

AGENDA

4:30 P.M.

CITY OF SEDONA, CITY COUNCIL MEETING

TUESDAY, MAY 8, 2018

NOTES:

- Public Forum:
Comments are generally limited to **3 minutes**.
- Consent Items:
Items listed under Consent Items have been distributed to Council Members in advance for study and will be enacted by one motion. Any member of the Council, staff or the public may remove an item from the Consent Items for discussion. Items removed from the Consent Items may be acted upon before proceeding to the next agenda item.
- Meeting room is wheelchair accessible. American Disabilities Act (ADA) accommodations are available upon request. Please phone 928-282-3113 at least two (2) business days in advance.
- City Council Meeting Agenda Packets are available on the City's website at:

www.SedonaAZ.gov

GUIDELINES FOR PUBLIC COMMENT

PURPOSE:

- To allow the public to provide input to the City Council on a particular subject scheduled on the agenda.
- This is not a question/answer session.

PROCEDURES:









- Fill out a "Comment Card" and deliver it to the City Clerk.
- When recognized, use the podium/microphone.
- State your:
 1. Name and
 2. City of Residence
- Limit comments to **3 MINUTES**.
- Submit written comments to the City Clerk.

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE/MOMENT OF SILENCE/ROLL CALL

2. CITY'S VISION/MOMENT OF ART

3. CONSENT ITEMS - APPROVE

LINK TO DOCUMENT = 

- a. Minutes - April 24, 2018 City Council Special Meeting #1. 
- b. Minutes - April 24, 2018 City Council Special Meeting #2. 
- c. Minutes - April 24, 2018 City Council Regular Meeting. 
- d. Minutes - April 25, 2018 City Council Special Meeting - Budget Work Session. 
- e. Minutes - April 26, 2018 City Council Special Meeting - Budget Work Session. 
- f. Approval of Proclamation, Sedona Heritage Museum Day, May 19, 2018. 
- g. Approval of Proclamation, Sedona National Poppy Day, May 25, 2018. 
- h. AB 2369 Approval of recommendation regarding a person and location transfer of a Series 7 Beer and Wine Bar for Lada Sedona, LP DBA Arabella Hotel Sedona located at 725 Highway 179, Sedona, AZ (License #07030016). 

4. APPOINTMENTS - None.

5. SUMMARY OF CURRENT EVENTS BY MAYOR/COUNCILORS/CITY MANAGER



6. PUBLIC FORUM

(This is the time for the public to comment on matters not listed on the agenda. The City Council may not discuss items that are not specifically identified on the agenda. Therefore, pursuant to A.R.S. § 38-431.01(H), action taken as a result of public comment will be limited to directing staff to study the matter, responding to any criticism, or scheduling the matter for further consideration and decision at a later date.)

7. PROCLAMATIONS, RECOGNITIONS & AWARDS

- a. Presentation of Proclamation, Sedona Heritage Museum Day, May 19, 2018.
- b. Presentation of Proclamation, Sedona National Poppy Day, May 25, 2018.

8. REGULAR BUSINESS

- a. AB 2315 **Discussion/possible direction** regarding the Wastewater Master Plan Update and possible funding and policy changes for collection system expansions. 
- b. AB 2370 **Discussion/possible action** regarding a request by the League of Arizona Cities and Towns for the submittal of resolutions by Arizona cities and towns to be reviewed by the League's Policy Committees and possibly the League Resolutions Committee for possible direction for the 2019 League legislative program. 
- c. **Reports/discussion** on Council assignments.
- d. **Discussion/possible action** on future meeting/agenda items.

CITY COUNCIL CHAMBERS
102 ROADRUNNER DRIVE, SEDONA, AZ

The mission of the City of Sedona government is to provide exemplary municipal services that are consistent with our values, history, culture and unique beauty.

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9. EXECUTIVE SESSION

If an Executive Session is necessary, it will be held in the Vultee Conference Room at 106 Roadrunner Drive. Upon a public majority vote of the members constituting a quorum, the Council may hold an Executive Session that is not open to the public for the following purposes:

- a. To consult with legal counsel for advice on matters listed on this agenda per A.R.S. § 38-431.03(A)(3).
- b. Return to open session. Discussion/possible action on executive session items.

