,330	\$26,242	\$0	\$0	\$0	
Supplies & Services (one-time)	\$24,980	\$0	∞	\$0	∞	\$0	\$0	\$0	\$0	\$0	Budget: Computer and server replacements, key card access to storage room
Capital & Debt Service	\$0	\$0	N/A	\$0	N/A	\$0	\$3,279	\$0	\$0	\$0	
One-Time Total	\$24,980	\$0	∞	\$0	∞	\$0	\$3,279	\$0	\$0	\$0	
Wastewater Enterprise Fund Total	\$79,970	\$79,150	1%	\$72,820	10%	\$6,330	\$29,521	\$0	\$0	\$0	
Info Tech Internal Service Fnd											
60-5224-20 - Geographic Information Systems											
Personnel (ongoing)	\$114,870	\$114,570	0%	\$113,870	1%	\$700	\$0	\$0	\$0	\$0	
Supplies & Services (ongoing)	\$29,360	\$23,850	23%	\$22,000	33%	\$1,850	\$0	\$0	\$0	\$0	Budget Increase: Added Spillman ARCGIS maintenance
Direct Costs (Ongoing) Subtotal	\$144,230	\$138,420	4%	\$135,870	6%	\$2,550	\$0	\$0	\$0	\$0	
Internal Charges	\$24,830	\$26,490	-6%	\$26,490	-6%	\$0	\$0	\$0	\$0	\$0	
Ongoing Total	\$169,060	\$164,910	3%	\$162,360	4%	\$2,550	\$0	\$0	\$0	\$0	
Supplies & Services (one-time)	\$1,200	\$0	∞	\$0	∞	\$0	\$0	\$0	\$0	\$0	Budget: Computer replacement
Geographic Information Systems Total	\$170,260	\$164,910	3%	\$162,360	5%	\$2,550	\$0	\$0	\$0	\$0	

INFORMATION TECHNOLOGY
continued

EXPENDITURE SUMMARY

Cost Category	FY2019 Proposed	FY2018 Budget	FY2019 Incr. over FY2018 Budget	FY2018 Est. Actuals	FY2019 Incr. over FY2018 Est.	FY2018 Est. (over)/ under budget	FY2017 Actuals	FY2016 Actuals	FY2015 Actuals	FY2014 Actuals	Explanation of Changes
60-5224-21 - Information Technology Services											
Personnel (ongoing)	\$407,050	\$423,540	-4%	\$365,710	11%	\$57,830	\$0	\$0	\$0	\$0	Current Year Under Budget: Vacancy savings and restructuring
Supplies & Services (ongoing)	\$498,031	\$555,245	-10%	\$521,626	-5%	\$33,619	\$0	\$0	\$0	\$0	Budget Decrease: Separated one-time costs Current Year Under Budget: Savings in computer software
Direct Costs (Ongoing) Subtotal	\$905,081	\$978,785	-8%	\$887,336	2%	\$91,449	\$0	\$0	\$0	\$0	
Internal Charges	\$448,160	\$453,740	-1%	\$453,740	-1%	\$0	\$0	\$0	\$0	\$0	
Ongoing Total	\$1,353,241	\$1,432,525	-6%	\$1,341,076	1%	\$91,449	\$0	\$0	\$0	\$0	
Supplies & Services (one-time)	\$121,450	\$0	∞	\$0	∞	\$0	\$0	\$0	\$0	\$0	Budget: Furniture replacements, projector replacements, computer replacements, monitors for remaining conference rooms, network connectivity at shooting range, security cameras, phone replacements, key card access, Spillman add-ons, laserfiche upgrade
Capital & Debt Service	\$151,600	\$180,500	-16%	\$165,000	-8%	\$15,500	\$0	\$0	\$0	\$0	Budget: Replace core network, point-to-point links, video system, Windows licenses, server replacement
One-Time Total	\$273,050	\$180,500	51%	\$165,000	65%	\$15,500	\$0	\$0	\$0	\$0	
Information Technology Services Total	\$1,626,291	\$1,613,025	1%	\$1,506,076	8%	\$106,949	\$0	\$0	\$0	\$0	
Info Tech Internal Service Fnd Totals											
Personnel Subtotal	\$521,920	\$538,110	-3%	\$479,580	9%	\$58,530	\$0	\$0	\$0	\$0	
Supplies & Services (Ongoing) Subtotal	\$527,391	\$579,095	-9%	\$543,626	-3%	\$35,469	\$0	\$0	\$0	\$0	
Direct Costs (Ongoing) Subtotal	\$1,049,311	\$1,117,205	-6%	\$1,023,206	3%	\$93,999	\$0	\$0	\$0	\$0	
Internal Charges Subtotal	\$472,990	\$480,230	-2%	\$480,230	-2%	\$0	\$0	\$0	\$0	\$0	
Ongoing Subtotal	\$1,522,301	\$1,597,435	-5%	\$1,503,436	1%	\$93,999	\$0	\$0	\$0	\$0	
Supplies & Services (One-Time) Subtotal	\$122,650	\$0	∞	\$0	∞	\$0	\$0	\$0	\$0	\$0	
Capital & Debt Service Subtotal	\$151,600	\$180,500	-16%	\$165,000	-8%	\$15,500	\$0	\$0	\$0	\$0	
One-Time Subtotal	\$274,250	\$180,500	52%	\$165,000	66%	\$15,500	\$0	\$0	\$0	\$0	
Info Tech Internal Service Fnd Total	\$1,796,551	\$1,777,935	1%	\$1,668,436	8%	\$109,499	\$0	\$0	\$0	\$0	

INFORMATION TECHNOLOGY

continued

EXPENDITURE SUMMARY

Cost Category	FY2019 Proposed	FY2018 Budget	FY2019 Incr. over FY2018 Budget	FY2018 Est. Actuals	FY2019 Incr. over FY2018 Est.	FY2018 Est. (over)/ under budget	FY2017 Actuals	FY2016 Actuals	FY2015 Actuals	FY2014 Actuals	Explanation of Changes
GRAND TOTALS											
Personnel (Ongoing) Subtotal	\$521,920	\$538,110	-3%	\$479,580	9%	\$58,530	\$442,889	\$409,394	\$407,126	\$385,933	
Supplies & Services (Ongoing) Subtotal	\$578,371	\$654,225	-12%	\$612,426	-6%	\$41,799	\$454,786	\$301,840	\$294,827	\$247,824	
Direct Costs (Ongoing) Subtotal	\$1,100,291	\$1,192,335	-8%	\$1,092,006	1%	\$100,329	\$897,675	\$711,234	\$701,953	\$633,757	
Internal Charges Subtotal	\$477,000	\$484,250	-1%	\$484,250	-1%	\$0	\$0	\$0	\$0	\$0	
Ongoing Subtotal	\$1,577,291	\$1,676,585	-6%	\$1,576,256	0%	\$100,329	\$897,675	\$711,234	\$701,953	\$633,757	
Supplies & Services (One-Time) Subtotal	\$147,630	\$0	∞	\$0	∞	\$0	\$0	\$0	\$0	\$0	
Capital & Debt Service Subtotal	\$151,600	\$180,500	-16%	\$165,000	-8%	\$15,500	\$136,391	\$142,512	\$356,813	\$79,791	
One-Time Subtotal	\$299,230	\$180,500	66%	\$165,000	81%	\$15,500	\$136,391	\$142,512	\$356,813	\$79,791	
Grand Total	\$1,876,521	\$1,857,085	1%	\$1,741,256	8%	\$115,829	\$1,034,065	\$853,746	\$1,058,766	\$713,547	

Reconciliation

FY2018 Direct Costs	\$1,372,835
Increase in Internet and Phone Service Costs	\$9,695
Increase in One-Time Costs	\$20,730
Other Budget Reductions	(\$3,739)
FY2019 Direct Costs	\$1,399,521

INFORMATION TECHNOLOGY

continued

POSITIONS/ALLOCATIONS SUMMARIES

Position	FY19 FTE	FY18 FTE	FY17 FTE	FY16 FTE
Database Web Developer	0.00	1.00	1.00	1.00
GIS Analyst	1.00	1.00	1.00	1.00
Information Technology Manager	1.00	1.00	1.00	1.00
Network Engineer	1.00	0.00	0.00	0.00
PC Support/Help Desk Technician ⁽¹⁾	0.60	0.60	0.60	0.00
System Administrator	1.00	1.00	1.00	1.00
Total	4.60	4.60	4.60	4.00

Org Unit	Org Description	FY19 FTE	FY18 FTE	FY17 FTE	FY16 FTE
General Fund					
10-5224-01	Administration	0.00	0.00	0.00	3.55
10-5224-20	Geographic Information Systems	0.00	0.00	0.90	0.00
10-5224-21	Information Technology Services	0.00	0.00	3.24	0.00

General Fund Total **0.00** **0.00** **4.14** **3.55**

Wastewater Enterprise Fund					
59-5224-21	Information Technology Services ⁽²⁾	0.00	0.00	0.46	0.00
59-5250-02	Administration ⁽²⁾	0.00	0.00	0.00	0.45

Wastewater Enterprise Fund Total **0.00** **0.00** **0.46** **0.45**

Info Tech Internal Service Fnd					
60-5224-20	Geographic Information Systems ⁽³⁾	1.00	1.00	0.00	0.00
60-5224-21	Information Technology Services ⁽³⁾	3.60	3.60	0.00	0.00

Info Tech Internal Service Fnd Total **4.60** **4.60** **0.00** **0.00**

Grand Total **4.60** **4.60** **4.60** **4.00**

⁽¹⁾ Part-time positions

⁽²⁾ Beginning FY2018, the allocations to the Wastewater Fund are made via indirect cost allocations instead of a direct allocation of salaries.

⁽³⁾ Beginning FY2018, the Information Technology Department has been moved to a separate Internal Service Fund and will be funded via indirect cost allocations.

CM Recommended
CBWG Recommended



City of Sedona
Decision Package
Fiscal Year 2018-19

Request Title	WW NETWORK CONNECTIVITY
Department	Information Technology
Program	Information Technology
Funding Request Type	IT RELATED
Source of Funds	Wastewater Enterprise Fund
Amount Requested	\$30,120

I. Description of Request

Install line of sight precision point to point FCC licensed antennas (not WiFi) to increase network connectivity between the City complex and the Wastewater facility from 3Mb to 450Mb. This would require a pair of small antennas between the roof of the IT building and Mingus mountain, then another pair between Mingus mountain and Wastewater.

Rental space on Mingus mountain includes space on the tower for the antennas, 10 Rack Units, power, and redundant power (backup generator). This would provide space for equipment and provide for future network flexibility, including offsite data for additional disaster recovery purposes.

II. Problem/Issue

History/Background
How does this affect our citizens/customers quality of life?
If this is not a traditional function, why should the City of Sedona deal with it?
Does the project/issue relate to the Community Plan (or other master plans), or how does this fit into the City's priorities?
What does the City/community get for this investment?

Currently there is a 3Mb network connection between the City complex and Wastewater. This is a very slow connection with interruptions in the connection that make it very inefficient for Wastewater employees to work. Its also too slow to stream video signals across for security cameras.

Originally we were planning a 10Mb fiber connection with CenturyLink. They came back later and said they cannot do it. Now they are also saying they cannot do a 7Mb copper connection without the City laying new conduit (about \$12,000.00), and pulling new fiber. Laying new conduit is worth it for fiber, not copper.

CenturyLink is our number one source of service outages (roughly 20 times more down time than any other service). In a period sample of 225 days, the connection went down 102 times. If their phones go down, it could be 4-5 minutes before they finish rebooting and connecting. We have an analog facsimile line for emergencies if they need to call 911 during this time.

III. Risk Analysis

What happens if this is not done?
Show examples of best practices from other cities, if applicable.
Discuss other alternatives, if applicable, and why the proposed solution is recommended.

- >> We would not be able to do our second level of disaster recovery, costing up to \$20,000.00 per year. It would also keep us where we are at with disaster recovery, meaning a catastrophic disaster could result in months before the City is fully operational.
 - >> Continue with an slow inefficient connection affecting employees at Wastewater.
 - >> Unable to stream video signals back to the City complex.

>> Wastewater employees will experience Office 365 and cloud connectivity issues.

IV. Implementation

**What is the timeframe for completion of plan and implementation for project/issue?
How will you market/communicate the project/issue to the public?
What performance measures will you use to evaluate the project/issue? Include the targets for FY 2018-19, as well as future years as applicable.**

V. Cost Savings/Revenue Enhancements

Please explain any cost savings, new funding sources or increased revenues.

Equipment and installation and monthly fees are estimated to be about \$35,600.00, this includes \$300.00/month for space rental on top of Mingus mountain. We will also carry over \$5,480.00 from the budgeted Wastewater fiber connection, which bring the offset cost to \$30,120.00. If CenturyLink can get fiber (which is questionable at best), it would cost about \$1,400.00 per month for only 100Mb, plus \$12,000.00 to run conduit to the road. Compared to fiber, this project would pay for itself within 17 months (16.47), then we would save \$1,100.00 per month after that. It provides far better though-put and allows more direct management options than any other solution evaluated.

If we cannot go fiber, and we keep the current connection. We will not be able to do any security cameras out at Wastewater without adding a Milestone server for about \$8,000.00. A second Milestone server is one more server to manage and refresh. The Police Department would also have to go to Wastewater to view any security camera footage of the shooting range.

This project would also allow:

>> IT to pull back Wastewater's ESX server to the main datacenter, saving a refresh cost of about \$10,000.00 every 3-5 years.

>> Develop our second level of disaster recovery, saving us up to \$20,000.00 per year backing data up to the cloud.

>> Provide remote management to Wastewater (currently we have to drive out for any changes we make).

5 Year Costs

>> Fiber \$84,000, ESX refresh \$10,000, Cloud Backup \$100,000, Milestone Server \$8,000:

Total: \$202,000

>> Licensed PTP Antennas \$30,120, Mingus Rental \$14,400:

Total \$44,520

>> Total 5 Year Savings \$157,480



**City of Sedona
Decision Package
Fiscal Year 2018-19**

**CM Recommend Deferral, priority if funding available
CBWG Recommended, if funding available**

Request Title	PC HELP DESK POSITION
Department	Information Technology
Program	Information Technology
Funding Request Type	PERSONNEL
Source of Funds	Info Tech Internal Service Fnd
Amount Requested	\$44,200

I. Description of Request

Change PC Help Desk position from part-time to full-time. Increased responsibilities cover:

- >> Assist IT engineers both with rolling-out projects they design and other projects (PC refresh, Acrobat Pro DC, etc.).
- >> Increase IT support for both the Police and Wastewater Departments.
- >> Assist in administrative duties (budget tracking, purchasing cards statement reviews).
- >> Provide training, including Office 365, SPAM, anti-virus awareness, and best practices.

Moving the Help Desk position to full time, in order to free up the engineers, cost effectively increases engineering time at a Help Desk salary. There are many tasks IT engineers do that a PC Help Desk position could do. For example, an engineer could design a refresh roll out, and the help desk position could implement it. Increasing engineering will make systems more efficient and cost effective, ultimately reducing systems refresh and maintenance costs.

The Police Department has been asking for a part-time IT person dedicated to their department. They have mission critical systems that need increased IT support. There are systems this position would assist with that IT hasnt been able to do before. This in turn would speed up recovery, and maximize systems up time.

II. Problem/Issue

History/Background
How does this affect our citizens/customers quality of life?
If this is not a traditional function, why should the City of Sedona deal with it?
Does the project/issue relate to the Community Plan (or other master plans), or how does this fit into the City's priorities?
What does the City/community get for this investment?

While the helpdesk requests and endpoints served have remained relatively flat , systems engineering has been steadily increasing over the years. For example, unique server systems has increased from 35 in 2014 to 63 in 2017 (reference IT Work Load Indicators.xlsx attached). The average number of employees has also increased from 111 in 2015 to 132 as of January 2018.

ACJIS requirements now demand IT monitor logs for security. This is in addition to the current work load. On average, other cities spend approximately 20 hours per month once systems are established.

To give a project work load example, here is a list of some of ITs larger projects currently on the table:

- >> Office 365: This will be on-going for years to come as IT rolls out additional features. Office 365 is ever evolving.
- >> Spectre and Meltdown: There is an industry wide hardware-based security vulnerability at the processor level. The fix is a two pronged approach, implementing both firmware and operating system patches. This will impact performance speeds of all PCs. Older PCs may slow down as much as 30%,

newer (like the Surface Pro 4s) only 5%. Our PC refresh will be high over the next few years as we rotate our worst effected systems out.

- >> Spillman.

- >> Sinagua court remodel.

- >> Disaster Recovery Level I: Design systems back-up and recovery in a mini server room at the Sinagua building. This would speed up recovery of low level disasters.

- >> Wastewater network connection to city complex (AKA Fiber): Increase network speeds between the two locations from 3M to 100M, resolving many issues Wastewater has been experiencing. We will also be able to send video back to our main server room, saving costs of putting another Milestone server out at Wastewater.

- >> Disaster Recovery Level II: Implement replication of both the Citys network and the Police Departments CAD/RMS system at Wastewater. This would shorten our catastrophic disaster recovery abilities from months to possibly days, maybe even hours. It would also eliminate the need to do our cloud backup to a third party system, saving \$15,000.00 - \$20,000.00 a year (both the Citys and Police Departments systems). This level of disaster recovery is dependent on increasing connection speeds between the City complex and Wastewater.

- >> Cisco Network Equipment Updates: Security updates and configuration adjustments on our core switches and firewalls.

- >> Vision Internet hosting and maintenance: Migrate Vision Internet off our servers onto theirs (moving it to the cloud).

- >> Video camera at the Wastewater gate: Currently they cannot see who they allow in.

- >> Increase security cameras in key locations (City Attorneys Office lobby, etc.).

- >> Increase key card access to select locations.

- >> Refresh SCADA Historian PC at Wastewater.

- >> KVM extenders at Wastewater.

- >> Laserfiche upgrade.

- >> IT network core refresh.

- >> Two ESXI server refresh.

- >> Software updates on network devices.

III. Risk Analysis

What happens if this is not done?

Show examples of best practices from other cities, if applicable.

Discuss other alternatives, if applicable, and why the proposed solution is recommended.

- >> Unable to effectively advance systems design to keep up with modern infrastructures.

- >> Risk not being able to fulfill ACJIS requirements for monitoring logs and security.

- >> Not able to leverage Office 365 to its fullest extent.

- >> All project deployments would be slowed, with the possibility of some carried over into another fiscal year.

- >> Unable to increase IT support with both the Police and Wastewater Departments.

- >> Unable to provide additional training (Office 365, SPAM, anti-virus awareness, and best practices).

- >> Engineers will spend hours deploying PC refreshes, Acrobat Pro, etc. at a higher hourly rate than the Help Desk position.

- >> No administrative aid.

IV. Implementation

What is the timeframe for completion of plan and implementation for project/issue?

How will you market/communicate the project/issue to the public?

What performance measures will you use to evaluate the project/issue? Include the targets for FY 2018-19, as well as future years as applicable.

V. Cost Savings/Revenue Enhancements

Please explain any cost savings, new funding sources or increased revenues.

IT has recently been re-organized to support this request. The new IT manager was brought in at a lower salary than the previous. With the new IT manager having a database developer background, the old developer position was changed to a lower salaried mid-level network engineering position. Those cost savings are approximately \$22k. Increasing the PC Help Desk position from 24 hours to full-time is approximately \$44.2k. So the overall impact of the request is approximately a net increase of \$22.2k.



**City of Sedona
Decision Package
Fiscal Year 2018-19**

**CM Recommended
CBWG Recommended**

Request Title	UPDATE SEDONAAZ.GOV WEBSITE
Department	Information Technology
Program	Information Technology
Funding Request Type	IT RELATED
Source of Funds	Info Tech Internal Service Fnd
Amount Requested	\$15,500

I. Description of Request

Redevelopment of the sedonaaz.gov website with the current vendor or a new vendor to improve customer usability and functionality, ensure compliance with federal web accessibility rules for persons with disabilities, and take advantage of rapidly changing web technology improvements. The city's current content management system does not meet the needs of internal or external customers and continues to fall further and further behind digital best practices. The \$12,000 FY19 request is based on an existing budget of \$8,000 annually for the maintenance of the current system which would offset a \$20,000 one time website development cost. Ongoing costs would be reduced to approximately \$2,000 annually, which would result in an annual savings of \$6,000 for FY20 and beyond.

II. Problem/Issue

History/Background
How does this affect our citizens/customers quality of life?
If this is not a traditional function, why should the City of Sedona deal with it?
Does the project/issue relate to the Community Plan (or other master plans), or how does this fit into the City's priorities?
What does the City/community get for this investment?

The city last updated its website five years ago, and did not choose to provide ongoing funding for updates. The city's current practice of self-hosting the website and not funding regular updates is not sustainable in today's rapidly changing information technology environment. The current website is non-compliant with federal web accessibility rules, cannot integrate with popular social media platforms, is difficult to search, does not provide robust e-communication, e-payment and customer relationship management systems, and is time-consuming to manage.

III. Risk Analysis

What happens if this is not done?
Show examples of best practices from other cities, if applicable.
Discuss other alternatives, if applicable, and why the proposed solution is recommended.

IV. Implementation

What is the timeframe for completion of plan and implementation for project/issue?
How will you market/communicate the project/issue to the public?
What performance measures will you use to evaluate the project/issue? Include the targets for FY 2018-19, as well as future years as applicable.

V. Cost Savings/Revenue Enhancements

Please explain any cost savings, new funding sources or increased revenues.
 Depending on the system we choose, it is possible a new website hosting service could replace and therefore eliminate existing subscription costs for Citizens Connect, Nixle and any e-payment systems we

are now using. It would completely obviate the need for manual manipulation of social media sites, currently conservatively estimated at a minimum labor cost of \$12,000 per year city-wide (one hour per week x five individuals at a fully burdened labor rate of \$45 hour).

CITY ATTORNEY'S OFFICE

Mission Statement

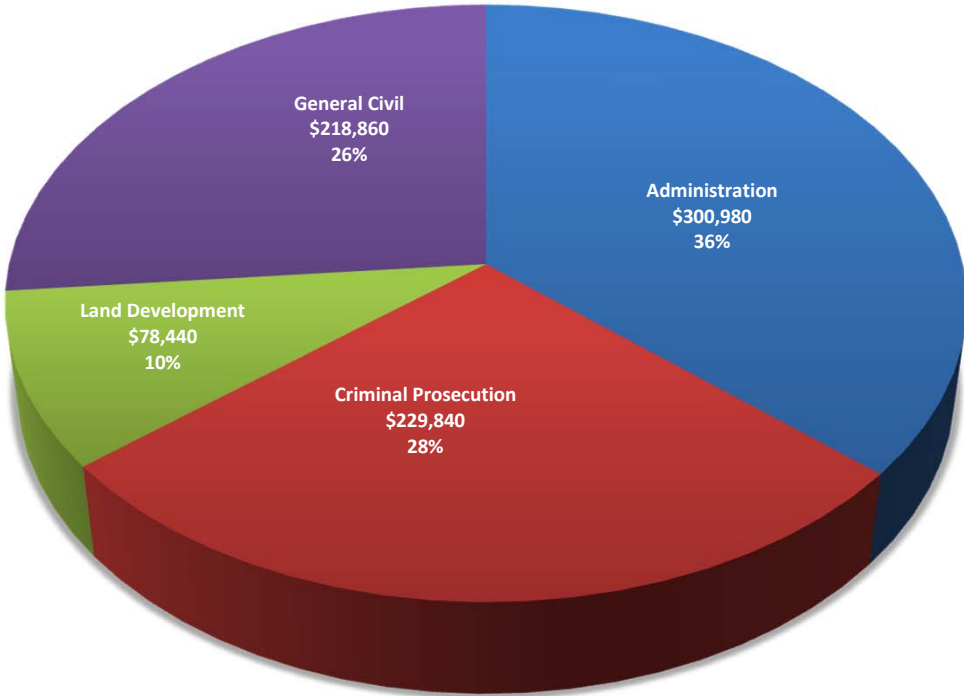
The department strives to provide quality legal advice and services to the City Council, City departments and commissions. To vigorously prosecute criminal cases in a fair manner that leads to just results.

Description

The City Attorney's Office provides internal services to City departments and personnel in several program areas:

- * Administration
- * General Civil
- * Land Development
- * Criminal Prosecution

FY 2019 PROGRAM EXPENDITURES: \$828,120



CITY ATTORNEY'S OFFICE – Administration

BUDGET SUMMARY	FY2019 Budget	% of FY2019 Budget	FY2018 Budget	FY2018 Estimate	FY2017 Actual
Program Expenditures					
Personnel Services	\$ 139,390	46%	\$ 149,420	\$ 132,060	\$ 134,608
Supplies & Services	115,000	38%	67,240	67,240	10,676
Subtotal Direct Costs	\$ 254,390	85%	\$ 216,660	\$ 199,300	\$ 145,284
Internal Charges	46,590	15%	34,160	34,160	-
Total Expenditures	\$ 300,980	100%	\$ 250,820	\$ 233,460	\$ 145,284
Expenditures by Fund					
General Fund Portion	\$ 200,980	67%	\$ 198,580	\$ 181,220	\$ 124,295
Wastewater Fund Portion	\$ 100,000	33%	\$ 52,240	\$ 52,240	\$ 20,989
Funding Sources					
Allocations to Other Departments	\$ 200,990	67%	\$ 180,850	\$ 180,850	\$ -
Program Revenues	\$ 100,000	33%	\$ 52,240	\$ 52,335	\$ 20,989
Funding from General Revenues	\$ (10)	<1%	\$ 17,730	\$ 275	\$ 124,295
Employee Time Allocation (FTEs) (Budgeted)	0.89		0.85		0.85

The City Attorney's Office provides legal advice to the Mayor and Council, the City Manager, the City departments and the City's boards and commissions. The office defends claims and suits brought against the City; drafts, reviews, and approves all contracts entered into by the City; assists in drafting all resolutions and ordinances submitted for City Council approval; and manages the activities of retained legal counsel.

A portion of the Administration program is allocated to the Wastewater Enterprise Fund and represents the Fund's share of direct legal costs.

FY 2018 Accomplishments

- * Expanded intergovernmental agreement for reciprocal legal services with neighboring municipalities.
- * Worked with City staff on the completion of the revised City Sign Code.
- * Intervened in utility rate case and successfully worked to lower opt-out fees for non-smart meter customers.
- * Resolved litigation and recovered a monetary settlement related to construction of the solar generation infrastructure at the City's wastewater treatment facility.
- * Successfully worked to defeat legislation that would have eliminated the City's ability to collect a standby fee for sewer service to vacant parcels.
- * Successfully worked to pass legislation to clarify the circumstances by which a zoning protest can be made.
- * Assisted in the enforcement of the Land Development Code through a special action appeal to the Superior Court.
- * Developed an entry level attorney position to provide support in all program areas.

FY 2019 Objectives

- * Develop a long-term succession plan for the City Attorney's Office.
- * Assist with the revisions to the Sedona Land Development Code.
- * Continue to engage in legislative activity and strengthen the City's position on significant issues.
- * Update and implement the City Attorney Annual Action Plan.
- * Work with Community Development to resolve high profile code enforcement issues.
- * Review City Code for possible areas of revision.
- * Work toward the development of a robust risk management program for the City.

WORKLOAD INDICATORS	Benchmark	FY16 Actual	FY17 Actual	FY18 Projection	FY18 Estimate	FY19 Projection
City Council agenda bill items reviewed		54	124	140	106	106
Number of contracts reviewed		145	168	136	150	150
Number of legal opinions provided		100	174	124	133	133
Number of public meetings attended		54	53	51	53	53
Ordinances processed		9	13	13	19	14
Resolutions processed		40	31	27	33	33

CITY ATTORNEY'S OFFICE – Administration

continued

PERFORMANCE MEASURES	Benchmark	FY16 Actual	FY17 Actual	FY18 Target	FY18 Estimate	FY19 Target
Accessibility or approachability of legal department staff to City staff and officials		3.94	3.80	3.84	3.90	3.90
Communication with City staff and officials		3.60	3.70	3.60	3.47	3.60
Confidence in the legal services provided to City staff and officials		3.90	3.82	3.92	3.90	3.89
Effectiveness of legal department to achieve its goals		3.82	3.70	3.70	3.74	3.74
Legal departments effectiveness to community with City staff and officials		3.62	3.70	3.70	3.67	3.67
Quality of the legal advice and services provided to City staff and officials		3.73	3.64	3.70	3.70	3.70
Timeliness of responses to requests for legal services		3.73	3.62	3.70	3.70	3.69

CITY ATTORNEY'S OFFICE – Criminal Prosecution

BUDGET SUMMARY	FY2019 Budget	% of FY2019 Budget	FY2018 Budget	FY2018 Estimate	FY2017 Actual
Program Expenditures					
Personnel Services	\$ 189,180	82%	\$ 188,980	\$ 187,070	\$ 174,906
Supplies & Services	2,700	1%	2,700	2,700	-
Subtotal Direct Costs	\$ 191,880	83%	\$ 191,680	\$ 189,770	\$ 174,906
Internal Charges	37,960	17%	39,400	39,400	-
Total Expenditures	\$ 229,840	100%	\$ 231,080	\$ 229,170	\$ 174,906
Expenditures by Fund					
General Fund Portion	\$ 229,840	100%	\$ 231,080	\$ 229,170	\$ 174,906
Funding Sources					
Funding from General Revenues	\$ 229,840	100%	\$ 231,080	\$ 229,170	\$ 174,906
Employee Time Allocation (FTEs) (Budgeted)	1.65		1.65		1.65

The Criminal Prosecution program is responsible for administering justice for violations of law.

FY 2018 Accomplishments

- * Prosecuted a total of 263 cases, consisting of 36 Driving Under the Influence (DUI) cases, 36 crimes involving drugs or controlled substances, 83 criminal traffic matters, 108 criminal misdemeanor matters.
- * Initiated a program for real-time training of officers on operational matters.
- * Began a training program for entry-level attorney within the City Attorney's Office.

FY 2019 Objectives

- * Continue to vigorously and fairly prosecute all criminal misdemeanor cases.
- * Explore innovative methods of achieving justice for the community.
- * Identify areas for enhanced training of law enforcement personnel.
- * Work to integrate community safety programs into City Attorney outcomes.

WORKLOAD INDICATORS	Benchmark	FY16 Actual	FY17 Actual	FY18 Projection	FY18 Estimate	FY19 Projection
Criminal charges filed		204	241	182	263	209
Hours of training provided to the Police Department on operational matters		N/A	13.8	23	7	14.6
Provide an annual case law update to the Police Department		N/A	2	6	5	4

PERFORMANCE MEASURES	Benchmark	FY16 Actual	FY17 Actual	FY18 Target	FY18 Estimate	FY19 Target
Confidence in representation by City Prosecutor to the organization		N/A	3.52	3.52	3.52	3.52
Effectiveness of City Prosecutor to review and charge matters		N/A	3.42	3.44	3.43	3.43
Quality of prosecutions litigated by City Prosecutor		N/A	3.40	3.44	3.42	3.42
Satisfaction of the plea agreements negotiated by City Prosecutor		N/A	2.97	2.96	2.96	2.96
Satisfaction with the level of justice achieved on matters resolved by City Prosecutor		N/A	2.91	2.90	2.91	2.91

CITY ATTORNEY'S OFFICE – Land Development

BUDGET SUMMARY	FY2019 Budget	% of FY2019 Budget	FY2018 Budget	FY2018 Estimate	FY2017 Actual
Program Expenditures					
Personnel Services	\$ 64,670	82%	\$ 72,340	\$ 55,480	\$ 26,260
Internal Charges	13,770	18%	14,250	14,250	-
Total Expenditures	\$ 78,440	100%	\$ 86,590	\$ 69,730	\$ 26,260
Expenditures by Fund					
General Fund Portion	\$ 78,440	100%	\$ 86,590	\$ 69,730	\$ 26,260
Funding Sources					
Allocations to Other Departments	\$ 78,440	100%	\$ 86,590	\$ 86,590	\$ -
Funding from General Revenues	\$ -	0%	\$ -	\$ (16,860)	\$ 26,260
Employee Time Allocation (FTEs) (Budgeted)	0.60		0.60		0.40

The Land Development program is responsible for reviewing all planning and zoning matters related to the City and recommending changes to the Sedona Land Development Code. In addition, the program provides guidance to staff of the City's Community Development Department on land development matters.

FY 2018 Accomplishments

- * Assisted in the development and review of the Land Development Code revisions.
- * Assisted in the development and approval of the Schnebly Hill Community Focus Area.
- * Assisted in the development and approval of the sign code.
- * Assisted in the development and revision of the Historical Preservation Code.
- * Assisted in the implementation and development of the Board of Adjustment Hearing Officer process.
- * Assisted with the development of a wireless master plan and associated revisions to the City's right-of-way ordinance.

FY 2019 Objectives

- * Assist with the development and review of the Shelby/Sunset Community Focus Area.
- * Assist with the presentation and implementation of the revised Land Development Code.
- * Continue to defend the appeal of a high-profile violation/enforcement case.

WORKLOAD INDICATORS	Benchmark	FY16 Actual	FY17 Actual	FY18 Projection	FY18 Estimate	FY19 Projection
Number of planning and zoning matters reviewed		29	35	15	26	26

PERFORMANCE MEASURES	Benchmark	FY16 Actual	FY17 Actual	FY18 Target	FY18 Estimate	FY19 Target
Confidence in legal department's ability to effectively advise on land use matters		N/A	3.77	3.76	3.77	3.77
Satisfaction with level of support provided to Planning and Zoning Commission, Board of Adjustment and other organizational partners on land use matters		N/A	3.52	3.52	3.52	3.52
Satisfaction with the timeliness of the legal department's response to requests for advice on land use matters		N/A	3.66	3.68	3.67	3.67

CITY ATTORNEY'S OFFICE – General Civil

BUDGET SUMMARY	FY2019 Budget	% of FY2019 Budget	FY2018 Budget	FY2018 Estimate	FY2017 Actual
Program Expenditures					
Personnel Services	\$ 119,380	55%	\$ 127,920	\$ 113,000	\$ 72,488
Supplies & Services	75,000	34%	75,000	75,000	123,241
Subtotal Direct Costs	\$ 194,380	89%	\$ 202,920	\$ 188,000	\$ 195,729
Internal Charges	24,480	11%	23,360	23,360	-
Total Expenditures	\$ 218,860	100%	\$ 226,280	\$ 211,360	\$ 195,729
Expenditures by Fund					
General Fund Portion	\$ 218,860	100%	\$ 226,280	\$ 211,360	\$ 195,729
Funding Sources					
Allocations to Other Departments	\$ 218,860	100%	\$ 244,010	\$ 244,010	\$ -
Funding from General Revenues	\$ -	0%	\$ (17,730)	\$ (32,650)	\$ 195,729
Employee Time Allocation (FTEs) (Budgeted)	0.90		0.90		0.70

The General Civil program is responsible for defending claims and suits brought against the City.

FY 2018 Accomplishments

- * Monitored all bankruptcy petitions involving the City of Sedona and assisted in the collection of outstanding tax and fee obligations.
- * Managed claims expenditures and implemented methods for more efficient tracking of departmental claims.
- * Worked with outside counsel on a favorable resolution of an appeal in the City of Sedona adv. Yellow Jacket Drilling matter.
- * Assisted in the special action appeal in the Son Silver West matter and the resulting appeal to the Arizona Court of Appeals.
- * Represented the community interests toward a favorable settlement in the APS rate case.
- * Reviewed and assisted human resources in responding to EEOC complaints
- * Successfully defended the City in a Personnel Board appeal.

FY 2019 Objectives

- * Continue to improve efficiencies in managing claims management.
- * Work with the Risk Pool on collaborative efforts to raise awareness on risk related issues.
- * Manage the work of outside legal counsel on outstanding litigation matters.

WORKLOAD INDICATORS	Benchmark	FY16 Actual	FY17 Actual	FY18 Projection	FY18 Estimate	FY19 Projection
Claims and suits against the City		20	9	16	15	15
Claims regarding property damage to City property		6	8	6	7	7
Number of claims against the City resolved without litigation		17	7	10	11	11
Traffic accidents involving City vehicles		6	17	11	11	11

PERFORMANCE MEASURES	Benchmark	FY16 Actual	FY17 Actual	FY18 Target	FY18 Estimate	FY19 Target
Appropriate results achieved in defending and resolving claims against the City		N/A	3.31	3.70	3.51	3.51
Satisfaction with the quality of the City's legal representation on claims against the City		N/A	3.70	3.70	3.70	3.70
Workers comp claims per 100 FTEs (ICMA Benchmark)	11.1		11.5			
Worker days lost to injury per 100 FTEs (ICMA Benchmark)	68.1		3.8			

CITY ATTORNEY'S OFFICE
continued

EXPENDITURE SUMMARY

Cost Category	FY2019 Proposed	FY2018 Budget	FY2019 Incr. over FY2018 Budget	FY2018 Est. Actuals	FY2019 Incr. over FY2018 Est.	FY2018 Est. (over)/ under budget	FY2017 Actuals	FY2016 Actuals	FY2015 Actuals	FY2014 Actuals	Explanation of Changes
General Fund											
10-5230-01 - Administration											
Personnel (ongoing)	\$139,390	\$149,420	-7%	\$132,060	6%	\$17,360	\$113,619	\$468,437	\$459,902	\$434,248	Current Year Under Budget: Position underfilled part of year
Supplies & Services (ongoing)	\$15,000	\$15,000	0%	\$15,000	0%	\$0	\$10,676	\$28,127	\$30,834	\$24,684	
Direct Costs (Ongoing) Subtotal	\$154,390	\$164,420	-6%	\$147,060	5%	\$17,360	\$124,295	\$496,564	\$490,736	\$458,932	
Internal Charges	(\$154,400)	(\$146,690)	5%	(\$146,690)	5%	\$0	\$0	\$0	\$0	\$0	
Administration Total	(\$10)	\$17,730	-100%	\$370	-103%	\$17,360	\$124,295	\$496,564	\$490,736	\$458,932	
10-5230-17 - Criminal Prosecution											
Personnel (ongoing)	\$189,180	\$188,980	0%	\$187,070	1%	\$1,910	\$174,906	\$0	\$0	\$0	
Supplies & Services (ongoing)	\$2,700	\$2,700	0%	\$2,700	0%	\$0	\$0	\$0	\$0	\$0	
Direct Costs (Ongoing) Subtotal	\$191,880	\$191,680	0%	\$189,770	1%	\$1,910	\$174,906	\$0	\$0	\$0	
Internal Charges	\$37,960	\$39,400	-4%	\$39,400	-4%	\$0	\$0	\$0	\$0	\$0	
Criminal Prosecution Total	\$229,840	\$231,080	-1%	\$229,170	0%	\$1,910	\$174,906	\$0	\$0	\$0	
10-5230-18 - Land Development											
Personnel (ongoing)	\$64,670	\$72,340	-11%	\$55,480	17%	\$16,860	\$26,260	\$0	\$0	\$0	Current Year Under Budget: Position underfilled part of year
Internal Charges	(\$64,670)	(\$72,340)	-11%	(\$72,340)	-11%	\$0	\$0	\$0	\$0	\$0	
Land Development Total	\$0	\$0	N/A	(\$16,860)	-100%	\$16,860	\$26,260	\$0	\$0	\$0	
10-5230-19 - General Civil											
Personnel (ongoing)	\$119,380	\$127,920	-7%	\$113,000	6%	\$14,920	\$72,488	\$0	\$0	\$0	Current Year Under Budget: Position underfilled part of year
Supplies & Services (ongoing)	\$75,000	\$75,000	0%	\$75,000	0%	\$0	\$123,241	\$0	\$0	\$0	
Direct Costs (Ongoing) Subtotal	\$194,380	\$202,920	-4%	\$188,000	3%	\$14,920	\$195,729	\$0	\$0	\$0	
Internal Charges	(\$194,380)	(\$220,650)	-12%	(\$220,650)	-12%	\$0	\$0	\$0	\$0	\$0	
General Civil Total	\$0	(\$17,730)	-100%	(\$32,650)	-100%	\$14,920	\$195,729	\$0	\$0	\$0	
General Fund Totals											
Personnel Subtotal	\$512,620	\$538,660	-5%	\$487,610	5%	\$51,050	\$387,273	\$468,437	\$459,902	\$434,248	
Supplies & Services (Ongoing) Subtotal	\$92,700	\$92,700	0%	\$92,700	0%	\$0	\$133,917	\$28,127	\$30,834	\$24,684	
Direct Costs (Ongoing) Subtotal	\$605,320	\$631,360	-4%	\$580,310	4%	\$51,050	\$521,190	\$496,564	\$490,736	\$458,932	
Internal Charges Subtotal	(\$375,490)	(\$400,280)	-6%	(\$400,280)	-6%	\$0	\$0	\$0	\$0	\$0	
General Fund Total	\$229,830	\$231,080	-1%	\$180,030	28%	\$51,050	\$521,190	\$496,564	\$490,736	\$458,932	

CITY ATTORNEY'S OFFICE
continued

EXPENDITURE SUMMARY

Cost Category	FY2019 Proposed	FY2018 Budget	FY2019 Incr. over FY2018 Budget	FY2018 Est. Actuals	FY2019 Incr. over FY2018 Est.	FY2018 Est. (over)/ under budget	FY2017 Actuals	FY2016 Actuals	FY2015 Actuals	FY2014 Actuals	Explanation of Changes
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Wastewater Enterprise Fund

59-5230-01 - Administration

Personnel (ongoing)	\$0	\$0	N/A	\$0	N/A	\$0	\$20,989	\$0	\$0	\$0	
Supplies & Services (ongoing)	\$100,000	\$52,240	91%	\$52,240	91%	\$0	\$0	\$0	\$0	\$0	Budget Increase: FY18 Originally budgetd at \$100,000, but a portion was transferred to cover an unanticipated generator purchase
Wastewater Enterprise Fund Total	\$100,000	\$52,240	91%	\$52,240	91%	\$0	\$20,989	\$0	\$0	\$0	

GRAND TOTALS

Personnel (Ongoing) Subtotal	\$512,620	\$538,660	-5%	\$487,610	5%	\$51,050	\$408,262	\$468,437	\$459,902	\$434,248	
Supplies & Services (Ongoing) Subtotal	\$192,700	\$144,940	33%	\$144,940	33%	\$0	\$133,917	\$28,127	\$30,834	\$24,684	
Direct Costs (Ongoing) Subtotal	\$705,320	\$683,600	3%	\$632,550	12%	\$51,050	\$542,179	\$496,564	\$490,736	\$458,932	
Internal Charges Subtotal	(\$375,490)	(\$400,280)	-6%	(\$400,280)	-6%	\$0	\$0	\$0	\$0	\$0	
Grand Total	\$329,830	\$283,320	16%	\$232,270	42%	\$51,050	\$542,179	\$496,564	\$490,736	\$458,932	

Reconciliation

FY2018 Direct Costs	\$683,600
Reinstatement of Wastewater Legal Budget partially used for FY18 Generator Replacement	\$47,760
Department Staffing Restructure	(\$30,180)
Employee Benefits Increases	\$4,140
FY2019 Direct Costs	\$705,320

CITY ATTORNEY'S OFFICE
continued

POSITIONS/ALLOCATIONS SUMMARIES

Position	FY19 FTE	FY18 FTE	FY17 FTE	FY16 FTE
Assistant City Attorney ⁽¹⁾	1.00	2.00	1.60	1.60
Associate Attorney	1.00	0.00	0.00	0.00
City Attorney	1.00	1.00	1.00	1.00
Legal Assistant	1.00	1.00	1.00	1.00
Temp help ⁽²⁾	0.04	0.00	0.00	0.00
Total	4.04	4.00	3.60	3.60

Org Unit	Org Description	FY19 FTE	FY18 FTE	FY17 FTE	FY16 FTE
General Fund					
10-5230-01	Administration	0.89	0.85	0.75	3.45
10-5230-17	Criminal Prosecution	1.65	1.65	1.65	0.00
10-5230-18	Land Development	0.60	0.60	0.40	0.00
10-5230-19	General Civil	0.90	0.90	0.70	0.00
General Fund Total		4.04	4.00	3.50	3.45

Wastewater Enterprise Fund					
59-5230-01	Administration ⁽³⁾	0.00	0.00	0.10	0.00
59-5250-02	Administration ⁽³⁾	0.00	0.00	0.00	0.15
Wastewater Enterprise Fund Total		0.00	0.00	0.10	0.15

Grand Total 4.04 4.00 3.60 3.60

⁽¹⁾ FY2017 includes a 0.60 part-time position. This position has been changed to a full-time position for FY2018 with no change in the salary level.

⁽²⁾ Temporary position

⁽³⁾ Beginning FY2018, the allocations to the Wastewater Fund are made via indirect cost allocations instead of a direct allocation of salaries.

MUNICIPAL COURT

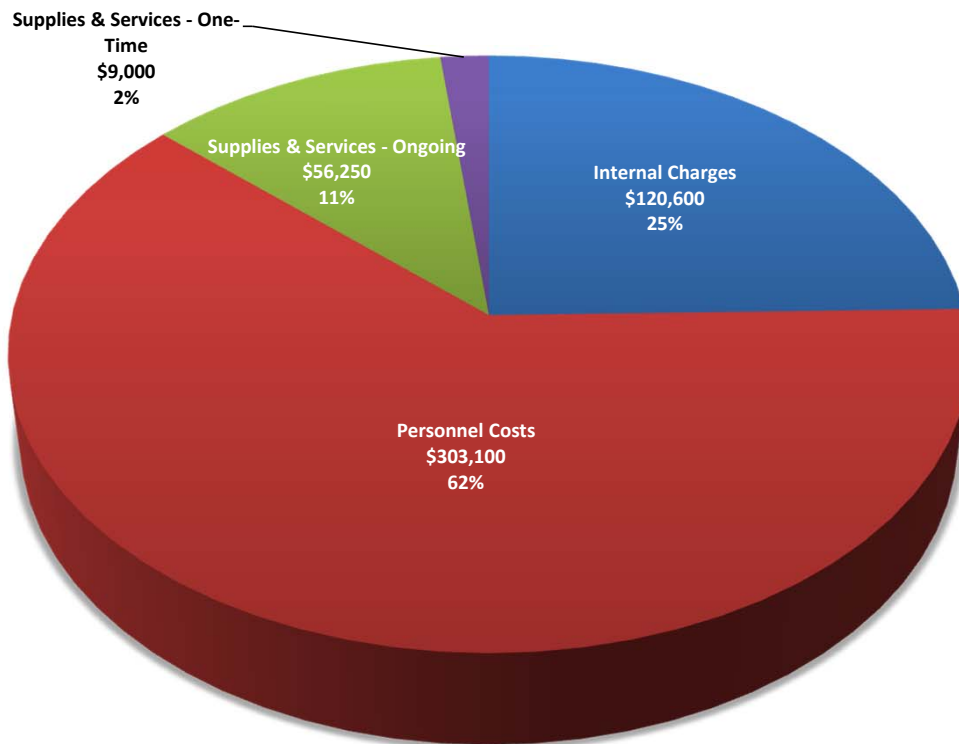
Mission Statement

To serve the community and to protect individual rights through the administration of justice. We pledge to serve each member of our community promptly with integrity, fairness, and respect.

Description

The Municipal Court is the judicial branch of Sedona City government and is also a part of the State of Arizona court system. The Court is responsible for the adjudication of several different types of cases including: civil traffic, parking, City code violations, criminal traffic including Driving Under the Influence cases (DUIs), and criminal misdemeanor violations. The Court handles petitions for orders of protection and injunctions prohibiting harassment. The Judge also performs weddings.