10. ADJOURNMENT

Posted: _____

By: _____

Susan L. Irvine, CMC
City Clerk

Note: Pursuant to A.R.S. § 38-431.02 notice is hereby given to the members of the City Council and to the general public that the Council will hold the above open meeting. Members of the City Council will attend either in person or by telephone, video, or internet communications. The Council may vote to go into executive session on any agenda item, pursuant to A.R.S. § 38-431.03(A)(3) and (4) for discussion and consultation for legal advice with the City Attorney. Because various other commissions, committees and/or boards may speak at Council meetings, notice is also given that four or more members of these other City commissions, boards, or committees may be in attendance.

A copy of the packet with material relating to the agenda items is typically available for review by the public in the Clerk's office after 1:00 p.m. the Thursday prior to the Council meeting and on the City's website at www.SedonaAZ.gov. The Council Chambers is accessible to people with disabilities, in compliance with the Federal 504 and ADA laws. Those with needs for special typeface print, may request these at the Clerk's Office. All requests should be made **forty-eight hours** prior to the meeting.

CITY COUNCIL CHAMBERS
102 ROADRUNNER DRIVE, SEDONA, AZ

**Action Minutes
Special City Council Meeting
City Council Chambers, Sedona City Hall,
102 Roadrunner Drive, Sedona, Arizona
Tuesday, April 24, 2018, 4:00 p.m.**

1. Call to Order

Mayor Moriarty called the meeting to order at 4:00 p.m.

Roll Call: Mayor Sandy Moriarty, Vice Mayor Martinez, Councilor John Currivan, Councilor Scott Jablow, Councilor Tom Lamkin, Councilor Jon Thompson, Councilor Jessica Williamson.

Staff Present: City Manager Justin Clifton, Assistant City Manager Karen Osburn, City Attorney Robert Pickels, Jr., Associate City Attorney Rob Pollock, Director of Financial Services Cherie Wright, Chief of Police David McGill, City Clerk Susan Irvine.

2. Special Business

- a. AB 2359 Presentation/second public hearing regarding the extension of the City of Sedona's Alternative Expenditure Limitation – Home Rule Option and the placement of that issue on the August 28, 2018 ballot for voter approval.**

Introduction by Karen Osburn.

Opened the public hearing at 4:02 p.m.

No comments were heard.

Closed the public hearing and brought back to Council at 4:02 p.m.

Presentation and public hearing only. No action taken.

3. Executive Session

Upon a public majority vote of the members constituting a quorum, the Council may hold an Executive Session that is not open to the public for the following purposes:

- a. To consult with legal counsel for advice on matters listed on this agenda per A.R.S. § 38-431.03(A)(3).**
b. Return to open session. Discussion/possible action on executive session items.

No Executive Session was held.

4. Adjournment

Mayor Moriarty adjourned the meeting at 4:02 p.m. without objection.

I certify that the above are the true and correct actions of the Special City Council Meeting held on April 24, 2018.

Susan L. Irvine, CMC, City Clerk

Date

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**Action Minutes
Special City Council Meeting
City Council Chambers, Sedona City Hall,
102 Roadrunner Drive, Sedona, Arizona
Tuesday, April 24, 2018, 4:15 p.m.**

1. Call to Order

Mayor Moriarty called the meeting to order at 4:15 p.m.

Roll Call: Mayor Sandy Moriarty, Vice Mayor Martinez, Councilor John Currivan, Councilor Scott Jablow, Councilor Tom Lamkin, Councilor Jon Thompson, Councilor Jessica Williamson.

Staff Present: City Manager Justin Clifton, Assistant City Manager Karen Osburn, City Attorney Robert Pickels, Jr., Associate City Attorney Rob Pollock, Director of Financial Services Cherie Wright, Chief of Police David McGill, City Clerk Susan Irvine.

2. Special Business

- a. AB 2359 Discussion/possible action regarding a resolution adopting the extension of the Alternative Expenditure Limitation – Home Rule Option (the vote requires a super majority of the City Council) and putting the issue on the August 28, 2018 ballot for voter approval.**

Comments from Council.

Motion: Councilor Jablow moved to approve Resolution 2018-11 placing the continuation of the Alternative Expenditure Limitation - Home Rule Option on the ballot. **Seconded by Councilor Williamson. Vote:** Motion carried unanimously with seven (7) in favor and zero (0) opposed.