FY 2019 EXPENDITURES: \$488,950



MUNICIPAL COURT – Administration

BUDGET SUMMARY	FY2019 Budget	% of FY2019 Budget	FY2018 Budget	FY2018 Estimate	FY2017 Actual
Program Expenditures					
Personnel Services	\$ 303,100	62%	\$ 317,070	\$ 293,120	\$ 289,894
Supplies & Services	65,250	13%	44,300	43,400	32,127
Capital & Debt Service	-	0%	-	-	-
Subtotal Direct Costs	\$ 368,350	75%	\$ 361,370	\$ 336,520	\$ 322,022
Internal Charges	120,600	25%	93,240	93,240	-
Total Expenditures	\$ 488,950	100%	\$ 454,610	\$ 429,760	\$ 322,022
Expenditures by Fund					
General Fund Portion	\$ 477,750	98%	\$ 454,610	\$ 429,760	\$ 320,418
Wastewater Fund Portion	\$ -	0%	\$ -	\$ -	\$ -
Other Funds Portion	\$ 11,200	2%	\$ -	\$ -	\$ 1,604
Funding Sources					
Allocations to Other Departments	\$ -	0%	\$ -	\$ -	\$ -
Program Revenues	\$ 11,200	2%	\$ -	\$ -	\$ 1,604
Funding from General Revenues	\$ 477,750	98%	\$ 454,610	\$ 429,760	\$ 320,418
Employee Time Allocation (FTEs) (Budgeted)	4.09		4.25		4.20

FY 2018 Accomplishments

- * Hired new City Magistrate
- * Hired and trained a new Court Administrator.
- * Managed caseload so that defendants are offered a prompt resolution.
- * Anticipate Completion of Remodel and transition to new courtroom facilities.

FY 2019 Objectives

- * Complete Relocation of Court facilities and inform the public of the new location.
- * Improve payment collection on outstanding receivables with particular emphasis on outstanding parking fines
- * Maintain professional relationship with City Prosecutor's Office to continue efficient processing of case flow.
- * Complete transition to AJACS case management system

WORKLOAD INDICATORS	Benchmark	FY16 Actual	FY17 Actual	FY18 Projection	FY18 Estimate	FY19 Projection
Total number of City Parking citations filed.		374	839	N/A	1,100	
Total number of Civil Traffic Citation counts filed: TR1-TR5 Category		1,158	957	N/A	1,000	
Total number of criminal charges filed: R01-R89		227	286	N/A	300	
Total number of non-parking City Ordinance Violations filed		4	30	N/A	30	
Total Orders of Protection and Injunctions Against Harassment per year		43	75	N/A	80	

PERFORMANCE MEASURES	Benchmark	FY16 Actual	FY17 Actual	FY18 Target	FY18 Estimate	FY19 Target
Number of City Parking Citations processed.		382	753	N/A	1,100	
Number of Civil Traffic Citation Counts processed (TR1-TR5)Category		1,318	972	N/A	1,000	
Number of Criminal Charges Processed		217	296	N/A	300	
Number of Non-Parking City Ordinance Violations Processed		3	28	N/A	30	
Number of Orders of Protection and Injunctions Against Harassment Processed		42	75	N/A	80	

MUNICIPAL COURT
continued

EXPENDITURE SUMMARY

Cost Category	FY2019 Proposed	FY2018 Budget	FY2019 Incr. over FY2018 Budget	FY2018 Est. Actuals	FY2019 Incr. over FY2018 Est.	FY2018 Est. (over)/ under budget	FY2017 Actuals	FY2016 Actuals	FY2015 Actuals	FY2014 Actuals	Explanation of Changes
General Fund											
10-5520-01 - Administration											
Personnel (ongoing)	\$303,100	\$317,070	-4%	\$293,120	3%	\$23,950	\$289,894	\$270,982	\$248,298	\$239,686	Current Year Under Budget: Vacancy savings
Supplies & Services (ongoing)	\$45,050	\$44,300	2%	\$43,400	4%	\$900	\$30,523	\$35,469	\$43,386	\$31,435	
Direct Costs (Ongoing) Subtotal	\$348,150	\$361,370	-4%	\$336,520	3%	\$24,850	\$320,418	\$306,451	\$291,684	\$271,121	
Internal Charges	\$120,600	\$93,240	29%	\$93,240	29%	\$0	\$0	\$0	\$0	\$0	Budget Increase: Increased allocations of Facilities Maintenance costs
Ongoing Total	\$468,750	\$454,610	3%	\$429,760	9%	\$24,850	\$320,418	\$306,451	\$291,684	\$271,121	
Supplies & Services (one-time)	\$9,000	\$0	∞	\$0	∞	\$0	\$0	\$0	\$0	\$0	Budget: Furniture replacement
General Fund Total	\$477,750	\$454,610	5%	\$429,760	11%	\$24,850	\$320,418	\$306,451	\$291,684	\$271,121	
Court Restricted Revenues Fund											
13-5520-48 - Court Enhancement Fees											
Supplies & Services (ongoing)	\$0	\$0	N/A	\$0	N/A	\$0	\$548	\$0	\$0	\$0	
Court Enhancement Fees Total	\$0	\$0	N/A	\$0	N/A	\$0	\$548	\$0	\$0	\$0	
13-5520-49 - JCEF Time Payment Fees											
Supplies & Services (ongoing)	\$0	\$0	N/A	\$0	N/A	\$0	\$1,056	\$830	\$0	\$0	
JCEF Time Payment Fees Total	\$0	\$0	N/A	\$0	N/A	\$0	\$1,056	\$830	\$0	\$0	
Court Restricted Revenues Fund Totals											
Supplies & Services (Ongoing) Subtotal	\$0	\$0	N/A	\$0	N/A	\$0	\$1,604	\$830	\$0	\$0	
Court Restricted Revenues Fund Total	\$0	\$0	N/A	\$0	N/A	\$0	\$1,604	\$830	\$0	\$0	
Operating Grants Fund											
16-5520-30 - AOC Security Grant											
Supplies & Services (ongoing)	\$11,200	\$0	∞	\$0	∞	\$0	\$0	\$0	\$0	\$0	Budget Increase: Possible grant
Operating Grants Fund Total	\$11,200	\$0	∞	\$0	∞	\$0	\$0	\$0	\$0	\$0	

MUNICIPAL COURT
continued

EXPENDITURE SUMMARY

Cost Category	FY2019 Proposed	FY2018 Budget	FY2019 Incr. over FY2018 Budget	FY2018 Est. Actuals	FY2019 Incr. over FY2018 Est.	FY2018 Est. (over)/ under budget	FY2017 Actuals	FY2016 Actuals	FY2015 Actuals	FY2014 Actuals	Explanation of Changes
GRAND TOTALS											
Personnel (Ongoing) Subtotal	\$303,100	\$317,070	-4%	\$293,120	3%	\$23,950	\$289,894	\$270,982	\$248,298	\$239,686	
Supplies & Services (Ongoing) Subtotal	\$56,250	\$44,300	27%	\$43,400	30%	\$900	\$32,127	\$36,299	\$43,386	\$31,435	
Direct Costs (Ongoing) Subtotal	\$359,350	\$361,370	-1%	\$336,520	7%	\$24,850	\$322,022	\$307,281	\$291,684	\$271,121	
Internal Charges Subtotal	\$120,600	\$93,240	29%	\$93,240	29%	\$0	\$0	\$0	\$0	\$0	
Ongoing Subtotal	\$479,950	\$454,610	6%	\$429,760	12%	\$24,850	\$322,022	\$307,281	\$291,684	\$271,121	
Supplies & Services (One-Time) Subtotal	\$9,000	\$0	∞	\$0	∞	\$0	\$0	\$0	\$0	\$0	
Grand Total	\$488,950	\$454,610	8%	\$429,760	14%	\$24,850	\$322,022	\$307,281	\$291,684	\$271,121	

Reconciliation

FY2018 Direct Costs	\$361,370
Added AOC Security Grant	\$11,200
Increase in One-Time Costs	\$8,100
Other Budget Reductions	<u>(\$12,320)</u>
FY2019 Direct Costs	\$368,350

MUNICIPAL COURT

continued

POSITIONS/ALLOCATIONS SUMMARIES

Position	FY19 FTE	FY18 FTE	FY17 FTE	FY16 FTE
Court Administrator	1.00	1.00	1.00	1.00
Court Clerk ⁽¹⁾	2.60	2.60	2.60	2.00
Magistrate Judge ⁽¹⁾	0.60	0.60	0.60	0.60
Magistrate Judge Pro Tem ⁽²⁾	0.05	0.05	0.00	0.10
Total	4.25	4.25	4.20	3.70

⁽¹⁾ Includes part-time positions.

⁽²⁾ Temporary position

Org Unit	Org Description	FY19 FTE	FY18 FTE	FY17 FTE	FY16 FTE
General Fund					
10-5520-01	Administration	4.08	4.25	4.20	3.70
10-5220-42	Uptown Paid Parking	0.17	0.00	0.00	0.00
General Fund Total		4.25	4.25	4.20	3.70



**City of Sedona
Decision Package
Fiscal Year 2018-19**

**CM Recommended
CBWG Recommended,
if funding available**

Request Title	CIVIL COURT CLERK POSITION FROM PART TO FULL-TIME
Department	Municipal Court
Program	Administration
Funding Request Type	PERSONNEL
Source of Funds	General Fund
Amount Requested	\$35,000

I. Description of Request

Making the Civil Court Clerk position a full-time position

II. Problem/Issue

History/Background
How does this affect our citizens/customers quality of life?
If this is not a traditional function, why should the City of Sedona deal with it?
Does the project/issue relate to the Community Plan (or other master plans), or how does this fit into the City's priorities?
What does the City/community get for this investment?

Currently, the Sedona Municipal Court has one clerk position which is dedicated solely to processing of all civil-related matters. When this position was initially formed, the intent was that it would be a part-time position. At the time, the Police Department was not fully staffed, and civil traffic caseload did not seem to justify a full time position. In addition, the City had not implemented its Uptown Parking program. The civil clerk is responsible for the processing of all civil traffic citations and civil city ordinance citations, all parking citations, all orders of protection and all injunctions against harassment. He/she also makes daily deposits to the bank. He/she is also responsible for answering the phone and managing the front counter. Finally, the Civil Clerk schedules and manages all weddings and is often asked to be a witness at weddings.

Since the implementation of the City's Uptown parking program, and since the Police Department has become fully staffed, and a new emphasis has been placed on traffic enforcement, the quantum of work for the civil clerk has increased exponentially. As the attached spreadsheet and graph indicate, by comparing the time frames of July-Dec 2016 to July-Dec 2017, civil traffic citations have increased 83% and parking citations have increased 433%. Orders of Protection and Injunctions Against Harassment collectively have increased by 43%. The civil clerk has been functioning as a temporary full-time employee in order to accommodate this added workload. This has been paid for primarily by savings incurred due to temporary vacancies of other court positions. However, there is no funding allocated to make this position full time in the future.

III. Risk Analysis

What happens if this is not done?
Show examples of best practices from other cities, if applicable.
Discuss other alternatives, if applicable, and why the proposed solution is recommended.

If this change is not implemented, it will likely result in a substantial delay in processing civil and parking citations. The City could become out of compliance with standards imposed by the Arizona Administrative Office of Courts. The Criminal Clerks will have to receive substantial training in order to be able to devote time in performing the duties of the civil clerk. This however, would take them away from their extensive full-time responsibilities with the Criminal calendar. Ultimately these factors would result in substantial overtime and comp time and would likely necessitate the hiring of temporary employees.

IV. Implementation

**What is the timeframe for completion of plan and implementation for project/issue?
How will you market/communicate the project/issue to the public?
What performance measures will you use to evaluate the project/issue? Include the targets for FY 2018-19, as well as future years as applicable.**

It is requested that this proposed modification of the civil clerk's position take place on July 1, 2018.

V. Cost Savings/Revenue Enhancements

Please explain any cost savings, new funding sources or increased revenues.

By being able to timely process civil and parking citations, outstanding receivables will be minimized.

PARKS & RECREATION

Mission Statement

It is the mission of the Sedona Parks and Recreation Department to provide diverse year-round leisure opportunities through the preservation of open space, park settings, recreational facilities, and recreation programs for citizens, visitors, and future generations of Sedona.

It is the culture of the Sedona Parks and Recreation Department to work within an environment of CITY PRIDE: Deliver the best Customer service, display unwavering Integrity, foster Teamwork and find ways to get to Yes! Embody Professionalism, show Respect, lead with Innovation and demonstrate Dedication to Excellence.

Description

The Parks and Recreation Department is responsible for the following program areas:

- * Special Events
- * Recreation Programs
- * Aquatics Operations and Maintenance
- * Parks Facilities and Maintenance

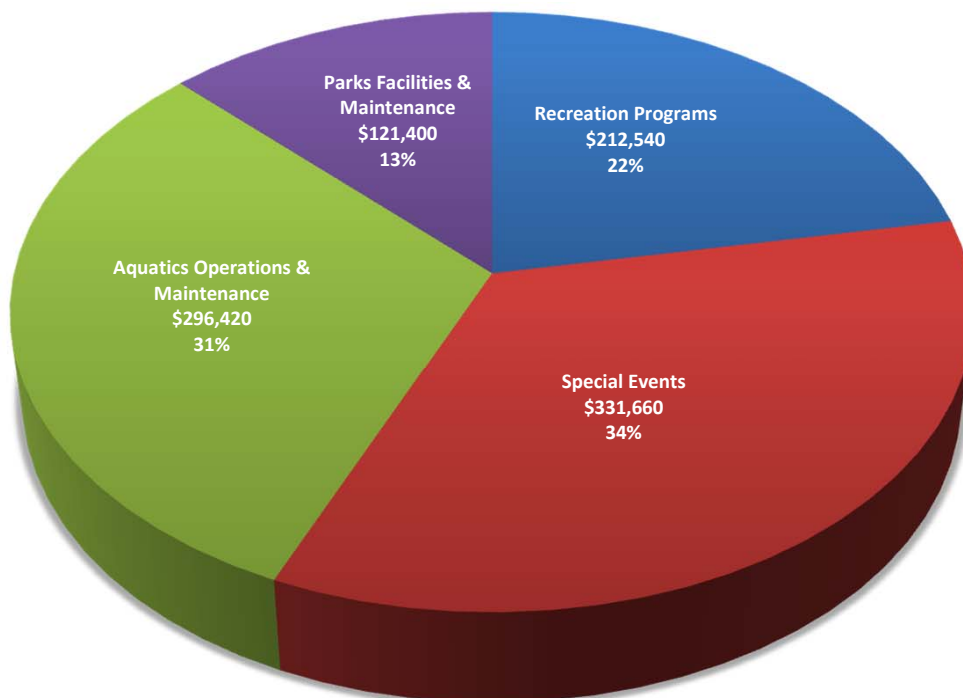
FY 2018 Accomplishments

- * 31 Community Partnerships in FY 2018
- * Completed the permitting process through ADOT to allow the hanging of American flags on the light poles of State Route 89A.
- * 8,410 Volunteer Hours accumulated in FY 2018
- * \$141,412 worth of Free Stuff accumulated in FY 2018 (Sponsorship money, donations of items, monetary volunteer hours)
- * Process 173 facility rentals

FY 2019 Objectives

- * Improve tracking for the new budget objectives
- * Apply for Trail Maintenance Grant
- * Promote the parks and amenities creatively
- * Diversify programming at the community pool

FY 2019 PROGRAM EXPENDITURES: \$962,020



PARKS & RECREATION – Recreation Programs

BUDGET SUMMARY	FY2019 Budget	% of FY2019 Budget	FY2018 Budget	FY2018 Estimate	FY2017 Actual
Program Expenditures					
Personnel Services	\$ 107,860	51%	\$ 104,630	\$ 96,910	\$ 80,232
Supplies & Services	47,700	22%	50,085	47,135	43,493
Capital & Debt Service	-	0%	-	-	288
Subtotal Direct Costs	\$ 155,560	73%	\$ 154,715	\$ 144,045	\$ 124,013
Internal Charges	56,980	27%	49,880	49,880	-
Total Expenditures	\$ 212,540	100%	\$ 204,595	\$ 193,925	\$ 124,013
Expenditures by Fund					
General Fund Portion	\$ 211,140	99%	\$ 199,095	\$ 192,825	\$ 120,348
Other Funds Portion	\$ 1,400	1%	\$ 5,500	\$ 1,100	\$ 3,666
Funding Sources					
Program Revenues	\$ 54,500	26%	\$ 55,150	\$ 52,600	\$ 59,235
Funding from General Revenues	\$ 158,040	74%	\$ 149,445	\$ 141,325	\$ 64,779
Employee Time Allocation (FTEs) (Budgeted)	1.57		1.58		1.19

Throughout the year, Parks and Recreation is pleased to offer a variety of sports leagues, specialty classes and workshops. We strive to offer programming for different age groups and athletic abilities. By working with specialized professionals as Independent Contractors we are able to increase our variety of offerings.

FY 2018 Accomplishments

- * Maintained participant levels in Grasshopper Youth Basketball League.
- * Increased the number of summer camps offered.

FY 2019 Objectives

- * Increase programs provided for adults.
- * Create programs utilizing new fitness trail.

WORKLOAD INDICATORS	Benchmark	FY16 Actual	FY17 Actual	FY18 Projection	FY18 Estimate	FY19 Projection
Number of programs		10	15	18	14	16
Number of Independent Contracts signed in the FY.		13	9	12	14	15

PERFORMANCE MEASURES	Benchmark	FY16 Actual	FY17 Actual	FY18 Target	FY18 Estimate	FY19 Target
Revenue from city programs.		\$38,831	\$55,010	\$48,000	\$48,000	\$50,000
Parks and recreation class/program/facility registrants per 1,000 population (ICMA Benchmark)	1,572.7		987.0			

PARKS & RECREATION – Special Events

BUDGET SUMMARY	FY2019 Budget	% of FY2019 Budget	FY2018 Budget	FY2018 Estimate	FY2017 Actual
Program Expenditures					
Personnel Services	\$ 112,420	34%	\$ 109,190	\$ 106,440	\$ 100,039
Supplies & Services	179,000	54%	147,669	136,800	147,558
Subtotal Direct Costs	\$ 291,420	88%	\$ 256,859	\$ 243,240	\$ 247,597
Internal Charges	40,240	12%	36,760	36,760	-
Total Expenditures	\$ 331,660	100%	\$ 293,619	\$ 280,000	\$ 247,597
Expenditures by Fund					
General Fund Portion	\$ 322,660	97%	\$ 278,619	\$ 274,800	\$ 221,596
Other Funds Portion	\$ 9,000	3%	\$ 15,000	\$ 5,200	\$ 26,002
Funding Sources					
Program Revenues	\$ 59,000	18%	\$ 26,900	\$ 16,000	\$ 33,041
Funding from General Revenues	\$ 272,660	82%	\$ 266,719	\$ 264,000	\$ 214,557
Employee Time Allocation (FTEs) (Budgeted)	1.30		1.30		1.20

Sedona Parks and Recreation Department provides a multitude of special events to serve the interests and needs of local residents and visitors. The diversity of events is reflective of community interests and requests, and they are widely acclaimed by the public as being high quality, appropriate to the City's character and resident expectations. A portion of this program is paid by the Grants and Donations Funds.

FY 2018 Accomplishments

- * Transitioned Uptown Halloween from Sedona Mainstreet Program, and re-created National Day of the Cowboy with the Sedona Family Foot Rodeo.
- * 20% increase in Facebook “likes” and 22% increase in Facebook “follows” July 2017- year to date.
- * Offered 28 days of events in one year, including three new events.
- * Partnered to create the Sedona Northern Lights event in December

FY 2019 Objectives

- * Refining and restructuring events to better meet the needs of the community.
- * Introduction of two new events in the fall.
- * Research, outreach and procurement of new annual event sponsors

WORKLOAD INDICATORS	Benchmark	FY16 Actual	FY17 Actual	FY18 Projection	FY18 Estimate	FY19 Projection
Number of days of events in fiscal year.		n/a	51	n/a	28	32

PERFORMANCE MEASURES	Benchmark	FY16 Actual	FY17 Actual	FY18 Target	FY18 Estimate	FY19 Target
Revenue from event sponsors.		\$38,775	\$15,793	\$15,000	\$7,000	\$9,000
Customer Satisfaction (Satisfied and Very Satisfied combined) Celebration of Spring		95%	91%	90%	91%	95%
Customer Satisfaction (Satisfied and Very Satisfied combined) Pumpkin Splash		n/a	91%	90%	92%	95%
Customer Satisfaction (Satisfied and Very Satisfied combined) Breakfast with Santa		n/a	98	90%	100%	95%

PARKS & RECREATION – Aquatics Operations & Maintenance

BUDGET SUMMARY	FY2019 Budget	% of FY2019 Budget	FY2018 Budget	FY2018 Estimate	FY2017 Actual
Program Expenditures					
Personnel Services	\$ 180,860	61%	\$ 178,000	\$ 173,350	\$ 83,983
Supplies & Services	16,500	6%	16,500	16,500	12,216
Subtotal Direct Costs	\$ 197,360	67%	\$ 194,500	\$ 189,850	\$ 96,199
Internal Charges	99,060	33%	80,510	80,510	-
Total Expenditures	\$ 296,420	100%	\$ 275,010	\$ 270,360	\$ 96,199
Expenditures by Fund					
General Fund Portion	\$ 296,420	100%	\$ 275,010	\$ 270,360	\$ 96,199
Funding Sources					
Program Revenues	\$ 40,280	14%	\$ 31,100	\$ 33,000	\$ 31,764
Funding from General Revenues	\$ 256,140	86%	\$ 243,910	\$ 237,360	\$ 64,435
Employee Time Allocation (FTEs) (Budgeted)	4.52		4.25		3.42

Open from early April through November, the Sedona Community Pool has activities for everyone. Amenities enjoyed at the pool include a shallow end (4' deep) with a water slide and a deep end (7' deep) that allows diving off of the deck. Activities offered include lap swim, open swim, water aerobics, aqua Zumba and swim lessons. There also three swim teams that train at this facility.

FY 2018 Accomplishments

- * Increase in the number of pool users
- * Increase in the number of swim lesson participants
- * Addition of new swim team contract
- * Addition of Spring Season, extending the pool season an additional 8 weeks

FY 2019 Objectives

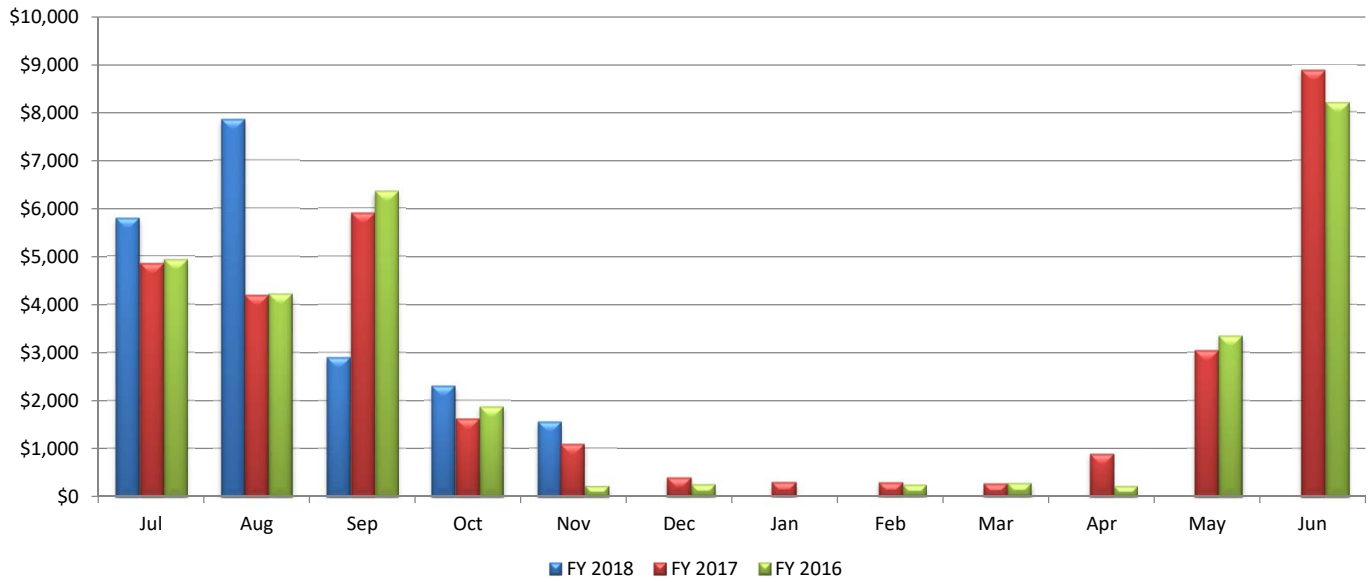
- * Implement a new cost-effective swim lesson program that offers innovative and successful teaching methods that includes safety concepts built into the curriculum.
- * Train and certify an in-house swim instructor trainer
- * Restructuring of staff to enhance the youth employment program by providing advancement/leadership opportunities
- * Increase the number of certified swim instructors
- * Increase private pool rentals and birthday parties
- * Expand aqua aerobic programs and increase participation
- * Expand marketing avenues

WORKLOAD INDICATORS	Benchmark	FY16 Actual	FY17 Actual	FY18 Projection	FY18 Estimate	FY19 Projection
Number of days operational		176	183	231	231	231
Number of swim lessons taught		246	359	380	368	380
Attendance at lap swim and open swim		5081	6036	6300	11140	11500
Number of staff hired and trained for the season		n/a	14	26	26	18

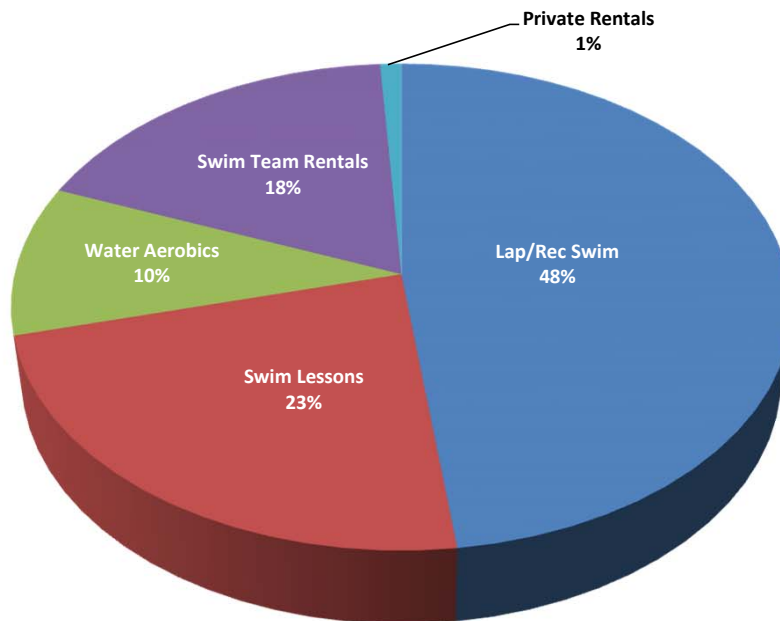
PERFORMANCE MEASURES	Benchmark	FY16 Actual	FY17 Actual	FY18 Target	FY18 Estimate	FY19 Target
Number of hours spent on staff development		n/a	n/a	10	10	16
Satisfactory Health Inspections		100%	100%	100%	100%	100%
Customer Satisfaction (Satisfied and Very Satisfied Combined)		n/a	n/a	n/a	n/a	85%

PARKS & RECREATION – Aquatics
continued

POOL REVENUES BY MONTH



POOL REVENUES BY TYPE



PARKS & RECREATION – Parks Facilities & Maintenance

BUDGET SUMMARY	FY2019 Budget	% of FY2019 Budget	FY2018 Budget	FY2018 Estimate	FY2017 Actual
Program Expenditures					
Personnel Services	\$ 62,890	52%	\$ 61,800	\$ 54,430	\$ -
Supplies & Services	36,000	30%	36,100	6,700	1,710
Capital & Debt Service	-	0%	30,000	3,880	34,291
Subtotal Direct Costs	\$ 98,890	81%	\$ 127,900	\$ 65,010	\$ 36,001
Internal Charges	22,510	19%	20,210	20,210	-
Total Expenditures	\$ 121,400	100%	\$ 148,110	\$ 85,220	\$ 36,001
Expenditures by Fund					
General Fund Portion	\$ 88,400	73%	\$ 86,110	\$ 76,640	\$ -
Other Funds Portion	\$ 33,000	27%	\$ 62,000	\$ 8,580	\$ 36,001
Funding Sources					
Program Revenues	\$ 67,700	56%	\$ 83,800	\$ 61,080	\$ 34,891
Funding from General Revenues	\$ 53,700	44%	\$ 64,310	\$ 24,140	\$ 1,111
Employee Time Allocation (FTEs) (Budgeted)	0.65		0.65		0.00

There are nine (9) City parks totaling 123.18 acres owned and/or maintained by the City of Sedona. This system includes a neighborhood and community park as well as unique sites such as a small botanical garden, pocket parks, a historical park, a wetlands preserve and most recently a neighborhood park property with historical significance. Overall, the City of Sedona is an active community with a hearty appetite for high quality park and recreation sites, facilities, and services. The City parks and facilities are maintained by the Public Works and Engineering Department.

While most features within a park can be rented/reserved there are six (6) facilities that generate the most attention. These include: ramadas (2) at Sunset Park, ramadas (10) at Posse Grounds Park, recreation room, multi-use field, softball fields and the Posse Grounds Pavilion. The facilities are rented for a variety of reasons which include special events, sports leagues and practices, birthday parties, baby showers, weddings and concerts.

FY 2018 Accomplishments

- * Programed new class utilizing our Fitness Trail equipment
- * Hired a maintenance person specifically for the bike park
- * Completed the Dog Park CIP and held a Grand Reopening

FY 2019 Objectives

- * Increase programming at the Pavilion
- * Promote existing facilities
- * Construct the Tot Loop at the bike park
- * CIP Concession Stand Rebuild
- * Work alongside the Public Works Department to maintain parks and facilities

WORKLOAD INDICATORS	Benchmark	FY16 Actual	FY17 Actual	FY18 Projection	FY18 Estimate	FY19 Projection
Number of facility rentals processed.		n/a	161	n/a	173	170
Total number of rental hours.		n/a	357	n/a	665	550
Total Park Acreage		n/a	119	123	123	123

PERFORMANCE MEASURES	Benchmark	FY16 Actual	FY17 Actual	FY18 Target	FY18 Estimate	FY19 Target
Customer Satisfaction (Satisfied and Very Satisfied Combined)		n/a	n/a	n/a	n/a	85%

PARKS & RECREATION
continued

EXPENDITURE SUMMARY

Cost Category	FY2019 Proposed	FY2018 Budget	FY2019 Incr. over FY2018 Budget	FY2018 Est. Actuals	FY2019 Incr. over FY2018 Est.	FY2018 Est. (over)/ under budget	FY2017 Actuals	FY2016 Actuals	FY2015 Actuals	FY2014 Actuals	Explanation of Changes
General Fund											
10-5242-02 - Administration											
Personnel (ongoing)	\$0	\$0	N/A	\$0	N/A	\$0	\$0	\$99,176	\$113,116	\$81,793	
Supplies & Services (ongoing)	\$0	\$0	N/A	\$0	N/A	\$0	\$0	\$6,775	\$2,816	\$3,408	
Administration Total	\$0	\$0	N/A	\$0	N/A	\$0	\$0	\$105,951	\$115,933	\$85,201	
10-5242-23 - Recreation Programs											
Personnel (ongoing)	\$107,860	\$104,630	3%	\$96,910	11%	\$7,720	\$80,232	\$62,498	\$55,265	\$52,767	Current Year Under Budget: Vacancy savings
Supplies & Services (ongoing)	\$46,300	\$44,585	4%	\$46,035	1%	(\$1,450)	\$39,827	\$111,822	\$126,742	\$42,729	
Direct Costs (Ongoing) Subtotal	\$154,160	\$149,215	3%	\$142,945	8%	\$6,270	\$120,059	\$174,320	\$182,007	\$95,496	
Internal Charges	\$56,980	\$49,880	14%	\$49,880	14%	\$0	\$0	\$0	\$0	\$0	
Ongoing Total	\$211,140	\$199,095	6%	\$192,825	9%	\$6,270	\$120,059	\$174,320	\$182,007	\$95,496	
Capital & Debt Service	\$0	\$0	N/A	\$0	N/A	\$0	\$288	\$0	\$8,307	\$0	
One-Time Total	\$0	\$0	N/A	\$0	N/A	\$0	\$288	\$0	\$8,307	\$0	
Recreation Programs Total	\$211,140	\$199,095	6%	\$192,825	9%	\$6,270	\$120,348	\$174,320	\$190,314	\$95,496	
10-5242-24 - Special Events											
Personnel (ongoing)	\$112,420	\$109,190	3%	\$106,440	6%	\$2,750	\$100,039	\$0	\$0	\$0	Current Year Under Budget: Vacancy savings
Supplies & Services (ongoing)	\$170,000	\$132,669	28%	\$131,600	29%	\$1,069	\$121,557	\$0	\$0	\$0	
Direct Costs (Ongoing) Subtotal	\$282,420	\$241,859	17%	\$238,040	19%	\$3,819	\$221,596	\$0	\$0	\$0	Budget Increase: \$40,000 added for holiday decorations to be paid from Paid Parking Program revenues
Internal Charges	\$40,240	\$36,760	9%	\$36,760	9%	\$0	\$0	\$0	\$0	\$0	
Special Events Total	\$322,660	\$278,619	16%	\$274,800	17%	\$3,819	\$221,596	\$0	\$0	\$0	
10-5242-25 - Aquatics Operations & Maintenance											
Personnel (ongoing)	\$180,860	\$178,000	2%	\$173,350	4%	\$4,650	\$83,983	\$148,871	\$119,002	\$114,085	
Supplies & Services (ongoing)	\$16,500	\$16,500	0%	\$16,500	0%	\$0	\$12,216	\$35,930	\$29,216	\$36,309	
Direct Costs (Ongoing) Subtotal	\$197,360	\$194,500	1%	\$189,850	4%	\$4,650	\$96,199	\$184,801	\$148,218	\$150,395	
Internal Charges	\$99,060	\$80,510	23%	\$80,510	23%	\$0	\$0	\$0	\$0	\$0	
Aquatics Operations & Maintenance Total	\$296,420	\$275,010	8%	\$270,360	10%	\$4,650	\$96,199	\$184,801	\$148,218	\$150,395	

PARKS & RECREATION
continued

EXPENDITURE SUMMARY

Cost Category	FY2019 Proposed	FY2018 Budget	FY2019 Incr. over FY2018 Budget	FY2018 Est. Actuals	FY2019 Incr. over FY2018 Est.	FY2018 Est. (over)/ under budget	FY2017 Actuals	FY2016 Actuals	FY2015 Actuals	FY2014 Actuals	Explanation of Changes
10-5242-26 - Parks Facilities & Maintenance											
Personnel (ongoing)	\$62,890	\$61,800	2%	\$54,430	16%	\$7,370	\$0	\$0	\$0	\$0	Current Year Under Budget: Vacancy savings
Supplies & Services (ongoing)	\$3,000	\$4,100	-27%	\$2,000	50%	\$2,100	\$0	\$0	\$0	\$0	Current Year Under Budget: Savings in tech support for facility rentals
Direct Costs (Ongoing) Subtotal	\$65,890	\$65,900	0%	\$56,430	17%	\$9,470	\$0	\$0	\$0	\$0	
Internal Charges	\$22,510	\$20,210	11%	\$20,210	11%	\$0	\$0	\$0	\$0	\$0	
Parks Facilities & Maintenance Total	\$88,400	\$86,110	3%	\$76,640	15%	\$9,470	\$0	\$0	\$0	\$0	
General Fund Totals											
Personnel Subtotal	\$464,030	\$453,620	2%	\$431,130	8%	\$22,490	\$264,254	\$310,545	\$287,383	\$248,645	
Supplies & Services (Ongoing) Subtotal	\$235,800	\$197,854	19%	\$196,135	20%	\$1,719	\$173,600	\$154,527	\$158,774	\$82,446	
Direct Costs (Ongoing) Subtotal	\$699,830	\$651,474	7%	\$627,265	12%	\$24,209	\$437,854	\$465,072	\$446,157	\$331,091	
Internal Charges Subtotal	\$218,790	\$187,360	17%	\$187,360	17%	\$0	\$0	\$0	\$0	\$0	
Ongoing Subtotal	\$918,620	\$838,834	10%	\$814,625	13%	\$24,209	\$437,854	\$465,072	\$446,157	\$331,091	
Capital & Debt Service Subtotal	\$0	\$0	N/A	\$0	N/A	\$0	\$288	\$0	\$8,307	\$0	
General Fund Total	\$918,620	\$838,834	10%	\$814,625	13%	\$24,209	\$438,142	\$465,072	\$454,464	\$331,091	
Donations & Contributions Fund											
15-5242-23 - Recreation Programs											
Supplies & Services (ongoing)	\$1,400	\$5,500	-75%	\$1,100	27%	\$4,400	\$3,666	\$0	\$0	\$0	Current Year Under Budget: Budgeted high in case of additional contributions
Recreation Programs Total	\$1,400	\$5,500	-75%	\$1,100	27%	\$4,400	\$3,666	\$0	\$0	\$0	
15-5242-24 - Special Events											
Supplies & Services (ongoing)	\$9,000	\$15,000	-40%	\$5,200	73%	\$9,800	\$26,002	\$0	\$0	\$0	Current Year Under Budget: Budgeted high in case of additional contributions
Direct Costs (Ongoing) Subtotal	\$9,000	\$15,000	-40%	\$5,200	73%	\$9,800	\$26,002	\$0	\$0	\$0	
Special Events Total	\$9,000	\$15,000	-40%	\$5,200	73%	\$9,800	\$26,002	\$0	\$0	\$0	
15-5242-26 - Parks Facilities & Maintenance											
Supplies & Services (ongoing)	\$3,000	\$2,000	50%	\$4,700	-36%	(\$2,700)	\$1,710	\$0	\$0	\$0	Current Year Over Budget: Additional contributions received
Parks Facilities & Maintenance Total	\$3,000	\$2,000	50%	\$4,700	-36%	(\$2,700)	\$1,710	\$0	\$0	\$0	

PARKS & RECREATION
continued

EXPENDITURE SUMMARY

Cost Category	FY2019 Proposed	FY2018 Budget	FY2019 Incr. over FY2018 Budget	FY2018 Est. Actuals	FY2019 Incr. over FY2018 Est.	FY2018 Est. (over)/ under budget	FY2017 Actuals	FY2016 Actuals	FY2015 Actuals	FY2014 Actuals	Explanation of Changes
Donations & Contributions Fund Totals											
Supplies & Services (Ongoing) Subtotal	\$13,400	\$22,500	-40%	\$11,000	22%	\$11,500	\$31,378	\$0	\$0	\$0	
Donations & Contributions Fund Total	\$13,400	\$22,500	-40%	\$11,000	22%	\$11,500	\$31,378	\$0	\$0	\$0	

Operating Grants Fund

16-5242-26 - Parks Facilities & Maintenance											
Supplies & Services (ongoing)	\$0	\$30,000	-100%	\$0	N/A	\$30,000	\$0	\$28,232	\$10,040	\$26,749	Budget Decrease: Separated one-time costs Current Year Under Budget: Grant not received
Ongoing Total	\$0	\$30,000	-100%	\$0	N/A	\$30,000	\$0	\$28,232	\$10,040	\$26,749	
Supplies & Services (one-time)	\$30,000	\$0	∞	\$0	∞	\$0	\$0	\$0	\$0	\$0	Budget: Trail maintenance grant
Capital & Debt Service	\$0	\$0	N/A	\$0	N/A	\$0	\$18,774	\$0	\$42,284	\$20,325	
One-Time Total	\$30,000	\$0	∞	\$0	∞	\$0	\$18,774	\$0	\$42,284	\$20,325	
Operating Grants Fund Total	\$30,000	\$30,000	0%	\$0	∞	\$30,000	\$18,774	\$28,232	\$52,324	\$47,074	

Capital Grants Fund

19-5242-26 - Parks Facilities & Maintenance											
Capital & Debt Service	\$0	\$30,000	-100%	\$3,880	-100%	\$26,120	\$15,517	\$0	\$0	\$0	
Capital Grants Fund Total	\$0	\$30,000	-100%	\$3,880	-100%	\$26,120	\$15,517	\$0	\$0	\$0	

GRAND TOTALS

Personnel (Ongoing) Subtotal	\$464,030	\$453,620	2%	\$431,130	8%	\$22,490	\$264,254	\$310,545	\$287,383	\$248,645	
Supplies & Services (Ongoing) Subtotal	\$249,200	\$250,354	0%	\$207,135	20%	\$43,219	\$204,978	\$182,759	\$168,814	\$109,195	
Direct Costs (Ongoing) Subtotal	\$713,230	\$703,974	1%	\$638,265	12%	\$65,709	\$469,232	\$493,304	\$456,197	\$357,840	
Internal Charges Subtotal	\$218,790	\$187,360	17%	\$187,360	17%	\$0	\$0	\$0	\$0	\$0	
Ongoing Subtotal	\$932,020	\$891,334	5%	\$825,625	13%	\$65,709	\$469,232	\$493,304	\$456,197	\$357,840	
Supplies & Services (One-Time) Subtotal	\$30,000	\$0	∞	\$0	∞	\$0	\$0	\$0	\$0	\$0	
Capital & Debt Service Subtotal	\$0	\$30,000	-100%	\$3,880	-100%	\$26,120	\$34,579	\$0	\$50,591	\$20,325	
One-Time Subtotal	\$30,000	\$30,000	0%	\$3,880	673%	\$26,120	\$34,579	\$0	\$50,591	\$20,325	
Grand Total	\$962,020	\$921,334	4%	\$829,505	16%	\$91,829	\$503,811	\$493,304	\$506,788	\$378,165	

PARKS & RECREATION
continued

EXPENDITURE SUMMARY

Cost Category	FY2019 Proposed	FY2018 Budget	FY2019 Incr. over FY2018 Budget	FY2018 Est. Actuals	FY2019 Incr. over FY2018 Est.	FY2018 Est. (over)/ under budget	FY2017 Actuals	FY2016 Actuals	FY2015 Actuals	FY2014 Actuals	Explanation of Changes
Reconciliation											
FY2018 Direct Costs	\$733,974										
Added Holiday Decorations to be paid from Paid Parking Program	\$40,000										
Increase in One-Time Costs	(\$30,000)										
Other Budget Reductions	<u>(\$744)</u>										
FY2019 Direct Costs	\$743,230										

PARKS & RECREATION

continued

POSITIONS/ALLOCATIONS SUMMARIES

Position	FY19 FTE	FY18 FTE	FY17 FTE	FY16 FTE
Administrative Assistant	1.00	1.00	0.00	0.00
Head Lifeguard ⁽¹⁾	0.64	0.00	0.00	0.00
Parks and Recreation Manager	1.00	1.00	1.00	1.00
Recreation & Aquatics Supervisor	1.00	1.00	1.00	1.00
Recreation Coordinator II	1.00	1.00	1.00	1.00
Lifeguard ⁽¹⁾	1.92	1.96	1.58	1.57
Lifeguard Instructor ⁽¹⁾	1.05	0.69	0.00	0.00
Pool Manager ⁽¹⁾	0.00	0.00	0.34	0.48
Pool Office Assistant ⁽¹⁾	0.00	0.70	0.45	0.45
Recreation Assistant ⁽¹⁾	0.13	0.15	0.15	0.10
Referee ⁽¹⁾	0.15	0.14	0.09	0.09
SAI Instructor Trainer ⁽¹⁾	0.06	0.00	0.00	0.00
Scorekeeper ⁽¹⁾	0.09	0.09	0.05	0.05
Water Aerobics Instructor ⁽¹⁾	0.10	0.16	0.15	0.15
Total	8.14	7.89	5.81	5.89

⁽¹⁾ Temporary positions

⁽²⁾ Includes 0.37 of temporary positions.

⁽³⁾ Includes 3.77 of temporary positions.

Org Unit	Org Description	FY19 FTE	FY18 FTE	FY17 FTE	FY16 FTE
General Fund					
10-5242-02	Administration	0.00	0.00	0.00	1.52
10-5242-23	Recreation Programs ⁽²⁾	1.57	1.58	1.19	0.75
10-5242-24	Special Events	1.30	1.30	1.20	0.00
10-5242-25	Aquatics ⁽³⁾	4.52	4.26	3.42	3.62
10-5242-26	Parks Facilities & Maintenance	0.65	0.65	0.00	0.00
10-5242-89	Capital Projects Management	0.10	0.10	0.00	0.00
General Fund Total		8.14	7.89	5.81	5.89

PUBLIC WORKS

Mission Statement

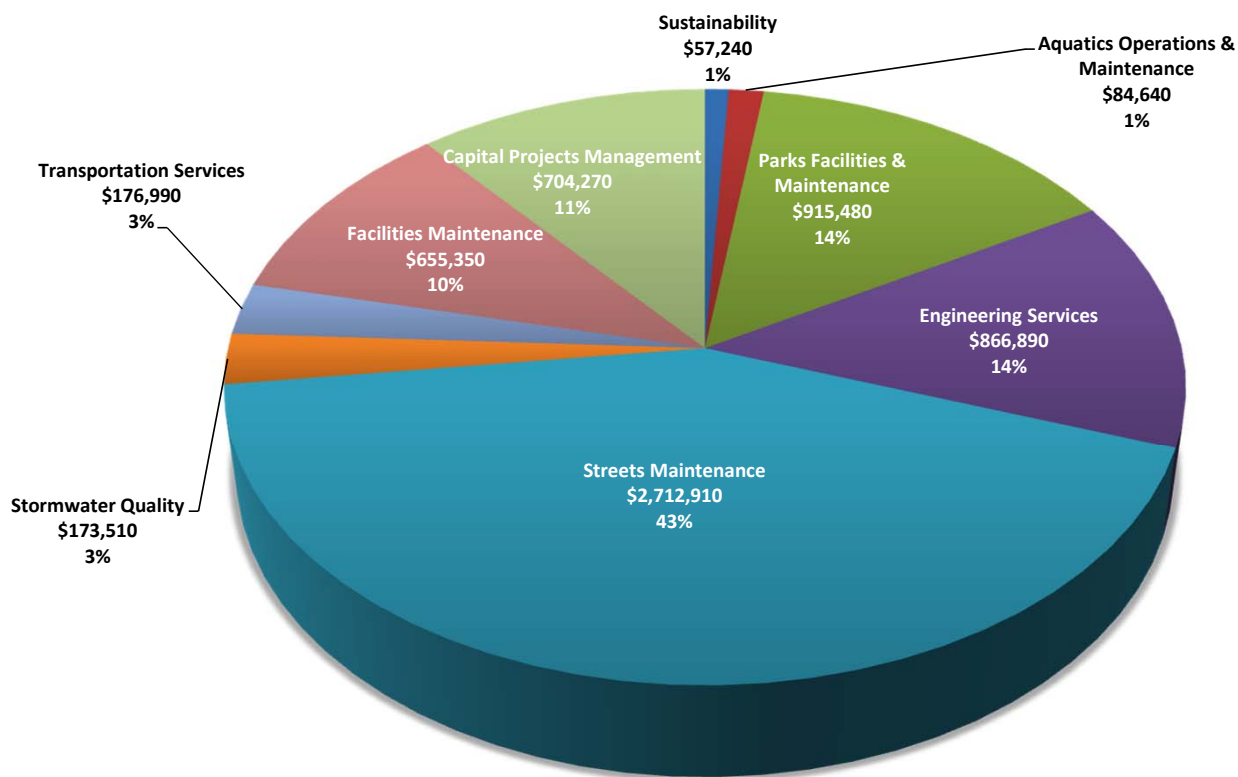
Providing a safe and enjoyable experience through cost effective, quality infrastructure and services.

Description

The main program areas and the services included in the Public Works Department are:

- * Engineering Services - Administrative services, office support and supplies, development review, staff training, and general professional services.
- * Streets Maintenance - Streets rehabilitation, pavement preservation, equipment and machinery operation and maintenance, utilities, landscaping, right-of-way maintenance, traffic control, drainage maintenance and multi-modal facility maintenance in the public right-of-way.
- * Facilities Maintenance - Maintenance of City buildings, service contracts, facility utilities, and facility improvements.
- * Parks Maintenance - Maintenance of parks grounds, equipment and machinery, service contracts, and utilities.
- * Aquatics Maintenance - Maintenance of community pool.
- * Stormwater Quality - Stormwater quality permit fees, professional services, and public outreach.
- * Capital Projects Management - Personnel management of capital improvement projects.
- * Transportation Services - Traffic control aid support for congestion relief traffic control operations.

FY 2019 PROGRAM EXPENDITURES: \$6,347,280



PUBLIC WORKS – Sustainability

BUDGET SUMMARY	FY2019 Budget	% of FY2019 Budget	FY2018 Budget	FY2018 Estimate	FY2017 Actual
Program Expenditures					
Supplies & Services	\$ 55,000	96%	\$ -	\$ -	\$ -
Internal Charges	2,240	4%	-	-	-
Total Expenditures	\$ 57,240	100%	\$ -	\$ -	\$ -
Expenditures by Fund					
General Fund Portion	\$ 57,240	100%	\$ -	\$ -	\$ -
Funding Sources					
Funding from General Revenues	\$ 57,240	100%	\$ -	\$ -	\$ -
Employee Time Allocation (FTEs) (Budgeted)	0.00		0.00		0.00

The Sustainability program includes the agreement with the US Forest Service for trails maintenance and the support of the Oak Creek Watershed Council.

FY 2018 Accomplishments

FY 2019 Objectives

WORKLOAD INDICATORS	Benchmark	FY16 Actual	FY17 Actual	FY18 Projection	FY18 Estimate	FY19 Projection
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PERFORMANCE MEASURES	Benchmark	FY16 Actual	FY17 Actual	FY18 Target	FY18 Estimate	FY19 Target
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PUBLIC WORKS – Aquatics Operations & Maintenance

BUDGET SUMMARY	FY2019 Budget	% of FY2019 Budget	FY2018 Budget	FY2018 Estimate	FY2017 Actual
Program Expenditures					
Personnel Services	\$ 11,980	14%	\$ 12,220	\$ 11,840	\$ -
Supplies & Services	37,000	44%	29,529	36,160	-
Capital & Debt Service	26,500	31%	6,631	-	-
Subtotal Direct Costs	\$ 75,480	89%	\$ 48,380	\$ 48,000	\$ -
Internal Charges	9,160	11%	7,880	7,880	-
Total Expenditures	\$ 84,640	100%	\$ 56,260	\$ 55,880	\$ -
Expenditures by Fund					
General Fund Portion	\$ 84,640	100%	\$ 56,260	\$ 55,880	\$ -
Funding Sources					
Funding from General Revenues	\$ 84,640	100%	\$ 56,260	\$ 55,880	\$ -
Employee Time Allocation (FTEs) (Budgeted)	0.20		0.20		0.00

Maintenance of the community pool.

FY 2018 Accomplishments

Maintained the level of maintenance to allow expansion of programming and participation, in events and rentals, for the public pool facility.

FY 2019 Objectives

Continue to build team effectiveness with the Parks and Recreation Department to provide a high level of service for maintenance of the public pool facility.

WORKLOAD INDICATORS	Benchmark	FY16 Actual	FY17 Actual	FY18 Projection	FY18 Estimate	FY19 Projection
Attendance at lap swim and open swim		5,081	6,036	6,300	11,410	11,500
Number of days operational in season		176	183	N/A	231	231

PERFORMANCE MEASURES	Benchmark	FY16 Actual	FY17 Actual	FY18 Target	FY18 Estimate	FY19 Target
Health inspections passed. (Benchmark is based on historical trend)	100%	100%	100%	N/A	100%	100%

PUBLIC WORKS – Parks Facilities & Maintenance

BUDGET SUMMARY	FY2019 Budget	% of FY2019 Budget	FY2018 Budget	FY2018 Estimate	FY2017 Actual
Program Expenditures					
Personnel Services	\$ 259,550	28%	\$ 270,460	\$ 277,050	\$ 265,835
Supplies & Services	334,300	37%	339,696	328,722	198,944
Capital & Debt Service	7,500	1%	19,230	27,263	25,588
Subtotal Direct Costs	\$ 601,350	66%	\$ 629,385	\$ 633,035	\$ 490,367
Internal Charges	314,130	34%	297,020	297,020	-
Total Expenditures	\$ 915,480	100%	\$ 926,405	\$ 930,055	\$ 490,367
Expenditures by Fund					
General Fund Portion	\$ 915,480	100%	\$ 926,405	\$ 930,055	\$ 485,123
Other Funds Portion	\$ -	0%	\$ -	\$ -	\$ 5,244
Funding Sources					
Program Revenues	\$ 5,000	1%	\$ -	\$ -	\$ -
Funding from General Revenues	\$ 910,480	99%	\$ 926,405	\$ 930,055	\$ 490,367
Employee Time Allocation (FTEs) (Budgeted)	4.28		4.45		5.16

Maintenance of parks grounds, equipment and machinery, service contracts, and utilities.

FY 2018 Accomplishments

- * In-house projects completed in FY2018 included the Sinagua Property Communication Line, Ranger Station Park Material Screening, Wastewater Material Screening, Ranger Station Park Sewer Line, Uptown Wayfinding Parking Lot Sign and Post Installations, Wastewater Plant Communication Lines, 401 Jordan Road.
- * Continued to build in-house staff abilities. This has resulted in more projects being completed in-house during regular business hours, which is not reflected in the savings.
- * Maintained lawn area maintenance below \$5,000 per acre in FY18.

FY 2019 Objectives

- * Maintain lawn area maintenance below \$5,000 per acre in FY19.
- * Save \$70,000 or more due to completing in-house projects in FY19.
- * Continue to build in-house staff abilities.

WORKLOAD INDICATORS	Benchmark	FY16 Actual	FY17 Actual	FY18 Projection	FY18 Estimate	FY19 Projection
Parks lawn area acres		6.0	6.2	6.2	6.2	6.2
Parks maintained acres		64	72	72	72	72
Parks maintenance program cost		\$699,319	\$586,426	\$604,295	\$626,445	\$660,852
Parks lawn area maintenance cost		\$17,950	\$18,400	23,600 (revised)	\$25,200	\$25,600
In-house projects completed (#)		2	6	5	7	8
In-house projects contractor bid amount		\$57,900	\$208,815	\$100,000	\$276,200	\$200,000
In-house projects actual cost (\$)		\$21,250	\$93,780	\$35,000	\$172,000	\$100,000

PERFORMANCE MEASURES	Benchmark	FY16 Actual	FY17 Actual	FY18 Target	FY18 Estimate	FY19 Target
Park maintenance expenditures		\$699,319	\$461,237	N/A	\$626,445	\$660,852
Overall parks maintenance cost per developed acre		\$22,000	\$14,700	\$15,200	\$15,800	\$16,600
Parks lawn area cost per acre		\$3,000	\$3,000	\$3,800	\$4,100	\$4,100
Savings due to in-house projects		\$36,650	\$115,000	\$65,000	\$104,000	\$100,000
Park maintenance expenditure per developed park acre (ICMA Benchmark)	\$4,703		\$6,406			

PUBLIC WORKS – Engineering Services

BUDGET SUMMARY	FY2019 Budget	% of FY2019 Budget	FY2018 Budget	FY2018 Estimate	FY2017 Actual
Program Expenditures					
Personnel Services	\$ 604,400	70%	\$ 654,770	\$ 667,060	\$ 727,219
Supplies & Services	64,900	7%	109,581	98,581	46,986
Subtotal Direct Costs	\$ 669,300	77%	\$ 764,351	\$ 765,641	\$ 774,205
Internal Charges	197,590	23%	269,810	269,810	-
Total Expenditures	\$ 866,890	100%	\$ 1,034,161	\$ 1,035,451	\$ 774,205
Expenditures by Fund					
General Fund Portion	\$ 586,220	68%	\$ 717,871	\$ 727,441	\$ 592,451
Wastewater Fund Portion	\$ 280,670	32%	\$ 316,290	\$ 308,010	\$ 181,754
Funding Sources					
Program Revenues	\$ 9,000	1%	\$ 4,000	\$ 12,925	\$ 4,950
Funding from General Revenues	\$ 857,890	99%	\$ 1,030,161	\$ 1,022,526	\$ 769,255
Employee Time Allocation (FTEs) (Budgeted)	6.85		7.56		9.01

The Engineering Services program is responsible for administrative services, office support and supplies, development review, staff training, and general professional services. A portion of the Engineering Services program is allocated to the Wastewater Enterprise Fund and represents the Fund's share of the cost for support services.

FY 2018 Accomplishments

- * Maintained service in this program area, with the increase in projects and overall development.

FY 2019 Objectives

- * Continue to build team effectiveness with the Community Development Department to provide a high level of service for development services support.
- * Continue to support development of CFA's with Community Development.
- * Continue to support the review and update of DIF fees.
- * Continue to support the review and update of the LDC with Community Development.

WORKLOAD INDICATORS	Benchmark	FY16 Actual	FY17 Actual	FY18 Projection	FY18 Estimate	FY19 Projection
Building Permits Reviewed		295	305	305	320	330
Commercial Permits Reviewed		211	229	250	230	250

PUBLIC WORKS – Streets Maintenance

BUDGET SUMMARY	FY2019 Budget	% of FY2019 Budget	FY2018 Budget	FY2018 Estimate	FY2017 Actual
Program Expenditures					
Personnel Services	\$ 381,290	14%	\$ 346,100	\$ 348,090	\$ 243,539
Supplies & Services	1,931,150	71%	1,867,627	1,825,627	1,837,507
Capital & Debt Service	40,000	1%	72,000	72,000	52,800
Subtotal Direct Costs	\$ 2,352,440	87%	\$ 2,285,727	\$ 2,245,717	\$ 2,133,846
Internal Charges	360,470	13%	366,230	366,230	-
Total Expenditures	\$ 2,712,910	100%	\$ 2,651,957	\$ 2,611,947	\$ 2,133,846
Expenditures by Fund					
General Fund Portion	\$ 1,507,190	56%	\$ 1,448,467	\$ 1,408,457	\$ 907,252
Other Funds Portion	\$ 1,205,720	44%	\$ 1,203,490	\$ 1,203,490	\$ 1,226,595
Funding Sources					
Program Revenues	\$ 937,000	35%	\$ 958,200	\$ 962,300	\$ 947,216
Funding from General Revenues	\$ 1,775,910	65%	\$ 1,693,757	\$ 1,649,647	\$ 1,186,630
Employee Time Allocation (FTEs) (Budgeted)	3.42		5.18		3.26

Streets operation and maintenance including equipment and machinery, utilities, landscaping, right-of-way maintenance, drainage maintenance and multi-modal facility maintenance in the public right-of-way.

FY 2018 Accomplishments

- * Provided required traffic count data and maintained NACOG funding eligibility.
- * Increased the number of culverts cleaned compared to prior fiscal year.

FY 2019 Objectives

- * Continue to enhance bicycle route signage.

WORKLOAD INDICATORS	Benchmark	FY16 Actual	FY17 Actual	FY18 Projection	FY18 Estimate	FY19 Projection
Number of culverts cleaned		22	25	30	27	30

PERFORMANCE MEASURES	Benchmark	FY16 Actual	FY17 Actual	FY18 Target	FY18 Estimate	FY19 Target
Maintained NACOG Funding Eligibility (provided traffic count data)	Yes	Yes	Yes	Yes	Yes	Yes
Expenditures, paved road rehabilitation, Per paved lane mile (ICMA Benchmark)	\$6,197		\$7,090			

PUBLIC WORKS – Stormwater Quality

BUDGET SUMMARY	FY2019 Budget	% of FY2019 Budget	FY2018 Budget	FY2018 Estimate	FY2017 Actual
Program Expenditures					
Personnel Services	\$ 99,380	57%	\$ 98,760	\$ 99,970	\$ 94,097
Supplies & Services	34,000	20%	59,500	59,500	43,424
Subtotal Direct Costs	\$ 133,380	77%	\$ 158,260	\$ 159,470	\$ 137,521
Internal Charges	40,130	23%	38,160	38,160	-
Total Expenditures	\$ 173,510	100%	\$ 196,420	\$ 197,630	\$ 137,521
Expenditures by Fund					
General Fund Portion	\$ 173,510	100%	\$ 196,420	\$ 197,630	\$ 137,521
Funding Sources					
Funding from General Revenues	\$ 173,510	100%	\$ 196,420	\$ 197,630	\$ 137,521
Employee Time Allocation (FTEs) (Budgeted)	1.29		1.30		1.30

The Stormwater Quality Program is responsible for ADEQ permit fees, supplies, street sweeping of City parking lots, analytical monitoring of stormwater outfalls, professional services, and public outreach.

FY 2018 Accomplishments

- * Completed Pre-Monsoon Program for FY 2017-18
- * Met the ADEQ requirements for Municipal Separate Storm Sewer System (MS4) compliance per ADEQ Permit No. AZG2016-002, and our Notice of Intent with ADEQ
- * Held eight tabling/outreach events, interacting with 677 people for a total of 72 education hours
- * Presented stormwater pollution's effect in Oak Creek to two organizations
- * Held two trash pickup events within Sedona with a total of 18 volunteers, collecting 159 pounds of trash
- * Installed numerous "NO DUMPING – Drains to Oak Creek" curb markers
- * Maintained 13 pet waste stations throughout Sedona, collecting 3,572 pounds of feces during FY 2016-17, and 2,228 pounds of feces during the first eight months of FY 2017-18
- * City parking lots were power swept on a regular basis
- * Identified and collected GPS information on 286 stormwater outfalls

FY 2019 Objectives

- * Complete Pre-Monsoon Program for FY 2018-19
- * Meet the ADEQ requirements for MS4 compliance per ADEQ Permit No. AZG2016-002, and our NOI with ADEQ

WORKLOAD INDICATORS	Benchmark	FY16 Actual	FY17 Actual	FY18 Projection	FY18 Estimate	FY19 Projection
Letters written to property owners regarding Pre-Monsoon Program inspection outcomes		11	21	N/A	15	15
Collected pounds of dog feces through semimonthly pet waste station maintenance		2,800	3,572	N/A	2,228	3,500
Stormwater based articles in news outlets		5	4	N/A	3	3
Dry weather outfall monitoring inspections		0	28	N/A	61	57
Visual and analytical wet weather monitoring inspections		0	0	N/A	20	20
Internal inspections of City maintenance yards		0	0	N/A	6	12
Stormwater compliance inspections (active CIP projects - every two weeks)		13	27	N/A	30	30
CIP project post-construction BMP inspections		0	0	N/A	19	22
Stormwater compliance inspections (active private development projects - every month)		23	12	N/A	4	36
Letters sent regarding illicit discharges to the MS4		20	6	N/A	11	10
Held public outreach tabling events		5	8	N/A	4	4
Sent educational brochures to local contractors		136	142	N/A	142	142
Presentations to local organizations		0	2	N/A	2	2
Held trash pickup events		0	2	N/A	2	2

PERFORMANCE MEASURES	Benchmark	FY16 Actual	FY17 Actual	FY18 Target	FY18 Estimate	FY19 Target
MS4 Compliant (Municipal Separate Storm Sewer System) (Benchmark based on historic trend)	Yes	Yes	Yes	Yes	Yes	Yes
Single family home active construction site inspections		0	0	N/A	39	75
Private development post-construction BMP inspections		0	0	N/A	8	8

PUBLIC WORKS – Transportation Services

BUDGET SUMMARY	FY2019 Budget	% of FY2019 Budget	FY2018 Budget	FY2018 Estimate	FY2017 Actual
Program Expenditures					
Personnel Services	\$ 129,950	73%	\$ 111,290	\$ 91,520	\$ -
Supplies & Services	5,750	3%	4,573	4,573	-
Capital & Debt Service	-	0%	16,000	16,000	-
Subtotal Direct Costs	\$ 135,700	77%	\$ 131,863	\$ 112,093	\$ -
Internal Charges	41,290	23%	43,620	43,620	-
Total Expenditures	\$ 176,990	100%	\$ 175,483	\$ 155,713	\$ -
Expenditures by Fund					
General Fund Portion	\$ 176,990	100%	\$ 175,483	\$ 155,713	\$ -
Funding Sources					
Program Revenues	\$ 10,020	6%	\$ -	\$ -	\$ -
Funding from General Revenues	\$ 166,970	94%	\$ 175,483	\$ 155,713	\$ -
Employee Time Allocation (FTEs) (Budgeted)	2.51		1.82		0.00

The Transportation Services program is responsible for traffic congestion relief. The new traffic control operations includes setting up, operating, and maintaining on-going traffic control operations throughout the year, primarily focused on improving traffic flows through Uptown, and the SR 179 corridor. A reduction in travel times will improve the quality of life for residents and the Sedona experience for visitors.

FY 2018 Accomplishments

- * Began traffic control operations management by public works in FY 2017.
- * Began measuring travel time delay in February 2017.
- * Increased the number of days traffic control operations were maintained for days experiencing high congestion on SR 89A and SR 179.
- * Maintained traffic control operations for 10 of 13 holidays expected to have high congestion in FY 2018.

FY 2019 Objectives

- * In FY19, reduce the number of days of travel time (TT), exceeding the high congestion threshold on SR 89A and SR 179, below the number of days experienced in FY18. The thresholds considered, for high congestion on SR 89A and SR 179, are 42 minutes and 36 minutes respectively.
- * Maintain traffic control operations for a minimum of 90% of those days experiencing high congestion on SR 89A and SR 179.
- * Maintain traffic control operations for all holidays expected to have high congestion in FY 2019.

PUBLIC WORKS – Transportation Services

continued

WORKLOAD INDICATORS	Benchmark	FY16 Actual	FY17 Actual	FY18 Projection	FY18 Estimate	FY19 Projection
Number of days with traffic control on SR 89A (Benchmark per historic trend)	75	N/A	35	58	62	72
Number of days with traffic control on SR 179	25	N/A	12	12	20	25
Number of holiday weekends with delays > 42 minutes – SR 89A Uptown (Benchmark per historic trend)	7	N/A	3	3	7	7
Number of holiday weekends with delays > 36 Minutes – SR 179 (Benchmark per historic trend)	6	N/A	3	3	6	6
Number of holiday weekends with traffic control (Benchmark per historic trend)	13	N/A	6*	11	14	13
Number of days of delays > 42 minutes – SR 89A Uptown (* Days of delay were only measured beginning February 2017) (Benchmark based on historic trend)	20	N/A	11*	10	24	20
Number of days of delays > 36 minutes – SR 179 (* Days of delay were only measured beginning February 2017) (Benchmark per historic trend)	13	N/A	6*	6	14	13
Average peak vehicles per hour, with traffic control, vehicles traveling SB SR 89A thru Uptown (over weekends, March thru June)		N/A	846	N/A	860	880
Average peak vehicles per hour, WITHOUT traffic control, vehicles traveling SB SR 89A thru Uptown (over weekends, March thru June)		N/A	799	N/A	810	830
Average peak vehicles per hour, with traffic control, vehicles traveling SB SR 89A thru Uptown (over weekends, July thru Thanksgiving)		N/A	N/A	N/A	860	880
Average peak vehicles per hour, WITHOUT traffic control, vehicles traveling SB SR 89A thru Uptown (over weekends, July thru Thanksgiving)		N/A	N/A	N/A	780	800

PERFORMANCE MEASURES	Benchmark	FY16 Actual	FY17 Actual	FY18 Target	FY18 Estimate	FY19 Target
Average travel time reduction, with traffic control vs. without, vehicles traveling SB SR 89A thru Uptown (over weekends, March thru June) NOTE: travel time reduced from 41 min to 26 min, in actual FY 17.		N/A	15 minutes	N/A	17 minutes	18 minutes
Average travel time reduction, with traffic control vs. without, vehicles traveling SB SR 89A through Uptown (over weekends, July thru Thanksgiving) NOTE: travel time reduced from 33 min to 30 min, in actual FY 17.		N/A	N/A	N/A	3 minutes	5 minutes
Traffic control operations maintained for days experiencing high congestion (>42 AND 36 min) on SR 89A and SR 179 (%)		N/A	46%	N/A	47%	75%

PUBLIC WORKS – Facilities Maintenance

BUDGET SUMMARY	FY2019 Budget	% of FY2019 Budget	FY2018 Budget	FY2018 Estimate	FY2017 Actual
Program Expenditures					
Personnel Services	\$ 119,130	18%	\$ 116,510	\$ 103,910	\$ 97,429
Supplies & Services	386,350	59%	329,177	353,850	343,986
Capital & Debt Service	86,000	13%	168,190	40,000	78,608
Subtotal Direct Costs	\$ 591,480	90%	\$ 613,877	\$ 497,760	\$ 520,023
Internal Charges	63,870	10%	57,240	57,240	-
Total Expenditures	\$ 655,350	100%	\$ 671,117	\$ 555,000	\$ 520,023
Expenditures by Fund					
General Fund Portion	\$ 655,350	100%	\$ 671,117	\$ 555,000	\$ 520,023
Funding Sources					
Allocations to Other Departments	\$ 650,070	99%	\$ 564,540	\$ 564,540	\$ -
Funding from General Revenues	\$ 5,280	1%	\$ 106,577	\$ (9,540)	\$ 520,023
Employee Time Allocation (FTEs) (Budgeted)	1.79		1.60		1.60

Maintenance of City buildings, service contracts, facility utilities, and facility improvements.

FY 2018 Accomplishments

- * Developed Property Management Maintenance Plan.
- * FY 2018 reported admin/office facilities custodial expenditure per square foot well below the average reported in the ICMA key performance indicators.

FY 2019 Objectives

- * Continue to enhance Property Management Maintenance Plan.
- * Utilize Property Manager program to continue to improve customer service.

WORKLOAD INDICATORS	Benchmark	FY16 Actual	FY17 Actual	FY18 Projection	FY18 Estimate	FY19 Projection
Facilities maintenance cost		\$474,000	422,600	\$498,190	\$398,910	\$487,000
Number of city maintained facilities		21	22	22	22	22
Number of Property Manager requests.		N/A	N/A	N/A	310	350

PERFORMANCE MEASURES	Benchmark	FY16 Actual	FY17 Actual	FY18 Target	FY18 Estimate	FY19 Target
Admin/Office facilities, custodial expenditure per square foot. (Benchmark ICMA average)	\$1.75	N/A	\$0.70	N/A	\$0.66	\$0.81
Facilities cost per facility		\$22,574	\$19,209	\$22,645	\$18,132	\$21,468

PUBLIC WORKS – Capital Projects Management

BUDGET SUMMARY	FY2019 Budget	% of FY2019 Budget	FY2018 Budget	FY2018 Estimate	FY2017 Actual
Program Expenditures					
Personnel Services	\$ 492,500	70%	\$ 368,910	\$ 362,960	\$ 341,389
Supplies & Services	14,690	2%	9,120	9,120	-
Subtotal Direct Costs	\$ 507,190	72%	\$ 378,030	\$ 372,080	\$ 341,389
Internal Charges	197,080	28%	190,530	190,530	-
Total Expenditures	\$ 704,270	100%	\$ 568,560	\$ 562,610	\$ 341,389
Expenditures by Fund					
General Fund Portion	\$ 544,830	77%	\$ 453,530	\$ 507,940	\$ 254,586
Wastewater Fund Portion	\$ 50,360	7%	\$ 115,030	\$ 54,670	\$ 86,803
Other Funds Portion	\$ 109,080	15%	\$ -	\$ -	\$ -
Funding Sources					
Allocations to Other Departments	\$ -	0%	\$ -	\$ -	\$ -
Program Revenues	\$ 159,440	23%	\$ 115,030	\$ 54,670	\$ 86,803
Funding from General Revenues	\$ 544,830	77%	\$ 453,530	\$ 507,940	\$ 254,586
Employee Time Allocation (FTEs) (Budgeted)	4.82		3.55		3.34

The Public Works Department manages projects for multiple budget programs. As shown below, the Capital Improvement Program (CIP) includes:

- * Art in Public Places – Art in the Roundabouts.
- * Drainage – Brewer Road/Tlaquepaque improvements, Juniper Hills Drainage, easement acquisition, Coffee Pot Drainage Basin improvements.
- * Municipal Court – Sinagua building remodel.
- * Police – Shooting Range Improvements, Police facility renovations.
- * Public Works – General public works projects like the Uptown Restroom Improvements (nothing budgeted for FY 2018).
- * Parks and Recreation – Concession stand improvements, park land acquisition, Dog Park upgrade, Bike Skills Park improvements.
- * Streets – Transportation master plan implementation projects, road projects, sidewalk extensions.
- * Wastewater – Collections system master plan implementation projects, effluent management project (recharge wells), SCADA system upgrades, air drying bed drive pad, bar screen and filter system upgrades, headworks replacement.

A portion of the Capital Projects Management program is allocated to the Wastewater Enterprise Fund and the Transportation Sales Tax Fund and represents the Funds' share of the cost for support services.

FY 2018 Accomplishments

- * Maintained the comprehensible communication report for capital improvement project updates. See www.sedonaaz.gov/CIP.
- * Began implementation of projects recommended in the Transportation Master Plan Update.
- * Completed 68% of budgeted capital improvement projects across multiple departments.

FY 2019 Objectives

- * Complete traffic improvement projects recommended in the Transportation Master Plan Update. See www.sedonaaz.gov/SIM.
- * Complete wastewater projects recommended in the Wastewater Master Plan Update.
- * Complete design and construction of budgeted capital improvement projects on time.
- * Complete design and construction of budgeted capital improvement projects within budget.

WORKLOAD INDICATORS	Benchmark	FY16 Actual	FY17 Actual	FY18 Projection	FY18 Estimate	FY19 Projection
Number of Projects Budgeted		31	26	23	26	37
Projects budgeted (CIP \$M)		\$14.1M	\$10.9M	\$14.1M	\$12.2M	\$19.8M
Value of Parks AND Recreation projects (not including land acq.)		\$1.42M	\$1.5M	\$49,500	\$429,775	\$610,000
Value of Streets projects budgeted		\$2.17M	\$1.70M	\$4.49M	\$2.36M	\$8.62M

PERFORMANCE MEASURES	Benchmark	FY16 Actual	FY17 Actual	FY18 Target	FY18 Estimate	FY19 Target
Projects completed (CIP \$M)		\$9.7M	\$9.6M	\$12.7M	\$8.4M	\$15.8M
Projects completed (%)		69%	89%	90%	68%	81%
Projects completed (CIP \$M) / FTE		\$3.59M	\$3.85M	\$4.55M	\$2.79M	\$4.26M
Projects completed (#) / FTE		11.5	10.4	8.7 (revised)	6.0	9.7

PUBLIC WORKS
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EXPENDITURE SUMMARY

Cost Category	FY2019 Proposed	FY2018 Budget	FY2019 Incr. over FY2018 Budget	FY2018 Est. Actuals	FY2019 Incr. over FY2018 Est.	FY2018 Est. (over)/ under budget	FY2017 Actuals	FY2016 Actuals	FY2015 Actuals	FY2014 Actuals	Explanation of Changes
General Fund											
10-5320-01 - Administration											
Personnel (ongoing)	\$0	\$0	N/A	\$0	N/A	\$0	\$0	\$468,240	\$388,187	\$434,333	
Supplies & Services (ongoing)	\$0	\$0	N/A	\$0	N/A	\$0	\$0	\$24,452	\$55,129	\$13,625	
Administration Total	\$0	\$0	N/A	\$0	N/A	\$0	\$0	\$492,692	\$443,316	\$447,958	
10-5320-09 - Sustainability											
Supplies & Services (ongoing)	\$55,000	\$0	∞	\$0	∞	\$0	\$0	\$0	\$0	\$0	Budget Increase: Moved Oak Creek Watershed Council contribution and USFS agreement for trails maintenance from 10-5320-68 and 10-5320-26
Internal Charges	\$2,240	\$0	∞	\$0	∞	\$0	\$0	\$0	\$0	\$0	
Sustainability Total	\$57,240	\$0	∞	\$0	∞	\$0	\$0	\$0	\$0	\$0	
10-5320-25 - Aquatics Operations & Maintenance											
Personnel (ongoing)	\$11,980	\$12,220	-2%	\$11,840	1%	\$380	\$0	\$0	\$0	\$0	
Supplies & Services (ongoing)	\$37,000	\$29,529	25%	\$36,160	2%	(\$6,631)	\$0	\$0	\$0	\$0	Budget Increase: Reallocation of machinery & equipment between capital and non-capital
Direct Costs (Ongoing) Subtotal	\$48,980	\$41,749	17%	\$48,000	2%	(\$6,251)	\$0	\$0	\$0	\$0	
Internal Charges	\$9,160	\$7,880	16%	\$7,880	16%	\$0	\$0	\$0	\$0	\$0	Budget Increase: Change in allocation of Finance costs
Ongoing Total	\$58,140	\$49,629	17%	\$55,880	4%	(\$6,251)	\$0	\$0	\$0	\$0	
Capital & Debt Service	\$26,500	\$6,631	300%	\$0	∞	\$6,631	\$0	\$0	\$0	\$0	Budget: Pool cover replacement, pool reel replacement, pool chair lift
Aquatics Operations & Maintenance Total	\$84,640	\$56,260	50%	\$55,880	51%	\$380	\$0	\$0	\$0	\$0	

PUBLIC WORKS
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EXPENDITURE SUMMARY

Cost Category	FY2019 Proposed	FY2018 Budget	FY2019		FY2018 Est. Actuals	FY2019 Incr. over FY2018 Est.	FY2018 Est. (over)/ under budget	FY2017 Actuals	FY2016 Actuals	FY2015 Actuals	FY2014 Actuals	Explanation of Changes
			Incr. over FY2018 Budget	FY2018 Est. Actuals								
10-5320-26 - Parks Facilities & Maintenance												
Personnel (ongoing)	\$259,550	\$270,460	-4%	\$277,050		-6%	(\$6,590)	\$260,590	\$466,813	\$408,893	\$415,270	
Supplies & Services (ongoing)	\$323,300	\$339,696	-5%	\$328,722		-2%	\$10,973	\$198,944	\$188,112	\$190,916	\$222,728	
Direct Costs (Ongoing) Subtotal	\$582,850	\$610,156	-4%	\$605,772		-4%	\$4,383	\$459,534	\$654,925	\$599,808	\$637,997	
Internal Charges	\$314,130	\$297,020	6%	\$297,020		6%	\$0	\$0	\$0	\$0	\$0	
Ongoing Total	\$896,980	\$907,176	-1%	\$902,792		-1%	\$4,383	\$459,534	\$654,925	\$599,808	\$637,997	
Supplies & Services (one-time)	\$11,000	\$0	∞	\$0		∞	\$0	\$0	\$0	\$0	\$0	Budget: Conex storage container, scoreboard replacement, gas can storage blast cabinet, toughshed
Capital & Debt Service	\$7,500	\$19,230	-61%	\$27,263		-72%	(\$8,033)	\$25,588	\$44,394	\$30,000	\$34,998	Budget: Fence replacement
One-Time Total	\$18,500	\$19,230	-4%	\$27,263		-32%	(\$8,033)	\$25,588	\$44,394	\$30,000	\$34,998	
Parks Facilities & Maintenance Total	\$915,480	\$926,405	-1%	\$930,055		-2%	(\$3,650)	\$485,123	\$699,319	\$629,808	\$672,995	
10-5320-38 - Engineering Services												
Personnel (ongoing)	\$414,300	\$450,020	-8%	\$459,590		-10%	(\$9,570)	\$557,036	\$0	\$0	\$0	Budget Decrease: Reallocation of positions
Supplies & Services (ongoing)	\$35,400	\$63,751	-44%	\$63,751		-44%	\$0	\$35,415	\$0	\$0	\$0	Budget Decrease: One-time aerial photo in FY18
Direct Costs (Ongoing) Subtotal	\$449,700	\$513,771	-12%	\$523,341		-14%	(\$9,570)	\$592,451	\$0	\$0	\$0	
Internal Charges	\$136,520	\$204,100	-33%	\$204,100		-33%	\$0	\$0	\$0	\$0	\$0	
Engineering Services Total	\$586,220	\$717,871	-18%	\$727,441		-19%	(\$9,570)	\$592,451	\$0	\$0	\$0	
10-5320-39 - Streets Maintenance												
Personnel (ongoing)	\$381,290	\$346,100	10%	\$348,090		10%	(\$1,990)	\$243,539	\$0	\$0	\$0	Budget Increase: Reallocation of positions
Supplies & Services (ongoing)	\$731,150	\$717,627	2%	\$675,627		8%	\$42,000	\$610,913	\$0	\$0	\$0	
Direct Costs (Ongoing) Subtotal	\$1,112,440	\$1,063,727	5%	\$1,023,717		9%	\$40,010	\$854,452	\$0	\$0	\$0	
Internal Charges	\$304,750	\$312,740	-3%	\$312,740		-3%	\$0	\$0	\$0	\$0	\$0	
Ongoing Total	\$1,417,190	\$1,376,467	3%	\$1,336,457		6%	\$40,010	\$854,452	\$0	\$0	\$0	
Supplies & Services (one-time)	\$50,000	\$0	∞	\$0		∞	\$0	\$0	\$0	\$0	\$0	Budget: Carryover of drainage job order contract
Capital & Debt Service	\$40,000	\$72,000	-44%	\$72,000		-44%	\$0	\$52,800	\$0	\$0	\$0	Budget: ADA sidewalk improvements
One-Time Total	\$90,000	\$72,000	25%	\$72,000		25%	\$0	\$52,800	\$0	\$0	\$0	
Streets Maintenance Total	\$1,507,190	\$1,448,467	4%	\$1,408,457		7%	\$40,010	\$907,252	\$0	\$0	\$0	

PUBLIC WORKS
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EXPENDITURE SUMMARY

Cost Category	FY2019 Proposed	FY2018 Budget	FY2019 Incr. over FY2018 Budget	FY2018 Est. Actuals	FY2019 Incr. over FY2018 Est.	FY2018 Est. (over)/ under budget	FY2017 Actuals	FY2016 Actuals	FY2015 Actuals	FY2014 Actuals	Explanation of Changes
10-5320-68 - Stormwater Quality											
Personnel (ongoing)	\$99,380	\$98,760	1%	\$99,970	-1%	(\$1,210)	\$94,097	\$66,782	\$68,836	\$56,827	
Supplies & Services (ongoing)	\$34,000	\$59,500	-43%	\$59,500	-43%	\$0	\$43,424	\$28,602	\$34,369	\$25,290	Budget Decrease: Moved Oak Creek Watershed Council contribution to 10-5320-09, moved a portion of street sweeping contract to 10-5320-39
Direct Costs (Ongoing) Subtotal	\$133,380	\$158,260	-16%	\$159,470	-16%	(\$1,210)	\$137,521	\$95,384	\$103,205	\$82,117	
Internal Charges	\$40,130	\$38,160	5%	\$38,160	5%	\$0	\$0	\$0	\$0	\$0	
Stormwater Quality Total	\$173,510	\$196,420	-12%	\$197,630	-12%	(\$1,210)	\$137,521	\$95,384	\$103,205	\$82,117	
10-5320-77 - Transportation Services											
Personnel (ongoing)	\$129,950	\$111,290	17%	\$91,520	42%	\$19,770	\$0	\$0	\$0	\$0	Budget Increase: Portion of Paid Parking Revenues used to enhance transportation services Current Year Under Budget: Vacancy savings
Supplies & Services (ongoing)	\$5,750	\$4,573	26%	\$4,573	26%	\$0	\$0	\$0	\$0	\$0	
Direct Costs (Ongoing) Subtotal	\$135,700	\$115,863	17%	\$96,093	41%	\$19,770	\$0	\$0	\$0	\$0	
Internal Charges	\$41,290	\$43,620	-5%	\$43,620	-5%	\$0	\$0	\$0	\$0	\$0	
Ongoing Total	\$176,990	\$159,483	11%	\$139,713	27%	\$19,770	\$0	\$0	\$0	\$0	
Capital & Debt Service	\$0	\$16,000	-100%	\$16,000	-100%	\$0	\$0	\$0	\$0	\$0	
Transportation Services Total	\$176,990	\$175,483	1%	\$155,713	14%	\$19,770	\$0	\$0	\$0	\$0	
10-5320-79 - Facilities Maintenance											
Personnel (ongoing)	\$119,130	\$116,510	2%	\$103,910	15%	\$12,600	\$97,429	\$105,241	\$113,631	\$104,816	Current Year Under Budget: Overtime savings
Supplies & Services (ongoing)	\$386,350	\$329,177	17%	\$353,850	9%	(\$24,673)	\$343,986	\$315,873	\$302,208	\$333,825	Budget Increase: Increased electric
Direct Costs (Ongoing) Subtotal	\$505,480	\$445,687	13%	\$457,760	10%	(\$12,073)	\$441,415	\$421,114	\$415,839	\$438,641	
Internal Charges	(\$586,200)	(\$507,300)	16%	(\$507,300)	16%	\$0	\$0	\$0	\$0	\$0	
Ongoing Total	(\$80,720)	(\$61,613)	31%	(\$49,540)	63%	(\$12,073)	\$441,415	\$421,114	\$415,839	\$438,641	
Capital & Debt Service	\$86,000	\$168,190	-49%	\$40,000	115%	\$128,190	\$78,608	\$158,184	\$22,284	\$35,543	Budget: HVAC replacement; building improvements at Jordan Historical Bldg, Contractors Rd bldg, Brewer Rd bldg, and other misc improvements
Facilities Maintenance Total	\$5,280	\$106,577	-95%	(\$9,540)	-155%	\$116,117	\$520,023	\$579,298	\$438,123	\$474,184	

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EXPENDITURE SUMMARY

Cost Category	FY2019 Proposed	FY2018 Budget	FY2019 Incr. over FY2018 Budget	FY2018 Est. Actuals	FY2019 Incr. over FY2018 Est.	FY2018 Est. (over)/ under budget	FY2017 Actuals	FY2016 Actuals	FY2015 Actuals	FY2014 Actuals	Explanation of Changes
10-5320-89 - Capital Projects Management											
Personnel (ongoing)	\$357,870	\$276,890	29%	\$331,300	8%	(\$54,410)	\$254,586	\$221,086	\$178,132	\$165,591	Budget Increase: Reallocation of positions Current Year Over Budget: Reallocation of positions
Supplies & Services (ongoing)	\$7,800	\$7,230	8%	\$7,230	8%	\$0	\$0	\$0	\$0	\$0	
Direct Costs (Ongoing) Subtotal	\$365,670	\$284,120	29%	\$338,530	8%	(\$54,410)	\$254,586	\$221,086	\$178,132	\$165,591	
Internal Charges	\$179,160	\$169,410	6%	\$169,410	6%	\$0	\$0	\$0	\$0	\$0	
Capital Projects Management Total	\$544,830	\$453,530	20%	\$507,940	7%	(\$54,410)	\$254,586	\$221,086	\$178,132	\$165,591	
General Fund Totals											
Personnel Subtotal	\$1,773,450	\$1,682,250	5%	\$1,723,270	3%	(\$41,020)	\$1,507,276	\$1,328,162	\$1,157,679	\$1,176,837	
Supplies & Services (Ongoing) Subtotal	\$1,615,750	\$1,551,083	4%	\$1,529,413	6%	\$21,670	\$1,232,682	\$557,039	\$582,621	\$595,467	
Direct Costs (Ongoing) Subtotal	\$3,389,200	\$3,233,333	5%	\$3,252,683	4%	(\$19,350)	\$2,739,958	\$1,885,201	\$1,740,300	\$1,772,303	
Internal Charges Subtotal	\$441,180	\$565,630	-22%	\$565,630	-22%	\$0	\$0	\$0	\$0	\$0	
Ongoing Subtotal	\$3,830,380	\$3,798,963	1%	\$3,818,313	0%	(\$19,350)	\$2,739,958	\$1,885,201	\$1,740,300	\$1,772,303	
Supplies & Services (One-Time) Subtotal	\$61,000	\$0	∞	\$0	∞	\$0	\$0	\$0	\$0	\$0	
Capital & Debt Service Subtotal	\$160,000	\$282,050	-43%	\$155,263	3%	\$126,787	\$156,997	\$202,578	\$52,284	\$70,541	
One-Time Subtotal	\$221,000	\$282,050	-22%	\$155,263	42%	\$126,787	\$156,997	\$202,578	\$52,284	\$70,541	
General Fund Total	\$4,051,380	\$4,081,013	-1%	\$3,973,576	2%	\$107,437	\$2,896,955	\$2,087,779	\$1,792,584	\$1,842,845	
Streets Fund											
11-5320-01 - Administration											
Personnel (ongoing)	\$0	\$0	N/A	\$0	N/A	\$0	\$0	\$60,262	\$51,642	\$70,358	
Supplies & Services (ongoing)	\$0	\$0	N/A	\$0	N/A	\$0	\$0	\$29,963	\$94,452	\$60,537	
Administration Total	\$0	\$0	N/A	\$0	N/A	\$0	\$0	\$90,225	\$146,094	\$130,895	
11-5320-39 - Streets Maintenance											
Supplies & Services (ongoing)	\$1,150,000	\$1,150,000	0%	\$1,150,000	0%	\$0	\$1,226,595	\$685,080	\$67,601	\$1,279,869	
Internal Charges	\$55,720	\$53,490	4%	\$53,490	4%	\$0	\$0	\$0	\$0	\$0	
Streets Maintenance Total	\$1,205,720	\$1,203,490	0%	\$1,203,490	0%	\$0	\$1,226,595	\$685,080	\$67,601	\$1,279,869	

PUBLIC WORKS
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EXPENDITURE SUMMARY

Cost Category	FY2019 Proposed	FY2018 Budget	FY2019 Incr. over FY2018 Budget	FY2018 Est. Actuals	FY2019 Incr. over FY2018 Est.	FY2018 Est. (over)/ under budget	FY2017 Actuals	FY2016 Actuals	FY2015 Actuals	FY2014 Actuals	Explanation of Changes
11-5320-54 - R-O-W Maintenance											
Supplies & Services (ongoing)	\$0	\$0	N/A	\$0	N/A	\$0	\$0	\$162,122	\$167,882	\$239,477	
Capital & Debt Service	\$0	\$0	N/A	\$0	N/A	\$0	\$0	\$80,609	\$0	\$31,719	
R-O-W Maintenance Total	\$0	\$0	N/A	\$0	N/A	\$0	\$0	\$242,731	\$167,882	\$271,196	
11-5320-73 - Traffic Signals											
Supplies & Services (ongoing)	\$0	\$0	N/A	\$0	N/A	\$0	\$0	\$108,191	\$106,496	\$117,380	
Traffic Signals Total	\$0	\$0	N/A	\$0	N/A	\$0	\$0	\$108,191	\$106,496	\$117,380	
Streets Fund Totals											
Personnel Subtotal	\$0	\$0	N/A	\$0	N/A	\$0	\$0	\$60,262	\$51,642	\$70,358	
Supplies & Services (Ongoing) Subtotal	\$1,150,000	\$1,150,000	0%	\$1,150,000	0%	\$0	\$1,226,595	\$985,356	\$436,430	\$1,697,263	
Direct Costs (Ongoing) Subtotal	\$1,150,000	\$1,150,000	0%	\$1,150,000	0%	\$0	\$1,226,595	\$1,045,618	\$488,072	\$1,767,621	
Internal Charges Subtotal	\$55,720	\$53,490	4%	\$53,490	4%	\$0	\$0	\$0	\$0	\$0	
Ongoing Subtotal	\$1,205,720	\$1,203,490	0%	\$1,203,490	0%	\$0	\$1,226,595	\$1,045,618	\$488,072	\$1,767,621	
Capital & Debt Service Subtotal	\$0	\$0	N/A	\$0	N/A	\$0	\$0	\$80,609	\$0	\$31,719	
Streets Fund Total	\$1,205,720	\$1,203,490	0%	\$1,203,490	0%	\$0	\$1,226,595	\$1,126,227	\$488,072	\$1,799,340	
Transportation Sales Tax Fund											
17-5320-89 - Capital Projects Management											
Personnel (ongoing)	\$95,920	\$0	∞	\$0	∞	\$0	\$0	\$0	\$0	\$0	Budget Increase: Added engineering position to assist with management of SIM project
Supplies & Services (ongoing)	\$5,000	\$0	∞	\$0	∞	\$0	\$0	\$0	\$0	\$0	Budget Increase: Added engineering position to assist with management of SIM project
Direct Costs (Ongoing) Subtotal	\$100,920	\$0	∞	\$0	∞	\$0	\$0	\$0	\$0	\$0	
Internal Charges	\$8,160	\$0	∞	\$0	∞	\$0	\$0	\$0	\$0	\$0	
Transportation Sales Tax Fund Total	\$109,080	\$0	∞	\$0	∞	\$0	\$0	\$0	\$0	\$0	
Capital Grants Fund											
19-5320-26 - Parks Facilities & Maintenance											
Personnel (ongoing)	\$0	\$0	N/A	\$0	N/A	\$0	\$5,245	\$0	\$0	\$0	
Capital Grants Fund Total	\$0	\$0	N/A	\$0	N/A	\$0	\$5,245	\$0	\$0	\$0	

PUBLIC WORKS
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EXPENDITURE SUMMARY

Cost Category	FY2019 Proposed	FY2018 Budget	FY2019 Incr. over FY2018 Budget	FY2018 Est. Actuals	FY2019 Incr. over FY2018 Est.	FY2018 Est. (over)/ under budget	FY2017 Actuals	FY2016 Actuals	FY2015 Actuals	FY2014 Actuals	Explanation of Changes
Wastewater Enterprise Fund											
59-5320-38 - Engineering Services											
Personnel (ongoing)	\$190,100	\$204,750	-7%	\$207,470	-8%	(\$2,720)	\$170,183	\$0	\$0	\$0	
Supplies & Services (ongoing)	\$29,500	\$45,830	-36%	\$34,830	-15%	\$11,000	\$11,571	\$14,445	\$0	\$0	Budget Decrease: Eliminated Legal Services and Rent budgets Current Year Under Budget: Savings in Legal Services and Rent budgets
Direct Costs (Ongoing) Subtotal	\$219,600	\$250,580	-12%	\$242,300	-9%	\$8,280	\$181,754	\$14,445	\$0	\$0	
Internal Charges	\$61,070	\$65,710	-7%	\$65,710	-7%	\$0	\$0	\$0	\$0	\$0	
Ongoing Total	\$280,670	\$316,290	-11%	\$308,010	-9%	\$8,280	\$181,754	\$14,445	\$0	\$0	
Capital & Debt Service	\$0	\$0	N/A	\$0	N/A	\$0	\$0	\$1,651	\$0	\$0	
Engineering Services Total	\$280,670	\$316,290	-11%	\$308,010	-9%	\$8,280	\$181,754	\$16,096	\$0	\$0	
59-5320-89 - Capital Projects Management											
Personnel (ongoing)	\$38,710	\$92,020	-58%	\$31,660	22%	\$60,360	\$86,803	\$0	\$0	\$0	Budget Decrease: Reallocation of positions Current Year Under Budget: Reallocation of positions
Supplies & Services (ongoing)	\$1,890	\$1,890	0%	\$1,890	0%	\$0	\$0	\$0	\$0	\$0	
Direct Costs (Ongoing) Subtotal	\$40,600	\$93,910	-57%	\$33,550	21%	\$60,360	\$86,803	\$0	\$0	\$0	
Internal Charges	\$9,760	\$21,120	-54%	\$21,120	-54%	\$0	\$0	\$0	\$0	\$0	Budget Decrease: Change in allocations of indirect costs
Capital Projects Management Total	\$50,360	\$115,030	-56%	\$54,670	-8%	\$60,360	\$86,803	\$0	\$0	\$0	
Wastewater Enterprise Fund Totals											
Personnel Subtotal	\$228,810	\$296,770	-23%	\$239,130	-4%	\$57,640	\$256,986	\$0	\$0	\$0	
Supplies & Services (Ongoing) Subtotal	\$31,390	\$47,720	-34%	\$36,720	-15%	\$11,000	\$11,571	\$14,445	\$0	\$0	
Direct Costs (Ongoing) Subtotal	\$260,200	\$344,490	-24%	\$275,850	-6%	\$68,640	\$268,557	\$14,445	\$0	\$0	
Internal Charges Subtotal	\$70,830	\$86,830	-18%	\$86,830	-18%	\$0	\$0	\$0	\$0	\$0	
Ongoing Subtotal	\$331,030	\$431,320	-23%	\$362,680	-9%	\$68,640	\$268,557	\$14,445	\$0	\$0	
Capital & Debt Service Subtotal	\$0	\$0	N/A	\$0	N/A	\$0	\$0	\$1,651	\$0	\$0	
Wastewater Enterprise Fund Total	\$331,030	\$431,320	-23%	\$362,680	-9%	\$68,640	\$268,557	\$16,096	\$0	\$0	