3. Executive Session

Upon a public majority vote of the members constituting a quorum, the Council may hold an Executive Session that is not open to the public for the following purposes:

- a. To consult with legal counsel for advice on matters listed on this agenda per A.R.S. § 38-431.03(A)(3).**
b. Return to open session. Discussion/possible action on executive session items.

No Executive Session was held.

4. Adjournment

Mayor Moriarty adjourned the meeting at 4:17 p.m. without objection.

I certify that the above are the true and correct actions of the Special City Council Meeting held on April 24, 2018.

Susan L. Irvine, CMC, City Clerk

Date

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Action Minutes
Regular City Council Meeting
City Council Chambers, Sedona City Hall,
102 Roadrunner Drive, Sedona, Arizona
Tuesday, April 24, 2018, 4:30 p.m.

1. Call to Order/Pledge of Allegiance/Moment of Silence/Roll Call

Mayor Moriarty called the meeting to order at 4:30 p.m.

Roll Call: Mayor Sandy Moriarty, Vice Mayor John Martinez, Councilor John Currivan, Councilor Scott Jablow, Councilor Tom Lamkin, Councilor Jon Thompson, Councilor Jessica Williamson.

Staff Present: City Manager Justin Clifton, Assistant City Manager Karen Osburn, City Attorney Robert Pickels, Jr., Associate City Attorney Rob Pollock, Chief of Police David McGill, Chief Building Official Steve Mertes, Building Permit Technician Becky Oium, City Clerk Susan Irvine.

2. City's Vision

Councilor Thompson read the City's Vision.

3. Consent Items

- a. **Minutes - April 10, 2018 City Council Regular Meeting.**
- b. **Minutes - April 11, 2018 City Council Special Meeting.**
- c. **Approval of Proclamation, Sedona Public Library Day, April 28, 2018.**
- d. **Approval of Proclamation, Vietnamese American Recognition Day, April 30, 2018.**
- e. **AB 2366 Approval of a Special Event Liquor License for Parangelo Players for an event scheduled for Saturday, May 26, 2018 from 7:00 p.m. to 9:30 p.m. located at the Sedona Hub, 525B Posse Grounds Road, Sedona, AZ.**
- f. **AB 2367 Approval for the City Clerk to call the 2018 Primary Election for the offices of City Councilor (one seat with a two-year term and three seats with four-year terms) and Mayor (two-year term), a proposal for extension of the Local Alternative Expenditure Limitation – Home Rule Option, and to call the 2018 General election, if needed.**

Motion: Councilor Williamson moved to approve consent items 3a, 3b, 3c, 3d, 3e, and 3f. Seconded by Councilor Lamkin. Vote: Motion carried unanimously with seven (7) in favor and zero (0) opposed.

4. Appointments – None.

5. Summary of Current Events by Mayor/Councilors/City Manager

Justin Clifton introduced and welcomed Building Permit Technician Becky Oium to the City staff. Councilor Thompson advised that the Chili Cook-Off will be held at Tlaquepaque on May 5th, and the Mayor will be competing once again. Vice Mayor Martinez stated that he attended a wonderful Earth Day event at Tlaquepaque on April 22nd. The City will host their annual electronics recycling event on Saturday from 8:00 a.m. to 12:00 p.m. Councilor Thompson advised that early drop-off is available now.

Councilor Jablow stated that the Sedona Fire District will be accepting yard waste at Station #4 on May 18th, 19th, and 20th.

6. Public Forum

John Snickers, Cornville, introduced himself as the new local division manager of Arizona Water Company. He is a 31-year employee in this division and has lived in the Verde Valley for over 50 years.

Dann Bradley, Sedona, advised that they are hosting an event with a Hopi elder speaker on May 17th at 2:00 p.m. and invited everyone to attend.

7. Proclamations, Recognitions, and Awards

a. Presentation of Proclamation, Sedona Public Library Day, April 28, 2018.

Mayor Moriarty read the Proclamation and presented it to Sheila Hoffmeyer. Ms. Hoffmeyer thanked the Council for their recognition and support. She invited everyone to the celebration beginning at 1:00 p.m. on Saturday, April 28th.

8. Regular Business

a. AB 2368 Public hearing/discussion/possible action on the adoption of a resolution and ordinance updating the City of Sedona's Consolidated Fee Schedule to add fees related to wireless facilities.