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EXPENDITURE SUMMARY

Cost Category	FY2019 Proposed	FY2018 Budget	FY2019 Incr. over FY2018 Budget	FY2018 Est. Actuals	FY2019 Incr. over FY2018 Est.	FY2018 Est. (over)/ under budget	FY2017 Actuals	FY2016 Actuals	FY2015 Actuals	FY2014 Actuals	Explanation of Changes
GRAND TOTALS											
Personnel (Ongoing) Subtotal	\$2,098,180	\$1,979,020	6%	\$1,962,400	7%	\$16,620	\$1,769,507	\$1,388,424	\$1,209,320	\$1,247,195	
Supplies & Services (Ongoing) Subtotal	\$2,802,140	\$2,748,803	2%	\$2,716,133	3%	\$32,670	\$2,470,848	\$1,556,840	\$1,019,051	\$2,292,730	
Direct Costs (Ongoing) Subtotal	\$4,900,320	\$4,727,823	4%	\$4,678,533	5%	\$49,290	\$4,240,355	\$2,945,264	\$2,228,372	\$3,539,925	
Internal Charges Subtotal	\$575,890	\$705,950	-18%	\$705,950	-18%	\$0	\$0	\$0	\$0	\$0	
Ongoing Subtotal	\$5,476,210	\$5,433,773	1%	\$5,384,483	2%	\$49,290	\$4,240,355	\$2,945,264	\$2,228,372	\$3,539,925	
Supplies & Services (One-Time) Subtotal	\$61,000	\$0	∞	\$0	∞	\$0	\$0	\$0	\$0	\$0	
Capital & Debt Service Subtotal	\$160,000	\$282,050	-43%	\$155,263	3%	\$126,787	\$156,997	\$284,838	\$52,284	\$102,261	
One-Time Subtotal	\$221,000	\$282,050	-22%	\$155,263	42%	\$126,787	\$156,997	\$284,838	\$52,284	\$102,261	
Grand Total	\$5,697,210	\$5,715,823	0%	\$5,539,746	3%	\$176,077	\$4,397,351	\$3,230,102	\$2,280,656	\$3,642,185	

Reconciliation

FY2018 Direct Costs	\$5,009,873
Increase in Electric Utility due to Error in FY18	\$72,600
Added Enhancement to Transportation Services to be paid by the Paid Parking Program	\$10,020
Added Assistant Engineering for Transportation Projects	\$109,080
Change in Allocations of Indirect Costs	(\$142,410)
Increase Funding of Equipment Replacement Reserve	\$12,350
Increase in One-Time Costs	\$62,000
Other Budget Reductions	(\$12,193)
FY2019 Direct Costs	\$5,121,320

PUBLIC WORKS
continued

POSITIONS/ALLOCATIONS SUMMARIES

Position	FY19 FTE	FY18 FTE	FY17 FTE	FY16 FTE
Administrative Assistant ⁽¹⁾	0.60	0.60	0.60	0.00
Assistant Engineer	3.00	2.00	2.00	2.00
Associate Engineer	3.00	3.00	3.00	3.00
Bike Park Maintenance Worker ⁽²⁾	0.25	0.25	0.00	0.00
Chief Engineering Inspector	1.00	1.00	1.00	1.00
City Engineer/Assistant Director of Community Dev.	0.00	0.00	0.00	1.00
City Maintenance Supervisor	1.00	1.00	1.00	1.00
City Maintenance Worker I	6.00	6.00	6.00	6.00
City Maintenance Worker II	2.00	2.00	2.00	1.00
Director of Public Works/City Engineer	1.00	1.00	1.00	0.00
Engineering Services Inspector	2.00	2.00	2.00	2.00
Engineering Supervisor	1.00	1.00	1.00	1.00
Facilities Maintenance Manager	1.00	1.00	1.00	1.00
Field Services Supervisor	0.00	0.00	0.00	1.00
Public Works Administrative Supervisor	1.00	1.00	1.00	1.00
Right-of-Way Specialist	1.00	1.00	2.00	2.00
Right-of-Way Supervisor	1.00	1.00	0.00	0.00
Traffic Control Assistant ⁽²⁾	2.60	1.72	0.00	0.00
Total	27.45	25.57	23.60	23.00

Org Unit	Org Description	FY19 FTE	FY18 FTE	FY17 FTE	FY16 FTE
General Fund					
10-5320-01	Administration	0.00	0.00	0.00	4.85
10-5320-25	Aquatics	0.20	0.20	0.00	0.00
10-5320-26	Parks Facilities & Maintenance	4.28	4.44	5.15	9.30
10-5320-35	Storm Clean-Up	0.30	0.00	0.00	0.00
10-5320-36	Traffic Control	1.70	0.00	0.00	0.00
10-5320-38	Engineering Services	4.49	4.93	6.67	0.00
10-5320-39	Streets Maintenance	3.42	5.17	3.25	0.00
10-5320-42	Uptown Paid Parking	0.29	0.00	0.00	0.00
10-5320-68	Stormwater Quality	1.29	1.29	1.29	0.69
10-5320-77	Transportation Services	2.51	1.82	0.00	0.00
10-5320-79	Facilities Maintenance	1.79	1.60	1.60	2.40
10-5320-89	Capital Projects Management	3.42	2.65	2.45	3.00
General Fund Total		23.69	22.10	20.41	20.24

Transportation Sales Tax Fund					
17-5320-89	Capital Projects Management	1.00	0.00	0.00	0.00
Transportation Sales Tax Fund Total		1.00	0.00	0.00	0.00

Wastewater Enterprise Fund					
59-5250-01	Administration	0.00	0.00	0.00	2.15
59-5252-89	Capital Projects Management	0.00	0.00	0.00	0.61
59-5320-38	Engineering Services	2.36	2.58	2.30	0.00
59-5320-89	Capital Projects Management	0.40	0.89	0.89	0.00
Wastewater Enterprise Fund Total		2.76	3.47	3.19	2.76

Grand Total 27.45 25.57 23.60 23.00

⁽¹⁾ Part-time position

⁽²⁾ Temporary positions



**City of Sedona
Decision Package
Fiscal Year 2018-19**

**CM Recommended
CBWG Recommended**

Request Title	ASPHALT ROLLER
Department	Public Works
Program	Streets
Funding Request Type	OTHER ONETIME
Source of Funds	General Fund
Amount Requested	\$8,200

I. Description of Request

Purchase of an asphalt roller.

II. Problem/Issue

History/Background
How does this affect our citizens/customers quality of life?
If this is not a traditional function, why should the City of Sedona deal with it?
Does the project/issue relate to the Community Plan (or other master plans), or how does this fit into the City's priorities?
What does the City/community get for this investment?

In FY 18 a decision package was approved for the purchase of an asphalt hot box. With the hot box in our equipment inventory, we are able to repair potholes in-house. However, we are unable to complete trench repairs and asphalt patches larger than 2'x2' because we don't have adequate compaction machinery. The addition of an asphalt roller will allow us to complete larger patch jobs and asphalt repairs. In addition it could be used for other in-house projects for soil and subgrade compaction where rental equipment would otherwise be necessary.

This is a benefit to our residents' quality of life because we can maintain higher quality streets in a more timely manner if we do not need to contract the work or wait for rental equipment to complete larger patch jobs.

This is a traditional government function. Nearly all municipalities have some level of in-house asphalt maintenance. Maintaining quality city streets is consistent with council priorities.

If renting a similar piece of equipment, there would be a total annual cost of \$3,000, assuming 20 rentals per year, at a cost of \$150 per day. Initial cost would be \$8,200 with new annual cost for gas/oil and maintenance of approximately \$500. Time for cost recovery would be approximately 3 years.

III. Risk Analysis

What happens if this is not done?
Show examples of best practices from other cities, if applicable.
Discuss other alternatives, if applicable, and why the proposed solution is recommended.

If not done, we are unable to repair asphalt patches in a timely manner, and the area could continue to deteriorate, leading to more costly repairs. We could continue to rent equipment or contract the work out, but at a much higher annual cost.

IV. Implementation

**What is the timeframe for completion of plan and implementation for project/issue?
How will you market/communicate the project/issue to the public?
What performance measures will you use to evaluate the project/issue? Include the targets for FY 2018-19, as well as future years as applicable.**

Purchase would occur within the first quarter of FY 19. Maintenance on roads to be done year round by City Maintenance staff.

V. Cost Savings/Revenue Enhancements

Please explain any cost savings, new funding sources or increased revenues.

NA



**City of Sedona
Decision Package
Fiscal Year 2018-19**

**CM 1/2 Recommended
CBWG Recommended**

Request Title	MAINTENANCE WORKER II
Department	Public Works
Program	Streets
Funding Request Type	PERSONNEL
Source of Funds	General Fund
Amount Requested	\$17,400

I. Description of Request

Promote two staff members into Maintenance Worker II positions. One for Parks Maintenance and one for Streets Maintenance.

II. Problem/Issue

History/Background
How does this affect our citizens/customers quality of life?
If this is not a traditional function, why should the City of Sedona deal with it?
Does the project/issue relate to the Community Plan (or other master plans), or how does this fit into the City's priorities?
What does the City/community get for this investment?

The City Maintenance Division requires additional resources to effectively maintain the assets of the City, meet the needs of the public, and provide internal and external customers with an acceptable level of service. The city recognizes hard work and dedication of staff and this helps build morale.

It is necessary to have an adequate level of staff to avoid deterioration of City-maintained assets, address the needs of the public, and maintain an appropriate level of customer service. This would help in retaining trained staff by offering advancement in their careers. Experienced staff, when valued, will produce better results in search of career advancement.

III. Risk Analysis

What happens if this is not done?
Show examples of best practices from other cities, if applicable.
Discuss other alternatives, if applicable, and why the proposed solution is recommended.

Current staff is limited in their ability to provide adequate services to all areas of responsibility. Assets are beginning to fall into disrepair as was indicated in the FY 15/16 Decision Paper, City Facilities Maintenance Plan Implementation. City right-of-way landscape and hardscape could deteriorate to the point of needing costly renovations or replacement; staff will continue to be over-extended, and it will not be feasible to provide assistance for the increasing number of Parks and Recreation events. In addition, contract labor expenses will need to be added to future budgets in order to accomplish the required work load. Plus, the city risks losing experienced staff to other better paying jobs outside the city.

It is normal, in other cities, for the Parks and Recreation Department and Streets Department to have an adequate level of maintenance staff. Trained/experienced staff is reliable and able to carry out tasks with better results.

IV. Implementation

**What is the timeframe for completion of plan and implementation for project/issue?
How will you market/communicate the project/issue to the public?
What performance measures will you use to evaluate the project/issue? Include the targets for FY 2018-19, as well as future years as applicable.**

Timeframe would be consistent with employees achieving or meeting certain criteria. Maintenance Worker II positions would call for employees who have CPO certification, CDL, Traffic Control Supervisor certification, knowledge of traffic control work zone safety procedures and set-ups, OPM Certification, maintain and operate light to heavy equipment, and knowledge of irrigation systems and seeding/aerating knowledge.

The performance measures will be used to evaluate the overall general appearance of our current facilities, parks, right-of-ways, roadways, sidewalks and State Routes 89A and 179 landscaped areas. Reduction in contract services and costs to maintain the City's current assets. Ability for maintenance staff to provide a higher level of service to internal and external customers, visitors and residents.

Certification of the following: CDL, CPO, OPM, and Traffic Control.

V. Cost Savings/Revenue Enhancements

Please explain any cost savings, new funding sources or increased revenues.

N/A



**City of Sedona
Decision Package
Fiscal Year 2018-19**

**CM Recommend Deferral
CBWG Recommend Deferral**

Request Title	TOPO CONTOURS
Department	Public Works
Program	Engineering Services
Funding Request Type	OTHER ONETIME
Source of Funds	General Fund
Amount Requested	\$36,000

I. Description of Request

This request is for an update of our topography contour data.

II. Problem/Issue

History/Background
How does this affect our citizens/customers quality of life?
If this is not a traditional function, why should the City of Sedona deal with it?
Does the project/issue relate to the Community Plan (or other master plans), or how does this fit into the City's priorities?
What does the City/community get for this investment?

This is information that the city typically acquires every 5 - 10-years depending on the level of change that has occurred in the topography. Contour information for the majority of the city was last updated in 2007. The SR 179 corridor area of the city was updated in 2011.

It is important that the city provides, and has use of, current and accurate contour data for planning and decision making. The staff use and share this data on a daily basis. It is a common request of GIS to provide contour data and maps to realtors, engineers, architects, the general public and other government agencies.

This is a traditional government function and relates to the Community Plan (Storm Water, Transportation, and Wastewater).

III. Risk Analysis

What happens if this is not done?
Show examples of best practices from other cities, if applicable.
Discuss other alternatives, if applicable, and why the proposed solution is recommended.

Staff would need to purchase contour information more often for projects and other services. Staff typically use this level of data (2 contours) for conceptual/preliminary designs. This data is used by engineering services, transportation services, code enforcement, planning, contracted city vendors, as well as by realtors, engineering and architect firms and the general public. Contour data that is inaccurate can lead to errors in projects and other services.

It is common for other municipalities to maintain this data. Other government agencies request the city data from GIS assuming that it is the most current and accurate.

IV. Implementation

**What is the timeframe for completion of plan and implementation for project/issue?
How will you market/communicate the project/issue to the public?
What performance measures will you use to evaluate the project/issue? Include the targets for FY 2018-19, as well as future years as applicable.**

The work would be completed within the first quarter of FY 18/19. The data is used internally and shared with the public on a daily basis. The public contacts city GIS for contour data and maps, and they are charged a fee for these products. The data is also viewed by the public through the city website and GIS interactive maps.

It is very important that the city provides and has use of, current and accurate data for planning and decision making by city management and staff.

V. Cost Savings/Revenue Enhancements

Please explain any cost savings, new funding sources or increased revenues.

Contour data is used for design and planning, both internally and by the public. The public is charged a fee for contour GIS data.

This cost is estimated to be \$36,000, and should last for the next 5 to 10 years before it will need to be updated again. Obtaining site contour data for site specific use can easily cost \$3,000 to \$5,000 per site. Contour GIS data and map requests by realtors, engineering and architect firms, contracted city vendors, as well as the general public, are common. Over a 5-year period approximately \$12,000 to \$15,000 is projected to be charged to the public for obtaining this data.



**City of Sedona
Decision Package
Fiscal Year 2018-19**

**CM Recommended
CBWG Recommended**

Request Title	AIR COMPRESSOR JACK HAMMER
Department	Public Works
Program	Streets
Funding Request Type	OTHER ONETIME
Source of Funds	General Fund
Amount Requested	\$22,000

I. Description of Request

Purchase of air compressor and jack hammer.

II. Problem/Issue

History/Background
How does this affect our citizens/customers quality of life?
If this is not a traditional function, why should the City of Sedona deal with it?
Does the project/issue relate to the Community Plan (or other master plans), or how does this fit into the City's priorities?
What does the City/community get for this investment?

New and reliable equipment helps provide prompt and efficient services to the community.
 This would improve the level of service for our department.

III. Risk Analysis

What happens if this is not done?
Show examples of best practices from other cities, if applicable.
Discuss other alternatives, if applicable, and why the proposed solution is recommended.

Labor times and costs would increase due to lack of proper equipment to break through the red rock for posting signs.
 It is a common piece of equipment for other municipalities.
 Currently, staff is using a mallet to drive down the anchors. This puts staff in danger of muscle strains and/or injury to oneself and/or team member.
 A jack hammer would drive the anchors into the ground much faster and safer with more power.

IV. Implementation

What is the timeframe for completion of plan and implementation for project/issue?
How will you market/communicate the project/issue to the public?
What performance measures will you use to evaluate the project/issue? Include the targets for FY 2018-19, as well as future years as applicable.

Purchase would occur within the first quarter of FY 18/19.

V. Cost Savings/Revenue Enhancements

Please explain any cost savings, new funding sources or increased revenues.



**City of Sedona
Decision Package
Fiscal Year 2018-19**

**CM Recommend Deferral, if not donated
CBWG Recommend Deferral, if not donated**

Request Title	STREET SWEEPER
Department	Public Works
Program	Streets
Funding Request Type	OTHER ONETIME
Source of Funds	General Fund
Amount Requested	\$185,000

I. Description of Request

Purchase of a street sweeper

II. Problem/Issue

History/Background
How does this affect our citizens/customers quality of life?
If this is not a traditional function, why should the City of Sedona deal with it?
Does the project/issue relate to the Community Plan (or other master plans), or how does this fit into the City's priorities?
What does the City/community get for this investment?

The City of Sedona is responsible for maintaining 106 roadway miles, as well as maintaining parks and municipal parking areas.

III. Risk Analysis

What happens if this is not done?
Show examples of best practices from other cities, if applicable.
Discuss other alternatives, if applicable, and why the proposed solution is recommended.

Staff would need to rely on the availability of contractors for street sweeping and continue to sub out the work. Current annual street sweeping costs are \$38,000.00.
 Costs are currently split between the following GL Accounts:
 10-5320-39-6766 - \$30,000.00
 10-5320-68-6405 - \$8,000.00
 The service would continue as per our current schedule. Extending the areas of service would require additional budget.
 It is a common piece of equipment for other municipalities, who do in-house street sweeping.

IV. Implementation

What is the timeframe for completion of plan and implementation for project/issue?
How will you market/communicate the project/issue to the public?
What performance measures will you use to evaluate the project/issue? Include the targets for FY 2018-19, as well as future years as applicable.

A purchase would be done within the first quarter of FY 18/19.
 The equipment would be used per our current street sweeping program and as needed. Any requests for additional streets to be swept can be considered.
 Improved response time in addressing road clean up and debris removal from roadways and resident feedback.

V. Cost Savings/Revenue Enhancements

Please explain any cost savings, new funding sources or increased revenues.



**City of Sedona
Decision Package
Fiscal Year 2018-19**

**CM Recommended at \$0
in Yr 1
CBWG Recommended**

Request Title	SNOW PLOW, STREET SWEEPER, AND SKID STEER DONATION
Department	Public Works
Program	Streets
Funding Request Type	OTHER ONETIME
Source of Funds	General Fund
Amount Requested	\$40,000

I. Description of Request

An anonymous philanthropist would like to donate three full size snow plows, a street sweeper, and a skid steer to the Public Works Department, for snow removal operations.

New and reliable equipment helps provide prompt and efficient services to the Community. This new snow removal equipment would allow staff to cover more area faster. The full size snow plows have a larger plow blade and larger capacity for carrying and applying cinders. Outside winter season, when the plows are not needed for snow removal, the snow removal equipment would be removed and the trucks would be utilized as dump trucks.

The skid steer would be used for moving snow and cinders in confined areas. Outside winter season, when the skid steer is not needed for moving snow and cinders, it would be used at the bike park, and drainage areas, for routine maintenance, and for in-house projects where we would normally need to rent a skid steer.

The street sweeper would be used for cinder removal after ice and snow has melted. If this street sweeper were acquired the other decision package for a street sweeper would not need approval. This street sweeper would cover the needs discussed in the other decision package.

This would improve the level of service of our department.

This is a donation of equipment. However, budget will be required for maintenance costs. This is expected to be approximately \$40,000 annually. The benefits provided include, utilizing the equipment outside winter season for uses we would typically need to rent equipment or hire contractors for. This savings is estimated to be approximately \$75,000 annually.

II. Problem/Issue

History/Background
How does this affect our citizens/customers quality of life?
If this is not a traditional function, why should the City of Sedona deal with it?
Does the project/issue relate to the Community Plan (or other master plans), or how does this fit into the City's priorities?
What does the City/community get for this investment?

The City of Sedona is responsible for snow removal along the 106 public roadway miles, within city limits. This includes the state routes, city streets, and other public areas. The city currently has two snow plow attachments, which are connected to one-ton pickups. This limits the amount of cinders that can be placed while plowing and the amount of snow that can be plowed.

III. Risk Analysis

**What happens if this is not done?
Show examples of best practices from other cities, if applicable.
Discuss other alternatives, if applicable, and why the proposed solution is recommended.**

Staff would need to rely on existing snow removal equipment. The level of service for snow removal would remain the same. The city would not have the benefit of having the equipment for uses outside winter season, and would not realize the associated cost savings.

The equipment is common for other municipalities who perform snow removal service.

IV. Implementation

**What is the timeframe for completion of plan and implementation for project/issue?
How will you market/communicate the project/issue to the public?
What performance measures will you use to evaluate the project/issue? Include the targets for FY 2018-19, as well as future years as applicable.**

A purchase would be made within the first quarter of FY 18/19. The equipment would be used as needed and provide improved response time in addressing snow removal from roadways and resident feedback.

V. Cost Savings/Revenue Enhancements

Please explain any cost savings, new funding sources or increased revenues.



**City of Sedona
Decision Package
Fiscal Year 2018-19**

**CM Recommend Deferral
CBWG Recommended**

Request Title	SEPTIC TANK INSPECTION / REPLACEMENT
Department	Public Works
Program	Engineering Services
Funding Request Type	OTHER ONETIME
Source of Funds	Wastewater Enterprise Fund
Amount Requested	\$25,000

I. Description of Request

The wastewater cluster system agreements, in the City of Sedona, and many of the associated septic tanks are reaching an age where failure will be expected in the near future. This request is for funding that will be used to provide short connections from the cluster system to other city sewer systems, where possible. In addition, city staff would proactively acquire an ADEQ certified inspection of septic tanks that are more than 30 years old. If found to have damage or other issues, these tanks would be replaced or connected to another area of city sewer system, rather than repaired, due to the age of the tank. The requested funding includes inspection and 50% of the cost required to replace or repair the tank.

II. Problem/Issue

History/Background
How does this affect our citizens/customers quality of life?
If this is not a traditional function, why should the City of Sedona deal with it?
Does the project/issue relate to the Community Plan (or other master plans), or how does this fit into the City's priorities?
What does the City/community get for this investment?

Within the City of Sedona we estimate there to be approximately 1,040 septic tanks. This includes properties that are a part of cluster systems. These are systems that have septic tanks and drain only their effluent to the city wastewater system. It also includes properties that have septic tanks solely as their wastewater system. Many of these tanks are aging to a point of being more than 30 years old. With tanks reaching an age near their life expectancy, issues with the operation of the tank become more common. Most often a homeowner is not aware of a problem with their tank until it is clogged and not working properly. At this point it could be leaking sewage and affecting the health and environment of the city. Real estate transactions typically require septic tank inspection. However, certain transactions, and properties that have not changed ownership, may not have had their associated septic tanks inspected for a significant amount of time.

In order to continue to improve the sustainability of the Sedona environment, this request seeks to establish a budget focused on identifying 5 properties annually with septic tanks 30 years old or greater. An inspection will be performed and one of three outcomes will be pursued. These are 1) either the tank will be ADEQ certified in proper working order (with or without necessary minor repairs), 2) the tank will be replaced, or 3) the tank will be abandoned and the wastewater system will be connected to the city wastewater system.

III. Risk Analysis

What happens if this is not done?

Show examples of best practices from other cities, if applicable.

Discuss other alternatives, if applicable, and why the proposed solution is recommended.

Failing septic systems may result in wastewater seeping into groundwater, or surface streams, resulting in pollutant loading to these water sources.

The city's municipal separate storm sewer system (MS4) permit issued by the Arizona Department of Environmental Quality (ADEQ) is tasked with monitoring levels of E. coli as these contaminants have been determined to be at elevated levels in Oak Creek. Reducing the number of failing septic systems would likely aid in reducing the levels of E. coli in our water sources. Staff does not currently have the ability to proactively seek failing septic systems. Therefore, any failing septic systems that exist would remain unknown. Other municipalities typically do not address these issues until they become aware. The city of Sedona would be an innovator in this effort.

IV. Implementation

What is the timeframe for completion of plan and implementation for project/issue?

How will you market/communicate the project/issue to the public?

What performance measures will you use to evaluate the project/issue? Include the targets for FY 2018-19, as well as future years as applicable.

No new staff are expected to be required, the public works inspection staff would manage this program. We do not currently have a method of requiring inspection, repair, or replacement of septic systems that we do not have evidence of being an environmental nuisance. This program would allow residents to volunteer for inspection with the understanding that the city will assist in the funding of this effort. Without volunteering, residents must bear the cost on their own. The benefit to the city is the ability to proactively seek out failing septic systems before they become an environmental nuisance and potentially reduce contaminant loading of our water sources.

Researching and locating the 5 septic tanks to be addressed in FY19 would occur in the first quarter of the fiscal year. The inspection and repair work would occur over the remainder of the fiscal year.

Information regarding the program would be provided to realtors and through an annual news release at the beginning of the fiscal year. Levels of E. coli are monitored throughout the year. Any decrease in the monitored levels would be a benefit.

V. Cost Savings/Revenue Enhancements

Please explain any cost savings, new funding sources or increased revenues.



**City of Sedona
Decision Package
Fiscal Year 2018-19**

**CM Recommended, but
defer if school cannot
participate
CBWG Recommended**

Request Title	POOL ADA PARKING AND ACCESS
Department	Public Works
Program	Parks Facilities & Maintenance
Funding Request Type	OTHER ONETIME
Source of Funds	General Fund
Amount Requested	\$18,000

I. Description of Request

This request is for improved ADA parking and access to the West Sedona Pool entrance and is in response to a question from a community member regarding the existing ADA parking and sidewalks route.

II. Problem/Issue

History/Background
How does this affect our citizens/customers quality of life?
If this is not a traditional function, why should the City of Sedona deal with it?
Does the project/issue relate to the Community Plan (or other master plans), or how does this fit into the City's priorities?
What does the City/community get for this investment?

Staff has reviewed and field verified the status of the ADA parking and route to the pool. The results of staffs' review are that the ADA parking stalls and sidewalk route is out of compliance with both the City Land Development Code and the 2010 ADA Standards. It is important that residents and visitors to the city have access to the public facilities. The pool is in operation year round and is in use on a daily basis.

III. Risk Analysis

What happens if this is not done?
Show examples of best practices from other cities, if applicable.
Discuss other alternatives, if applicable, and why the proposed solution is recommended.

The city could face the liability as a public entity by allowing non-conforming access. It is common for municipalities to provide and maintain ADA access.

IV. Implementation

What is the timeframe for completion of plan and implementation for project/issue?
How will you market/communicate the project/issue to the public?
What performance measures will you use to evaluate the project/issue? Include the targets for FY 2018-19, as well as future years as applicable.

This cost is estimated to be \$18,000.00. This improvement provides ADA compliant access to the community pool facility. The current Intergovernmental Agreement (IGA) between the city and the Sedona-Oak Creek Joint Unified School District No. 9 for operation and maintenance of the Sedona Community Swimming Pool (dated 3/23/16) Section 1.b. Obligations of the District. The District shall: Provide parking and patron access to the Pool. Although the IGA states the school district is responsible for access to the pool, the pool is used for city functions. Staff is proposing the city share half the cost with the school district for the required improvements to comply with ADA parking and access route to the pool. Historically the city and the school district have shared the cost for large improvements and maintenance such as this. Staff has sent a letter to the school district informing them of these needed repairs, however we do not have confirmation of their commitment to share the cost at this point. The work would be completed within the first quarter of FY 18/19.

V. Cost Savings/Revenue Enhancements

Please explain any cost savings, new funding sources or increased revenues.



**City of Sedona
Decision Package
Fiscal Year 2018-19**

**CM Recommended
CBWG Recommended**

Request Title	PESTICIDE CART/SPRAYER
Department	Public Works
Program	Parks Facilities & Maintenance
Funding Request Type	OTHER ONETIME
Source of Funds	General Fund
Amount Requested	\$11,500

I. Description of Request

Purchase of a new cart with sprayer attachment for pesticides.

II. Problem/Issue

History/Background
How does this affect our citizens/customers quality of life?
If this is not a traditional function, why should the City of Sedona deal with it?
Does the project/issue relate to the Community Plan (or other master plans), or how does this fit into the City's priorities?
What does the City/community get for this investment?

Last year, the City of Sedona Maintenance Department added three certified personnel for pesticide spraying from within the department. The city now has a total of four OPM certified personnel and has a need for more equipment to properly utilize staff to better serve the community. The new cart will allow staff to spread out and cover more area in less time. New and reliable equipment helps provide prompt and efficient services to the community.

III. Risk Analysis

What happens if this is not done?
Show examples of best practices from other cities, if applicable.
Discuss other alternatives, if applicable, and why the proposed solution is recommended.

Staff would share equipment and use more man-hours to complete tasks. This is common equipment along with regular trucks for spraying.

City staff also pulls weeds by hand and carries them back to the yard for disposal. The new cart will help in allowing for more capacity for hauling pulled weeds. Sprayed areas would increase daily and task would be completed sooner.

IV. Implementation

What is the timeframe for completion of plan and implementation for project/issue?
How will you market/communicate the project/issue to the public?
What performance measures will you use to evaluate the project/issue? Include the targets for FY 2018-19, as well as future years as applicable.

Purchase would occur within the first quarter of FY 18/19. Pesticide sprayings to be done year round by City Maintenance staff.

V. Cost Savings/Revenue Enhancements

Please explain any cost savings, new funding sources or increased revenues.

POLICE

Mission Statement

The mission of the Sedona Police Department, in partnership with the citizens of Sedona, is to serve our community by protecting life and property, creating a safe environment through Constitutional and professional policing that demonstrates responsiveness, integrity, and commitment with dignity and respect to everyone.

Description

Under the philosophy of community policing and problem solving partnerships, the Department provides professional law enforcement, traffic safety and crime prevention services to the residents, business owners and visitors of Sedona. The Department deploys personnel twenty-four hours a day, seven days a week in our Communications center and in the field responding to emergency incidents and non-emergency calls for service, and conducting proactive patrol operations. Additional administrative and support personnel are assigned various shifts throughout the week to provide field personnel and the public with timely information, documents, and other important material and services. The Police Department is the sole public safety agency within the Sedona city government.

The Police Department is responsible for the following primary program areas:

- * Administration (includes the Office of the Chief of Police and the Executive Assistant)
- * Patrol Division (includes all patrol functions, SWAT, and the Community Services Aides [Uptown Parking Program])
- * Support Services Division (includes General Detectives and Investigators assigned to PANT and GIITEM, Communications/Records, the Administrative Sergeant, K-9, School Resource Officer, and the Community Services Officer [Animal Control])

Under the Administration program is this additional program:

- * Uptown Parking Program
- * Community Relations (includes Police Volunteers and the Police Explorers)

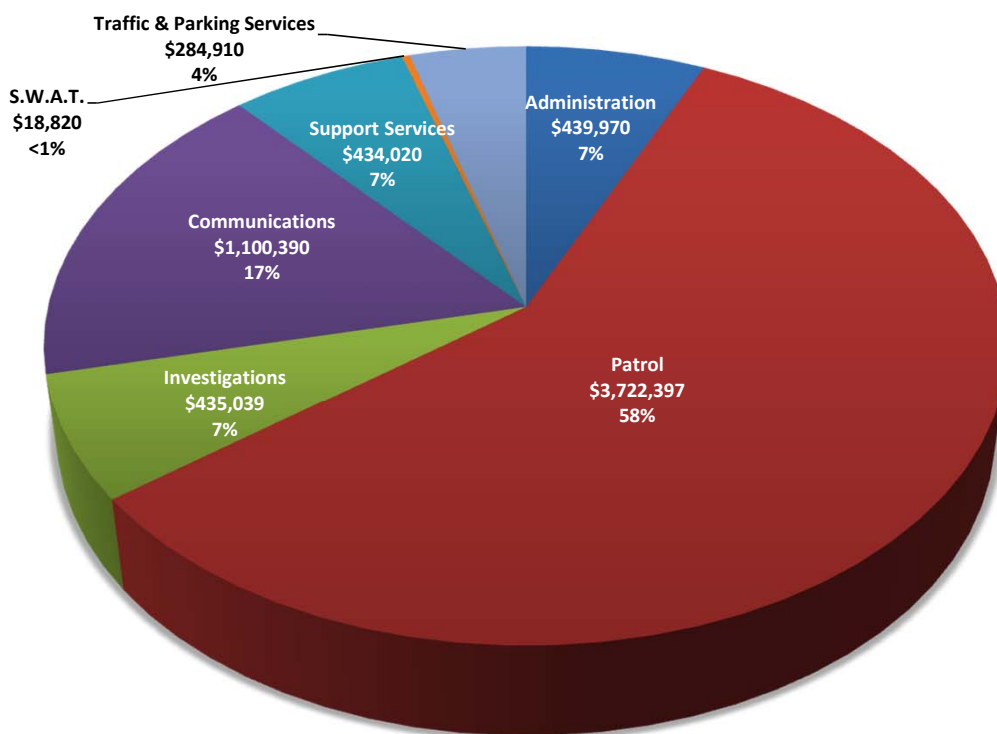
Under the Patrol Division program area are these additional programs:

- * SWAT
- * Traffic and Parking Services (Community Services Aides (CSAs))

Under the Support Services Division program are these additional programs:

- * Communications Section
- * Investigations Section (includes regular Detectives, PANT Investigator, and GIITEM Investigator)
- * K-9
- * Animal Control (Community Services Officer)

FY 2019 PROGRAM EXPENDITURES: \$6,435,546



POLICE – Administration

BUDGET SUMMARY	FY2019 Budget	% of FY2019 Budget	FY2018 Budget	FY2018 Estimate	FY2017 Actual
Program Expenditures					
Personnel Services	\$ 273,510	62%	\$ 429,610	\$ 421,090	\$ 202,250
Supplies & Services	73,610	17%	78,309	80,309	92,762
Capital & Debt Service	-	0%	-	-	20,000
Subtotal Direct Costs	\$ 347,120	79%	\$ 507,919	\$ 501,399	\$ 315,012
Internal Charges	92,850	21%	132,120	132,120	-
Total Expenditures	\$ 439,970	100%	\$ 640,039	\$ 633,519	\$ 315,012
Expenditures by Fund					
General Fund Portion	\$ 426,620	97%	\$ 628,689	\$ 622,169	\$ 307,356
Other Funds Portion	\$ 13,350	3%	\$ 11,350	\$ 11,350	\$ 7,656
Funding Sources					
Program Revenues	\$ 13,500	3%	\$ 11,650	\$ 11,365	\$ 7,971
Funding from General Revenues	\$ 426,470	97%	\$ 628,389	\$ 622,154	\$ 307,041
Employee Time Allocation (FTEs) (Budgeted)	2.00		3.00		3.00

The Police Administration program (Office of the Chief of Police) consists of the Police Chief and the Chief's Executive Assistant. The Chief's Office is responsible for essential administrative services such as the development and implementation of policy and procedure; budget planning and management; long range planning; grant development and management; coordination of all training and travel; facility maintenance coordination; and, conducting the Police Citizens Academy. Liaison to the City Manager and the City Council are also assigned to this program, as well as media relations, and the investigations and reporting of all Department complaints and commendations.

FY 2018 Accomplishments

- * Obtained City funding and purchased a new Computer Aided Dispatch/Records Management System (CAD/RMS). Initiated start-up of data input, and began training all employees.
- * Evaluated a new in-car camera system, deferring funding request until the FY 20 budget cycle.
- * Held three community-police events, including National Night Out, Coffee with a Cop, and a Hispanic Outreach.
- * Trained all sworn Department supervisors and command staff on basic Incident Command System (ICS) within the National Incident Management System framework.
- * Submitted applications for grant funding from three governmental and community entities to enhance Department operations.
- * Worked with the Sedona Fire District (SFD) and local law enforcement agencies to develop training exercises to increase emergency preparedness and responses to critical incidents within the City of Sedona and the Verde Valley. Participated in two critical incident exercises with first responder partners.
- * Held a Supervisory and Management Training and Teambuilding Retreat in December 2017.
- * Purchased new uniforms for all sworn officers, using Asset Forfeiture funds.
- * Tested and hired one Police Commander, one Police Lieutenant, two Police Sergeants, and two Police Detectives.
- * Maintained full staffing levels of sworn police officers during all FY18.
- * Worked with City Staff to develop and promote an emergency notification system (Nixle) for residents and visitors.
- * Negotiated and entered into an Intergovernmental Agreement (IGA) with the Coconino County Sheriff's Office to handle some calls for service in the Oak Creek Canyon area and be compensated for our employee's time and equipment use.
- * Trained all sworn employees on the use of Narcan (Naxalone), to be administered to persons who have overdosed on opioid-related compounds.

FY 2019 Objectives

- * Provide leadership to Department personnel to enable a smooth transition to a new CAD/RMS (Spillman) system, which can be a frustrating and difficult experience even when done correctly.
- * Continue to refine the (Lexipol) SPD Policy Manual, ensuring it is up to date and properly disseminated in whole to the employees by September 1, 2018.
- * Review and refine the organizational hierarchy (organizational chart), using existing personnel if possible, to reflect enhanced efficiencies of operation and administration workload.
- * Secure multiple grant awards and community donations, to purchase additional equipment to enhance Department operations, including officer safety equipment, community and public welfare equipment, and K-9 and Equestrian Unit donations/grants.
- * Continue to work with our first responder colleagues (SFD and other regional law enforcement agencies) to enhance our mutual aid response plans to critical incidents, including potential mass casualty events. Plan and conduct at least one multi-agency, critical incident exercise.
- * Finalize and disseminate policies and procedures for ancillary assignments, such as Police Bicycle Patrol, Equestrian Detail, and Traffic (Motorcycle) Detail.
- * Develop training materials for Critical Incident/Emergency Management deployment, and conduct training exercises for critical City staff and Council Members.
- * Train all Department employees on Critical Incident Training (CIT) and mental health problem recognition and responses.

POLICE – Administration
continued

PERFORMANCE MEASURES	Benchmark	FY16 Actual	FY17 Actual	FY18 Target	FY18 Estimate	FY19 Target
Conduct community interaction events		1 event	1 event	2 events	3 events	4 events
Employee survey of Department leadership effectiveness		2 surveys	0 survey	1 survey	0 survey	1 survey
Leadership Team development sessions		4 sessions	0 sessions	2 sessions	1 session	1 session
Increase retention of CIVILIAN Department employees, maintaining staffing levels as close to 100% as possible [HR]		83% (10/12)	75% (9/12)	83% (10/12)	67% (8/12)	83% (10/12)
Increase retention of SWORN Department employees, maintain staffing levels as close to 100% as possible [HR]		63% (17/27)	85% (23/27)	93% (25/27)	96% (26/27)	96% (26/27)
Train all employees on Critical Incident Training (CIT)/Mental Health Interactions [Training Mgr]		0 employees	10 employees	40 employees	10 employees	42 employees
Train all supervisory and command staff on Incident Command System/National Incident Management System (ICS/NIMS) protocols [Training Mgr]		1 employee	2 employees	7 employees	7 employees	7 employees
Department turnover		29%	14%	N/A	9% (YTD)	
Sworn police overtime as a percentage of total sworn police compensation (ICMA Benchmark)	10.0%		10.7%			
FTEs: Sworn Police per 1,000 population (ICMA Benchmark)	2.7		2.5			
FTEs: Sworn Police per 1,000 population + Annualized Visitor Population			1.3			

POLICE – Patrol

BUDGET SUMMARY	FY2019 Budget	% of FY2019 Budget	FY2018 Budget	FY2018 Estimate	FY2017 Actual
Program Expenditures					
Personnel Services	\$ 2,351,180	63%	\$ 2,403,584	\$ 2,420,060	\$ 2,347,555
Supplies & Services	226,705	6%	238,943	200,943	200,632
Capital & Debt Service	192,512	5%	213,769	218,700	204,687
Subtotal Direct Costs	\$ 2,770,397	74%	\$ 2,856,296	\$ 2,839,703	\$ 2,752,874
Internal Charges	952,000	26%	885,220	885,220	-
Total Expenditures	\$ 3,722,397	100%	\$ 3,741,516	\$ 3,724,923	\$ 2,752,874
Expenditures by Fund					
General Fund Portion	\$ 3,717,397	100%	\$ 3,700,516	\$ 3,719,923	\$ 2,726,710
Other Funds Portion	\$ 5,000	<1%	\$ 41,000	\$ 5,000	\$ 26,164
Funding Sources					
Program Revenues	\$ 24,400	1%	\$ 53,100	\$ 17,350	\$ 35,103
Funding from General Revenues	\$ 3,697,997	99%	\$ 3,688,416	\$ 3,707,573	\$ 2,717,771
Employee Time Allocation (FTEs) (Budgeted)	21.00		22.00		24.00

The Patrol Division is currently managed by a Police Lieutenant and consists of all sworn and civilian uniformed personnel who carry out the Department's direct field operations to the community, which includes responding to emergency and routine calls for service; enforcing traffic laws, enforcing parking ordinances (through patrol officers and Community Services Aides [CSAs]), and effectively deal with various quality of life matters. The personnel within the program are also responsible for jail operations; maintenance of the department's fleet of vehicles; coordination and maintenance of the police range and training facility; maintenance of all equipment utilized within the program; and, ensuring the on-going, mandated professional development of personnel within the program.

FY 2018 Accomplishments

- * Conducted four speed enforcement and awareness operations through the use of the portable electronic speed radar displays signs.
- * Secured asset forfeiture funding from Partners Against Narcotic Trafficking (PANT) and purchased, trained, and deployed a new K-9/officer team.
- * Purchased four police bicycles from a local vendor to start our ancillary Police Bicycle Officer program, and requested a grant from the Governor's Office of Highway Safety (GOHS) to purchase five additional bicycles. Deployed our first bicycle police officers at the Sedona Mountain Bike Festival and the St. Patrick's Day Parade.
- * Applied for grant funding for the purchase of five additional police bicycles; ballistic helmets and shields for five sworn employees; and, Automated External Defibrillators (AEDs) for at least half of all patrol vehicles.
- * Conducted three homeless outreach/illegal camping operations with US Forest Service and veterans/homeless non-profit personnel.

FY 2019 Objectives

- * Enhance the deployment of officers to the ancillary Police Bicycle Officer program. Deploy officers on police bicycles at least 25% of their work hours during the busy months of September-November and March-May, in high density areas such as Uptown, and during special events.
- * Develop and deploy the ancillary Police Equestrian program, and deploy equestrian officer(s) at special events and in tactical field incidents when available.
- * Develop a culture where supervisors and patrol officers better understand the crime picture in their area and the City, using a CompStat model with data from the new CAD/RMS system. Continue to enhance and produce the information/data available with this new system.
- * Examine and test field officer deployment models used by other police departments similar in size to Sedona PD, and initiate a change to a different model if efficiencies can be achieved.
- * Maintain as close to 100% retention of sworn police officers throughout the year.
- * Reduce response time by 10% for emergency and non-emergency calls for service.
- * Developed enhanced, more efficient reporting and investigation system for high risk events, such as pursuits, uses of force, and traffic collisions.

POLICE - Patrol
continued

WORKLOAD INDICATORS	Benchmark	FY16 Actual	FY17 Actual	FY18 Projection	FY18 Estimate	FY19 Projection
Traffic collisions - Injury [RMS]		25		30	100	50
Traffic collisions - Non-injury [RMS]		242		200	700	500
Violent crime [RMS]		141		100	500	500
Property crime [RMS]		215		190	550	500
Traffic collisions - Fatal [RMS]		1	0	0	0	0
Officer-initiated activity [CAD]		4,693		4,852	10,000	11,000
Calls for service [CAD]		13,444		16,000	18,000	20,000
Calls for service per 1,000 population	621.7		1,096.0			
UCR Part I Property Crimes Reported per 1,000 population	27.3		19.7			
Deploy mobile digital speed indicator sign in areas of reported OHV speeding or unsafe driving [Volunteers]		0 deploys	2 deploys	4 deploys	4 deploys	4 deploys
Citations [RMS]				1,000	1,200	1,500
Warnings [RMS]				4000	4000	4500
Arrests - Misdemeanor [RMS]				300	400	450
Arrests - Felony [RMS]				40	60	70
Response Time (average) - Priority 1 [CAD]				N/A	6 mins	5 mins
Calls for service per sworn police FTE	438		435			
DUI arrests per 1,000 population	3.6		6.4			
UCR Part I Violent Crimes Reported per 1,000 population	3.2		4.1			
Response Time (average) - Priority 2 [CAD]				N/A	10 mins	8 mins
Arrests - DUI [RMS]				N/A	60	75

PERFORMANCE MEASURES	Benchmark	FY16 Actual	FY17 Actual	FY18 Target	FY18 Estimate	FY19 Target
Maintain a response time of 5 minutes or less 90% of the time to emergency calls [CAD]		82%		90%	88%	90%

POLICE – Investigations

BUDGET SUMMARY	FY2019 Budget	% of FY2019 Budget	FY2018 Budget	FY2018 Estimate	FY2017 Actual
Program Expenditures					
Personnel Services	\$ 288,280	66%	\$ 373,990	\$ 360,420	\$ 252,589
Supplies & Services	54,479	13%	50,594	50,594	36,782
Subtotal Direct Costs	\$ 342,759	79%	\$ 424,584	\$ 411,014	\$ 289,371
Internal Charges	92,280	21%	98,280	98,280	-
Total Expenditures	\$ 435,039	100%	\$ 522,864	\$ 509,294	\$ 289,371
Expenditures by Fund					
General Fund Portion	\$ 435,039	100%	\$ 522,864	\$ 509,294	\$ 289,371
Funding Sources					
Program Revenues	\$ 15,000	3%	\$ 23,560	\$ 20,500	\$ 2,325
Funding from General Revenues	\$ 420,039	97%	\$ 499,304	\$ 488,794	\$ 287,046
Employee Time Allocation (FTEs) (Budgeted)	2.73		2.73		3.73

The Police Investigations program is managed by the Support Services Commanding Officer (currently a Lieutenant) and consists of sworn personnel who are assigned to conduct follow up criminal investigations; background investigations and reviews of various city permit and license applications; processing of criminal complaints assigned to the municipal and county courts; police employee background investigations; and, sex offender registrant monitoring. Personnel in this program are also assigned to specialized regional investigative tasks forces which bring resources and expertise to the Department and community that would not otherwise be feasible. Property and evidence processing and storage functions are also carried out within this program by civilian personnel.

FY 2018 Accomplishments

- * Conducted two Sexual Offender Registrant compliance operations.
- * Changed manner in which Detectives kept cases open, leading to a 6-month maximum time frame for a case to remain open.
- * Realigned Investigations Section so that the assignment as a Detective is no longer permanent. A Detective will be assigned between two years and three years maximum, allowing for more employees to be trained and assigned.
- * Participate in at least one regional enforcement task force to serve outstanding arrest warrants by June 30, 2018.
- * Implement enhanced criminal investigations case management processes by December 31, 2017 to ensure that all follow up investigations are readily available and cases are completed in a timely manner.
- * Conduct a review of deployment needs and investigator responsibilities by July 5, 2017.
- * Increase clearance rates for violent crimes by 8%, and property crime by 5%.
- * Focus on identifying human trafficking (HT) cases, and conduct seminars aimed at educating the public on human trafficking indicators; enhance law enforcement partnerships combating HT occurrences in our City and within the Verde Valley.

FY 2019 Objectives

- * Train two new detectives; rotate existing detectives back to the Patrol Division.
- * Conduct two Sexual Offender Registrant compliance operations.
- * Maintain case clearance to maximum of six months.
- * Develop familiarity of the CAD/RMS system to track case management and clearance rates (baseline).

WORKLOAD INDICATORS	Benchmark	FY16 Actual	FY17 Actual	FY18 Projection	FY18 Estimate	FY19 Projection
Total cases assigned (felony and misdemeanor) [Det Records]		103	117	125	140	125
Felony cases filed [Det Records]		6	2	5	3	5
Detective initiated arrests [Det Records]		10	15	15	12	20

PERFORMANCE MEASURES	Benchmark	FY16 Actual	FY17 Actual	FY18 Target	FY18 Estimate	FY19 Target
Exceed annual Arizona state crime clearance rates for property crime [Det Records]	15.8%	16%		23%	25%	30%
Exceed annual Arizona state crime clearance rates for violent crime [Det Records]	31.9%	61.5%		82%	67%	70%
Complete an investigation on all cases (including lengthy fraud cases) within 6 months from being assigned [Det Records]		55%	60%	80%	80%	100%
Conduct sexual offender registrant compliance operations [Det Records]		1		2	2	2

POLICE – Communications

BUDGET SUMMARY	FY2019 Budget	% of FY2019 Budget	FY2018 Budget	FY2018 Estimate	FY2017 Actual
Program Expenditures					
Personnel Services	\$ 691,150	63%	\$ 647,930	\$ 621,820	\$ 534,456
Supplies & Services	54,620	5%	50,290	50,290	39,761
Subtotal Direct Costs	\$ 745,770	68%	\$ 698,220	\$ 672,110	\$ 574,217
Internal Charges	354,620	32%	393,710	393,710	-
Total Expenditures	\$ 1,100,390	100%	\$ 1,091,930	\$ 1,065,820	\$ 574,217
Expenditures by Fund					
General Fund Portion	\$ 1,100,390	100%	\$ 1,091,930	\$ 1,065,820	\$ 574,217
Funding Sources					
Program Revenues	\$ 4,200	<1%	\$ 4,100	\$ 4,400	\$ 3,743
Funding from General Revenues	\$ 1,096,190	100%	\$ 1,087,830	\$ 1,061,420	\$ 570,474
Employee Time Allocation (FTEs) (Budgeted)	10.00		10.00		9.00

The Communications/Records program consists of civilian personnel who provide support to all Department personnel through radio communications, Computer-Aided Dispatching (CAD), Mobile Data Computer software applications, records storage and retrieval, and public record access and production. The Communications Section employs specially trained personnel who are responsible for answering 9-1-1 emergency telephone lines including all wireless and Voice Over Internet Protocol (VOIP) calls from all providers in our jurisdiction; interpreting the level of priority of the call; and, dispatching the call for service to field personnel. Additionally, personnel within this program are the answering and relay point for after-hours calls for emergency service or questions for other City departments.

The Records Section provides first-level contact for all Police Department business and is the primary service provider for public inquiries, report releases, and other front-counter customer services. This function is responsible for processing police reports, facilitating tow hearings, collecting court bonds and administrative fees, tracking and recording court dispositions and citations, and any other patrol related documentation. In addition, Records responds to all civil and criminal subpoenas and processes requests for the disclosure of public records. The Records Clerk verifies and inputs data into the department's Records Management System (RMS) and various other criminal justice databases for the purpose of collection and analyses of statistical data related to state and federal reporting requirements.

FY 2018 Accomplishments

- * Dispatched calls to officers within 45 seconds from the time received.
- * Updated the Public Records Request form.
- * Switched vendors handling public requests for traffic collision reports, saving customers (public) an average of \$2.50 per request and saving insurance companies an average of \$11.50 per request.
- * Upgraded the 9-1-1 System from Viper to Vesta/Airbus through the CenturyLink Management Services.
- * Reviewed the current response protocols to 911 calls where the location was unknown, or it was fairly certain that the person on the line accidentally dialed the emergency number. Began writing protocols to be implemented in FY19.
- * Actively participated in the Spillman (CAD/RMS) project system, becoming Department experts to train other staff.

FY 2019 Objectives

- * Hire two Dispatchers to fill existing vacancies
- * Maintain as close to 100% Dispatcher employment.
- * Dispatch calls to Officers within 45 seconds from receiving the call.
- * Examine feasibility of consolidating Dispatch operations with Cottonwood Regional Dispatch Center.
- * Update the Public Records Request protocols.
- * Switch data reporting for the FBI from UCR to NIBRS, years ahead of the mandated time frame.
- * Transition to paperless collision reporting using the AZTraCS system.
- * Find efficiencies with the new CAD/RMS system to streamline Records and Communications functions.

WORKLOAD INDICATORS	Benchmark	FY16 Actual	FY17 Actual	FY18 Projection	FY18 Estimate	FY19 Projection
Telephone calls received - Emergency [CAD]					6,000	6,500
UCR Part I crimes reported - Non-Violent [ARS]					515	550
UCR Part I crimes reported - Violent [ARS]					545	575
Time to dispatch a call to a field unit (average) [CAD]					45 secs	45 secs
Telephone calls received - Non-Emergency [CAD]					28,000	30,000

POLICE – Communications
continued

PERFORMANCE MEASURES	Benchmark	FY16 Actual	FY17 Actual	FY18 Target	FY18 Estimate	FY19 Target
Decrease backlog of records merged into the system [Records]		N/A	00 cases average	0	60 cases average	00 cases average
Decrease wait time for public records requests [Records]		N/A	120 hours	24 hours	72 hours	24 hours
	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A

POLICE – Support Services

BUDGET SUMMARY	FY2019 Budget	% of FY2019 Budget	FY2018 Budget	FY2018 Estimate	FY2017 Actual
Program Expenditures					
Personnel Services	\$ 335,680	77%	\$ 58,860	\$ 109,110	\$ -
Supplies & Services	41,160	9%	57,295	17,295	3,666
Subtotal Direct Costs	\$ 376,840	87%	\$ 116,155	\$ 126,405	\$ 3,666
Internal Charges	57,180	13%	30,280	30,280	-
Total Expenditures	\$ 434,020	100%	\$ 146,435	\$ 156,685	\$ 3,666
Expenditures by Fund					
General Fund Portion	\$ 429,020	99%	\$ 101,435	\$ 151,685	\$ 3,630
Other Funds Portion	\$ 5,000	1%	\$ 45,000	\$ 5,000	\$ 36
Funding Sources					
Program Revenues	\$ 5,000	1%	\$ 45,000	\$ 5,000	\$ 7,836
Funding from General Revenues	\$ 429,020	99%	\$ 101,435	\$ 151,685	\$ (4,170)
Employee Time Allocation (FTEs) (Budgeted)	2.00		0.00		0.00

The Support Services Division is managed by the Commanding Officer, currently a Lieutenant. Within the Support Services are the Investigations Section (which includes regular Detectives and investigators assigned to PANT and GIITEM), Communications/Dispatch, Records, the Administrative/Special Operations Sergeant, and the Community Services Officer (Animal Control). The Support Services Division handles all support functions of the Department and supports the field operations. This program secures, operates, and oversees the computerized systems of the Department (other than IT-related components), including 911 telephone and VOIP systems, CAD/RMS system, and radios (both hand-held and mobile vehicle).

FY 2018 Accomplishments

- * Investigated, secured funding for, and implemented the new CAD/RMS system (Spillman).
- * Investigated and recommended the next generation of in-car camera system, and potentially body-cameras for officers.

FY 2019 Objectives

- * Oversee and properly manage the integration of the new CAD/RMS system throughout the Department.
- * Ensure a smooth transition and training for the two newly assigned Detectives.
- * Assist the Chief of Police in the selection of the next command officer and subsequent change in Department hierarchy.

WORKLOAD INDICATORS	Benchmark	FY16 Actual	FY17 Actual	FY18 Projection	FY18 Estimate	FY19 Projection
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PERFORMANCE MEASURES	Benchmark	FY16 Actual	FY17 Actual	FY18 Target	FY18 Estimate	FY19 Target
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POLICE – S.W.A.T.

BUDGET SUMMARY	FY2019 Budget	% of FY2019 Budget	FY2018 Budget	FY2018 Estimate	FY2017 Actual
Program Expenditures					
Supplies & Services	17,860	95%	17,640	17,640	-
Subtotal Direct Costs	\$ 17,860	95%	\$ 17,640	\$ 17,640	\$ -
Internal Charges	960	5%	820	820	-
Total Expenditures	\$ 18,820	100%	\$ 18,460	\$ 18,460	\$ -
Expenditures by Fund					
General Fund Portion	\$ 18,820	100%	\$ 18,460	\$ 18,460	\$ -
Funding Sources					
Funding from General Revenues	\$ 18,820	100%	\$ 18,460	\$ 18,460	\$ -
Employee Time Allocation (FTEs) (Budgeted)	0.00		0.00		0.00

The Special Weapons and Tactics (SWAT) program operates under the Patrol Division Commanding Officer, as most of the members are assigned to the Patrol Division. The Verde Valley Regional SWAT Team consists of officers and supervisors from all police agencies in the Verde Valley. In the past several years, Sedona PD has dedicated two officers to the 12-person SWAT team. In FY 2018, this deployment grew to four officers who tested and were accepted to the Team, and one officer who was designated as an alternate, to be incorporated into the Team at a future date. The SWAT team is an ancillary assignment, where officers are called in to deploy to a field incident as needed.

FY 2018 Accomplishments

FY 2019 Objectives

- * Secure budget funding to accommodate the increase in SWAT team members.
- * Equip and train the three additional SWAT team members.

WORKLOAD INDICATORS	Benchmark	FY16 Actual	FY17 Actual	FY18 Projection	FY18 Estimate	FY19 Projection
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PERFORMANCE MEASURES	Benchmark	FY16 Actual	FY17 Actual	FY18 Target	FY18 Estimate	FY19 Target
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POLICE – Traffic & Parking Services

BUDGET SUMMARY	FY2019 Budget	% of FY2019 Budget	FY2018 Budget	FY2018 Estimate	FY2017 Actual
Program Expenditures					
Personnel Services	\$ 120,980	42%	\$ 119,820	\$ 85,260	\$ 72,159
Supplies & Services	59,680	21%	47,620	47,620	3,497
Subtotal Direct Costs	\$ 180,660	63%	\$ 167,440	\$ 132,880	\$ 75,656
Internal Charges	104,250	37%	87,480	87,480	-
Total Expenditures	\$ 284,910	100%	\$ 254,920	\$ 220,360	\$ 75,656
Expenditures by Fund					
General Fund Portion	\$ 284,910	100%	\$ 254,920	\$ 220,360	\$ 75,656
Funding Sources					
Program Revenues	\$ 65,090	23%	\$ 44,620	\$ 44,620	\$ 14,850
Funding from General Revenues	\$ 219,820	77%	\$ 210,300	\$ 175,740	\$ 60,806
Employee Time Allocation (FTEs) (Budgeted)	2.90		2.90		2.90

The Traffic and Parking Services Program consists of part-time civilian personnel, known as Community Services Aides (CSAs), who are responsible for parking enforcement in the Uptown area and at some trail head parking lots. They also assist patrol officers in some traffic control (movement of traffic) during special events and spontaneous, urgent field incidents. With the addition of the pay stations in the Uptown area, CSAs patrol and enforce parking regulations and they ensure the operation of the parking kiosks.

FY 2018 Accomplishments

- * Create and implement a process for collecting money from the new parking meters installed in the Uptown area.
- * Deploy personnel efficiently and effectively to provide timely response to parking complaints and ensure effective levels of parking enforcement.
- * Identify and develop key metrics to effectively track and measure workload and productivity factors for Community Service Aide activities in Uptown.
- * Increase patrols in the parking lots and trailheads by 50%, due to Engineering Services assuming the traffic duties in Uptown.

FY 2019 Objectives

- * Maintain full deployment of personnel (the CSAs are part-time civilian employees who are difficult to recruit and retain).

PERFORMANCE MEASURES	Benchmark	FY16 Actual	FY17 Actual	FY18 Target	FY18 Estimate	FY19 Target
Increase enforcement level by 10% on all parking violations.		336 citations		1,500 citations		

POLICE
continued

EXPENDITURE SUMMARY

Cost Category	FY2019 Proposed	FY2018 Budget	FY2019 Incr. over FY2018 Budget	FY2018 Est. Actuals	FY2019 Incr. over FY2018 Est.	FY2018 Est. (over)/ under budget	FY2017 Actuals	FY2016 Actuals	FY2015 Actuals	FY2014 Actuals	Explanation of Changes
General Fund											
10-5510-01 - Administration											
Personnel (ongoing)	\$273,510	\$429,610	-36%	\$421,090	-35%	\$8,520	\$202,250	\$479,996	\$362,115	\$316,839	Budget Decrease: Reallocation of positions
Supplies & Services (ongoing)	\$59,060	\$66,959	-12%	\$68,959	-14%	(\$2,000)	\$85,106	\$62,929	\$48,751	\$20,812	Budget Decrease: Reallocation of positions
Direct Costs (Ongoing) Subtotal	\$332,570	\$496,569	-33%	\$490,049	-32%	\$6,520	\$287,356	\$542,925	\$410,865	\$337,651	
Internal Charges	\$92,850	\$132,120	-30%	\$132,120	-30%	\$0	\$0	\$0	\$0	\$0	Budget Decrease: Reallocation of positions
Ongoing Total	\$425,420	\$628,689	-32%	\$622,169	-32%	\$6,520	\$287,356	\$542,925	\$410,865	\$337,651	
Supplies & Services (one-time)	\$1,200	\$0	∞	\$0	∞	\$0	\$0	\$0	\$0	\$0	Budget: Furniture replacements
Capital & Debt Service	\$0	\$0	N/A	\$0	N/A	\$0	\$20,000	\$0	\$0	\$33,200	
One-Time Total	\$1,200	\$0	∞	\$0	∞	\$0	\$20,000	\$0	\$0	\$33,200	
Administration Total	\$426,620	\$628,689	-32%	\$622,169	-31%	\$6,520	\$307,356	\$542,925	\$410,865	\$370,851	
10-5510-43 - Patrol											
Personnel (ongoing)	\$2,351,180	\$2,403,584	-2%	\$2,420,060	-3%	(\$16,476)	\$2,342,732	\$2,093,822	\$2,140,455	\$1,778,892	Budget Decrease: Reallocation of positions
Supplies & Services (ongoing)	\$221,705	\$197,943	12%	\$195,943	13%	\$2,000	\$179,291	\$131,921	\$157,616	\$160,679	Budget Increase: Increase in firearms and tactical gear/supplies; added speed sign reporting and Spillman training
Direct Costs (Ongoing) Subtotal	\$2,572,885	\$2,601,527	-1%	\$2,616,003	-2%	(\$14,476)	\$2,522,023	\$2,225,743	\$2,298,071	\$1,939,571	
Internal Charges	\$952,000	\$885,220	8%	\$885,220	8%	\$0	\$0	\$0	\$0	\$0	Budget Increase: Increase in funding of equipment replacement reserve
Ongoing Total	\$3,524,885	\$3,486,747	1%	\$3,501,223	1%	(\$14,476)	\$2,522,023	\$2,225,743	\$2,298,071	\$1,939,571	
Capital & Debt Service	\$192,512	\$213,769	-10%	\$218,700	-12%	(\$4,931)	\$204,687	\$0	\$90,915	\$54,895	Budget: Vehicle lease payments
Patrol Total	\$3,717,397	\$3,700,516	0%	\$3,719,923	0%	(\$19,407)	\$2,726,710	\$2,225,743	\$2,388,986	\$1,994,466	

POLICE
continued

EXPENDITURE SUMMARY

Cost Category	FY2019 Proposed	FY2018 Budget	FY2019 Incr. over FY2018 Budget	FY2018 Est. Actuals	FY2019 Incr. over FY2018 Est.	FY2018 Est. (over)/ under budget	FY2017 Actuals	FY2016 Actuals	FY2015 Actuals	FY2014 Actuals	Explanation of Changes
10-5510-44 - Investigations											
Personnel (ongoing)	\$288,280	\$373,990	-23%	\$360,420	-20%	\$13,570	\$252,589	\$232,416	\$204,868	\$208,888	Budget Increase: Reallocation of positions Budget Increase: Added TLO investigations database subscription; increased investigations Travel & Training
Supplies & Services (ongoing)	\$54,479	\$50,594	8%	\$50,594	8%	\$0	\$36,782	\$31,499	\$21,503	\$28,207	
Direct Costs (Ongoing) Subtotal	\$342,759	\$424,584	-19%	\$411,014	-17%	\$13,570	\$289,371	\$263,915	\$226,370	\$237,095	
Internal Charges	\$92,280	\$98,280	-6%	\$98,280	-6%	\$0	\$0	\$0	\$0	\$0	
Ongoing Total	\$435,039	\$522,864	-17%	\$509,294	-15%	\$13,570	\$289,371	\$263,915	\$226,370	\$237,095	
Capital & Debt Service	\$0	\$0	N/A	\$0	N/A	\$0	\$0	\$38,850	\$0	\$33,200	
Investigations Total	\$435,039	\$522,864	-17%	\$509,294	-15%	\$13,570	\$289,371	\$302,765	\$226,370	\$270,295	
10-5510-45 - Communications											
Personnel (ongoing)	\$691,150	\$647,930	7%	\$621,820	11%	\$26,110	\$534,456	\$487,358	\$491,900	\$454,041	Current Year Under Budget: Estimated vacancy savings
Supplies & Services (ongoing)	\$52,620	\$50,290	5%	\$50,290	5%	\$0	\$39,761	\$38,547	\$33,217	\$24,192	
Direct Costs (Ongoing) Subtotal	\$743,770	\$698,220	7%	\$672,110	11%	\$26,110	\$574,217	\$525,905	\$525,117	\$478,233	
Internal Charges	\$354,620	\$393,710	-10%	\$393,710	-10%	\$0	\$0	\$0	\$0	\$0	Budget Decrease: Reduction of allocations of IT indirect costs for reduction of hardware/software maintenance costs
Ongoing Total	\$1,098,390	\$1,091,930	1%	\$1,065,820	3%	\$26,110	\$574,217	\$525,905	\$525,117	\$478,233	
Supplies & Services (one-time)	\$2,000	\$0	∞	\$0	∞	\$0	\$0	\$0	\$0	\$0	Budget: Shredder
Communications Total	\$1,100,390	\$1,091,930	1%	\$1,065,820	3%	\$26,110	\$574,217	\$525,905	\$525,117	\$478,233	
10-5510-74 - Support Services											
Personnel (ongoing)	\$335,680	\$58,860	470%	\$109,110	208%	(\$50,250)	\$0	\$16,646	\$25,615	\$57,935	Budget Increase: Reallocation of positions Current Year Over Budget: Reallocation of positions
Supplies & Services (ongoing)	\$36,160	\$12,295	194%	\$12,295	194%	\$0	\$3,630	\$1,968	\$1,651	\$3,430	Budget Increase: Reallocations of positions
Direct Costs (Ongoing) Subtotal	\$371,840	\$71,155	423%	\$121,405	206%	(\$50,250)	\$3,630	\$18,614	\$27,266	\$61,365	
Internal Charges	\$57,180	\$30,280	89%	\$30,280	89%	\$0	\$0	\$0	\$0	\$0	Budget Increase: Reallocations of positions
Support Services Total	\$429,020	\$101,435	323%	\$151,685	183%	(\$50,250)	\$3,630	\$18,614	\$27,266	\$61,365	

POLICE
continued

EXPENDITURE SUMMARY

Cost Category	FY2019 Proposed	FY2018 Budget	FY2019 Incr. over FY2018 Budget	FY2018 Est. Actuals	FY2019 Incr. over FY2018 Est.	FY2018 Est. (over)/ under budget	FY2017 Actuals	FY2016 Actuals	FY2015 Actuals	FY2014 Actuals	Explanation of Changes
10-5510-80 - S.W.A.T.											
Supplies & Services (ongoing)	\$17,860	\$17,640	1%	\$17,640	1%	\$0	\$0	\$0	\$0	\$0	
Direct Costs (Ongoing) Subtotal	\$17,860	\$17,640	1%	\$17,640	1%	\$0	\$0	\$0	\$0	\$0	
Internal Charges	\$960	\$820	17%	\$820	17%	\$0	\$0	\$0	\$0	\$0	
S.W.A.T. Total	\$18,820	\$18,460	2%	\$18,460	2%	\$0	\$0	\$0	\$0	\$0	
10-5510-81 - Traffic & Parking Services											
Personnel (ongoing)	\$120,980	\$119,820	1%	\$85,260	42%	\$34,560	\$72,159	\$121,241	\$129,381	\$115,604	Current Year Under Budget: Estimated vacancy savings
Supplies & Services (ongoing)	\$59,680	\$47,620	25%	\$47,620	25%	\$0	\$3,497	\$12,345	\$3,170	\$1,405	
Direct Costs (Ongoing) Subtotal	\$180,660	\$167,440	8%	\$132,880	36%	\$34,560	\$75,656	\$133,586	\$132,551	\$117,009	Budget Increase: Added costs for maintenance of Paid Parking kiosks
Internal Charges	\$104,250	\$87,480	19%	\$87,480	19%	\$0	\$0	\$0	\$0	\$0	Budget Increase: Increase to funding of Equipment Replacement Reserve
Traffic & Parking Services Total	\$284,910	\$254,920	12%	\$220,360	29%	\$34,560	\$75,656	\$133,586	\$132,551	\$117,009	
General Fund Totals											
Personnel Subtotal	\$4,060,780	\$4,033,794	1%	\$4,017,760	1%	\$16,034	\$3,404,185	\$3,431,479	\$3,354,334	\$2,932,199	
Supplies & Services (Ongoing) Subtotal	\$501,564	\$443,341	13%	\$443,341	13%	\$0	\$348,068	\$279,209	\$265,907	\$238,725	
Direct Costs (Ongoing) Subtotal	\$4,562,344	\$4,477,135	2%	\$4,461,101	2%	\$16,034	\$3,752,253	\$3,710,688	\$3,620,240	\$3,170,924	
Internal Charges Subtotal	\$1,654,140	\$1,627,910	2%	\$1,627,910	2%	\$0	\$0	\$0	\$0	\$0	
Ongoing Subtotal	\$6,216,484	\$6,105,045	2%	\$6,089,011	2%	\$16,034	\$3,752,253	\$3,710,688	\$3,620,240	\$3,170,924	
Supplies & Services (One-Time) Subtotal	\$3,200	\$0	∞	\$0	∞	\$0	\$0	\$0	\$0	\$0	
Capital & Debt Service Subtotal	\$192,512	\$213,769	-10%	\$218,700	-12%	(\$4,931)	\$224,687	\$38,850	\$90,915	\$121,295	
One-Time Subtotal	\$195,712	\$213,769	-8%	\$218,700	-11%	(\$4,931)	\$224,687	\$38,850	\$90,915	\$121,295	
General Fund Total	\$6,412,196	\$6,318,814	1%	\$6,307,711	2%	\$11,103	\$3,976,940	\$3,749,538	\$3,711,155	\$3,292,220	
RICO Fund											
14-5510-43 - Patrol											
Supplies & Services (ongoing)	\$5,000	\$41,000	-88%	\$5,000	0%	\$36,000	\$21,341	\$14,084	\$40,859	\$40,530	Budget Decrease: One-time purchase of uniform replacements in FY18 Current Year Under Budget: Error in estimation by department
Capital & Debt Service	\$0	\$0	N/A	\$0	N/A	\$0	\$0	\$36,345	\$0	\$0	
RICO Fund Total	\$5,000	\$41,000	-88%	\$5,000	0%	\$36,000	\$21,341	\$50,429	\$40,859	\$40,530	

POLICE
continued

EXPENDITURE SUMMARY

Cost Category	FY2019 Proposed	FY2018 Budget	FY2019 Incr. over FY2018 Budget	FY2018 Est. Actuals	FY2019 Incr. over FY2018 Est.	FY2018 Est. (over)/ under budget	FY2017 Actuals	FY2016 Actuals	FY2015 Actuals	FY2014 Actuals	Explanation of Changes
Donations & Contributions Fund											
15-5510-01 - Administration											
Supplies & Services (ongoing)	\$13,350	\$11,350	18%	\$11,350	18%	\$0	\$7,656	\$0	\$0	\$0	Budget Increase: Added costs for Pink Patch Program
Administration Total	\$13,350	\$11,350	18%	\$11,350	18%	\$0	\$7,656	\$0	\$0	\$0	
15-5510-74 - Support Services											
Supplies & Services (ongoing)	\$5,000	\$45,000	-89%	\$5,000	0%	\$40,000	\$36	\$7,672	\$43,486	\$3,109	Budget Decrease: Reduction in anticipated donations Current Year Under Budget: Donations not received for K-9 purchase as expected
Support Services Total	\$5,000	\$45,000	-89%	\$5,000	0%	\$40,000	\$36	\$7,672	\$43,486	\$15,168	
Donations & Contributions Fund Totals											
Supplies & Services (Ongoing) Subtotal	\$18,350	\$56,350	-67%	\$16,350	12%	\$40,000	\$7,692	\$7,672	\$43,486	\$3,109	
Capital & Debt Service Subtotal	\$0	\$0	N/A	\$0	N/A	\$0	\$0	\$0	\$0	\$12,059	
Donations & Contributions Fund Total	\$18,350	\$56,350	-67%	\$16,350	12%	\$40,000	\$7,692	\$7,672	\$43,486	\$15,168	
Operating Grants Fund											
16-5510-43 - Patrol											
Personnel (ongoing)	\$0	\$0	N/A	\$0	N/A	\$0	\$4,823	\$0	\$0	\$0	
Supplies & Services (ongoing)	\$0	\$0	N/A	\$0	N/A	\$0	\$0	\$0	\$100,329	\$2,698	
Ongoing Total	\$0	\$0	N/A	\$0	N/A	\$0	\$4,823	\$0	\$100,329	\$2,698	
Capital & Debt Service	\$0	\$0	N/A	\$0	N/A	\$0	\$0	\$18,777	\$0	\$0	
Operating Grants Fund Total	\$0	\$0	N/A	\$0	N/A	\$0	\$4,823	\$18,777	\$100,329	\$2,698	

POLICE
continued

EXPENDITURE SUMMARY

Cost Category	FY2019 Proposed	FY2018 Budget	FY2019		FY2019 Incr. over FY2018 Est.	FY2018 Est. (over)/ under budget	FY2017 Actuals	FY2016 Actuals	FY2015 Actuals	FY2014 Actuals	Explanation of Changes
			Incr. over FY2018 Budget	FY2018 Est. Actuals							
GRAND TOTALS											
Personnel (Ongoing) Subtotal	\$4,060,780	\$4,033,794	1%	\$4,017,760	1%	\$16,034	\$3,409,008	\$3,431,479	\$3,354,334	\$2,932,199	
Supplies & Services (Ongoing) Subtotal	\$524,914	\$540,691	-3%	\$464,691	13%	\$76,000	\$377,101	\$300,966	\$450,581	\$285,062	
Direct Costs (Ongoing) Subtotal	\$4,585,694	\$4,574,485	0%	\$4,482,451	2%	\$92,034	\$3,786,109	\$3,732,445	\$3,804,915	\$3,217,262	
Internal Charges Subtotal	\$1,654,140	\$1,627,910	2%	\$1,627,910	2%	\$0	\$0	\$0	\$0	\$0	
Ongoing Subtotal	\$6,239,834	\$6,202,395	1%	\$6,110,361	2%	\$92,034	\$3,786,109	\$3,732,445	\$3,804,915	\$3,217,262	
Supplies & Services (One-Time) Subtotal	\$3,200	\$0	∞	\$0	∞	\$0	\$0	\$0	\$0	\$0	
Capital & Debt Service Subtotal	\$192,512	\$213,769	-10%	\$218,700	-12%	(\$4,931)	\$224,687	\$93,972	\$90,915	\$133,354	
One-Time Subtotal	\$195,712	\$213,769	-8%	\$218,700	-11%	(\$4,931)	\$224,687	\$93,972	\$90,915	\$133,354	
Grand Total	\$6,435,546	\$6,416,164	0%	\$6,329,061	2%	\$87,103	\$4,010,797	\$3,826,416	\$3,895,830	\$3,350,616	

Reconciliation

FY2018 Direct Costs	\$4,788,254
Increase in Firearms/Tactical Gear	\$18,140
Added Speed Signs Reporting	\$10,800
Increase in Travel & Training	\$31,699
Increase in Maintenance Costs for Paid Parking Kiosks	\$18,010
Decrease in One-Time Costs	(\$88,238)
Other Miscellaneous Budget Increases	\$2,741
FY2019 Direct Costs	\$4,781,406

POLICE
continued

POSITIONS/ALLOCATIONS SUMMARIES

Position	FY19 FTE	FY18 FTE	FY17 FTE	FY16 FTE
Administrative Assistant	0.00	0.00	1.00	1.00
Animal Control Officer	0.00	0.00	0.00	0.73
Chief of Police	1.00	1.00	1.00	1.00
Communication Specialist	7.00	7.00	7.00	7.00
Communications/Records Supervisor	1.00	1.00	1.00	1.00
Community Services Aide ⁽¹⁾	2.90	2.90	2.90	2.90
Community Services Officer	1.00	1.00	2.00	0.00
Executive Assistant to the Chief of Police	1.00	1.00	0.00	0.00
Police Commander	2.00	2.00	1.00	1.00
Police Detective	2.00	2.00	2.00	2.00
Police Lieutenant	0.00	0.00	1.00	1.00
Police Officer	17.00	17.00	17.00	18.00
Police Records Technician	1.00	1.00	1.00	1.00
Police Sergeant	5.00	5.00	5.00	4.00
Property & Evidence Technician ⁽¹⁾	0.73	0.73	0.73	0.73
Police Support Services Technician	1.00	1.00	0.00	0.00
Total	42.63	42.63	42.63	41.36

Org Unit	Org Description	FY19 FTE	FY18 FTE	FY17 FTE	FY16 FTE
General Fund					
10-5510-01	Administration	2.00	3.00	3.00	3.73
10-5510-43	Patrol	21.00	22.00	24.00	24.90
10-5510-44/63	Investigations	3.73	3.73	3.73	2.00
10-5510-45	Communications/Records	10.00	10.00	9.00	9.00
10-5510-46	Animal Control	0.00	0.00	0.00	0.73
10-5510-64	Community Relations	1.00	1.00	0.00	0.00
10-5510-74	Support Services	2.00	0.00	0.00	0.00
10-5510-81	Traffic & Parking Services	2.90	2.90	2.90	1.00
General Fund Total		42.63	42.63	42.63	41.36

⁽¹⁾ Part-time positions



**City of Sedona
Decision Package
Fiscal Year 2018-19**

**CM Not Recommended
from General Fund
CBWG Not Recommended
from General Fund**

Request Title	EQUESTRIAN UNIT
Department	Police
Program	Patrol
Funding Request Type	OTHER ONGOING
Source of Funds	General Fund
Amount Requested	\$10,000

I. Description of Request

Equestrian (Mounted) Unit Establishment

II. Problem/Issue

History/Background
How does this affect our citizens/customers quality of life?
If this is not a traditional function, why should the City of Sedona deal with it?
Does the project/issue relate to the Community Plan (or other master plans), or how does this fit into the City's priorities?
What does the City/community get for this investment?

Several years ago, the Sedona PD had an equestrian team consisting of two officers who owned horses and were equipped with SPD designations identifying them as police horses. They were used during special events.

The Department is formulating plans to bring back the Equestrian Unit, and possibly lead the way to form a Verde Valley Regional Mounted Team. This time around the Department will have written policies outlining the manner in which the officers would be allowed to participate in the program, when they will ride their horses while on duty during special events or during a regular deployment in areas such as Uptown or in/around trailheads, and other rules. The Department leadership has experience in this type of deployment from former places of employment, and it has been proven to be successful while limiting the cost and liability for the City. The horse owner (employee) bears nearly all the costs of the purchase, care and feeding of the horse.

This type of program has been proven to be a huge community relations benefit in terms of police-public interactions, and the horses when properly trained are a tremendous policing tool (regular patrol, demonstrations and civil unrest, and other events). The Equestrian Unit will require a small funding amount to start up the program and to have cash on hand to pay for veterinarian costs should they be needed and for limited uniform and other equipment that will identify the team as law enforcement. The future annual on-going costs will be minimal.

The approval of this project comport with the City's number one priority of ensuring public safety, by providing their first responders with the proper safety equipment to complete their missions.

III. Risk Analysis

What happens if this is not done?
Show examples of best practices from other cities, if applicable.
Discuss other alternatives, if applicable, and why the proposed solution is recommended.

If this program is not funded, the Department will not be able to form the Equestrian Unit. Most other police departments who have a Mounted Unit have relatively stable City funding for the entire costs of the program annually. Others utilize a similar deployment scheme that the Department is contemplating to

minimize the costs and liability to the City. The Department is only requesting a small start-up amount to initiate the project.

IV. Implementation

**What is the timeframe for completion of plan and implementation for project/issue?
How will you market/communicate the project/issue to the public?
What performance measures will you use to evaluate the project/issue? Include the targets for FY 2018-19, as well as future years as applicable.**

Once budgeted, the Department will initiate a project to write the specific policies related to the Equestrian Unit. Once those are in place, officers who own horses will be allowed to request to be an Equestrian Unit member, and a selection process will be determined. Only after all this will the Department initiate the program and use the funding.

This program will have a huge public interest, and efforts to publicize this renewed program will be instituted. We will monitor all aspects of this program to ensure its success and to remain within its limited budget.

V. Cost Savings/Revenue Enhancements

Please explain any cost savings, new funding sources or increased revenues.

None.



**City of Sedona
Decision Package
Fiscal Year 2018-19**

**CM Recommended
CBWG Recommended,
if funding available**

Request Title	AEDS
Department	Police
Program	Patrol
Funding Request Type	OTHER ONETIME
Source of Funds	General Fund
Amount Requested	\$22,000

I. Description of Request

Automated External Defibrillators (AEDs)

II. Problem/Issue

History/Background
How does this affect our citizens/customers quality of life?
If this is not a traditional function, why should the City of Sedona deal with it?
Does the project/issue relate to the Community Plan (or other master plans), or how does this fit into the City's priorities?
What does the City/community get for this investment?

Technology has improved in many areas, including providing life-saving assistance to a person suffering from cardiac arrest. Automated External Defibrillators (AEDs) have also been improved to the point of being virtually error free in its deployment. In cases of cardiac arrest, minutes count in saving lives and preventing significant brain injury. Police officers are nearly always the first to respond, ahead of Fire Department paramedics. If police officers are equipped with AEDs with the latest technology and can administer the proper electric shock, lives would be saved and the community would benefit.

The Department has one AED mounted in the lobby, but it is old technology and in need of constant upkeep. The new AEDs have better batteries, and will not initiate a shock to a person if that person does not need it. Once the newer AED is properly placed onto the person, its computerized programming can instantly determine if and when a shock should be administered. It is that simple to operate.

The Good Samaritan State law allows for all persons to render aid without fear of personal or government liability. In addition, law enforcement officers are sworn to protect the public they serve, and to not render aid when the technology is readily available is neglect of duty and unprofessional. The Sedona PD should have an AED in every patrol vehicles in its fleet to be ready to save a life when called upon.

The Department is applying for a grant from the Arizona Community Foundation (ACF) to purchase 20 AEDs. This budget request is for the full amount to cover the costs of these AEDs. However, should the grant be only partially funded, the number of AEDs purchase will be similarly reduced. If the ACF grant is not funded, The Department is requesting City funding to purchase at least five AEDs (one for each of the four work shifts so that an AED will always be in the field, and one for the police station lobby), at a cost of \$7,500.

III. Risk Analysis

What happens if this is not done?

Show examples of best practices from other cities, if applicable.

Discuss other alternatives, if applicable, and why the proposed solution is recommended.

If this program is not funded by either a grant or by the City, the Department will continue to deploy officers in the field without AEDs and they will not be able to use this low cost equipment to save lives in our community. The Department leadership has seen AEDs be successfully deployed in the field by police officers and lives saved. Each life saved is worth vastly more than the \$1,500 it costs for the device itself.

IV. Implementation

What is the timeframe for completion of plan and implementation for project/issue?

How will you market/communicate the project/issue to the public?

What performance measures will you use to evaluate the project/issue? Include the targets for FY 2018-19, as well as future years as applicable.

The ACF grant, if awarded, will fund in the fall of 2018. Once funding is secured, the AEDs will be purchased and all employees will be trained. This grant partnership and the valuable asset that the AEDs are will generate public interest, and a media campaign will be secured to announce this project.

V. Cost Savings/Revenue Enhancements

Please explain any cost savings, new funding sources or increased revenues.

None.



**City of Sedona
Decision Package
Fiscal Year 2018-19**

**CM Not Recommended
from General Fund
CBWG Not Recommended
from General Fund**

Request Title	POLICE EXPLORERS
Department	Police
Program	Explorers Program
Funding Request Type	OTHER ONGOING
Source of Funds	General Fund
Amount Requested	\$12,000

I. Description of Request

Increase the Police Explorer budget

II. Problem/Issue

History/Background
How does this affect our citizens/customers quality of life?
If this is not a traditional function, why should the City of Sedona deal with it?
Does the project/issue relate to the Community Plan (or other master plans), or how does this fit into the City's priorities?
What does the City/community get for this investment?

The Police Explorer program is designed for young men and women ages 14 to 21, giving them the opportunity to explore a career in law enforcement by working with local law enforcement officers. The Sedona PD has an Explorer post that for many years consisted of approximately five young adults. The Explorer posts strive to build positive character, trust and integrity, and they learn and hone their policing skills during weekly meetings and drills so that they can compete against other posts from across the state and country in various Explorer competitions. This extracurricular activity is beneficial to the youth of our city as it gives them something to focus on, learn about teamwork and enhance self-esteem, and stay away from alcohol and drugs. Explorer posts are a proven positive community-relations activity. Each young adult we touch in this program has a decreased chance in becoming negatively involved in the criminal justice system.

In 2017, the SPD Explorer post was reinvigorated with new leadership, new uniforms, and a new focus on teamwork, leadership and comradery. This strategy has proven to be a successful formula, as the post has tripled in size from five young adults to 15. The SPD Explorers raise some funds by working special events, holding fundraisers, and by accepting donations from the community. The donations have decreased over the past several years, impacting their ability to travel to competitions. The Department has capped the number of Explorers at 15.

Because of the increase in size (+300%) and the desire to compete in more than one competition per year, the Department is requesting an increase in funding. This program is a huge public relations benefit, and it is an outstanding outlet for the youth of our community.

III. Risk Analysis

What happens if this is not done?
Show examples of best practices from other cities, if applicable.
Discuss other alternatives, if applicable, and why the proposed solution is recommended.

If the funding for this program is not increased, we will not be able to host as many young adults in the post, and the Explorers will not be able to compete in more than one event per year. This will not serve the community to the extent possible, and some young adults will not have the opportunity to be positively affected by interactions with law enforcement.

IV. Implementation

**What is the timeframe for completion of plan and implementation for project/issue?
How will you market/communicate the project/issue to the public?
What performance measures will you use to evaluate the project/issue? Include the targets for FY 2018-19, as well as future years as applicable.**

The increased funding will be used throughout the year to purchase uniforms for new Explorers and to cover the travel costs, entry fees and lodging for the post and advisors for competitions. The FY19 is higher than other years because of the start-up costs for new Explorers. Once equipped with uniforms, the funds will be spent on competitions, travel, hotel and other events.

V. Cost Savings/Revenue Enhancements

Please explain any cost savings, new funding sources or increased revenues.

The Explorers often work special events and other details to raise funds for the post. These funds are deposited into the Explorer Program to off-set uniform and travel related costs. The amount of raised funds is relatively small compared to the cost of the overall program (approximately \$1,000-\$1,500 per year). Explorers will continue to try to raise additional money through fund-raising events throughout the year.



**City of Sedona
Decision Package
Fiscal Year 2018-19**

**CM Not Recommended
CBWG Recommended**

Request Title	IA PRO/BLUE TEAM SOFTWARE
Department	Police
Program	Administration
Funding Request Type	IT RELATED
Source of Funds	General Fund
Amount Requested	\$13,500

I. Description of Request

IA Pro / Blue Team Software

II. Problem/Issue

History/Background
How does this affect our citizens/customers quality of life?
If this is not a traditional function, why should the City of Sedona deal with it?
Does the project/issue relate to the Community Plan (or other master plans), or how does this fit into the City's priorities?
What does the City/community get for this investment?

The Sedona Police Department does not have a modern and robust reporting/tracking system for high risk incidents such as uses of force, pursuits, or personnel investigations. Currently, the police department utilizes Excel spreadsheets to document when use of force is used and when a person files a complaint against an officer, and we do not properly track vehicle pursuits. This manner of documentation and reporting processes lacks necessary data fields to properly analyze officer behavior, detect potential training issues, or discover early intervention opportunities.

IAPro/Blue Team is a Professional Standards software program designed to report, track and analyze high risk incidents such as uses of force, pursuits, and internal complaint investigations. In addition, this system has an early identification and intervention program that will alert department supervisors of an officer surpassing an established threshold number of high risk events. This system will identify training or potential disciplinary issues so the Department can intervene before a significant personnel problem develops. This will enhance the effectiveness and professionalism of the police department.

The purchase of this item comports with the City's number one priority of ensuring public safety, by providing an important tool to the Department's leadership to help them continue to move toward establishing a modern, professional police department. A well led and managed police department must have the resources to identify and correct errant behavior with training, counseling or discipline. The public will benefit by having this early alert system within its police department to correct behaviors before becoming a significant problem.

With the purchase of this low-cost computer program, management will be alerted when there is a detrimental pattern of behavior that should be corrected before a significant, negative event occurs, which will decrease the likelihood of negative police actions and subsequent lawsuits.

III. Risk Analysis

What happens if this is not done?

Show examples of best practices from other cities, if applicable.

Discuss other alternatives, if applicable, and why the proposed solution is recommended.

If this software is not purchased, the Department will continue to track the high risk incidents on an Excel spreadsheet, and we will not be able to properly analyze officer behavior in these critical areas. Without a system that alerts staff of an increase in the number of complaints, uses of force or internal investigations, an employees potential errant behavior or lack of proper training may be not known to the organization and may negatively impact the public.

IAPro is used by hundreds of police agencies throughout the country to document, track and alert management to high risk incidents. There are other systems available at relatively the same or higher costs, but this particular system has been proven to be effective, and the current Sedona PD management has had experience with this software when they were previously employed by other police departments.

This software has been approved by IT.

IV. Implementation

What is the timeframe for completion of plan and implementation for project/issue?

How will you market/communicate the project/issue to the public?

What performance measures will you use to evaluate the project/issue? Include the targets for FY 2018-19, as well as future years as applicable.

The Department will order and install IAPro in July 2018, and the training will be completed by August 1, 2018. The program should go live no later than September 1, 2018.

This is an internal, documentation and tracking system. There is little utility in marketing this to the public.

As soon as Department supervisors are properly trained, but no later than September 1, 2018, all current use of force investigations and personnel investigations will be entered into IAPro. All pursuit investigations after September 1, 2018 will be reported, managed and tracked by IAPro. The evaluation of the system will be in terms of the robust data and early warning the Department will receive that will enable us to track, train and properly manage our officers. Over time, we will be able to determine data trends of all high risk incidents and take appropriate action to ensure our officers are trained appropriately and are most efficient and effective during high risk incidents. We should also see an improvement over time in the area of reporting and tracking of high risk incidents.

V. Cost Savings/Revenue Enhancements

Please explain any cost savings, new funding sources or increased revenues.

None.



**City of Sedona
Decision Package
Fiscal Year 2018-19**

**CM Not Recommended
CBWG Recommended,
if funding available**

Request Title	SWAT
Department	Police
Program	S.W.A.T.
Funding Request Type	OTHER ONGOING
Source of Funds	General Fund
Amount Requested	\$16,860

I. Description of Request

SWAT Team line-item increase

II. Problem/Issue

History/Background
How does this affect our citizens/customers quality of life?
If this is not a traditional function, why should the City of Sedona deal with it?
Does the project/issue relate to the Community Plan (or other master plans), or how does this fit into the City's priorities?
What does the City/community get for this investment?

The Verde Valley law enforcement community deploys a Regional Special Weapons and Tactics (SWAT) team, comprised of 15 members from various police agencies in this area but primarily from the Cottonwood and Sedona Police Departments (when fully deployed). For the past several years, the SPD has had only two police officers on the SWAT team, and the Cottonwood PD has had 10 officers and 2 supervisors, including a SWAT commander, and Camp Verde PD and Clarkdale PD each supply one officer to the team. Cottonwood and Sedona are the two largest agencies in the Verde Valley, and each of us have approximately the same number of police officers, yet our commitment to the SWAT team is not equitable.

Within the past several months, the SPD has allowed three additional police officers to test for and be selected to the SWAT team, making our commitment to the team a total of five officers. With this enhanced commitment come additional financial obligations, primarily during the first year of service when the initial purchase of special weapons, uniforms and training are required. Since our additional three officers were selected, they have been borrowing the special weapons from other agencies and they have been supplied only their SWAT fatigue uniforms (other uniforms are required for training and other deployments). Our officers have not been to SWAT school yet due to funding constraints.

We are requesting a one-time infusion of funding to the SWAT line-item in the budget to cover these additional start-up costs, and an increase to the annual recurring costs in subsequent budget years. Although we have increased our commitment to the SWAT team by 150%, the increase to the annual SWAT budget is less than 50% .

The increase in this line item comports with the City's number one priority of ensuring public safety, by providing their first responders with the proper safety equipment and training to decrease the risk of death or injury to them and to the public during high risk incidents requiring the deployment of the regional SWAT team, and it more equitably shares the burden of this law enforcement team.

III. Risk Analysis

What happens if this is not done?

Show examples of best practices from other cities, if applicable.

Discuss other alternatives, if applicable, and why the proposed solution is recommended.

We cannot sustain our commitment with the current budget allotment for this service. In reality, we should have an equal number of SWAT officers on the team as Cottonwood, but our 150% increase in personnel to the team is a start. If this program is not fully funded, we will be unable to commit the increase number of officers to the team, which will negatively affect the outstanding relationship we have with our law enforcement colleagues in the Valley, and it will decrease the utility of the SWAT team for deployments within the Valley.

IV. Implementation

What is the timeframe for completion of plan and implementation for project/issue?

How will you market/communicate the project/issue to the public?

What performance measures will you use to evaluate the project/issue? Include the targets for FY 2018-19, as well as future years as applicable.

The three officers have been selected. Once this program is funded, we will purchase the required uniforms and weaponry. They will be scheduled for various SWAT schools and begin training with the SWAT team.