Presentation by Robert Pickels, Jr.

Questions from Council.

Opened the public hearing at 4:51 p.m.

No comments were heard.

Closed the public hearing and brought back to Council at 4:51 p.m.

Comments from Council.

Motion: Councilor Lamkin moved to approve Resolution No. 2018-13 creating a public record entitled "2018 Amendments to the Sedona Consolidated Fee Schedule for Wireless Facilities". Seconded by Councilor Williamson. Vote: Motion carried unanimously with seven (7) in favor and zero (0) opposed.

Motion: After 1st reading, Councilor Lamkin moved to approve Ordinance No. 2018-06, adopting proposed changes to the Consolidated Fee Schedule. Seconded by Councilor Williamson. Vote: Motion carried unanimously with seven (7) in favor and zero (0) opposed.

b. AB 2336 Discussion/possible action regarding proposed state legislation and its potential impact on the City of Sedona.

Presentation by Robert Pickels, Jr.

Questions and comments from Council.

Presentation and discussion only. No action taken.

c. Reports/discussion on Council assignments.

Councilor Jablow advised that he attended the Airport Board meeting on Monday, and they had a lot of traffic because of the Sedona Forum that happened last weekend. They

are working on solutions to fuel containment and a water issue. Vice Mayor Martinez stated that the Yavapai Water Advisory Council is looking for funds to monitor the groundwater related to the Verde River, and the cost for the City of Sedona is \$618.

d. Discussion/possible action on future meeting/agenda items.

Councilor Williamson requested a future agenda item regarding the Yavapai College 2% tax rate hike which they are instituting without publicizing. They have done this for several years and have a flat enrollment. Councilor Thompson supported this request. Mayor Moriarty wanted to make sure that designation of special event licenses to the City Clerk would be an agenda item once the legislation becomes effective.

9. Executive Session

Upon a public majority vote of the members constituting a quorum, the Council may hold an Executive Session that is not open to the public for the following purposes:

- a. To consult with legal counsel for advice on matters listed on this agenda per A.R.S. § 38-431.03(A)(3).**
- b. Return to open session. Discussion/possible action on executive session items.**

No Executive Session was held.

10. Adjournment.

Mayor Moriarty adjourned the meeting at 5:11 p.m. without objection.

I certify that the above are the true and correct actions of the Regular City Council Meeting held on April 24, 2018.

Susan L. Irvine, CMC, City Clerk

Date

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**Action Minutes
Special City Council Meeting
City Council Chambers, Sedona City Hall,
102 Roadrunner Drive, Sedona, Arizona
Wednesday, April 25, 2018, 8:00 a.m.**

1. Call to Order/Pledge of Allegiance/Moment of Silence

Mayor Moriarty called the meeting to order at 8:00 a.m.

2. Roll Call

Roll Call: Mayor Sandy Moriarty, Vice Mayor John Martinez, Councilor John Currivan, Councilor Scott Jablow, Councilor Tom Lamkin, Councilor Jon Thompson, Councilor Jessica Williamson.

Staff Present: City Manager Justin Clifton, Assistant City Manager Karen Osburn, City Attorney Robert Pickels, Jr., Legal Assistant Katie Johnson, Finance Director Cherie Wright, Budget & Accounting Supervisor Jessica Tucker, Accounting Supervisor Derrick Beracy, Information Technology Manager Chuck Hardy, Human Resources Manager Brenda Tammarine, Chief of Police David McGill, Economic Development Director Molly Spangler, Parks & Recreation Manager Rachel Murdoch, Recreation Coordinator II Ali Baxter, Director of Public Works & City Engineer Andy Dickey, Associate Engineer James Crowley, Wastewater Manager Roxanne Holland, City Clerk Susan Irvine.

3. Special Business

Work Session on City of Sedona budget for Fiscal Year 2018/2019. The Council may take action to give direction to staff regarding amendments or changes to the proposed City budget or Capital Improvements Plan.

a. Public Comment

Elaine Vail, Sedona, requested that Council consider allocating land for pickleball courts.

Jay Singer, Sedona, asked Council to consider constructing dedicated pickleball courts.

Patti Childers, Sedona, requested that Council donate land so the pickleball players can construct pickleball courts with their funds. They would initially like to construct 8 courts now and 8 more later.