Because this may have some community interest, we will contact our local media representatives to pitch the idea of a story about our commitment and about the SWAT team. We will also utilize a press release if necessary.

V. Cost Savings/Revenue Enhancements

Please explain any cost savings, new funding sources or increased revenues.

None.



**City of Sedona
Decision Package
Fiscal Year 2018-19**

**CM Recommended
CBWG Recommended,
if funding available**

Request Title	BALLISTIC HELMETS AND SHIELDS
Department	Police
Program	Patrol
Funding Request Type	OTHER ONETIME
Source of Funds	General Fund
Amount Requested	\$20,000

I. Description of Request

Ballistic Helmets and Shields

II. Problem/Issue

History/Background
How does this affect our citizens/customers quality of life?
If this is not a traditional function, why should the City of Sedona deal with it?
Does the project/issue relate to the Community Plan (or other master plans), or how does this fit into the City's priorities?
What does the City/community get for this investment?

The Department recently assessed its safety equipment to ensure its officers are properly equipped to respond to all hazards, but especially to terrorist-related lethal events. The department discovered deficiencies in two critical areas: ballistic helmets and ballistic safety shields. Out of 28 sworn personnel, only 20 have ballistic helmets, and those helmets were purchased nearly ten years ago and are out of warranty. The department currently does not have any Level III ballistic shields to offer additional protection to a responding officer or an immediate access/rapid deployment team to address any lethal threats from a terrorism suspect. The lack of these items exposes our officers to an unacceptable higher level of risk, and there is a real likelihood of a delayed response because of the need to wait for the assistance of outside law enforcement, potentially resulting in additional casualties and loss of life, including police officer lives.

By providing our officers and supervisors ballistic helmets and ballistic shields, they will be able to more safely respond to and deal with an active shooter/terrorist incident within our city limits, as well as respond to and support our Federal, State and local law enforcement partners confronted with similar situations. Without this safety equipment, we place our team in significant jeopardy of serious injury or death.

The purchase of these items comport with the City's number one priority of ensuring public safety, by providing their first responders with the proper safety equipment to decrease the risk of death or injury to them and to the public.

If the Department is not awarded the grant, or the grant is only partially funded, the Department is requesting funding to purchase at least 20 ballistic helmets and five ballistic shields to properly equip its field officers and supervisors only; the remaining eight helmets and five shields will be requested in subsequent budget cycles. These items are critical and necessary pieces of safety equipment that our officers cannot do without.

III. Risk Analysis

What happens if this is not done?

Show examples of best practices from other cities, if applicable.

Discuss other alternatives, if applicable, and why the proposed solution is recommended.

If this program is not funded and we are unable to purchase these items, our officers will not be deployed with the best and most modern pieces of safety equipment, exposing them to enhanced risk of death or significant injury. We are not aware of any modern police agencies that do not equip their officers with ballistic helmets and at least one ballistic shield. Other alternatives to personal safety equipment can be rescue armored vehicles, which are extremely expensive and lack mobility in close contact situations. Ballistic helmets and shields can be carried by officers in their take-home police vehicles and are easily donned in lethal field situations.

IV. Implementation

What is the timeframe for completion of plan and implementation for project/issue?

How will you market/communicate the project/issue to the public?

What performance measures will you use to evaluate the project/issue? Include the targets for FY 2018-19, as well as future years as applicable.

If successful, the AZDOHS grant will be awarded in September 2018, and the purchase of these items will take place immediately following notification of the grant award, subject to adhering to the rules/regulations of the grant. This type of partnership between a local agency and the State/Federal government may be of interest to the public, and efforts to publicize this award if successful will be made with local media outlets through the City's Communications Manager. There are no performance measures to evaluate this project.

V. Cost Savings/Revenue Enhancements

Please explain any cost savings, new funding sources or increased revenues.

We have applied for a Grant from the Arizona Department of Homeland Security (AZDOHS) to fund this purchase. We have been advised that the City would need to ensure at least a matching funding amount of 25% (approximately \$5,000).

WASTEWATER

Mission Statement

The mission of the Wastewater Department is to protect public health and safety by providing professional and efficient maintenance and operation of the wastewater system in a manner that takes into account the requirements of the Arizona Department of Environmental Quality (ADEQ), the direction of the City Manager and the City Council, and the professional standards governing wastewater system operations.

Description

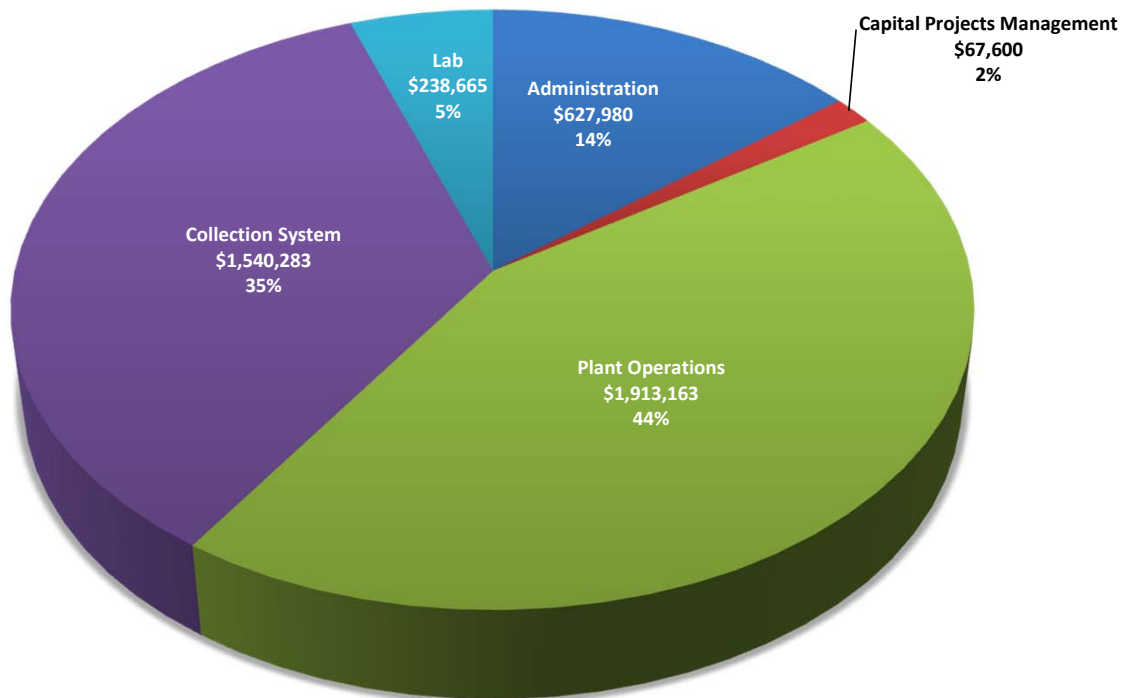
The Wastewater Department is responsible for the day-to-day operations of the wastewater collection system, treatment facility, and disposal of A+ quality treated effluent. The Wastewater Department works collaboratively with several City departments who assist in the administration, operation, and expansion of wastewater facilities; the Finance Department performs administrative duties related to sewer billing and bill collection functions, in addition to management of other administrative support functions; the Public Works Department shares the responsibilities of capital improvements project management, and performs inspections, blue-staking, plan reviews, and capacity fee determinations related to connections to the collection system.

The Wastewater Department consists of the following program areas:

- * Administration
- * Collection System
- * Plant Operations
- * Lab
- * Wastewater Capital Projects

The wastewater utility is funded by a combination of user fees (monthly sewer fees and new connection fees) and a city sales tax subsidy. These revenues are expended in the operational costs of the collection system, debt service and capital improvement costs.

FY 2019 PROGRAM EXPENDITURES: \$4,387,690



WASTEWATER ADMINISTRATION – Administration

BUDGET SUMMARY	FY2019 Budget	% of FY2019 Budget	FY2018 Budget	FY2018 Estimate	FY2017 Actual
Program Expenditures					
Personnel Services	\$ 184,960	29%	\$ 178,300	\$ 114,270	\$ 138,107
Supplies & Services	49,980	8%	79,969	65,369	31,173
Capital & Debt Service	10,000	2%	50,000	40,000	-
Subtotal Direct Costs	\$ 244,940	39%	\$ 308,269	\$ 219,639	\$ 169,280
Internal Charges	383,040	61%	368,850	368,850	-
Total Expenditures	\$ 627,980	100%	\$ 677,119	\$ 588,489	\$ 169,280
Expenditures by Fund					
Wastewater Fund Portion	\$ 627,980	100%	\$ 677,119	\$ 588,489	\$ 169,280
Funding Sources					
Program Revenues	\$ 627,980	100%	\$ 677,119	\$ 588,489	\$ 169,280
Employee Time Allocation (FTEs) (Budgeted)					
	2.15		1.65		1.20

The Administration program consists of the Wastewater Manager, the Regulatory Compliance Specialist and the Department's Administrative Assistant. The personnel within the program provide essential administrative services such as the development and implementation of policy and procedure; budget planning and management; monitoring and reporting to state regulatory agencies; and long-range planning. The administration program also oversees all wastewater capital improvement projects and shares the project management duties related to CIP projects with the Public Works Department.

FY 2018 Accomplishments

- * Implementation of a contract with Arizona Power Authority for power credits through hydropower from Hoover Dam.
- * Processed over 1,200 purchase transactions.
- * Actively managed 30+ service contracts with vendors for work varying from waste disposal to technical support.
- * Successfully completed an amendment to the Aquifer Protection Permit to include new monitoring requirements for point of compliance wells and aquifer recharge.
- * Successfully collaborated with the Human Resources department to recruit and hire a lab technician, plant operator, and changed the administrative assistant position to full-time – bringing the Department to a fully staffed status.
- * Maintained active membership in the Arizona Water Association and participated in organizing educational opportunities for wastewater operators.

FY 2019 Objectives

- * Process purchase transactions with the goal of having 90% of invoices and p-card transactions each month processed with correct coding and within 30 days.
- * Improve the Department web page layout to focus on public education of the wastewater collection and treatment process.
- * Reduce paper files to comply with retention guidelines.
- * Complete administration office building remodel to create a more efficient use of space for staff training, lab equipment, and offices for staff members.
- * Continue programs to recover value from Department assets by sale of surplus material.
- * Implement process improvement to more efficiently process invoices and credit card transactions.
- * Implement means to collect and track data for a more transparent presentation of performance measures.
- * Develop a database to more accurately and efficiently monitor and report on regulatory compliance issues.
- * Update safety program and actively track staff certifications to ensure staff is up-to-date on required safety training and industry standards for safety procedures.
- * Continue to develop of a cross-training program between collections and treatment operations.
- * Participate in STEM events at local school districts.

PERFORMANCE MEASURES	Benchmark	FY16 Actual	FY17 Actual	FY18 Target	FY18 Estimate	FY19 Target
Single Family Residential Monthly Sewer Bill. Benchmark is average monthly sewer bill of 10 participating municipalities in the Valley Cities Consortium for FY2016, most recent data readily available.	\$44.19	\$56.50	\$58.76	\$61.11	\$61.11	\$61.11
Single Family Residential Monthly Sewer Bill for Low Flows. Benchmark is average monthly low flow sewer bill low flow of 10 participating municipalities in the Valley Cities Consortium for FY2016, most recent data readily available.	\$33.20	\$43.94	\$45.70	\$47.52	\$47.52	\$47.52

WASTEWATER CAPITAL – Capital Projects Management

BUDGET SUMMARY	FY2019 Budget	% of FY2019 Budget	FY2018 Budget	FY2018 Estimate	FY2017 Actual
Program Expenditures					
Personnel Services	\$ 55,990	83%	\$ 60,540	\$ 59,040	\$ 64,796
Subtotal Direct Costs	\$ 55,990	83%	\$ 60,540	\$ 59,040	\$ 64,796
Internal Charges	11,610	17%	12,300	12,300	-
Total Expenditures	\$ 67,600	100%	\$ 72,840	\$ 71,340	\$ 64,796
Expenditures by Fund					
Wastewater Fund Portion	\$ 67,600	100%	\$ 72,840	\$ 71,340	\$ 64,796
Funding Sources					
Program Revenues	\$ 67,600	100%	\$ 72,840	\$ 71,340	\$ 64,796
Employee Time Allocation (FTEs) (Budgeted)	0.55		0.55		0.60

The Wastewater Manager oversees the Wastewater Capital Projects program and provides project management, alongside with Public Works Engineering, for capital projects throughout the collection system and at the Wastewater Reclamation Plant (WWRP). Project management consists of overseeing contracts with design professionals to provide upgrades to the existing infrastructure in response to increase capacity, improve operations, or repair/upgrade antiquated or deteriorating infrastructure; bid phase project management to secure qualified contractors to complete the improvements, and; oversight of all construction activities to ensure quality construction with minimal change orders.

FY 2018 Accomplishments

- * Completed the construction of the WWRP Headworks Bar Screen Replacement Project
- * Completed the 2017 Wastewater Master Plan Update
- * Completed the Preliminary Design Report (PDR) for the Tertiary Filter Upgrades project. The evaluated and compared the life cycle costs and benefits of rehabilitation of the existing sand filters vs. the installation of new cloth media filters.
- * Worked with Public Works Engineering to complete in-house design of a concrete track-out pad located at the air drying beds.
- * Worked with Public Works Engineering to request and evaluate proposals, and secure a contract with a professional design firm to complete design services for the WWRP Collection System Improvements (Mystic Hills and Chapel Lift Station Replacements) project.

FY 2019 Objectives

- * Collaboratively work with Public Works Engineering in the design, plan review, bidding, and construction of capital improvement projects.
- * Provide sound judgement in making decisions during design and construction of capital projects to ensure fiscal responsibility.
- * Provide analysis of operational and/or personnel needs required by capital improvements.

PERFORMANCE MEASURES	Benchmark	FY16 Actual	FY17 Actual	FY18 Target	FY18 Estimate	FY19 Target
ADEQ reportable APP Violations		9	6	5	3	5
Amount spent for injection well maintenance			\$29,416.71		\$36,000	\$67,400
Cost per million gallons for injection wells * Note that the cost in FY2017 is not representative of actual operating costs because the wells were on-line for only 3 months.			\$3,501.99		\$140.21	\$434.29
Volume of treated effluent sent to irrigation (million gallons)			307.4		221.1	175
Amount spent for irrigation maintenance			\$27,715.17		\$31,000	\$76,000
Cost per million gallons for irrigation			\$90.16		\$140.21	\$434.29
Volume of treated effluent used as re-use for construction activities. There is no cost to the City for this and no cost to the end-user.			0.20		0.30	0
Annual average influent flow (millions of gallons)		409.05	418.78	422	427	436
Average daily influent flow (million gallons per day)		1.12	1.15	1.16	1.17	1.19
On-the-job injuries resulting in worker's compensation		1	0		1	0
Volume of treated effluent sent to wetlands (million gallons)			51.2		70.8	75
Amount spent for wetlands maintenance			\$30,982.35		\$49,800	\$92,000
Cost per million gallons for wetlands			\$605.12		\$703.39	\$1,226.67
Volume of treated effluent sent to injection wells (million gallons)			8.4		80.5	125

WASTEWATER OPERATIONS – Plant Operations

BUDGET SUMMARY	FY2019 Budget	% of FY2019 Budget	FY2018 Budget	FY2018 Estimate	FY2017 Actual
Program Expenditures					
Personnel Services	\$ 381,400	20%	\$ 408,340	\$ 377,750	\$ 326,046
Supplies & Services	1,016,983	53%	1,109,315	871,440	784,313
Capital & Debt Service	34,000	2%	224,244	224,244	37,498
Subtotal Direct Costs	\$ 1,432,383	75%	\$ 1,741,899	\$ 1,473,434	\$ 1,147,857
Internal Charges	480,780	25%	368,440	368,440	-
Total Expenditures	\$ 1,913,163	100%	\$ 2,110,339	\$ 1,841,874	\$ 1,147,857
Expenditures by Fund					
Wastewater Fund Portion	\$ 1,913,163	100%	\$ 2,110,339	\$ 1,841,874	\$ 1,147,857
Funding Sources					
Program Revenues	\$ 1,913,163	100%	\$ 2,110,339	\$ 1,841,874	\$ 1,147,857
Employee Time Allocation (FTEs) (Budgeted)	4.45		5.40		4.30

The program consists of a Chief Plant Operator, three plant operators, and a plant mechanic/electrician, who are responsible for the treatment, disinfection, and disposal of wastewater. The treatment process consists of pre-treatment (screening/headworks), secondary treatment (activated sludge/secondary clarification), tertiary treatment (sand filters), disinfection (UV), and disposal (irrigation, wetlands, aquifer recharge) resulting in over 400 million gallons of A+ quality effluent annually. The WWRP also includes three solids-handling facilities (aerobic digester, centrifuge, and drying beds) which process approximately 300 dry tons of sludge annually.

FY 2018 Accomplishments

- * Collaboratively worked with Public Works Department to make improvements to the WWRP headworks.
- * Conducted plant tours for several groups including Sedona-Oak Creek School District and Yavapai College, and individuals interested in the wastewater treatment process.
- * Began operation of recharge wells.
- * Successfully trained new personnel in all aspects of plant operations, allowing them to participate in rotating operation of treatment processes and on-call responsibilities.
- * Worked with the Public Works Department to complete in-house maintenance of the wetlands.
- * Attended training for Hach Water Information Management Solution (Hach WIMS) software to more efficiently collect data, report on data collected, and assist with data management to make informed decisions on the treatment process.

FY 2019 Objectives

- * Maintain regulatory compliance, achieving less than 5 violations per year.
- * Implement the use of the JobCal program to schedule work orders for system repairs, maintenance, and routine inspections.
- * Maintain safety of plant personnel by participating in required safety training and practicing safe operations of equipment.
- * Optimize operations of recharge wells.
- * Send one operator per year to Hach Water Information Management Solution (Hach WIMS) training.

WASTEWATER OPERATIONS – Wastewater Plant Operations

continued

PERFORMANCE MEASURES	Benchmark	FY16 Actual	FY17 Actual	FY18 Target	FY18 Estimate	FY19 Target
ADEQ reportable APP Violations		9	6	5	3	5
Amount spent for injection well maintenance			\$29,416.71		\$36,000	\$67,400
Cost per million gallons for injection wells * Note that the cost in FY2017 is not representative of actual operating costs because the wells were on-line for only 3 months.			\$3,501.99		\$140.21	\$434.29
Volume of treated effluent sent to irrigation (million gallons)			307.4		221.1	175
Amount spent for irrigation maintenance			\$27,715.17		\$31,000	\$76,000
Cost per million gallons for irrigation			\$90.16		\$140.21	\$434.29
Volume of treated effluent used as re-use for construction activities. There is no cost to the City for this and no cost to the end-user.			0.20		0.30	0
Annual average influent flow (millions of gallons)		409.05	418.78	422	427	436
Average daily influent flow (million gallons per day)		1.12	1.15	1.16	1.17	1.19
On-the-job injuries resulting in worker's compensation		1	0		1	0
Volume of treated effluent sent to wetlands (million gallons)			51.2		70.8	75
Amount spent for wetlands maintenance			\$30,982.35		\$49,800	\$92,000
Cost per million gallons for wetlands			\$605.12		\$703.39	\$1,226.67
Volume of treated effluent sent to injection wells (million gallons)			8.4		80.5	125

WASTEWATER OPERATIONS – Collection System

BUDGET SUMMARY	FY2019 Budget	% of FY2019 Budget	FY2018 Budget	FY2018 Estimate	FY2017 Actual
Program Expenditures					
Personnel Services	\$ 287,650	19%	\$ 290,080	\$ 306,120	\$ 316,811
Supplies & Services	824,383	54%	663,805	656,350	532,942
Capital & Debt Service	48,500	3%	162,819	126,500	67,935
Subtotal Direct Costs	\$ 1,160,533	75%	\$ 1,116,705	\$ 1,088,970	\$ 917,688
Internal Charges	379,750	25%	144,900	144,900	-
Total Expenditures	\$ 1,540,283	100%	\$ 1,261,605	\$ 1,233,870	\$ 917,688
Expenditures by Fund					
Wastewater Fund Portion	\$ 1,540,283	100%	\$ 1,261,605	\$ 1,233,870	\$ 917,689
Funding Sources					
Program Revenues	\$ 1,540,283	100%	\$ 1,261,605	\$ 1,233,870	\$ 917,689
Employee Time Allocation (FTEs) (Budgeted)					
	3.40		3.40		3.50

This program consists of a Chief Collections Officer and two collections operators who are responsible for managing the collection and transportation of domestic sewage through a wastewater collection system, which is comprised of sewer pipes and lift stations, to the Wastewater Reclamation Plant (WWRP) for treatment. The collections system consists of approximately 5,600 connections, 110 miles of gravity sewer pipes, 1,950 manholes, and 17 lift stations.

FY 2018 Accomplishments

- * Completed phase 1 of the inspection of the WWRP interceptor line that runs between the City limits and the WWRP.
- * System regulatory compliance for all but 1 overflow incident, resulting in one day of non-compliance.
- * Completed generator replacement at the SR 179 Lift Station to ensure adequate power supply in the event of emergency operations of the lift station during a power outage.
- * Maintained current inspections of 130 grease traps at Sedona businesses to ensure minimal fats, oils, and grease enter the collection system.

FY 2019 Objectives

- * Maintain regulatory compliance, achieving less than 3 violations per year.
- * Improve preventative maintenance program.
- * Improve review process for television inspection documents to enhance identification and repair of system deficiencies.
- * Implement the use of the JobCal program to schedule work orders for pump repairs, routine contract inspections, and system repairs for manholes, pump stations, and lines.

WORKLOAD INDICATORS	Benchmark	FY16 Actual	FY17 Actual	FY18 Projection	FY18 Estimate	FY19 Projection
Number of Service Calls		14	12		13	12
Number of Emergency Callouts		-	-	-	5	10

PERFORMANCE MEASURES	Benchmark	FY16 Actual	FY17 Actual	FY18 Target	FY18 Estimate	FY19 Target
ADEQ reportable collection system incidents		1	2	5	2	3
On-the-job injuries resulting in worker's compensation		0	1		0	0

WASTEWATER OPERATIONS – Lab

BUDGET SUMMARY	FY2019 Budget	% of FY2019 Budget	FY2018 Budget	FY2018 Estimate	FY2017 Actual
Program Expenditures					
Personnel Services	\$ 105,040	44%	\$ 111,890	\$ 157,690	\$ 95,919
Supplies & Services	84,095	35%	75,824	67,346	58,378
Capital & Debt Service	12,000	5%	7,500	-	-
Subtotal Direct Costs	\$ 201,135	84%	\$ 195,214	\$ 225,036	\$ 154,298
Internal Charges	37,530	16%	28,640	28,640	-
Total Expenditures	\$ 238,665	100%	\$ 223,854	\$ 253,676	\$ 154,298
Expenditures by Fund					
Wastewater Fund Portion	\$ 238,665	100%	\$ 223,854	\$ 253,676	\$ 154,298
Funding Sources					
Program Revenues	\$ 238,665	100%	\$ 223,854	\$ 253,676	\$ 154,298
Employee Time Allocation (FTEs) (Budgeted)	1.45		1.00		1.00

The wastewater laboratory is responsible for sampling, testing, and reporting of water quality data required by the Arizona Department of Environmental Quality (ADEQ). The Regulatory Compliance Specialist oversees lab operations, while the lab tests are conducted primarily by the Lab Technician, with assistance from the Regulatory Compliance Specialist and qualified Plant Operators. Water quality testing methods and certifications are regulated by the Arizona Department of Health Services (AZDHS). Lab results are inputted into the Hach Water Information Management Solution (Hach WIMS) database and are reported to ADEQ on ADEQ's Self Monitoring Report Forms (SMRF's) on a quarterly, semi-annual, and annual basis. The laboratory also performs numerous tests on samples from all stages of the treatment process, those test results are used to make operational decisions on process control to ensure a high quality of effluent is maintained, which also helps the department to maintain permit compliance with ADEQ.

FY 2018 Accomplishments

- * Completed Proficiency Testing through AZDHS.
- * Assisted the Public Works Department in securing means to measure stormwater quality data.
- * Completed 100% of required daily, monthly, quarterly, semi-annual, and annual samples and tests as required by ADEQ per the plants APP permit.
- * Accurately reported results of all lab tests required by ADEQ.

FY 2019 Objectives

- * Complete annual AZDHS inspections with zero deficiencies.
- * Maintain the highest levels of quality assurance, quality control, and safety standards in sampling and testing wastewater
- * Follow professional standard methods for testing procedures.
- * Accurately and honestly report all data gathered.
- * Develop a method and become certified by AZDHS to conduct storm water testing for E. Coli bacteria.
- * Develop better methods to analyze historical data for better process control procedures.

WASTEWATER OPERATIONS - Lab
continued

WORKLOAD INDICATORS	Benchmark	FY16 Actual	FY17 Actual	FY18 Projection	FY18 Estimate	FY19 Projection
Compliance Samples required - Number of other samples analyzed. Benchmark is number of samples per year required as a part of APP permit. If benchmark is not met, it results in a violation of the APP permit.	72	72	72	72	72	90
Compliance Samples required - Number of daily samples analyzed per year. Benchmark is total number of samplers per year that are required as a part of APP permit. If this benchmark is not met, it results in a violation of the APP permit.	365	365	365	365	365	365
Daily Process Control Samples - Effluent, Activated Sludge, Sandfilter. Used to evaluate and make adjustments to process, not required by ADEQ. Benchmark is total days of scheduled sampling and testing, goal is at least 95% or 347 days.	365	358	352	347	361	347
Process Control Samples 3 per week - Activated Sludge analyzed for Oxygen Uptake. Used to evaluate condition of microorganisms, not required by ADEQ. Benchmark is total days of scheduled sampling and testing, goal is at least 80% or 125 days.	156	10	0	125	76	125
Weekday Samples - Activated Sludge for TSS, influent and effluent for pH, Temperature, Conductivity. Used to evaluate/make adjustments, not required. Benchmark is total days of scheduled sampling/testing, goal is at least 80% or 208 days.	260	206	163	208	180	208
Process Control Samples 2 per week - Influent and Effluent for TSS/VSS, COD, Ammonia. Used to evaluate efficiency of process, not required by ADEQ. Benchmark is the total days of scheduled sampling/testing, goal is at least 80% or 83 days.	104	44	17	83	42	83

PERFORMANCE MEASURES	Benchmark	FY16 Actual	FY17 Actual	FY18 Target	FY18 Estimate	FY19 Target
AZDHS Annual Inspection Deficiencies	0	0	1	0	0	0
Percentage completed of all compliance samples required by ADEQ to be analyzed.	100%	100%	100%	100%	100%	100%
Percentage of analysts passing Proficiency Testing. Samples of unknown concentrations are purchased from a company, samples are analyzed by each analyst, and results are sent to the company. They report results to AZ Dept of Health.	100%	N/A	100%	100%	100%	100%
AZDHS Annual Inspection - Recommendations	0	0	3	0	0	0

WASTEWATER
continued

EXPENDITURE SUMMARY

Cost Category	FY2019 Proposed	FY2018 Budget	FY2019 Incr. over FY2018 Budget	FY2018 Est. Actuals	FY2019 Incr. over FY2018 Est.	FY2018 Est. (over)/ under budget	FY2017 Actuals	FY2016 Actuals	FY2015 Actuals	FY2014 Actuals	Explanation of Changes
Wastewater Enterprise Fund											
59-5250-01 - Administration											
Personnel (ongoing)	\$184,960	\$178,300	4%	\$114,270	62%	\$64,030	\$138,107	\$285,958	\$326,289	\$319,700	Current Year Under Budget: Vacancy savings and restructuring Budget Decrease: HVAC replacement in FY18, separation of one-time costs Current Year Under Budget: Savings in Voice & Data Communications
Supplies & Services (ongoing)	\$43,930	\$79,969	-45%	\$65,369	-33%	\$14,600	\$31,173	\$81,351	\$104,756	\$45,299	
Direct Costs (Ongoing) Subtotal	\$228,890	\$258,269	-11%	\$179,639	27%	\$78,630	\$169,280	\$367,309	\$431,045	\$364,999	
Internal Charges	\$383,040	\$368,850	4%	\$368,850	4%	\$0	\$0	\$0	\$0	\$0	
Contingencies	\$0	\$0	N/A	\$0	N/A	\$0	\$0	\$0	\$30,010	\$0	
Ongoing Total	\$611,930	\$627,119	-2%	\$548,489	12%	\$78,630	\$169,280	\$367,309	\$461,055	\$364,999	
Supplies & Services (one-time)	\$6,050	\$0	∞	\$0	∞	\$0	\$0	\$0	\$0	\$0	Budget: Refrigerator, furniture replacements
Capital & Debt Service	\$10,000	\$50,000	-80%	\$40,000	-75%	\$10,000	\$0	\$6,868	\$4,290	\$4,907	
One-Time Total	\$16,050	\$50,000	-68%	\$40,000	-60%	\$10,000	\$0	\$6,868	\$4,290	\$4,907	
Administration Total	\$627,980	\$677,119	-7%	\$588,489	7%	\$88,630	\$169,280	\$374,177	\$465,345	\$369,906	
59-5252-89 - Capital Projects Management											
Personnel (ongoing)	\$55,990	\$60,540	-8%	\$59,040	-5%	\$1,500	\$64,796	\$138,707	\$135,227	\$102,192	
Supplies & Services (ongoing)	\$0	\$0	N/A	\$0	N/A	\$0	\$0	\$0	\$0	\$2,036	
Direct Costs (Ongoing) Subtotal	\$55,990	\$60,540	-8%	\$59,040	-5%	\$1,500	\$64,796	\$138,707	\$135,227	\$104,228	
Internal Charges	\$11,610	\$12,300	-6%	\$12,300	-6%	\$0	\$0	\$0	\$0	\$0	
Capital Projects Management Total	\$67,600	\$72,840	-7%	\$71,340	-5%	\$1,500	\$64,796	\$138,707	\$135,227	\$104,228	

WASTEWATER
continued

EXPENDITURE SUMMARY

Cost Category	FY2019 Proposed	FY2018 Budget	FY2019 Incr. over FY2018 Budget	FY2018 Est. Actuals	FY2019 Incr. over FY2018 Est.	FY2018 Est. (over)/ under budget	FY2017 Actuals	FY2016 Actuals	FY2015 Actuals	FY2014 Actuals	Explanation of Changes
59-5253-55 - Plant Operations											
Personnel (ongoing)	\$381,400	\$408,340	-7%	\$377,750	1%	\$30,590	\$326,046	\$254,022	\$251,577	\$232,416	Current Year Under Budget: Vacancy savings and restructuring
Supplies & Services (ongoing)	\$905,783	\$1,109,315	-18%	\$871,440	4%	\$237,875	\$784,313	\$857,628	\$705,845	\$834,734	Budget Decrease: Separation of one-time costs Current Year Under Budget: Carryovers, savings in injection well maintenance, savings in sludge hauling and disposal
Direct Costs (Ongoing) Subtotal	\$1,287,183	\$1,517,655	-15%	\$1,249,190	3%	\$268,465	\$1,110,359	\$1,111,650	\$957,422	\$1,067,151	
Internal Charges	\$480,780	\$368,440	30%	\$368,440	30%	\$0	\$0	\$0	\$0	\$0	Budget Increase: Increased funding of equipment replacement reserve and added major maintenance reserve funding.
Ongoing Total	\$1,767,963	\$1,886,095	-6%	\$1,617,630	9%	\$268,465	\$1,110,359	\$1,111,650	\$957,422	\$1,067,151	
Supplies & Services (one-time)	\$111,200	\$0	∞	\$0	∞	\$0	\$0	\$0	\$0	\$0	Budget: Main breaker fuses, carover UV flow meter, gas monitor clip, gates for valve pits, flir infrared camera, carryover influent channel cover replacement, vehicle maintenance/repairs, carryover O&M update, carryover PLC rack 4 install, move blower controls, carryover WIMS training, user conference
Capital & Debt Service	\$34,000	\$224,244	-85%	\$224,244	-85%	\$0	\$37,498	\$1,940	\$26,484	\$2,807	Budget: Replace VFDs and EIM valve
One-Time Total	\$145,200	\$224,244	-35%	\$224,244	-35%	\$0	\$37,498	\$1,940	\$26,484	\$2,807	
Plant Operations Total	\$1,913,163	\$2,110,339	-9%	\$1,841,874	4%	\$268,465	\$1,147,857	\$1,113,590	\$983,906	\$1,069,957	

WASTEWATER
continued

EXPENDITURE SUMMARY

Cost Category	FY2019 Proposed	FY2018 Budget	FY2019 Incr. over FY2018 Budget	FY2018 Est. Actuals	FY2019 Incr. over FY2018 Est.	FY2018 Est. (over)/ under budget	FY2017 Actuals	FY2016 Actuals	FY2015 Actuals	FY2014 Actuals	Explanation of Changes
59-5253-56 - Collection System											
Personnel (ongoing)	\$287,650	\$290,080	-1%	\$306,120	-6%	(\$16,040)	\$316,811	\$299,127	\$301,360	\$306,139	Current Year Over Budget: Restructuring Budget Increase: Increase in pump station electrical costs Current Year Under Budget: In-town office addition not completed, savings in odor control
Supplies & Services (ongoing)	\$735,383	\$663,805	11%	\$656,350	12%	\$7,455	\$532,942	\$700,337	\$683,441	\$591,515	
Direct Costs (Ongoing) Subtotal	\$1,023,033	\$953,885	7%	\$962,470	6%	(\$8,585)	\$849,753	\$999,464	\$984,801	\$897,653	
Internal Charges	\$379,750	\$144,900	162%	\$144,900	162%	\$0	\$0	\$0	\$0	\$0	Budget Increase: Increased funding of equipment replacement reserve and added major maintenance reserve funding.
Ongoing Total	\$1,402,783	\$1,098,785	28%	\$1,107,370	27%	(\$8,585)	\$849,753	\$999,464	\$984,801	\$897,653	
Supplies & Services (one-time)	\$89,000	\$0	∞	\$0	∞	\$0	\$0	\$0	\$0	\$0	Budget: Light fixture replacements, interceptor line, Uptown pump station improvements, certification trainings
Capital & Debt Service	\$48,500	\$162,819	-70%	\$126,500	-62%	\$36,319	\$67,935	\$539	\$0	\$0	Budget: Flir camera
One-Time Total	\$137,500	\$162,819	-16%	\$126,500	9%	\$36,319	\$67,935	\$539	\$0	\$0	
Collection System Total	\$1,540,283	\$1,261,605	22%	\$1,233,870	25%	\$27,735	\$917,689	\$1,000,003	\$984,801	\$897,653	
59-5253-66 - Lab											
Personnel (ongoing)	\$105,040	\$111,890	-6%	\$157,690	-33%	(\$45,800)	\$95,919	\$132,938	\$127,101	\$73,109	Current Year Over Budget: Restructuring
Supplies & Services (ongoing)	\$73,695	\$75,824	-3%	\$67,346	9%	\$8,478	\$58,378	\$40,508	\$50,890	\$36,723	
Direct Costs (Ongoing) Subtotal	\$178,735	\$187,714	-5%	\$225,036	-21%	(\$37,322)	\$154,298	\$173,446	\$177,990	\$109,832	
Internal Charges	\$37,530	\$28,640	31%	\$28,640	31%	\$0	\$0	\$0	\$0	\$0	Budget Increase: Increased funding of equipment replacement reserve and added major maintenance reserve funding.
Ongoing Total	\$216,265	\$216,354	0%	\$253,676	-15%	(\$37,322)	\$154,298	\$173,446	\$177,990	\$109,832	
Supplies & Services (one-time)	\$10,400	\$0	∞	\$0	∞	\$0	\$0	\$0	\$0	\$0	Budget: Furniture replacements, lab equipment replacements
Capital & Debt Service	\$12,000	\$7,500	60%	\$0	∞	\$7,500	\$0	\$4,443	\$0	\$2,499	Budget: Lab fume hood motor replacement and relocation
One-Time Total	\$22,400	\$7,500	199%	\$0	∞	\$7,500	\$0	\$4,443	\$0	\$2,499	
Lab Total	\$238,665	\$223,854	7%	\$253,676	-6%	(\$29,822)	\$154,298	\$177,889	\$177,990	\$112,331	

WASTEWATER
continued

EXPENDITURE SUMMARY

Cost Category	FY2019 Proposed	FY2018 Budget	FY2019		FY2018 Est. Actuals	FY2019		FY2017 Actuals	FY2016 Actuals	FY2015 Actuals	FY2014 Actuals	Explanation of Changes
			Incr. over Budget	FY2018 Est.		Incr. over FY2018 Est.	FY2018 Est. (over)/ under budget					
Wastewater Enterprise Fund Totals												
Personnel Subtotal	\$1,015,040	\$1,049,150	-3%	\$1,014,870	0%	\$34,280	\$941,679	\$1,110,752	\$1,141,553	\$1,033,556		
Supplies & Services (Ongoing) Subtotal	\$1,758,790	\$1,928,913	-9%	\$1,660,505	6%	\$268,409	\$1,406,807	\$1,679,824	\$1,544,932	\$1,510,307		
Direct Costs (Ongoing) Subtotal	\$2,773,830	\$2,978,063	-7%	\$2,675,375	4%	\$302,689	\$2,348,486	\$2,790,576	\$2,686,486	\$2,543,863		
Internal Charges Subtotal	\$1,292,710	\$923,130	40%	\$923,130	40%	\$0	\$0	\$0	\$0	\$0		
Contingencies Subtotal	\$0	\$0	N/A	\$0	N/A	\$0	\$0	\$0	\$30,010	\$0		
Ongoing Subtotal	\$4,066,540	\$3,901,193	4%	\$3,598,505	13%	\$302,689	\$2,348,486	\$2,790,576	\$2,716,496	\$2,543,863		
Supplies & Services (One-Time) Subtotal	\$216,650	\$0	∞	\$0	∞	\$0	\$0	\$0	\$0	\$0		
Capital & Debt Service Subtotal	\$104,500	\$444,563	-76%	\$390,744	-73%	\$53,819	\$105,433	\$13,790	\$30,775	\$10,212		
One-Time Subtotal	\$321,150	\$444,563	-28%	\$390,744	-18%	\$53,819	\$105,433	\$13,790	\$30,775	\$10,212		
Wastewater Enterprise Fund Total	\$4,387,690	\$4,345,756	1%	\$3,989,248	10%	\$356,508	\$2,453,920	\$2,804,366	\$2,747,270	\$2,554,075		

Reconciliation

FY2018 Direct Costs	\$3,422,626
Department Staffing Restructure	(\$41,530)
Decrease in Injection Well Maintenance	(\$20,625)
Decrease in Sludge Hauling & Disposal	(\$38,000)
Increase in One-Time Costs	(\$213,050)
Other Budget Reductions	(\$14,441)
FY2019 Direct Costs	\$3,094,980

WASTEWATER

continued

POSITIONS/ALLOCATIONS SUMMARIES

Position	FY19 FTE	FY18 FTE	FY17 FTE	FY16 FTE
Administrative Assistant	1.00	1.00	0.60	0.60
Chief Collections Officer	1.00	1.00	1.00	1.00
Chief Plant Operator	1.00	1.00	1.00	1.00
Director of Wastewater	0.00	1.00	1.00	1.00
Plant Chemist	0.00	1.00	1.00	1.00
Wastewater Manager	1.00	0.00	0.00	0.00
WW Collections Operator - Entry	0.00	1.00	1.00	0.00
WW Collections Operator I	1.00	0.00	0.00	1.00
WW Collections Operator II	1.00	0.00	0.00	0.00
WW Collections Operator III	1.00	1.00	1.00	1.00
WW Lab Technician	1.00	0.00	0.00	0.00
WW Plant Mechanic/Electrician	1.00	1.00	1.00	1.00
WW Plant Operator - Entry	0.00	2.00	2.00	0.00
WW Plant Operator I	1.00	2.00	1.00	2.00
WW Plant Operator II	1.00	0.00	0.00	1.00
WW Regulatory Compliance Specialist	1.00	0.00	0.00	1.00
Total	12.00	12.00	10.60	11.60

Org Unit	Org Description	FY19 FTE	FY18 FTE	FY17 FTE	FY16 FTE
Wastewater Enterprise Fund					
59-5250-01	Administration	2.15	1.65	1.20	2.02
59-5252-89	Capital Projects Management	0.55	0.55	0.60	0.41
59-5253-55	Plant Operations	4.45	5.40	4.30	3.50
59-5253-56	Collection System	3.40	3.40	3.50	3.50
59-5253-66	Lab	1.45	1.00	1.00	1.17
Wastewater Enterprise Fund Total		12.00	12.00	10.60	10.60



**City of Sedona
Decision Package
Fiscal Year 2018-19**

**CM Recommend Deferral
CBWG Recommend Deferral**

Request Title	CCTV CAMERA VAN
Department	Wastewater
Program	Wastewater Collection System
Funding Request Type	OTHER ONETIME
Source of Funds	Wastewater Enterprise Fund
Amount Requested	\$165,000

I. Description of Request

This request is for a new CCTV (closed-circuit television) Camera Van, equipped with state of the art camera equipment to allow wastewater personnel to conduct CCTV in-house. The van comes with everything that is needed to complete CCTV video and condition assessment of the City's sewer lines, including camera, monitors, computers, and software which will interface with the existing ESRI GIS system that the City utilizes for mapping. The total package cost also includes full staff training on using the software and the equipment.

II. Problem/Issue

History/Background
How does this affect our citizens/customers quality of life?
If this is not a traditional function, why should the City of Sedona deal with it?
Does the project/issue relate to the Community Plan (or other master plans), or how does this fit into the City's priorities?
What does the City/community get for this investment?

The Arizona Department of Environmental Quality requires that the entire collection system undergo closed-circuit television (CCTV) inspections once every 5 years. The City has historically met this requirement through contracted services, spending \$100,000 per year. Wastewater staff is then required to review the data delivered and maintain records of defects throughout the system. In the past, there has not always been time for the staff to review the data in the detail that is required to ensure that repairs completed.

III. Risk Analysis

What happens if this is not done?
Show examples of best practices from other cities, if applicable.
Discuss other alternatives, if applicable, and why the proposed solution is recommended.

Having proper equipment and a full-time employee who would be primarily dedicated to executing and overseeing the CCTV inspections is beneficial to the department in that sewer defects that require repair or attention can be realized before it becomes a larger problem. Through regular monitoring and evaluation of sewer pipes, we can have a better understanding of the real-time condition of the collection system. Repairing defects while they are small typically results in an overall decrease in future pipe deterioration and avoids more costly repairs down the road.

IV. Implementation

**What is the timeframe for completion of plan and implementation for project/issue?
How will you market/communicate the project/issue to the public?
What performance measures will you use to evaluate the project/issue? Include the targets for FY 2018-19, as well as future years as applicable.**

If approved, the department would implement the purchase of the CCTV Camera Van in July 2018. With an annual savings of approximately \$27,000 and the \$255,000 capital investment, the payback period on the investment is approximately 9 years. The estimated life of the equipment is 15 years.

V. Cost Savings/Revenue Enhancements

Please explain any cost savings, new funding sources or increased revenues.

The City currently has a tow-behind CCTV trailer which, while valuable in an emergency situation, is not sufficient for a comprehensive CCTV inspection program. The CCTV trailer can be auctioned or sold to another municipality for an estimated \$25,000.



**City of Sedona
Decision Package
Fiscal Year 2018-19**

**CM Recommend Deferral
CBWG Recommend Deferral**

Request Title	PERSONNEL - OPERATION OF PROPOSED CCTV CAMERA VAN
Department	Wastewater
Program	Wastewater Collection System
Funding Request Type	PERSONNEL
Source of Funds	Wastewater Enterprise Fund
Amount Requested	\$72,700

I. Description of Request

Request for 1 FTE whose primary responsibility would be operating the newly proposed CCTV Camera Van, reviewing videos, properly coding pipe defects, and scheduling repairs to be made. The position is proposed with a salary starting at approximately \$45,000 per year.

II. Problem/Issue

History/Background
How does this affect our citizens/customers quality of life?
If this is not a traditional function, why should the City of Sedona deal with it?
Does the project/issue relate to the Community Plan (or other master plans), or how does this fit into the City's priorities?
What does the City/community get for this investment?

Currently, the City contracts out required CCTV inspection services and rarely reviews data for pipe defects. Reviewing the videos is a timely process and thus the videos have not historically been reviewed in detail due to demands of other work activities. By moving this activity in-house and having a dedicated employee to review the data in detail, we would gain a better understanding of the condition of the sewer collection system as well as enable the department to schedule repairs as needed.

III. Risk Analysis

What happens if this is not done?
Show examples of best practices from other cities, if applicable.
Discuss other alternatives, if applicable, and why the proposed solution is recommended.

Having a full time employee dedicated to executing and overseeing the CCTV inspections is beneficial to the department in that sewer defects that require repair or attention can be realized before it becomes a larger problem. Through regular monitoring and evaluation of sewer pipes, we can have a better understanding of the real-time condition of the collection system. Repairing defects while they are small typically results in an overall decrease in future pipe deterioration and avoids more costly repairs down the road.

In addition, the department will benefit from adding a FTE who can assist with everyday operations of the collection system when needed. The collection system consists of 110 miles of gravity sewer pipe, 1,950 manholes, 17 lift stations, and 5,600 connections. The collection system is currently maintained by 3 FTE; daily maintenance includes checking all 17 lift stations for proper operation, responding to service calls and/or complaints, quarterly inspections of over 100 commercial grease traps, monthly cleaning of sewer lines and lift station wet wells, and monthly service of pumps and valves. Often times if a pump goes down at a lift station, it will take 2-3 FTE to diagnose and repair the problem. Having a 4th FTE will ensure that daily maintenance is completed, even in the event of a system problem. The department will also be able to implement and oversee a manhole inspection program, which is not currently in place and was recommended in the 2017 Wastewater Master Plan Update.

It is anticipated that the proposed employee would spend approximately 20-25 hours per week (1,040-1,300 hours per year) focused on scheduling CCTV inspections, conducting video recordings, reviewing CCTV data and coding defect. This person would also be responsible for scheduling necessary repairs and overseeing the contracts to do the repairs. It is estimated that in order to meet ADEQs schedule of a 5-year full system CCTV inspection, it will require 1 full day per week of CCTV recording with an additional 1.5-2 days per week to review the video, code defects, and schedule repairs that are needed.

The remainder of hours would be spent assisting existing collection system operators in everyday operations of the collection system. Additionally, depending on the area, existing operators may need to assist the CCTV inspector in the field for up to 1 day per week (416 hours). Traffic control will also be required on occasion. If conducting CCTV inspections in high traffic areas such as Hwy 179 or SR89A, it would be proposed to use the City's Traffic Control Assistants and/or conduct the work overnight when traffic volumes are lower.

IV. Implementation

**What is the timeframe for completion of plan and implementation for project/issue?
How will you market/communicate the project/issue to the public?
What performance measures will you use to evaluate the project/issue? Include the targets for FY 2018-19, as well as future years as applicable.**

If approved, the department would implement the purchase of the CCTV Camera Van and begin recruitment for the operator position in July 2018. With an annual savings of approximately \$27,000 and the \$255,000 capital investment, the payback period on the investment is approximately 9 years. The estimated life of the equipment is 15 years.

V. Cost Savings/Revenue Enhancements

Please explain any cost savings, new funding sources or increased revenues.

N/A



**City of Sedona
Decision Package
Fiscal Year 2018-19**

**CM Recommended
CBWG Recommended, if
funding available**

Request Title	WETLANDS CATTAIL CUTTER
Department	Wastewater
Program	Wastewater Plant Operations
Funding Request Type	OTHER ONETIME
Source of Funds	Wastewater Enterprise Fund
Amount Requested	\$45,000

I. Description of Request

The Wastewater Department has had a service contract with two different contractors to do cattail removal work for the past three years. This is a very labor intensive job to manually cut and haul off the cattails. Cattails are an invasive species and grow rapidly taking over the effluent ponds at the Wetlands Preserve. A lot of community members utilize the preserve for viewing wildlife, and when the cattails get overgrown it blocks the view for the wildlife. The purpose of this request is to purchase an amphibious machine that cuts and collects cattails. Its flexibility allows it to operate on water, in the shallow margins, and on dry land. This means that it can be used in the water as a boat, and it has an attachment that will cut and collect the cattails all in one, then the boat can drive on land to carry the cattails to be dumped.

II. Problem/Issue

History/Background
How does this affect our citizens/customers quality of life?
If this is not a traditional function, why should the City of Sedona deal with it?
Does the project/issue relate to the Community Plan (or other master plans), or how does this fit into the City's priorities?
What does the City/community get for this investment?

The issue with using the service contract to keep the cattails from becoming overgrown is that it is very time consuming, labor intensive, and expensive to contract out. Wastewater staff does not have enough time available to perform this work, which is why it is contracted out. But by purchasing this machine, wastewater staff will be able to quickly drive it into the ponds and back out with cut cattails to be disposed of.

III. Risk Analysis

What happens if this is not done?
Show examples of best practices from other cities, if applicable.
Discuss other alternatives, if applicable, and why the proposed solution is recommended.

IV. Implementation

What is the timeframe for completion of plan and implementation for project/issue?
How will you market/communicate the project/issue to the public?
What performance measures will you use to evaluate the project/issue? Include the targets for FY 2018-19, as well as future years as applicable.

The estimated timeframe to purchase this piece of equipment is in Fiscal Year 2018/2019. Standard City Sole Source Procurement Procedures will be followed to make the purchase. The cost to purchase the Truxor DM 5000 is \$77,850, the Doro Cutter ESM 2200 attachment is \$6,175, and shipping from Sweden is approximately \$13,000.

V. Cost Savings/Revenue Enhancements

Please explain any cost savings, new funding sources or increased revenues.

By purchasing this machine, while expensive up front, it will save the City money in just a short amount of time. In the past three years, we have already spent almost twice the amount that it would cost to purchase the new machine; FY 14/15 \$89,904, FY 15/16 \$46,900, and FY 16/17 \$45,886.

CITY MANAGER'S OFFICE

Mission Statement

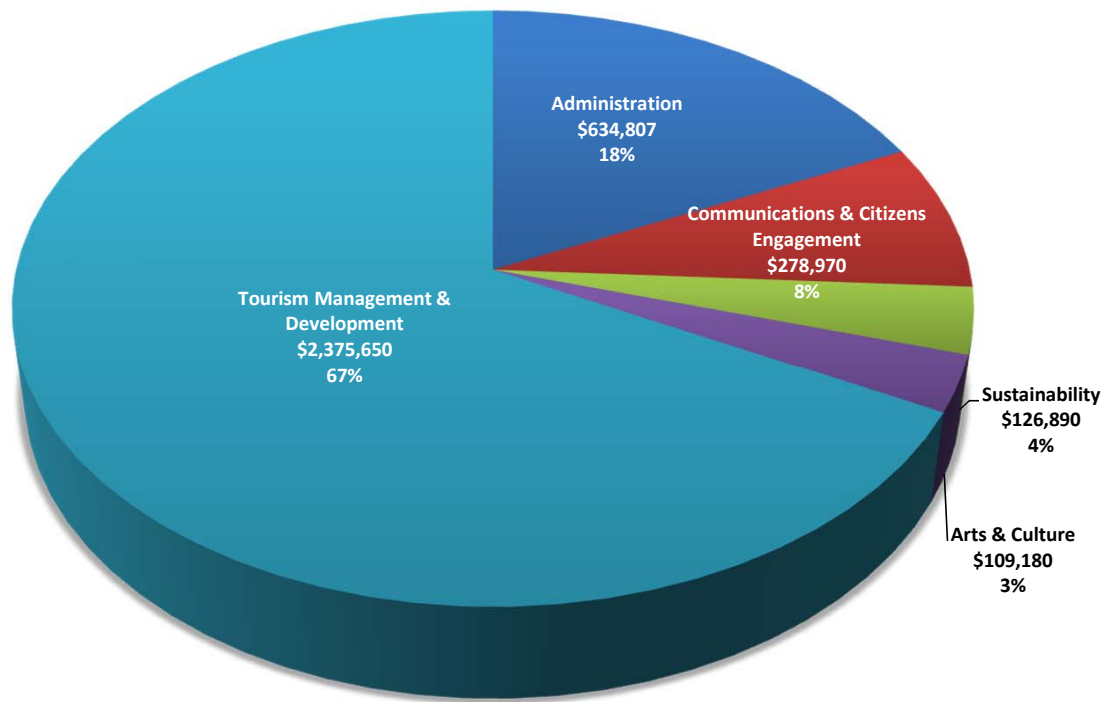
To assist departments and City Council in meeting performance goals by fostering an organizational environment that encourages a commitment to teamwork and delivery of quality municipal services to external customers (residents) and internal customers (employees).

Description

The City Manager's Office is responsible for the following program areas:

- * Administration
- * Communications and Citizen Engagement
- * Arts and Culture
- * Tourism Management and Development

FY 2019 PROGRAM EXPENDITURES: \$3,525,497



CITY MANAGER'S OFFICE – Administration

BUDGET SUMMARY	FY2019 Budget	% of FY2019 Budget	FY2018 Budget	FY2018 Estimate	FY2017 Actual
Program Expenditures					
Personnel Services	\$ 493,060	78%	\$ 523,600	\$ 498,380	\$ 483,455
Supplies & Services	49,927	8%	119,120	55,870	23,064
Subtotal Direct Costs	\$ 542,987	86%	\$ 642,720	\$ 554,250	\$ 506,519
Internal Charges	91,820	14%	102,100	102,100	-
Total Expenditures	\$ 634,807	100%	\$ 744,820	\$ 656,350	\$ 506,519
Expenditures by Fund					
General Fund Portion	\$ 634,807	100%	\$ 744,820	\$ 656,350	\$ 458,324
Wastewater Fund Portion	\$ -	0%	\$ -	\$ -	\$ 48,195
Funding Sources					
Allocations to Other Departments	\$ 603,580	95%	\$ 646,800	\$ 646,800	\$ -
Program Revenues	\$ -	0%	\$ -	\$ -	\$ 48,195
Funding from General Revenues	\$ 31,227	5%	\$ 98,020	\$ 9,550	\$ 458,324
Employee Time Allocation (FTEs) (Budgeted)	3.00		3.40		3.19

The Administration program consists of the City Manager and Assistant City Manager, who are responsible for the implementation of City Council policy and work plans and directing all department head positions.

FY 2018 Accomplishments

- * Oversaw and/or directly led City Council Priorities.
- * Worked with merchants and other stakeholders to develop recommendations for enhancement projects funded through Main Street paid parking program implemented in FY17.
- * Concluded a Citizen Work Group effort to develop and present to City Council long-term capital needs and funding options.
- * Implemented a new ten-year 1/2 cent sales tax to be dedicated towards funding projects identified through the 2017 Transportation Master Plan
- * Updated land development code Article 17 (wireless ordinance) and completed a wireless master plan.
- * Worked with consultants and community stakeholders to complete a comprehensive traffic and circulation study.

FY 2019 Objectives

- * Continued development and implementation of strategies to mitigate traffic and parking issues in Uptown. (Council Priority)
- * Work with Sedona Chamber of Commerce and Tourism Bureau to develop a Sustainable Tourism Plan/Program to guide future tourism activities. (Council Priority)
- * Initiate efforts to pursue public/private partnerships to address the lack of availability of affordable housing. (Council Priority)
- * Put the "Home Rule" alternative expenditure limitation on the August ballot for a public vote, in accordance with Arizona state law. (Council Priority)
- * Initiate the development of a Greater Sedona/Oak Creek Canyon Transit System Development and Implementation Plan, in coordination with surrounding jurisdictions and funded through federal transit planning grant funds.

WORKLOAD INDICATORS	Benchmark	FY16 Actual	FY17 Actual	FY18 Projection	FY18 Estimate	FY19 Projection
City Council agenda bill items reviewed		158	144	140	156	150
Total number of adopted Council Priorities		29	14	24	16	16

PERFORMANCE MEASURES	Benchmark	FY16 Actual	FY17 Actual	FY18 Target	FY18 Estimate	FY19 Target
ICMA: Quality of all local government services: % Excellent or Good (The National Citizen Survey 2017)	79%	N/A	N/A	N/A	68%	N/A
Employee favorability rating: job satisfaction		N/A	N/A	N/A	N/A	N/A
Percent of City Council annual priority goals completed by the established deadlines		80%	80%	80%	80%	80%

CITY MANAGER'S OFFICE – Communications & Citizens Engagement

BUDGET SUMMARY	FY2019 Budget	% of FY2019 Budget	FY2018 Budget	FY2018 Estimate	FY2017 Actual
Program Expenditures					
Personnel Services	\$ 181,610	65%	\$ 181,500	\$ 178,580	\$ 110,986
Supplies & Services	43,710	16%	51,550	34,210	15,282
Subtotal Direct Costs	\$ 225,320	81%	\$ 233,050	\$ 212,790	\$ 126,268
Internal Charges	53,650	19%	55,620	55,620	-
Total Expenditures	\$ 278,970	100%	\$ 288,670	\$ 268,410	\$ 126,268
Expenditures by Fund					
General Fund Portion	\$ 278,970	100%	\$ 288,670	\$ 268,410	\$ 126,268
Funding Sources					
Funding from General Revenues	\$ 278,970	100%	\$ 288,670	\$ 268,410	\$ 126,268
Employee Time Allocation (FTEs) (Budgeted)	1.88		1.88		1.88

The Communications and Citizen Engagement program is responsible for keeping Sedona citizens informed and involved. Services include the Citizen Engagement Program and public information activities such as website management, digital and printed information materials and citizen services, and media relations.

FY 2018 Accomplishments

- * Produced the Annual Community Report and a Community Connection newsletters, delivered to all households in Sedona.
- * Coordinated 24 City Talk articles for publication.
- * Held the 2018 Citizens Academy with 15 participants.
- * Completed the Community Survey.
- * Continued to develop online opportunities to engage residents including two Transportation Master Plan surveys.
- * Hosted a volunteer luncheon and awards program for Citizens Engagement Program (CEP) participants and other volunteers.
- * Communicated City Council's priorities to residents.
- * Completed a full communications audit of the city's internal and external communications and began implementation of improvements including improved website searchability, compliance with federal digital accessibility standards for persons with disabilities, and content and appearance; and improved social media account protocols.
- * Updated policy, processes and goals of the city's social media communication.
- * Placed an average of 5-8 city news stories in three printed news publications and two digital news sites each month.
- * Delivered a business partnership with Larson Newspapers to reduce the cost of Annual Report production by \$2,000 a year and improve content.
- * Wrote and received City Attorney approval for the city's Advertising Standards.

FY 2019 Objectives

- * Continue to offer meaningful work group opportunities for citizens.
- * Conduct a survey on citizen communication awareness and preferences.
- * Continuous improvement of usability and functionality of the city website and other digital communication tools.
- * Coordinate and participate in the 2019 Citizens Academy.

WORKLOAD INDICATORS	Benchmark	FY16 Actual	FY17 Actual	FY18 Projection	FY18 Estimate	FY19 Projection
New citizen workgroups created		6	9	8	4	5
Number of active work groups		11	12	10	4	5
Number of citizens participating in City work groups		81	80	75	50	50

PERFORMANCE MEASURES	Benchmark	FY16 Actual	FY17 Actual	FY18 Target	FY18 Estimate	FY19 Target
Community Survey respondents very or somewhat likely to use city website or eNotify emails to learn about city issues		N/A	N/A	67%	67%	N/A
Increase digital reach and open rates of city issued news releases		1,000 subscribers / 21% open	1,230 subscribers / 31% open	3,500 subscribers / 40% open rate	1,500 subscribers / 35% open	1,800 subscribers / 37% open
Participants rating the Citizen's Academy as good or excellent		N/A	100%	90%	100%	100%
Participants rating their work group experience as good or excellent		N/A	N/A	N/A	N/A	N/A

CITY MANAGER'S OFFICE – Sustainability

BUDGET SUMMARY	FY2019 Budget	% of FY2019 Budget	FY2018 Budget	FY2018 Estimate	FY2017 Actual
Program Expenditures					
Personnel Services	\$ 93,050	73%	\$ -	\$ -	\$ -
Supplies & Services	25,000	20%	-	-	-
Subtotal Direct Costs	\$ 118,050	93%	\$ -	\$ -	\$ -
Internal Charges	8,840	7%	-	-	-
Total Expenditures	\$ 126,890	100%	\$ -	\$ -	\$ -
Expenditures by Fund					
General Fund Portion	\$ 126,890	100%	\$ -	\$ -	\$ -
Funding Sources					
Funding from General Revenues	\$ 126,890	100%	\$ -	\$ -	\$ -
Employee Time Allocation (FTEs) (Budgeted)	1.00		0.00		0.00

FY 2018 Accomplishments

FY 2019 Objectives

WORKLOAD INDICATORS	Benchmark	FY16 Actual	FY17 Actual	FY18 Projection	FY18 Estimate	FY19 Projection
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PERFORMANCE MEASURES	Benchmark	FY16 Actual	FY17 Actual	FY18 Target	FY18 Estimate	FY19 Target
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CITY MANAGER'S OFFICE – Arts & Culture

BUDGET SUMMARY	FY2019 Budget	% of FY2019 Budget	FY2018 Budget	FY2018 Estimate	FY2017 Actual
Program Expenditures					
Personnel Services	\$ 69,260	63%	\$ 68,180	\$ 68,120	\$ 64,353
Supplies & Services	18,300	17%	18,350	18,300	13,888
Subtotal Direct Costs	\$ 87,560	80%	\$ 86,530	\$ 86,420	\$ 78,241
Internal Charges	21,620	20%	21,570	21,570	-
Total Expenditures	\$ 109,180	100%	\$ 108,100	\$ 107,990	\$ 78,241
Expenditures by Fund					
General Fund Portion	\$ 109,180	100%	\$ 108,100	\$ 107,990	\$ 78,241
Funding Sources					
Funding from General Revenues	\$ 109,180	100%	\$ 108,100	\$ 107,990	\$ 78,241
Employee Time Allocation (FTEs) (Budgeted)	0.75		0.75		0.75

Being a city animated by the arts, the Arts and Culture program supports and facilitates numerous quality programs that generate creative growth for our community. This division is responsible for overlooking seven major areas: Art in Public Places, Art in Private Development, the City Hall Art Rotation Program, the Artist in the Classroom Program, the Street Performance Program, the Mayor's Arts Awards and the monthly Moment of Art presentations to City Council.

FY 2018 Accomplishments

- * Extended the City Hall Art Rotation program from 3 to 4 month exhibits, giving artists longer exposure.
- * Increased attendees up to 100 at Artist Receptions by sending out additional press releases.
- * Managed all aspects of the Mayor's Arts Award ceremony, including hosting the event to a full house.
- * Incorporated cultural moments in the "Moment of Art" at the first Council meeting of every month.
- * Overlooked process for Police dog sculpture: selecting artist, reviewing development and council approval.
- * Educate and share information with other municipalities regarding process for roundabout art and city exhibits.

FY 2019 Objectives

- * Increase artist assignments through the Artist in the Classroom program.
- * Introduce socially conscious art projects in the Artist in the Classroom program, connecting students empathetically to current issues that affect our community and world.
- * Create a comprehensive list and photos of all current permanent and temporary Public Art and their values.
- * Invite a musician to perform for Artist Receptions, supporting an additional creative form for these events.

PERFORMANCE MEASURES	Benchmark	FY16 Actual	FY17 Actual	FY18 Target	FY18 Estimate	FY19 Target
Artist in the Classroom # of assignments per year		30	24	30	35	35
Artist in the Classroom # of students reached		1,900+	1,800+	1,500	1,000	1,000
Artist in the Classroom % positive feedback - teacher survey		90%	92%	100%	100%	100%
City Hall Art Rotation Program # of artists exhibited per year		12	12	8 (revised)	8	8
City Hall Art Rotation Program # of viewings plus # of attendees for Artist Receptions		50	75	150	200	250
Moment of Art for City Council # of artists performed		12	12	12	12	12

CITY MANAGER'S OFFICE – Tourism Management & Development

BUDGET SUMMARY	FY2019 Budget	% of FY2019 Budget	FY2018 Budget	FY2018 Estimate	FY2017 Actual
Program Expenditures					
Supplies & Services	\$ 2,364,200	100%	\$ 2,176,400	\$ 2,342,100	\$ -
Subtotal Direct Costs	\$ 2,364,200	100%	\$ 2,176,400	\$ 2,342,100	\$ -
Internal Charges	11,450	<1%	10,090	10,090	-
Total Expenditures	\$ 2,375,650	100%	\$ 2,186,490	\$ 2,352,190	\$ -
Expenditures by Fund					
General Fund Portion	\$ 2,375,650	100%	\$ 2,186,490	\$ 2,352,190	\$ -
Funding Sources					
Program Revenues	\$ 614,078	26%	\$ 565,299	\$ 608,338	\$ -
Funding from General Revenues	\$ 1,761,572	74%	\$ 1,621,191	\$ 1,743,852	\$ -
Employee Time Allocation (FTEs) (Budgeted)	0.00		0.00		0.00

With tourism being the primary economic engine in Sedona, the City contracts with the Sedona Chamber of Commerce and Tourism Bureau SCCandTB to initiate, implement, and administer a comprehensive sales and marketing program designed to attract visitors and meeting delegates to the City, thereby gaining revenues to the community and contributing to the overall economic growth of the Sedona business community and the City in general. This contract also funds their operation of the visitor center and tourism product development initiatives which can help enhance and expand the destination's appeal to visitors and/or improve the quality of life for residents by mitigating some of the unintended consequences of a robust tourist economy.

FY 2018 Accomplishments

- * Over 281,000 visitors assisted in-person at the visitor center, via email, via telephone and via text.
- * Purchased property at 401 Jordan Road for immediate use for additional public parking and future strategic development.
- * Initiated process to develop a Sustainable Tourism Plan, which will involve the active participation of Sedona residents, community groups and businesses.
- * Put on Sedona Northern Lights show for the first time to attract visitors during the slow time of early/mid December.
- * Developed Driving for Roundabouts video.
- * Held joint planning session with SCCandTB Board of Directors and City Council.

FY 2019 Objectives

- * Focus on quality of visitor, not quantity including targeting visitors with an annual household income of \$150,000+, out-of-state and international visitors, and longer length of stays.
- * Continue to focus on attracting visitors during slow periods including summer and winter, and weekday visitors.
- * Accelerate sales efforts in group and international markets.
- * Elevate the Arts and Wellness as reasons visitors come to Sedona.
- * Finalize a Sustainable Tourism Plan to facilitate sustaining a healthy balance between tourism and the quality of life in Sedona.
- * Develop citywide vehicular and pedestrian wayfinding and placemaking plan.
- * Focus on target marketing to travel trade industry.

PERFORMANCE MEASURES	Benchmark	FY16 Actual	FY17 Actual	FY18 Target	FY18 Estimate	FY19 Target
Annual daily room rate for hotels (ADR)		\$198.45	\$217.50	\$219.33	\$219.33	\$219.00
Bed tax collections (in millions)		\$3.0	\$3.8	\$4.0	\$4.3	\$4.4
City sales tax collections (in millions)		\$15.0	\$16.3	\$16.7	\$18.4*	\$20.9*
* includes new 0.5% sales tax implemented March 1, 2018						
Hotel occupancy rate		68.7%	68.8%	68.8%	68.8%	68.8%
Number of visitors assisted at the visitor center, via email, via telephone and via text.		314,430	302,464	306,000	281,227	290,199
Visitor service satisfaction measured by survey at the Visitor Center, and/or electronically		N/A	N/A	95%	N/A	95%

CITY MANAGER'S OFFICE
continued

EXPENDITURE SUMMARY

Cost Category	FY2019 Proposed	FY2018 Budget	FY2019 Incr. over FY2018 Budget	FY2018 Est. Actuals	FY2019 Incr. over FY2018 Est.	FY2018 Est. (over)/ under budget	FY2017 Actuals	FY2016 Actuals	FY2015 Actuals	FY2014 Actuals	Explanation of Changes
General Fund											
10-5220-01 - Administration											
Personnel (ongoing)	\$493,060	\$523,600	-6%	\$498,380	-1%	\$25,220	\$435,260	\$601,211	\$620,208	\$664,132	
Supplies & Services (ongoing)	\$19,927	\$119,120	-83%	\$55,870	-64%	\$63,250	\$23,064	\$144,024	\$84,776	\$32,351	Budget Decrease: Separated one-time costs, transferred sustainability costs to 10-5220-09 Current Year Under Budget: Carryovers
Direct Costs (Ongoing) Subtotal	\$512,987	\$642,720	-20%	\$554,250	-7%	\$88,470	\$458,324	\$745,235	\$704,983	\$696,483	
Internal Charges	(\$511,760)	(\$544,700)	-6%	(\$544,700)	-6%	\$0	\$0	\$0	\$0	\$0	
Ongoing Total	\$1,227	\$98,020	-99%	\$9,550	-87%	\$88,470	\$458,324	\$745,235	\$704,983	\$696,483	
Supplies & Services (one-time)	\$30,000	\$0	∞	\$0	∞	\$0	\$0	\$0	\$0	\$0	Budget: Carryover DIF study and wireless master plan
Administration Total	\$31,227	\$98,020	-68%	\$9,550	227%	\$88,470	\$458,324	\$745,235	\$704,983	\$696,483	
10-5220-03 - Communications & Citizens Engagement											
Personnel (ongoing)	\$181,610	\$181,500	0%	\$178,580	2%	\$2,920	\$110,986	\$0	\$0	\$0	
Supplies & Services (ongoing)	\$25,710	\$51,550	-50%	\$34,210	-25%	\$17,340	\$15,282	\$0	\$0	\$0	Budget Decrease: Separated one-time costs Current Year Under Budget: Carryovers
Direct Costs (Ongoing) Subtotal	\$207,320	\$233,050	-11%	\$212,790	-3%	\$20,260	\$126,268	\$0	\$0	\$0	
Internal Charges	\$53,650	\$55,620	-4%	\$55,620	-4%	\$0	\$0	\$0	\$0	\$0	
Ongoing Total	\$260,970	\$288,670	-10%	\$268,410	-3%	\$20,260	\$126,268	\$0	\$0	\$0	
Supplies & Services (one-time)	\$18,000	\$0	∞	\$0	∞	\$0	\$0	\$0	\$0	\$0	Budget: Carryover public access channel/video communications
Communications & Citizens Engagement Total	\$278,970	\$288,670	-3%	\$268,410	4%	\$20,260	\$126,268	\$0	\$0	\$0	
10-5220-09 - Sustainability											
Personnel (ongoing)	\$93,050	\$0	∞	\$0	∞	\$0	\$0	\$0	\$0	\$0	Budget Increase: Added Sustainability Coordinator as directed by Council
Supplies & Services (ongoing)	\$25,000	\$0	∞	\$0	∞	\$0	\$0	\$0	\$0	\$0	Budget Increase: Created new program code
Direct Costs (Ongoing) Subtotal	\$118,050	\$0	∞	\$0	∞	\$0	\$0	\$0	\$0	\$0	
Internal Charges	\$8,840	\$0	∞	\$0	∞	\$0	\$0	\$0	\$0	\$0	
Sustainability Total	\$126,890	\$0	∞	\$0	∞	\$0	\$0	\$0	\$0	\$0	

CITY MANAGER'S OFFICE
continued

EXPENDITURE SUMMARY

Cost Category	FY2019 Proposed	FY2018 Budget	FY2019 Incr. over FY2018 Budget	FY2018 Est. Actuals	FY2019 Incr. over FY2018 Est.	FY2018 Est. (over)/ under budget	FY2017 Actuals	FY2016 Actuals	FY2015 Actuals	FY2014 Actuals	Explanation of Changes
10-5220-41 - Arts & Culture											
Personnel (ongoing)	\$69,260	\$68,180	2%	\$68,120	2%	\$60	\$64,353	\$0	\$0	\$0	
Supplies & Services (ongoing)	\$18,300	\$18,350	0%	\$18,300	0%	\$50	\$13,888	\$0	\$0	\$0	
Direct Costs (Ongoing) Subtotal	\$87,560	\$86,530	1%	\$86,420	1%	\$110	\$78,241	\$0	\$0	\$0	
Internal Charges	\$21,620	\$21,570	0%	\$21,570	0%	\$0	\$0	\$0	\$0	\$0	
Arts & Culture Total	\$109,180	\$108,100	1%	\$107,990	1%	\$110	\$78,241	\$0	\$0	\$0	
10-5220-72 - Tourism Management & Development											
Supplies & Services (ongoing)	\$2,364,200	\$2,176,400	9%	\$2,342,100	1%	(\$165,700)	\$0	\$0	\$0	\$0	Budget Increase: Increase in estimated bed taxes Current Year Over Budget: Increase in estimated bed taxes
Direct Costs (Ongoing) Subtotal	\$2,364,200	\$2,176,400	9%	\$2,342,100	1%	(\$165,700)	\$0	\$0	\$0	\$0	
Internal Charges	\$11,450	\$10,090	13%	\$10,090	13%	\$0	\$0	\$0	\$0	\$0	
Tourism Management & Development Total	\$2,375,650	\$2,186,490	9%	\$2,352,190	1%	(\$165,700)	\$0	\$0	\$0	\$0	
General Fund Totals											
Personnel Subtotal	\$836,980	\$773,280	8%	\$745,080	12%	\$28,200	\$610,600	\$601,211	\$620,208	\$664,132	
Supplies & Services (Ongoing) Subtotal	\$2,453,137	\$2,365,420	4%	\$2,450,480	0%	(\$85,060)	\$52,233	\$144,024	\$84,776	\$32,351	
Direct Costs (Ongoing) Subtotal	\$3,290,117	\$3,138,700	5%	\$3,195,560	3%	(\$56,860)	\$662,833	\$745,235	\$704,983	\$696,483	
Internal Charges Subtotal	(\$416,200)	(\$457,420)	-9%	(\$457,420)	-9%	\$0	\$0	\$0	\$0	\$0	
Ongoing Subtotal	\$2,873,917	\$2,681,280	7%	\$2,738,140	5%	(\$56,860)	\$662,833	\$745,235	\$704,983	\$696,483	
Supplies & Services (One-Time) Subtotal	\$48,000	\$0	∞	\$0	∞	\$0	\$0	\$0	\$0	\$0	
General Fund Total	\$2,921,917	\$2,681,280	9%	\$2,738,140	7%	(\$56,860)	\$662,833	\$745,235	\$704,983	\$696,483	
Wastewater Enterprise Fund											
59-5220-01 - Administration											
Personnel (ongoing)	\$0	\$0	N/A	\$0	N/A	\$0	\$48,195	\$0	\$0	\$0	
Wastewater Enterprise Fund Total	\$0	\$0	N/A	\$0	N/A	\$0	\$48,195	\$0	\$0	\$0	

CITY MANAGER'S OFFICE
continued

EXPENDITURE SUMMARY

Cost Category	FY2019 Proposed	FY2018 Budget	FY2019 Incr. over FY2018 Budget	FY2018 Est. Actuals	FY2019 Incr. over FY2018 Est.	FY2018 Est. (over)/ under budget	FY2017 Actuals	FY2016 Actuals	FY2015 Actuals	FY2014 Actuals	Explanation of Changes
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GRAND TOTALS

Personnel (Ongoing) Subtotal	\$836,980	\$773,280	8%	\$745,080	12%	\$28,200	\$658,795	\$601,211	\$620,208	\$664,132	
Supplies & Services (Ongoing) Subtotal	\$2,453,137	\$2,365,420	4%	\$2,450,480	0%	(\$85,060)	\$52,233	\$144,024	\$84,776	\$32,351	
Direct Costs (Ongoing) Subtotal	\$3,290,117	\$3,138,700	5%	\$3,195,560	3%	(\$56,860)	\$711,028	\$745,235	\$704,983	\$696,483	
Internal Charges Subtotal	(\$416,200)	(\$457,420)	-9%	(\$457,420)	-9%	\$0	\$0	\$0	\$0	\$0	
Ongoing Subtotal	\$2,873,917	\$2,681,280	7%	\$2,738,140	5%	(\$56,860)	\$711,028	\$745,235	\$704,983	\$696,483	
Supplies & Services (One-Time) Subtotal	\$48,000	\$0	∞	\$0	∞	\$0	\$0	\$0	\$0	\$0	
Grand Total	\$2,921,917	\$2,681,280	9%	\$2,738,140	7%	(\$56,860)	\$711,028	\$745,235	\$704,983	\$696,483	

Reconciliation

FY2018 Direct Costs	\$3,138,700
Transferred Assistant Planner to CMO as Sustainability Coordinator	\$93,050
Increase in Tourism Management & Development due to increase in Bed Tax Revenues	\$187,800
Reduction of One-Time Costs	(\$55,000)
Other Budget Reductions	(\$26,433)
FY2019 Direct Costs	\$3,338,117

CITY MANAGER'S OFFICE
continued

POSITIONS/ALLOCATIONS SUMMARIES

Position	FY19 FTE	FY18 FTE	FY17 FTE	FY16 FTE
Administrative Assistant	0.00	0.00	0.00	1.00
Arts and Culture Coordinator ⁽¹⁾	0.75	0.75	0.75	0.75
Assistant City Manager	1.00	1.00	1.00	1.00
Citizens Engagement Coordinator ⁽¹⁾	0.88	0.88	0.88	0.75
City Manager	1.00	1.00	1.00	1.00
Communications & Public Affairs Manager	1.00	1.00	1.00	1.00
Economic Development Director ⁽³⁾	0.00	0.00	1.00	0.00
Executive Assistant to the City Manager	1.00	1.00	1.00	0.00
Intern ⁽²⁾	0.00	0.40	0.19	0.33
Sustainability Coordinator	1.00	0.00	0.00	0.00
Total	6.63	6.03	6.82	5.83

Org Unit	Org Description	FY19 FTE	FY18 FTE	FY17 FTE	FY16 FTE
General Fund					
10-5220-01	Administration	3.00	3.40	2.89	5.28
10-5220-03	Communications/Citizen Engagement	1.88	1.88	1.88	0.00
10-5220-09	Sustainability	1.00	0.00	0.00	0.00
10-5220-41	Arts & Culture	0.75	0.75	0.75	0.00
10-5220-76	Economic Development ⁽³⁾	0.00	0.00	1.00	0.00
General Fund Total		6.63	6.03	6.52	5.28

Wastewater Enterprise Fund					
59-5220-01	Administration ⁽⁴⁾	0.00	0.00	0.30	0.00
59-5250-02	Administration ⁽⁴⁾	0.00	0.00	0.00	0.55
Wastewater Enterprise Fund Total		0.00	0.00	0.30	0.55

Grand Total 6.63 6.03 6.82 5.83

⁽¹⁾ Part-time positions

⁽²⁾ Temporary position - The manner in which FTE was calculated was changed in FY2018 with no change to the stipend paid.

⁽³⁾ The Economic Development Program was moved to its own separate department beginning FY2018.

⁽⁴⁾ Beginning FY2018, the allocations to the Wastewater Fund were made via indirect cost allocations instead of a direct allocation of salaries.



**City of Sedona
Decision Package
Fiscal Year 2018-19**

**CM Recommended, if other partners share in cost
CBWG Recommended, if other partners share in cost**

Request Title	EXPAND LYNX TRANSIT SERVICES
Department	City Manager's Office
Program	Sustainability
Funding Request Type	OTHER ONGOING
Source of Funds	General Fund
Amount Requested	\$131,000

I. Description of Request

To expand the Verde Lynx services to include adding services over the noon hour, increasing frequency to service every 45 minutes, and expanding hours to go past 6:30 p.m. to 10:30 p.m. which would include the additional of a late shuttle from Cottonwood library where the Lynx would drop off.

II. Problem/Issue

History/Background
How does this affect our citizens/customers quality of life?
If this is not a traditional function, why should the City of Sedona deal with it?
Does the project/issue relate to the Community Plan (or other master plans), or how does this fit into the City's priorities?
What does the City/community get for this investment?

In May of last year the Sedona Chamber did a transit survey of employers (73 respondents) to find out if they thought expanded service would help their employees and their ability to hire and retain employees. Approximately 30% said their employees ride the Lynx and 58% said they felt that if the Lynx ran after 7 p.m. they would have more potential candidates to fill their open positions. Employee recruitment and retention has been an increasing struggle for businesses in Sedona, exacerbated by the lack of affordable housing locally. The majority of employees are commuting into Sedona for work from outlying areas.

- 62% thought more employees would ride the Lynx if there were longer hours of service
- 59% thought more employees would ride the Lynx if buses ran more frequently
- 62% thought more employees would ride the Lynx if there were more pick up/drop off locations

The Sedona Chamber of Commerce, on behalf of the local businesses they represent, supports this service expansion.

Average ridership for FY17 was 4600 riders per month. Average ridership for the first 6 months of FY18 was 4510 riders per month.

One of the 6 major outcomes in the Sedona Community Plan is reduced traffic. In 2020 and beyond the Plan deems success to be having a robust transit system that offers residents and visitors an alternative to driving. The Transit Section of the Plan states that "future transit must be seen as a beneficial investment for the City and residents, and whether intended to primarily serve residents, visitors, or both, it must be seen as a practical alternative to the personal vehicle by a substantial number of those it is expected to serve. Increasing hours and frequency will make the Lynx more of a practical alternative for employees commuting to and from work in Sedona.

III. Risk Analysis

What happens if this is not done?

Show examples of best practices from other cities, if applicable.

Discuss other alternatives, if applicable, and why the proposed solution is recommended.

IV. Implementation

What is the timeframe for completion of plan and implementation for project/issue?

How will you market/communicate the project/issue to the public?

What performance measures will you use to evaluate the project/issue? Include the targets for FY 2018-19, as well as future years as applicable.

The current City of Sedona contributions for the Lynx services are budgeted in General Services. This DP is being presented through the CM Office to capture it's relevance to the Sustainability program area but would likely be budgeted elsewhere if approved. The service expansion would be administered through the City of Cottonwood through the existing intergovernmental agreement for the operation of the Lynx. The Cottonwood Transit Manager believes these expansions could be made with existing buses and would not require the purchase of additional buses.

V. Cost Savings/Revenue Enhancements

Please explain any cost savings, new funding sources or increased revenues.

The Lynx is currently supported by the various local jurisdictions that use it as well as through federal transit funding (administered through the AZ Dept of Transportation) provided through the 5311 rural transportation program. Current annual estimated costs for the City of Sedona for existing levels of service for the Lynx are \$160,000 annually. The other Lynx partners are not in a position currently to contribute to Lynx expansion. The entirety of the local portion of the service expansions would need to be supported by the City of Sedona. The total cost of the service expansions is approximately \$335,400, of which approximately \$205,400 would be paid for with 5311 rural transit grant funds. Transit was a highly rated strategy area in the City's Transportation Master Plan and would be anticipated to be funded through the new 1/2 cent dedicated transportation sales tax.



**City of Sedona
Decision Package
Fiscal Year 2018-19**

Request Title	HOUSING FUND CONTRIBUTION
Department	City Manager's Office
Program	Administration
Funding Request Type	OTHER ONGOING
Source of Funds	Affordable Housing Fund
Amount Requested	\$100,000

I. Description of Request

This decision package contemplates establishing an on-going contribution from discretionary bed tax to the housing fund. The funds would be used and/or leveraged with other sources to help close the affordability gap that exists between median wages and median rents/ purchase price in Sedona.

II. Problem/Issue

History/Background
How does this affect our citizens/customers quality of life?
If this is not a traditional function, why should the City of Sedona deal with it?
Does the project/issue relate to the Community Plan (or other master plans), or how does this fit into the City's priorities?
What does the City/community get for this investment?

Housing prices in Sedona have historically been prohibitive for a large segment of the local workforce. According to the US Census Bureau, the median household income in Sedona in 2016 was \$56,606. Assuming households commit 35% of gross income to housing (the top of the range suggested by most housing/ financial agencies), a family making the median household income should spend a maximum of \$1,651 per month on mortgage or rent. According to the Arizona Prime Real Estate Sedona Review, in 2017 the median home price increased to \$525,000. This means even with generous mortgage terms (10% down payment and 3.8% interest over 30 years), a typical monthly mortgage payment would be at least \$3,200 per month, almost double what a family making the median income can contribute to housing costs. A household would need an income of at least \$110,000 annually to afford the median home price. This excludes the vast majority of professional workforce in Sedona.

While we lack comprehensive data on rental prices, review of rental listings over the last 6 months in Sedona indicate very little product available at or below \$1,600/ month. Anecdotally, the city receives numbers reports from employees and employers about the lack of quality housing at a price employees can afford. The lack of availability of rental property is exacerbated by the passage of state legislation preempting the city from prohibiting short term rentals. Professional short term rental monitoring companies estimate 1,000 unique property listings in Sedona. While we lack estimates for the number of illegal short term rental properties listed prior to the change in law, anecdotal evidence suggests a significant number of long term rental properties have transitioned to short term rentals, driving inventory down and prices up.

The Sedona Community identifies housing diversity as one of six major outcomes to achieve by 2020. That outcome specifically calls for housing types that, "provide options for all ages and income levels by using innovative public policies and programs and nurturing partnerships with private developers." Accomplishing diverse and affordable housing was identified as a City Council Priority in FY18 and has been identified as a high priority for FY19. A recent, random sample survey of Sedona residents revealed that access to quality, affordable housing is one of our lowest scores among a broad spectrum of community characteristics included in our Community Livability Report. To put it in perspective, over 90% of citizens rated things like quality of our natural environment, perception of safety, and overall cleanliness as "good" or "excellent." Only 15% of those surveyed rated access to affordable, quality

housing as "good" or "excellent." These scores are significantly lower even when compared to citizen perception of traffic flow (24% good/ excellent) and travel by car (38% good/ excellent). Lastly, the survey included a custom question that asked citizens to select only two out of seven potential priorities worth of city investment (including an "other" category and a "none of these category," "ensure housing for those that work in Sedona" was by far the highest rated priority, garnering support from 50% of those surveyed.

Staff proposes using discretionary bed tax as a source of funding in part because the city has seen a significant net increase in bed tax collection since the legislation allowing short term rentals. According to the city's Oct Monthly Financial Report, the first four months of FY18, the city has collected \$194,045 more in YTD bed tax collections compared to the previous year. This increase has occurred despite the Chamber of Commerce reporting that occupancy rates at hotels were down 1.9% and average daily rate is down 2.1% over the same time period.

A citizen group organized

in the last year has been compiling various strategies to encourage greater development of a variety of housing, one of the goals being housing for variety of income levels. Many of these strategies, including accessing federal funds, require local match and participation from the local jurisdiction. For instance, federal tax credits are one mechanism where a private developer is able to "buy down" the cost of a multifamily project by accessing tax credits that provide a reduction in the developer's tax liability. In trade for the credits, the developer commits that the units will meet a certain price point based on area median income. The tax credit program is administered by the state and is a competitive program. It is virtually impossible for a project to be awarded tax credits without some kind of financial participation from the local jurisdiction. Participation could be a contribution toward development related fees or any other contribution that would defray costs and enable the development to meet the designated price point. This is one of many examples where a more robust housing fund could facilitate the Community Plan goals of providing greater housing opportunities. By way of example, the city recently made a contribution to Habitat for Humanity to cover development related fees. That contribution was approximately \$32,000 and was applied to just three units. The remaining balance of in the Housing Fund of approximately \$250,000 may not even be adequate for one tax credit project. It would certainly be insufficient to facilitate a variety of partnerships over a period of years.

III. Risk Analysis

**What happens if this is not done?
Show examples of best practices from other cities, if applicable.
Discuss other alternatives, if applicable, and why the proposed solution is recommended.**

While it is difficult to predict the future housing market in Sedona, without public participation in partnerships aimed at creating more affordable housing, it is likely that housing costs will continue to rise and more of Sedona's workforce and current community members will be priced out. This will likely continue to cause problems for local employers, including those that provide critical services to those who can still afford to live in Sedona. Most importantly, it is possible that Sedona loses some of its diverse and dynamic character and becomes more and more of a resort town that is inaccessible to entrepreneurs, young families, Sedona youth that transition out of their parents home and anyone else with modest means.

IV. Implementation

**What is the timeframe for completion of plan and implementation for project/issue?
How will you market/communicate the project/issue to the public?
What performance measures will you use to evaluate the project/issue? Include the targets for FY 2018-19, as well as future years as applicable.**

V. Cost Savings/Revenue Enhancements

Please explain any cost savings, new funding sources or increased revenues.



**City of Sedona
Decision Package
Fiscal Year 2018-19**

**CM Recommended, but
could defer
CBWG Recommended**

Request Title	HAZARDOUS HOUSEHOLD MATERIALS CLEANUP
Department	City Manager's Office
Program	Sustainability
Funding Request Type	OTHER ONETIME
Source of Funds	General Fund
Amount Requested	\$18,000

I. Description of Request

This decision package provides for a one-time hazardous household materials cleanup (HHMC) event.

II. Problem/Issue

History/Background
How does this affect our citizens/customers quality of life?
If this is not a traditional function, why should the City of Sedona deal with it?
Does the project/issue relate to the Community Plan (or other master plans), or how does this fit into the City's priorities?
What does the City/community get for this investment?

There are numerous household materials that require disposal but should not be put in a landfill. Many can be partially or fully recycled while others need to be disposed of in certain ways to avoid undesirable pollution. Typical household materials that are accepted at these events include: alkaline, lead and lithium batteries, paint, solvents, adhesives, resins, fuels such as butane, gasoline, diesel and propane, pesticides, herbicides, a variety of light bulbs and household cleaners.

The city hosted an HHMC event in 2016. It was the first event the city hosted in approximately six years. This decision package aims to establish increased frequency of the events in order to provide more reliability and predictability for those who wish to participate. Hosting the event at regular, predictable intervals would allow broader education and promotion of the event, which is intended to increase the overall diversion of these materials from the standard waste stream.

This program is currently complimentary to the recycling of standard packaging materials, certain electronics prescription drugs and emerging composting options. If these programs and services were more standardized education and promotion of these opportunities could be integrated as part of a broader waste diversion initiative.

In 2016 the city coordinated the event with Yavapai County. The city would peruse a partnership with the county again and could also solicit participation from the Sedona Fire District.

III. Risk Analysis

What happens if this is not done?
Show examples of best practices from other cities, if applicable.
Discuss other alternatives, if applicable, and why the proposed solution is recommended.

There appear to be few, if any, alternatives to properly dispose of these items. Many will accumulate in closets and garages but it is likely that some portion of these materials will end up being put down drains or thrown away with garbage where it ends up in landfills.

It may be infeasible to host these events annually. It may be determined that even every other year is too frequent. However, the city should determine a more regular frequency so the event can be programmed in at regular intervals.

IV. Implementation

**What is the timeframe for completion of plan and implementation for project/issue?
How will you market/communicate the project/issue to the public?
What performance measures will you use to evaluate the project/issue? Include the targets for FY 2018-19, as well as future years as applicable.**

The event is executed over a weekend. The date is determined by availability of space, volunteers and avoiding conflict with other community events. The event is advertised for many weeks prior to the selected date.

V. Cost Savings/Revenue Enhancements

Please explain any cost savings, new funding sources or increased revenues.

COMMUNITY DEVELOPMENT

Mission Statement

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

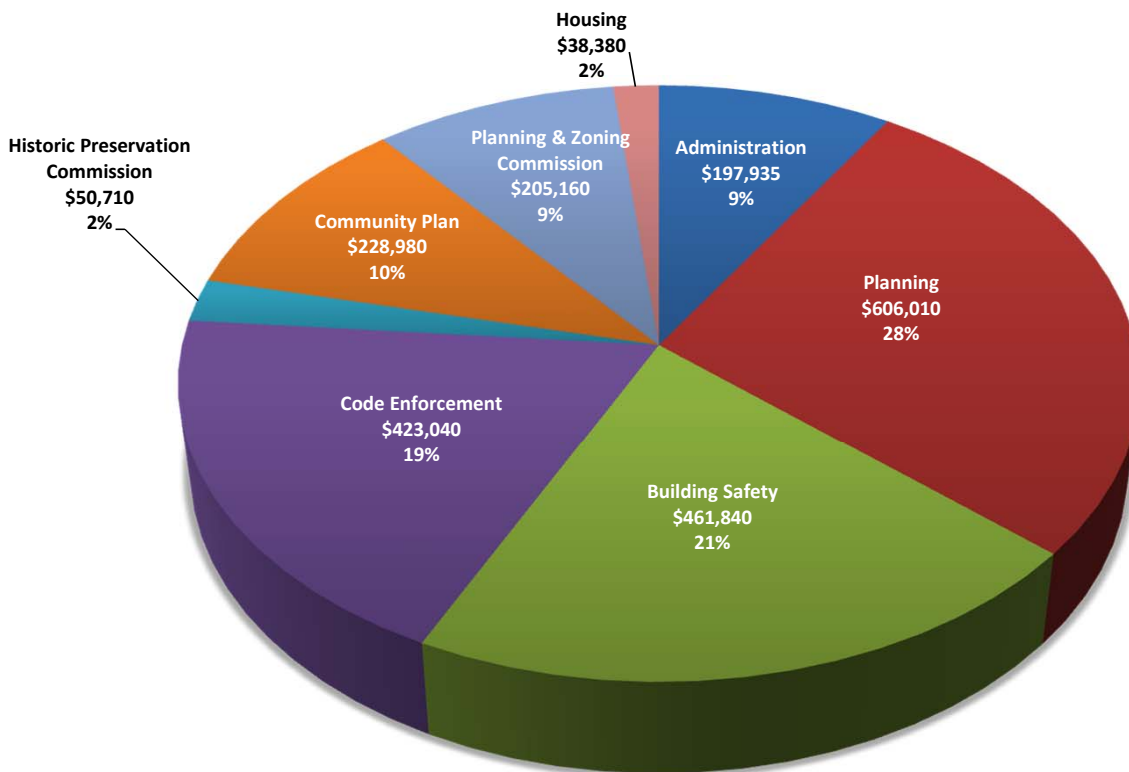
Description

The Community Development Department is comprised of thirteen full-time employees (FTEs) and one part-time employee in seven program areas and provides support to the City Council and the Historic Preservation and Planning and Zoning Commissions, as well as the Board of Adjustment.

The Community Development Department is responsible for the following program areas:

- * Administration
- * Planning
- * Building Safety
- * Code Enforcement
- * Historic Preservation Commission
- * Community Plan
- * Planning and Zoning Commission
- * Housing (new)

FY 2019 PROGRAM EXPENDITURES: \$2,212,055



COMMUNITY DEVELOPMENT – Administration

BUDGET SUMMARY	FY2019 Budget	% of FY2019 Budget	FY2018 Budget	FY2018 Estimate	FY2017 Actual
Program Expenditures					
Personnel Services	\$ 148,050	75%	\$ -	\$ -	\$ -
Supplies & Services	8,975	5%	-	-	-
Subtotal Direct Costs	\$ 157,025	79%	\$ -	\$ -	\$ -
Internal Charges	40,910	21%	-	-	-
Total Expenditures	\$ 197,935	100%	\$ -	\$ -	\$ -
Expenditures by Fund					
General Fund Portion	\$ 197,935	100%	\$ -	\$ -	\$ -
Funding Sources					
Funding from General Revenues	\$ 197,935	100%	\$ -	\$ -	\$ -
Employee Time Allocation (FTEs) (Budgeted)	1.20		0.00		0.00

The Administrative division provides support to the other program areas of Community Development: Code Enforcement, Building Safety, Planning, Historic Preservation Commission, Planning and Zoning Commission, and Community Plan efforts.