John Plotkin, Sedona, asked Council to consider support of additional pickleball courts.

b. An introduction to and overview of the 2018/2019 Fiscal Year Budget process will be presented, and strategic budget issues for FY 2019 will be discussed.

Presentation by Cherie Wright and Justin Clifton.

Questions from Council.

Introduction – Cherie gave an overview of the remaining dates on the budget calendar and how the budget it is organized. Cherie thanked the Citizens Budget Work Group: Charlotte Hosseini, Janice Howes Hudson, Anne Khoury, John Martinez, Holli Ploog,

and Jessica Williamson; and the Revenue Forecasts Work Group: Cari Meyer, Molly Spangler, and Jennifer Wesselhoff for their feedback and dedication of time. This budget represents the third year of the 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. She talked about program budgeting and indirect cost allocations.

There are several significant process and operational areas addressed in this year's budget including:

- 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, one-time vs. ongoing revenues and expenditures were identified. Due to the unexpected magnitude of one-time items, 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. The intention is to provide better information in the future for comparisons of in-house vs. outsourced costs.
- A new Transportation Sales Tax Fund was added to account for the new half-cent sales tax. 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.

Budget Overview – Cherie stated that the total proposed expenditures are \$50.5 million and proposed revenues are \$44.4 million, excluding decision packages which will be considered individually. Surplus funds of \$16.8 million are available to fund decision packages, supplement reserves, use toward sunsetting the transportation sales tax early, and/or fund Council priorities.

Council priorities included in the budget are:

- Complete Traffic Improvements
- Land Development Code Update
- Revise City Sign Code
- Sustainable Tourism
- Update Building Code
- CFA Development

- Environmental Sustainability
- Affordable Housing
- Parks Land Acquisition
- Construct Beautification of 89A
- Alternative Expenditure Limitation
- Complete Dells Land Use Planning
- Wireless Master Plan
- Monitor Short-term Rentals
- Storm Water Projects
- Brewer Road Improvements.

Revenue changes from the FY 2018 budget to the FY 2019 budget total \$6.68 million. These are attributed to \$3.02 million in transportation sales tax, \$1.23 million in other sales tax, \$469,000 in bed tax, \$1.08 million in capital projects grants, \$237,000 in paid parking, \$382,000 in one-time capacity fees, and \$259,000 in other adjustments.

Salary and benefit changes include a 4% increase in health insurance and an increase 3% increase in ASRS. PSPRS has been reduced 7% but the unfunded liability increased. The \$250,000 amount for the Hall and Parker lawsuits, in which the courts found the increase in the employee share of the PSPRS contribution rate to be unconstitutional, has been removed. There was a decrease in worker's compensation of \$8,000. A transportation engineering position has been added for a total of \$96,000.

Changes to operations expenses include: tourism management & development increase of \$188,000; community services contracts increase of \$74,000; the biennial election costs of \$43,000; the biennial development impact fee audit of \$20,000; holiday decorations enhancement of \$40,000; monitoring of short-term rentals of \$15,000; Habitat for Humanity project fees totaling \$38,000; electric utility increases of \$73,000; a decrease of \$174,000 for a duplication of IT fund reserve adjustments; an increase to correct an error in wastewater DP's of \$355,000; and other adjustments decreases of \$622,000.

Capital Improvement Project changes include: Arts & Culture increase of \$65,000; Municipal Court decrease of \$199,000; Parks & Recreation decrease of \$1.56 million; Police decrease of \$597,000; Public Works increase of \$537,000; storm drainage decrease of \$429,000; Sedona in Motion (transportation projects) of \$4.86 million; streets & transportation increase of \$694,000; wastewater decrease of \$426,000; arts transfer correction of \$69,000; and wastewater error correction of \$125,000.

Contingencies are budgeted at \$400,000 in the General Fund, \$300,000 in Grants & Donations, and \$200,000 in the Wastewater Fund.

Cherie explained the methodology for indirect cost allocations. Direct costs are assigned or traced to only one specific service or purpose and indirect costs are assigned or traced to more than one service or purpose. Allocation methods were based on factors which were identified to be relevant to the program or department.

Equipment Replacement Reserves are allocated at the following amounts: Information Technology equipment of \$174,000, Wastewater equipment of \$509,000, and general

equipment of \$380,000. There is also a major maintenance reserve in the Wastewater Fund of \$71,000.