FY 2018 Accomplishments

- * New Chief Building Official started June 2017
- * 0 staff turnover
- * 100% of staff fully trained
- * All scheduled Commissioner training completed
- * Operated all department functions within budget

FY 2019 Objectives

- * Create and maintain a highly qualified, professional and responsive work team that supports the City's Core Values and Department's mission.
- * Provide excellent support and assistance to our greatest asset - our Team.
- * Promote efficiency, reliability and leadership among Department staff to address the City's Core Values and foster open communications with the community.
- * Develop and maintain an attitude of teamwork and quality in our day to day operations.
- * Encourage and install job satisfaction through professional development and enhancement.
- * Respect values that may be different than ours.
- * Communicate in an honest and fair manner.
- * Provide excellent support and assistance to the Historic Preservation and Planning and Zoning Commissions, Board of Adjustment and City Council

WORKLOAD INDICATORS	Benchmark	FY16 Actual	FY17 Actual	FY18 Projection	FY18 Estimate	FY19 Projection
Planning and Zoning Commission meetings, public hearings, work sessions, site visits		20	22	35	29	32
City Council meetings, public hearings and work sessions		22	18	18	18	20
Historic Preservation Commission meetings, public hearings		11	9	8	6	4

COMMUNITY DEVELOPMENT – Planning

BUDGET SUMMARY	FY2019 Budget	% of FY2019 Budget	FY2018 Budget	FY2018 Estimate	FY2017 Actual
Program Expenditures					
Personnel Services	\$ 310,870	51%	\$ 276,670	\$ 268,600	\$ 195,845
Supplies & Services	165,650	27%	317,055	171,543	152,826
Capital & Debt Service	-	0%	-	-	11,032
Subtotal Direct Costs	\$ 476,520	79%	\$ 593,725	\$ 440,143	\$ 359,702
Internal Charges	129,490	21%	116,050	116,050	-
Total Expenditures	\$ 606,010	100%	\$ 709,775	\$ 556,193	\$ 359,702
Expenditures by Fund					
General Fund Portion	\$ 606,010	100%	\$ 709,775	\$ 556,193	\$ 359,702
Funding Sources					
Program Revenues	\$ 44,610	7%	\$ 64,200	\$ 45,310	\$ 76,060
Funding from General Revenues	\$ 561,400	93%	\$ 645,575	\$ 510,883	\$ 283,642
Employee Time Allocation (FTEs) (Budgeted)	3.28		2.99		2.15

The Planning division plans and regulates all land uses and development within city limits, informing and educating property owners, residents and business owners of the city's vision, and land use and development policies and procedures. They review and process various applications and permits such as zone change requests, development proposals, subdivisions, appeals and variances, administrative waivers, conditional use permits, temporary use permits, and sign permits and provide support to the Planning and Zoning Commission, Historic Preservation Commission and the Board of Adjustment. They also provide research and technical assistance related to zoning codes, land use, housing, historic preservation and demographics. Additionally, they are responsible for maintaining and implementing the Community Plan. Of note, the Planning Team's activity demand only reflects those applications and permits that are directly related to current and long-range planning. Not reflected in the activity demand is the team's review of all residential and commercial building permits for zoning compliance.

In general, the number of planning applications processed has held steady for the past couple years, with increases in some areas offset by decreases in others. However, the complexity of projects has increased, with applications for large hotels and multi-use developments replacing small office buildings. In addition, as Sedona approaches build-out, the properties available include more challenging development projects, such as building on steeper slopes, floodplains, and oddly shaped parcels. The rising complexity and challenging nature of recent projects has resulted in more staff time being devoted to each application than has been seen in the past. In addition, the challenging properties have become more appealing to developers, which has led to a steady stream of variance and administrative waiver applications as well as zoning verification letters, as potential developers seek to determine how to best utilize the limited vacant land remaining in the City.

FY 2018 Accomplishments

- * Sign Code Revision; completed, Council Priority
- * Zone change for former Racquet Club subdivision application, complete
- * Initiated the Land Development Code update, Council Priority
- * Completed development review for Andante Inn façade remodel
- * Completed amendments to LDC regulations addressing accessory dwelling units (918)

FY 2019 Objectives

- * Promote a positive professional image of the planning division by fostering a culture that is helpful, approachable, and knowledgeable.
- * Create and implement plans and policies that realize the vision of the Community Plan.
- * Complete the Land Development Code update; Council Priority
- * Participate in Sustainable Tourism; Council Priority
- * Participate in Affordable Housing activities; Council Priority
- * Implement the Ranger Station Park Master Plan
- * Manage planning applications, development review, zoning, conditional use permits
- * Continue to maintain an effective, fair and consistent application review
- * Conduct reviews of all residential and commercial building permit applications within mandated timeframe.
- * Manage sign permits, off-premise, temporary and permanent signs
- * Facilitate the Planning and Zoning and Historic Preservation Commissions' work programs
- * Complete the Wireless Communication Master Plan and amendments to Article 17, Wireless Communications, Land Development Code
- * Encourage high-quality, sustainable development that respects and enhances its context.
- * Provide education for residents, businesses and property owners.

COMMUNITY DEVELOPMENT - Planning

continued

WORKLOAD INDICATORS	Benchmark	FY16 Actual	FY17 Actual	FY18 Projection	FY18 Estimate	FY19 Projection
Film permits		12	15	12	12	12
Zone changes		2	6	2	3	4
Administrative waivers		7	3	4	4	2
Community Plan amendments		1	5	2	2	3
Conditional use permits		5	4	8	6	6
Development reviews		6	3	6	8	10
Land Development Code amendments		2	3	1	1	1
Land division permits		17	20	20	17	20
Sign permits, off-premise		NA	NA	NA	57	70
Sign permits, permanent		88	115	90	90	100
Sign permits, temporary		69	103	105	92	100
Subdivisions		3	1	2	3	3
Temporary use permits		69	70	70	66	70
Variance/Appeals		2	4	2	3	1
Zoning Verification letters		NA	14	22	NA	20

PERFORMANCE MEASURES	Benchmark	FY16 Actual	FY17 Actual	FY18 Target	FY18 Estimate	FY19 Target
Sign permits, permanent, Average days to issue		NA	NA	NA	NA	NA
Development Review Average days to commercial issue		NA	NA	NA	NA	NA
Development Review Average days to residential issue		NA	NA	NA	NA	NA
Film permits, Average days to issue		N/A				
Sign permits, off-premise Average days to issue		NA	NA	NA	0	0
Sign permits, temporary Average days to issue		NA	NA	NA	NA	NA
Temporary Use Permits Average days to issue		NA	NA	NA	NA	NA

COMMUNITY DEVELOPMENT – Building Safety

BUDGET SUMMARY	FY2019 Budget	% of FY2019 Budget	FY2018 Budget	FY2018 Estimate	FY2017 Actual
Program Expenditures					
Personnel Services	\$ 269,540	58%	\$ 398,810	\$ 363,160	\$ 313,517
Supplies & Services	29,230	6%	45,065	43,300	13,876
Capital & Debt Service	-	0%	3,000	3,000	11,032
Subtotal Direct Costs	\$ 298,770	65%	\$ 446,875	\$ 409,460	\$ 338,425
Internal Charges	163,070	35%	170,810	170,810	-
Total Expenditures	\$ 461,840	100%	\$ 617,685	\$ 580,270	\$ 338,425
Expenditures by Fund					
General Fund Portion	\$ 461,840	100%	\$ 617,685	\$ 580,270	\$ 338,425
Funding Sources					
Program Revenues	\$ 348,720	76%	\$ 357,750	\$ 348,850	\$ 349,254
Funding from General Revenues	\$ 113,120	24%	\$ 259,935	\$ 231,420	\$ (10,829)
Employee Time Allocation (FTEs) (Budgeted)	2.98		4.75		4.80

The Building Safety division is responsible for issuing all residential and commercial building permits in accordance with the adopted building codes. This includes processing and reviewing plans, conducting inspections for the work allowed under these permits, and coordinating this work with several other departments.

Both the plan reviews and inspections increased in part due to a 40% increase in new home applications from FY16 to FY17. There are approximately 20 to 25 inspections required per house, not including reinspections, which add another 20% onto the total inspections and requires additional site visits. New home inspections account for at least 25% of all inspections in FY17. The Building Safety Division averaged 17.3 inspections per day in FY17 as opposed to 13.8 inspections in FY16.

Plan submittal expectations have been elevated, resulting in the need for more complete applications. This has resulted in an increase in the number of corrections issued and plan resubmittals received in FY18. Additionally, the raised expectations of compliance creates longer review and inspection times, along with more meetings with applicants to educate them on the correction requirements. The number of reinspections will continue to increase as more inspections are failed due to this raised level of expectations and a change in tolerance of construction that does not comply with, or follow, City approved plans. FY19 will likely see the construction of a 45-unit apartment complex, several new lodging projects, lodging remodels and a new veterinarian clinic.

FY 2018 Accomplishments

- * Hired a Chief Building Official

FY 2019 Objectives

- * Promote a positive professional image of building safety by fostering a culture that is helpful, approachable, and knowledgeable.
- * Continue to maintain an effective, fair and consistent review of plans and inspections.
- * Conduct reviews of all residential and commercial building permit applications within mandated timeframe.
- * Provide education for residents, businesses and property owners.
- * Facilitate the establishment of cooperative partnerships with other agencies, community groups, residents and business.
- * Building Code update; initiated Council Priority
- * Update building permit fee schedule

COMMUNITY DEVELOPMENT – Building Safety

continued

WORKLOAD INDICATORS	Benchmark	FY16 Actual	FY17 Actual	FY18 Projection	FY18 Estimate	FY19 Projection
Single-family building permits - new construction		32	45	37 (revised)	37	25
Manufactured homes building permits - Total valuation		\$262,483	\$283,000	\$900,000		
Photovoltaic building permits		52	67	62	73	50
Photovoltaic building permits - Total valuation		\$966,598	\$1,219,833	\$843,844		
Tenant Occupancy permits (CofOs)		56	107	75	73	80
Miscellaneous permits (sheds, decks, fences, pools, etc.)		210	198	210	156	150
Inspections		3,596	4,515	4,800 (revsed)	4,800	4,800
Single-family permits - new construction - Total valuation		\$15,389,389	\$21,517,400	\$13,000,000		
Single-family building permits - remodel/rehab		121	113	115 (revised)	112	95
Single-family permits - remodel/rehab - Total valuation		\$5,266,210	\$6,585,226			
Commercial building permits - new construction		5	3	2 (revised)	0	2
Commercial building permits, new construction - Total valuation		\$4,304,500	\$938,000			
Commercial building permits - remodel/rehab		83	93	120	88	90
Commercial building permits - remodel/rehab - Total valuation		\$7,869,490	\$3,551,700	\$3,685,123		
Manufactured homes building permits		6	3	12	2	3

PERFORMANCE MEASURES	Benchmark	FY16 Actual	FY17 Actual	FY18 Target	FY18 Estimate	FY19 Target
Initial Plan Review						
Timeframe Goals						
Number of Days						
Residential permits 7						
Commercial permits 21						
Solar panels 7						
Tenant occupancy 5						
Tenant improvements 5						
Temporary use permits 14						
Miscellaneous permits 5						

COMMUNITY DEVELOPMENT – Code Enforcement

BUDGET SUMMARY	FY2019 Budget	% of FY2019 Budget	FY2018 Budget	FY2018 Estimate	FY2017 Actual
Program Expenditures					
Personnel Services	\$ 192,860	46%	\$ 197,140	\$ 199,750	\$ 160,598
Supplies & Services	36,350	9%	25,380	12,184	6,027
Subtotal Direct Costs	\$ 229,210	54%	\$ 222,520	\$ 211,934	\$ 166,625
Internal Charges	193,830	46%	167,600	167,600	-
Total Expenditures	\$ 423,040	100%	\$ 390,120	\$ 379,534	\$ 166,625
Expenditures by Fund					
General Fund Portion	\$ 423,040	100%	\$ 390,120	\$ 379,534	\$ 166,625
Funding Sources					
Funding from General Revenues	\$ 423,040	100%	\$ 390,120	\$ 379,534	\$ 166,625
Employee Time Allocation (FTEs) (Budgeted)	2.45		2.42		2.25

The Code Enforcement division is responsible for the enforcement of City Codes regulating land use matters, public nuisances, public health, safety and welfare issues, building standards and other city ordinances and ensuring compliance in a timely manner within the limits of the law. Code enforcement activities are important for accomplishing community goals such as protecting property values and the natural environment.

Although the number of cases has remained relatively stable over the last two years, the complexity of some types has grown. The advent of legalized short-term vacation rentals has resulted in increases in two primary areas. First, property owners are modifying their homes without proper approvals, permits and or licensed contractors. Secondly, there have been a number of illegal conversions of non-habitable space into long-term living space (crawl space, sheds, etc.). Some of the most common code cases include outside storage, unsightly properties, overgrown weeds, exterior lighting, illegal signs and noise violations. Two current code cases considered complex are making their way through the legal process. In both instances these cases span over a two year period.

FY 2018 Accomplishments

- * Mailed a citywide informational letter to all residential properties and property owners regarding changes to short-term vacation rental ordinances.
- * Proactively working with property managers to ensure voluntary compliance with short-term vacation ordinances.
- * Created a map of the Uptown area where street performance activities are suggested to be located in order to minimize negative impacts to pedestrian access and shops.
- * Established cooperative working relationship with Police Department related to off-hour code enforcement issues.

FY 2019 Objectives

- * Promote a positive professional image of code enforcement by fostering a culture that is helpful, approachable, and knowledgeable.
- * Continue to maintain an effective, fair and consistent code enforcement program.
- * Provide code enforcement efforts that promote voluntary compliance and effect prompt correction of notices of violation.
- * Provide proactive weed enforcement to ensure properties are maintained free of nuisances and fire hazards.
- * Provide proactive off-premises sign enforcement.
- * Provide education for residents, businesses and property owners.
- * Continue to monitor administration of code enforcement programs, making changes as necessary to enhance their effectiveness.

WORKLOAD INDICATORS	Benchmark	FY16 Actual	FY17 Actual	FY18 Projection	FY18 Estimate	FY19 Projection
Total Code Cases		413	423	492	433	442
Cases resolved through voluntary compliance			218	220	225	200
Cases resolved through forced compliance			3	2	5	2
Cases Unsubstantiated			90	90	86	110
Cases Unresolved			112	103	117	130

PERFORMANCE MEASURES	Benchmark	FY16 Actual	FY17 Actual	FY18 Target	FY18 Estimate	FY19 Target
Average days from investigation to forced compliance		NA	NA	NA	NA	NA
Average days from investigation to voluntary compliance		NA	NA	NA	NA	NA
Average days from complaint to first investigation		1		1	1	1

COMMUNITY DEVELOPMENT – Historic Preservation Commission

BUDGET SUMMARY	FY2019 Budget	% of FY2019 Budget	FY2018 Budget	FY2018 Estimate	FY2017 Actual
Program Expenditures					
Personnel Services	\$ 34,240	68%	\$ 50,970	\$ 50,770	\$ 39,414
Supplies & Services	4,200	8%	9,950	3,400	4,939
Subtotal Direct Costs	\$ 38,440	76%	\$ 60,920	\$ 54,170	\$ 44,353
Internal Charges	12,270	24%	14,640	14,640	-
Total Expenditures	\$ 50,710	100%	\$ 75,560	\$ 68,810	\$ 44,353
Expenditures by Fund					
General Fund Portion	\$ 50,710	100%	\$ 75,560	\$ 68,810	\$ 44,353
Funding Sources					
Funding from General Revenues	\$ 50,710	100%	\$ 75,560	\$ 68,810	\$ 44,353
Employee Time Allocation (FTEs) (Budgeted)	0.35		0.47		0.40

The Historic Preservation Commission is comprised of seven members appointed by the City Council. The Commission was created in 1998 as a working Commission and was allocated 20% of one full-time employee's time. However, the amount of staff time dedicated is now approximately twice the original 20% allocation. The purpose of the Commission is to: Conduct hearings relative to the identification and preservation of landmarks representing distinctive elements of Sedona's historic, archeological and cultural history. Identify and preserve the historic resources that represent distinctive elements of Sedona's historic, archaeological, architectural and cultural heritage. Promote the use and adaptive reuse of historic resources for the education, pleasure, and welfare of the people of the community. Foster civic pride in the accomplishments of indigenous people, pioneers, artists and others of the past. Protect and enhance Sedona's attractiveness as a destination to visitors and the economic benefit incurred through tourism. Stabilize and improve property values of restored, renovated, rehabilitated and protected historic resources. Provide incentives where appropriate for restoration by owners of landmarks or historic resources. Provide standards for restoration and adaptive reuse of designated historic resources and new construction within Historic Districts.

FY 2018 Accomplishments

- * Update to Article 15 (HP Ordinance): Adopted Jan 2017
- * USFS Ranger Station (Brewer Road) property conceptual master plan: Completed
- * Landmark Properties Appreciation Open House and Ranger Station 100 Year Anniversary Party: May 2017

FY 2019 Objectives

- * Update Historic Landmark Information and Historic Resource Survey
- * Create a Historic Resource Recognition Program
- * Assist the City in implementing USFS Ranger Station (Brewer Road) Master Plan
- * Prepare an Annual Report for City Council and State Historic Preservation Office
- * Host a Historic Preservation appreciation event in May 2018

WORKLOAD INDICATORS	Benchmark	FY16 Actual	FY17 Actual	FY18 Projection	FY18 Estimate	FY19 Projection
Certificate of No Effect		NA	6	N/A	3	4
Certificates of appropriateness		0	0	1	0	1
Civic Pride/education events		1	1	1	1	1
Educational training exercises (Commissioners)		2	1	3	1	1
Historic Recognition Awards issued		NA	0	2	0	1
New landmarked properties		0	0	1	0	1
Public meetings		11	9	8	6	4

COMMUNITY DEVELOPMENT – Community Plan

BUDGET SUMMARY	FY2019 Budget	% of FY2019 Budget	FY2018 Budget	FY2018 Estimate	FY2017 Actual
Program Expenditures					
Personnel Services	\$ 138,820	61%	\$ 199,000	\$ 196,350	\$ 280,087
Supplies & Services	23,500	10%	26,050	13,600	14,776
Subtotal Direct Costs	\$ 162,320	71%	\$ 225,050	\$ 209,950	\$ 294,863
Internal Charges	66,660	29%	64,570	64,570	-
Total Expenditures	\$ 228,980	100%	\$ 289,620	\$ 274,520	\$ 294,863
Expenditures by Fund					
General Fund Portion	\$ 228,980	100%	\$ 289,620	\$ 274,520	\$ 294,863
Funding Sources					
Funding from General Revenues	\$ 228,980	100%	\$ 289,620	\$ 274,520	\$ 294,863
Employee Time Allocation (FTEs) (Budgeted)					
	1.46		2.02		2.90

The Sedona Community Plan (Plan) is an expression of Sedona citizens' vision of their community and is the City's "general plan" required by the State of Arizona. The Plan proposes desired conditions for the future of the community. It is intended to guide future growth, not to regulate it. Ongoing functions related to the Community Plan include implementation of identified goals and strategies, specific planning efforts (Community Focus Areas or CFAs), and minor and major amendments to the Plan.

FY 2018 Accomplishments

- * Western Gateway CFA; completed Council Priority
- * Schnebly CFA; completed Council Priority
- * Industrial Park (Shelby/Sunset) CFA; initiated Council Priority

FY 2019 Objectives

- * Industrial Park (Shelby/Sunset) CFA; complete final draft for recommendation; Council Priority
- * Major amendments to the Community Plan (mandatory); process
- * Minor amendments to the Community Plan; process
- * CFA planning efforts: initiate other identified areas (Uptown, Coffeepot); Council Priority

WORKLOAD INDICATORS	Benchmark	FY16 Actual	FY17 Actual	FY18 Projection	FY18 Estimate	FY19 Projection
Number of City Council meetings		9		5		
Number of Planning and Zoning Commission meetings		14		5		
Number of public meetings		1		2		
Number of work group meetings		4		2		

COMMUNITY DEVELOPMENT – Planning & Zoning Commission

BUDGET SUMMARY	FY2019 Budget	% of FY2019 Budget	FY2018 Budget	FY2018 Estimate	FY2017 Actual
Program Expenditures					
Personnel Services	\$ 127,120	62%	\$ 143,610	\$ 139,660	\$ 133,984
Supplies & Services	9,000	4%	15,250	4,100	1,363
Subtotal Direct Costs	\$ 136,120	66%	\$ 158,860	\$ 143,760	\$ 135,347
Internal Charges	69,040	34%	72,670	72,670	-
Total Expenditures	\$ 205,160	100%	\$ 231,530	\$ 216,430	\$ 135,347
Expenditures by Fund					
General Fund Portion	\$ 205,160	100%	\$ 231,530	\$ 216,430	\$ 135,347
Funding Sources					
Funding from General Revenues	\$ 205,160	100%	\$ 231,530	\$ 216,430	\$ 135,347
Employee Time Allocation (FTEs) (Budgeted)	1.32		1.45		1.50

The Planning and Zoning Commission is comprised of seven members who have been appointed by the City Council to review matters relating to planning and development. The Commission is the decision-making authority for conditional use permits and development review applications. The Commission makes recommendations to the City Council on such things as amendments to the Community Plan and the Land Development Code, specific planning projects, re-zonings, and subdivision requests.

FY 2018 Accomplishments

- * Sign Code amendments, recommendations forwarded to Council
- * Major Community Plan Amendment and Zone Change request for former racquet club subdivision, recommendations forwarded to Council
- * Accessory Dwelling Unit ordinance amendments, recommendations forwarded to Council
- * Conducted 22 public meetings
- * 5 Community Plan amendments (4 Major, 1 Minor)
- * 1 CFA (Schnebly)
- * 15 Development applications

FY 2019 Objectives

Staff:

- * Prepare accurate, well-documented, and well-written reports
- * Establish a new Commissioner Training Program
- * Respond to requests for information in a timely and professional manner
- * Provide exhibits, illustrations, and/or pictures to help commissioners visualize the project/proposal

Commission:

- * Hold hearings to review and act upon matters related to planning and development
- * Conduct meetings in accordance with Open Meeting Laws, Rules and Operating Procedures
- * Make decisions based on facts, utilizing codes, regulations, reports, testimony, data, and other applicable documentation

10-5310-71

WORKLOAD INDICATORS	Benchmark	FY16 Actual	FY17 Actual	FY18 Projection	FY18 Estimate	FY19 Projection
CFA projects		2	1	2	1	1
Development reviews		6	5	8	3	10
Subdivisions		3	1	3	3	1
Zone changes		2	6	4	3	4
Community Plan amendments		1	5	2	3	2
Conditional use permits		5	4	8	6	6
Land Development Code amendments		2	3	1	0	1
Number of public meetings		15	13	20	18	20
Number of site visits		-	3	5	3	4
Number of work sessions		5	6	10	8	8

COMMUNITY DEVELOPMENT – Housing

BUDGET SUMMARY	FY2019 Budget	% of FY2019 Budget	FY2018 Budget	FY2018 Estimate	FY2017 Actual
Program Expenditures					
Supplies & Services	38,380	100%	-	-	-
Total Expenditures	\$ 38,380	100%	\$ -	\$ -	\$ -
Expenditures by Fund					
Other Funds Portion	\$ 38,380	100%	\$ -	\$ -	\$ -
Funding Sources					
Program Revenues	\$ 38,380	100%	\$ -	\$ -	\$ -
Employee Time Allocation (FTEs) (Budgeted)	0.00		0.00		0.00

Housing is a new program area identified as one of Council's current priorities and is intended to better understand existing housing conditions, explore options for the expansion and preservation of homeownership and rental opportunities in Sedona, provide provisions for access to safe, decent, affordable housing and encourage public-private partnerships in the development and creation of affordable housing.

FY 2018 Accomplishments

- * Participated in a start-up, grassroots citizens group working on housing issues
- * Initiated a major Community Plan amendment to create a multi-family high density designation to assist in achieving housing diversity and affordability
- * Completed the City's Community Development Block Grant program providing financial assistance to income qualified homeowners for home improvements

FY 2019 Objectives

- * Continue to work with the grassroots citizens group on related housing issues
- * Update the Development Incentives and Guidelines for Affordable Housing policy
- * Create a policy for the use of dedicated housing funds
- * Create a Housing Report providing background information, identified issues and possible strategies
- * Update housing baseline report including housing, inventory, availability, rents and housing costs, salaries, etc.
- * Identify key housing issues and needs and possible solutions
- * Partner where appropriate in the creation and preservation of more affordable housing options
- * Partner with Habitat for Humanity to create affordable housing options in Sedona
- * Collect information related to the impacts of the allowance of short-term vacation rentals on the long-term rental market

12-5310-59

PERFORMANCE MEASURES	Benchmark	FY16 Actual	FY17 Actual	FY18 Target	FY18 Estimate	FY19 Target
Housing Investment: Number of affordable housing projects assisted with housing funds						
Housing Production: Number of new affordable housing units						

COMMUNITY DEVELOPMENT

continued

EXPENDITURE SUMMARY

Cost Category	FY2019 Proposed	FY2018 Budget	FY2019 Incr. over FY2018 Budget	FY2018 Est. Actuals	FY2019 Incr. over FY2018 Est.	FY2018 Est. (over)/ under budget	FY2017 Actuals	FY2016 Actuals	FY2015 Actuals	FY2014 Actuals	Explanation of Changes
General Fund											
10-5310-01 - Administration											
Personnel (ongoing)	\$148,050	\$0	∞	\$0	∞	\$0	\$0	\$0	\$0	\$0	Budget Increase: Reallocated costs
Supplies & Services (ongoing)	\$8,975	\$0	∞	\$0	∞	\$0	\$0	\$0	\$0	\$0	Budget Increase: Reallocated costs
Direct Costs (Ongoing) Subtotal	\$157,025	\$0	∞	\$0	∞	\$0	\$0	\$0	\$0	\$0	
Internal Charges	\$40,910	\$0	∞	\$0	∞	\$0	\$0	\$0	\$0	\$0	
Administration Total	\$197,935	\$0	∞	\$0	∞	\$0	\$0	\$0	\$0	\$0	
10-5310-31 - Planning											
Personnel (ongoing)	\$310,870	\$276,670	12%	\$268,600	16%	\$8,070	\$195,845	\$789,208	\$695,206	\$617,792	Budget Increase: Reallocated costs Current Year Under Budget: Vacancy savings
Supplies & Services (ongoing)	\$48,150	\$317,055	-85%	\$171,543	-72%	\$145,512	\$152,826	\$31,917	\$29,482	\$31,558	Budget Decrease: Separated one-time costs Current Year Under Budget: Carryover
Direct Costs (Ongoing) Subtotal	\$359,020	\$593,725	-40%	\$440,143	-18%	\$153,582	\$348,670	\$821,125	\$724,688	\$649,351	
Internal Charges	\$129,490	\$116,050	12%	\$116,050	12%	\$0	\$0	\$0	\$0	\$0	Budget Increase: Change in allocations of City Clerk and Facilities Management costs
Ongoing Total	\$488,510	\$709,775	-31%	\$556,193	-12%	\$153,582	\$348,670	\$821,125	\$724,688	\$649,351	
Supplies & Services (one-time)	\$117,500	\$0	∞	\$0	∞	\$0	\$0	\$0	\$0	\$0	Budget: Carryover of Land Development Code update, implementation of Schnebly CFA, and sign regulations
Capital & Debt Service	\$0	\$0	N/A	\$0	N/A	\$0	\$11,032	\$23,982	\$0	\$36,435	
One-Time Total	\$117,500	\$0	∞	\$0	∞	\$0	\$11,032	\$23,982	\$0	\$36,435	
Planning Total	\$606,010	\$709,775	-15%	\$556,193	9%	\$153,582	\$359,702	\$845,107	\$724,688	\$685,785	

COMMUNITY DEVELOPMENT

continued

EXPENDITURE SUMMARY

Cost Category	FY2019 Proposed	FY2018 Budget	FY2019 Incr. over FY2018 Budget	FY2018 Est. Actuals	FY2019 Incr. over FY2018 Est.	FY2018 Est. (over)/ under budget	FY2017 Actuals	FY2016 Actuals	FY2015 Actuals	FY2014 Actuals	Explanation of Changes
10-5310-32 - Building Safety											
Personnel (ongoing)	\$269,540	\$398,810	-32%	\$363,160	-26%	\$35,650	\$313,517	\$160,696	\$155,312	\$149,445	Budget Increase: Reallocated portion to Admin, one position eliminated Current Year Under Budget: Vacancy savings
Supplies & Services (ongoing)	\$28,230	\$45,065	-37%	\$43,300	-35%	\$1,765	\$13,876	\$13,544	\$2,795	\$2,814	Current Year Over Budget: Contracted services due to vacancy
Direct Costs (Ongoing) Subtotal	\$297,770	\$443,875	-33%	\$406,460	-27%	\$37,415	\$327,393	\$174,240	\$158,107	\$152,259	
Internal Charges	\$163,070	\$170,810	-5%	\$170,810	-5%	\$0	\$0	\$0	\$0	\$0	
Ongoing Total	\$460,840	\$614,685	-25%	\$577,270	-20%	\$37,415	\$327,393	\$174,240	\$158,107	\$152,259	
Supplies & Services (one-time)	\$1,000	\$0	∞	\$0	∞	\$0	\$0	\$0	\$0	\$0	Budget: Furniture replacements
Capital & Debt Service	\$0	\$3,000	-100%	\$3,000	-100%	\$0	\$11,032	\$0	\$0	\$0	
One-Time Total	\$1,000	\$3,000	-67%	\$3,000	-67%	\$0	\$11,032	\$0	\$0	\$0	
Building Safety Total	\$461,840	\$617,685	-25%	\$580,270	-20%	\$37,415	\$338,425	\$174,240	\$158,107	\$152,259	
10-5310-33 - Code Enforcement											
Personnel (ongoing)	\$192,860	\$197,140	-2%	\$199,750	-3%	(\$2,610)	\$160,598	\$131,964	\$125,645	\$53,266	Budget Increase: Reallocated portion to Admin, one position eliminated
Supplies & Services (ongoing)	\$34,350	\$25,380	35%	\$12,184	182%	\$13,196	\$6,027	\$13,281	\$5,603	\$4,989	Budget Increase: Added monitoring of short-term rentals Current Year Under Budget: Savings in abatement of code violations
Direct Costs (Ongoing) Subtotal	\$227,210	\$222,520	2%	\$211,934	7%	\$10,586	\$166,625	\$145,245	\$131,248	\$58,255	
Internal Charges	\$193,830	\$167,600	16%	\$167,600	16%	\$0	\$0	\$0	\$0	\$0	Budget Increase: Change in allocations of City Clerk and Facilities Management costs, increase in allocation of IT costs for replacement of SWAGIT video system
Ongoing Total	\$421,040	\$390,120	8%	\$379,534	11%	\$10,586	\$166,625	\$145,245	\$131,248	\$58,255	
Supplies & Services (one-time)	\$2,000	\$0	∞	\$0	∞	\$0	\$0	\$0	\$0	\$0	Budget: Furniture replacements, camera with telescoping abilities
Code Enforcement Total	\$423,040	\$390,120	8%	\$379,534	11%	\$10,586	\$166,625	\$145,245	\$131,248	\$58,255	

COMMUNITY DEVELOPMENT

continued

EXPENDITURE SUMMARY

Cost Category	FY2019 Proposed	FY2018 Budget	FY2019 Incr. over FY2018 Budget	FY2018 Est. Actuals	FY2019 Incr. over FY2018 Est.	FY2018 Est. (over)/ under budget	FY2017 Actuals	FY2016 Actuals	FY2015 Actuals	FY2014 Actuals	Explanation of Changes
10-5310-62 - Historic Preservation Commission											
Personnel (ongoing)	\$34,240	\$50,970	-33%	\$50,770	-33%	\$200	\$39,414	\$0	\$0	\$0	Budget Decrease: Reallocated portion to Admin
Supplies & Services (ongoing)	\$4,200	\$9,950	-58%	\$3,400	24%	\$6,550	\$4,939	\$0	\$0	\$0	Budget Decrease: Reduction in Travel & Training Current Year Under Budget: Savings in Travel & Training
Direct Costs (Ongoing) Subtotal	\$38,440	\$60,920	-37%	\$54,170	-29%	\$6,750	\$44,353	\$0	\$0	\$0	
Internal Charges	\$12,270	\$14,640	-16%	\$14,640	-16%	\$0	\$0	\$0	\$0	\$0	Budget Decrease: Change in allocations of IT costs
Historic Preservation Commission Total	\$50,710	\$75,560	-33%	\$68,810	-26%	\$6,750	\$44,353	\$0	\$0	\$0	
10-5310-67 - Community Plan											
Personnel (ongoing)	\$138,820	\$199,000	-30%	\$196,350	-29%	\$2,650	\$280,087	\$0	\$0	\$0	Budget Increase: Reallocated portion to Admin, one position eliminated
Supplies & Services (ongoing)	\$16,500	\$26,050	-37%	\$13,600	21%	\$12,450	\$14,776	\$15,445	\$21,355	\$28,296	Current Year Under Budget: Savings in Professional Services
Direct Costs (Ongoing) Subtotal	\$155,320	\$225,050	-31%	\$209,950	-26%	\$15,100	\$294,863	\$15,445	\$21,355	\$28,296	
Internal Charges	\$66,660	\$64,570	3%	\$64,570	3%	\$0	\$0	\$0	\$0	\$0	
Ongoing Total	\$221,980	\$289,620	-23%	\$274,520	-19%	\$15,100	\$294,863	\$15,445	\$21,355	\$28,296	
Supplies & Services (one-time)	\$7,000	\$0	∞	\$0	∞	\$0	\$0	\$0	\$0	\$0	Budget: Carryover for illustrations and drawings for CFA plans
Community Plan Total	\$228,980	\$289,620	-21%	\$274,520	-17%	\$15,100	\$294,863	\$15,445	\$21,355	\$28,296	
10-5310-71 - Planning & Zoning Commission											
Personnel (ongoing)	\$127,120	\$143,610	-11%	\$139,660	-9%	\$3,950	\$133,984	\$0	\$0	\$0	Budget Increase: Reallocated portion to Admin, one position eliminated
Supplies & Services (ongoing)	\$9,000	\$15,250	-41%	\$4,100	120%	\$11,150	\$1,363	\$0	\$0	\$0	Budget Decrease: Reduction in Travel & Training Current Year Under Budget: Savings in Travel & Training
Direct Costs (Ongoing) Subtotal	\$136,120	\$158,860	-14%	\$143,760	-5%	\$15,100	\$135,347	\$0	\$0	\$0	
Internal Charges	\$69,040	\$72,670	-5%	\$72,670	-5%	\$0	\$0	\$0	\$0	\$0	
Planning & Zoning Commission Total	\$205,160	\$231,530	-11%	\$216,430	-5%	\$15,100	\$135,347	\$0	\$0	\$0	

COMMUNITY DEVELOPMENT

continued

EXPENDITURE SUMMARY

Cost Category	FY2019 Proposed	FY2018 Budget	FY2019 Incr. over FY2018 Budget	FY2018 Est. Actuals	FY2019 Incr. over FY2018 Est.	FY2018 Est. (over)/ under budget	FY2017 Actuals	FY2016 Actuals	FY2015 Actuals	FY2014 Actuals	Explanation of Changes
General Fund Totals											
Personnel Subtotal	\$1,221,500	\$1,266,200	-4%	\$1,218,290	0%	\$47,910	\$1,123,445	\$1,081,868	\$976,163	\$820,503	
Supplies & Services (Ongoing) Subtotal	\$149,405	\$438,750	-66%	\$248,127	-40%	\$190,623	\$193,807	\$74,187	\$59,235	\$67,658	
Direct Costs (Ongoing) Subtotal	\$1,370,905	\$1,704,950	-20%	\$1,466,417	-7%	\$238,533	\$1,317,251	\$1,156,055	\$1,035,398	\$888,161	
Internal Charges Subtotal	\$675,270	\$606,340	11%	\$606,340	11%	\$0	\$0	\$0	\$0	\$0	
Ongoing Subtotal	\$2,046,175	\$2,311,290	-11%	\$2,072,757	-1%	\$238,533	\$1,317,251	\$1,156,055	\$1,035,398	\$888,161	
Supplies & Services (One-Time) Subtotal	\$127,500	\$0	∞	\$0	∞	\$0	\$0	\$0	\$0	\$0	
Capital & Debt Service Subtotal	\$0	\$3,000	-100%	\$3,000	-100%	\$0	\$22,063	\$23,982	\$0	\$36,435	
One-Time Subtotal	\$127,500	\$3,000	4150%	\$3,000	4150%	\$0	\$22,063	\$23,982	\$0	\$36,435	
General Fund Total	\$2,173,675	\$2,314,290	-6%	\$2,075,757	5%	\$238,533	\$1,339,315	\$1,180,037	\$1,035,398	\$924,595	

Affordable Housing Fund

12-5310-59 - Housing

Supplies & Services (ongoing)	\$38,380	\$0	∞	\$0	∞	\$0	\$0	\$0	\$0	\$0	Budget Increase: Permit fees for Habitat for Humanity project
Affordable Housing Fund Total	\$38,380	\$0	∞	\$0	∞	\$0	\$0	\$0	\$0	\$0	

Operating Grants Fund

16-5310-34 - CDBG

Supplies & Services (ongoing)	\$0	\$0	N/A	\$86,928	-100%	(\$86,928)	\$203,892	\$21,290	\$0	\$6,425	Current Year Over Budget: CDBG grant carried over from FY17, covered by grants contingency
Operating Grants Fund Total	\$0	\$0	N/A	\$86,928	-100%	(\$86,928)	\$203,892	\$21,290	\$0	\$6,425	

COMMUNITY DEVELOPMENT

continued

EXPENDITURE SUMMARY

Cost Category	FY2019 Proposed	FY2018 Budget	FY2019		FY2019 Incr. over FY2018 Est.	FY2018 Est. (over)/ under budget	FY2017 Actuals	FY2016 Actuals	FY2015 Actuals	FY2014 Actuals	Explanation of Changes
			Incr. over FY2018 Budget	FY2018 Est. Actuals							
GRAND TOTALS											
Personnel (Ongoing) Subtotal	\$1,221,500	\$1,266,200	-4%	\$1,218,290	0%	\$47,910	\$1,123,445	\$1,081,868	\$976,163	\$820,503	
Supplies & Services (Ongoing) Subtotal	\$187,785	\$438,750	-57%	\$335,055	-44%	\$103,695	\$397,699	\$95,477	\$59,235	\$74,083	
Direct Costs (Ongoing) Subtotal	\$1,409,285	\$1,704,950	-17%	\$1,553,345	-9%	\$151,605	\$1,521,143	\$1,177,345	\$1,035,398	\$894,586	
Internal Charges Subtotal	\$675,270	\$606,340	11%	\$606,340	11%	\$0	\$0	\$0	\$0	\$0	
Ongoing Subtotal	\$2,084,555	\$2,311,290	-10%	\$2,159,685	-3%	\$151,605	\$1,521,143	\$1,177,345	\$1,035,398	\$894,586	
Supplies & Services (One-Time) Subtotal	\$127,500	\$0	∞	\$0	∞	\$0	\$0	\$0	\$0	\$0	
Capital & Debt Service Subtotal	\$0	\$3,000	-100%	\$3,000	-100%	\$0	\$22,063	\$23,982	\$0	\$36,435	
One-Time Subtotal	\$127,500	\$3,000	4150%	\$3,000	4150%	\$0	\$22,063	\$23,982	\$0	\$36,435	
Grand Total	\$2,212,055	\$2,314,290	-4%	\$2,162,685	2%	\$151,605	\$1,543,207	\$1,201,327	\$1,035,398	\$931,020	

Reconciliation

FY2018 Direct Costs	\$1,707,950
Add monitoring of short-term rentals	\$15,000
Department Staff Restructuring	(\$83,550)
Added Permit Fees for Habitat for Humanity	\$38,380
Employee Benefits Increases	\$28,850
Reduction in Travel & Training	(\$14,475)
Decrease in One-Time Costs	(\$149,600)
Other Budget Reductions	(\$5,770)
FY2019 Direct Costs	\$1,536,785

COMMUNITY DEVELOPMENT

continued

POSITIONS/ALLOCATIONS SUMMARIES

Position	FY19 FTE	FY18 FTE	FY17 FTE	FY16 FTE
Administrative Assistant	1.00	1.00	1.00	1.60
Assistant Community Development Director	1.00	1.00	0.00	0.00
Assistant Planner	0.00	2.00	2.00	2.00
Associate Planner	1.00	0.00	0.00	0.00
Building Inspector	1.00	1.00	1.00	2.11
Building Permits Technician	2.00	0.00	0.00	0.00
Chief Building Official	1.00	1.00	1.00	0.00
Code Enforcement Officer	1.00	1.00	1.00	1.00
Development Services Manager	0.00	0.00	0.00	1.00
Development Services Representative	0.00	1.00	1.00	1.00
Director of Community Development	1.00	1.00	1.00	1.00
Economic Development & Business Relations Manager	0.00	0.00	0.00	1.00
Plans Examiner	0.00	1.00	1.00	1.00
Principal Planner	0.00	0.00	1.00	0.00
Senior Code Enforcement Officer	1.00	1.00	1.00	1.00
Senior Planner	3.00	3.00	3.00	3.00
Temporary City Employee ⁽¹⁾	0.04	0.08	0.00	0.00
Total	13.04	14.08	14.00	15.71

Org Unit	Org Description	FY19 FTE	FY18 FTE	FY17 FTE	FY16 FTE
General Fund					
10-5310-01	Administration	1.20	0.00	0.00	0.00
10-5310-31	Planning	3.28	2.99	2.15	10.60
10-5310-32	Building Safety	2.98	4.74	4.80	2.05
10-5310-33	Code Enforcement	2.45	2.41	2.25	2.00
10-5310-62	Historic Preservation Commission ⁽²⁾	0.35	0.47	0.40	0.00
10-5310-67	Community Plan	1.46	2.02	2.90	1.00
10-5310-71	Planning & Zoning Commission ⁽²⁾	1.32	1.45	1.50	0.00
General Fund Total		13.04	14.08	14.00	15.65
Wastewater Enterprise Fund					
59-5250-02	Administration	0.00	0.00	0.00	0.06
Wastewater Enterprise Fund Total		0.00	0.00	0.00	0.06
Grand Total		13.04	14.08	14.00	15.71

⁽¹⁾ Temporary position

⁽²⁾ The appointed commissioners are unpaid volunteers and are not included in the employee full-time equivalency (FTE) count.



**City of Sedona
Decision Package
Fiscal Year 2018-19**

**CM Not Recommended
CBWG Not Recommended**

Request Title	LDC UPDATE EXPANDED PUBLIC MEETINGS
Department	Community Development
Program	Planning
Funding Request Type	OTHER ONETIME
Source of Funds	General Fund
Amount Requested	\$50,000

I. Description of Request

Land Development Code comprehensive update, Council Public Hearings

II. Problem/Issue

History/Background
How does this affect our citizens/customers quality of life?
If this is not a traditional function, why should the City of Sedona deal with it?
Does the project/issue relate to the Community Plan (or other master plans), or how does this fit into the City's priorities?
What does the City/community get for this investment?

The City has contracted with Clarion to update the City's Land Development Code. The total contract amount is \$320,000, which includes up to five City Council meetings. If City Council requires more than five meetings to review, comment and adopt the updated code, additional funds will be necessary. Outside of the base contract, additional tasks and trips for two consultants for two nights costs approximately \$10,000 per trip. Based on the six meetings necessary for Council to review and approve the Sign Code, Council may require more than the five meetings budgeted and staff suggests between three and five additional meetings to allow sufficient time for Council consideration, at an additional cost of \$30,000 - \$50,000.

III. Risk Analysis

What happens if this is not done?
Show examples of best practices from other cities, if applicable.
Discuss other alternatives, if applicable, and why the proposed solution is recommended.

The contract provides for five public meetings with City Council for review, comment and approval of the code. If no additional money is budgeted for public meetings, Council should take action within this timeframe.

IV. Implementation

What is the timeframe for completion of plan and implementation for project/issue?
How will you market/communicate the project/issue to the public?
What performance measures will you use to evaluate the project/issue? Include the targets for FY 2018-19, as well as future years as applicable.

If the City Council approves the updated code, the new regulations will go into effect in 30 days.

V. Cost Savings/Revenue Enhancements

Please explain any cost savings, new funding sources or increased revenues.

None.



**City of Sedona
Decision Package
Fiscal Year 2018-19**

**CM Recommended
CBWG Recommended**

Request Title	PART-TIME TEMPORARY INSPECTOR SALARY INCREASE
Department	Community Development
Program	Building Safety
Funding Request Type	PERSONNEL
Source of Funds	General Fund
Amount Requested	\$20,200

I. Description of Request

Increase wages for part-time, temporary building inspector

II. Problem/Issue

History/Background
How does this affect our citizens/customers quality of life?
If this is not a traditional function, why should the City of Sedona deal with it?
Does the project/issue relate to the Community Plan (or other master plans), or how does this fit into the City's priorities?
What does the City/community get for this investment?

The City currently has 1 full-time inspector and a part-time building inspector to address the increasing demand for building inspections. While the second position is technically considered part-time, in reality it is an on-call position, with a salary budget of \$3,200. The original intent of the on-call inspector was to cover when the full-time inspector was out on sick leave or vacation. Over the past year, the City has realized a steady increase in building permit activities and requests for inspections and re-inspections. Currently, the building safety division is averaging 17 inspections per day. The inspections have increased in part due to a 40% increase in new home applications from FY16 to FY17. There are approximately 20 to 25 inspections required per house, not including reinspections, which add another 20% onto the total inspections and requires additional site visits. New home inspections account for at least 25% of all inspections in FY17. Beginning in December 2017, the Building Safety division began receiving between 20 - 25 inspection requests several days per week. The highest number of requests in the past were around 17-18 inspections in one day. As a result, since mid-December through mid-February, for the most part, we have been experiencing an average of 5 roll-over inspections per day, or 5 more inspections than a single inspector can properly perform in a day.

Another method that is being used to address the increased demand, is utilizing the on-call inspector more often. Recognizing that this on-call position was intended to cover leave time, and the limited salary budget of \$3,200, staff has used salary savings from the vacant Plans Examiner position to cover the additional costs of using the on-call inspector to assist with heavy inspection days. As of March 2018, wages and benefits paid for the part-time inspector are \$13,250. This decision package requests \$16,800 additional funds for a total on-call inspector budget of \$20,000.

III. Risk Analysis

What happens if this is not done?
Show examples of best practices from other cities, if applicable.
Discuss other alternatives, if applicable, and why the proposed solution is recommended.

Failure to address this need for additional inspection coverage will lead to a reduction in customer service as more inspections will be rolled over into the following day or days beyond the requested inspection

day, will put additional workload and stress on our lone inspector, thus causing possible errors in inspections due to rushing or fatigue and will cause contractor schedules to be upended leading to frustration and customer complaints.

IV. Implementation

**What is the timeframe for completion of plan and implementation for project/issue?
How will you market/communicate the project/issue to the public?
What performance measures will you use to evaluate the project/issue? Include the targets for FY 2018-19, as well as future years as applicable.**

If the additional funds are budgeted, the building safety division will be able to continue to utilize the on-call, part-time building inspector to assist on heavy inspection days.

V. Cost Savings/Revenue Enhancements

Please explain any cost savings, new funding sources or increased revenues.