Transfers between funds are budgeted as follows: General Fund to Streets Fund of \$253,200; General Fund to Capital Improvements Fund of \$1.5 million; General Fund to Wastewater Enterprise Fund of \$4,487,900; General Fund to Streets Fund from paid parking revenues of \$480,000; and Capital Improvements Fund to Art in Public Places Fund of \$69,258.

Questions and comments from Council throughout presentation.

c. An overview of the Fund Summaries will be presented.

Presentation by Cherie Wright and Justin Clifton.

General Fund - Ongoing revenues are budgeted at \$28.0 million and one-time & contingent revenues are budgeted at \$559,000. Ongoing expenditures are budgeted at \$18.5 million and one-time & contingent expenditures are budgeted at \$2.5 million. FY 2019 Carryovers are as follows: Development Impact Fee Study \$25,000; Public Access Channel/Video Communications \$18,000; Springbrook Training \$15,000; Land Development Code Update \$97,500; Illustrations for Sign Regulations \$10,000; Implementation of Schnebly CFA \$10,000; Illustrations for CFA Plans \$7,000; Court Scanner \$900; Drainage Job Order Contract \$50,000; Market Study Adjustments \$200,000; and Transit Grant Match of \$30,000.

Reserves are as follows: Operating Reserve of \$5.6 million; Debt Service Reserve of \$300,000; and Equipment Replacement Reserve of \$587,000. Balance available after reserves is \$3.3 million.

Decision Packages total \$560,000 in one-time costs and \$1.2 million in ongoing costs for a total of \$1.8 million. City Manager recommended decision packages total \$1.27 million and Citizens Budget Work Group recommended decision packages total \$1.45 million.

Break at 10:00 a.m. Reconvened at 10:15 a.m.

Streets Fund - ongoing revenues are budgeted at \$952,000 with no one-time & contingent revenues. Ongoing expenditures are budgeted at \$1.2 million with no one-time & contingent expenditures. The Fund Balance Reserve is \$121,000, and the balance available after reserves is \$423,000.

Grants & Donations Funds - ongoing revenues are budgeted at \$60,000 and one-time & contingent revenues are budgeted at \$384,000. Ongoing expenditures are budgeted at \$74,000 and one-time & contingent expenditures are budgeted at \$419,000. The Fund Balance is \$418,000, and the balance available after reserves is \$423,000.

Decision Packages total \$10,000 in one-time costs. City Manager recommended decision packages total \$0 and Citizens Budget Work Group recommended decision packages total \$10,000.

Transportation Sales Tax Fund – revenues are budgeted at \$3.0 million and expenditures are budgeted at \$109,080. There is a capital reserve of \$4.0 million which will be fully used for projects in FY 2020.

Capital Improvements Fund - ongoing revenues are budgeted at \$973,000 and one-time & contingent revenues are budgeted at \$1.5 million. There are no ongoing expenditures budgeted and one-time & contingent expenditures are budgeted at \$12.3 million. The Capital Reserves are \$3.9 million and the balance available after reserves is \$5.7 million.

Development Impact Fees Fund - ongoing revenues are budgeted at \$225, with no one-time & contingent revenues. There are no ongoing or one-time & contingent expenditures budgeted. The Fund Balance is \$3.0 million and the balance available after reserves is \$5.7 million.

Art in Public Places Fund - revenues are budgeted at \$69,458 and expenditures are budgeted at \$65,000. The Fund Balance is \$95,000.

Wastewater Enterprise Fund - ongoing revenues are budgeted at \$6.7 million and one-time & contingent revenues are budgeted at \$382,000. Ongoing expenditures are budgeted at \$4.7 million and one-time & contingent expenditures are budgeted at \$10.0 million. The Capital Reserves are \$3.9 million and the balance available after reserves is \$5.7 million.

FY 2019 Carryovers are as follows: Furniture \$1,450; Conduit Installation \$10,000; Influent Channel Cover \$10,000; UV Flow Meter \$8,000; PLC Rack \$7,500; Irrigation Soil Amendment \$30,000; Update O&M \$30,000; WIMS Training \$7,500; Grade 3 Certification \$1,000; and CenturyLink Fiber Connection \$5,480.

Reserves are as follows: Operating Reserve of \$1.8 million; Debt Service Reserve of \$4.1 million; Capital Reserve of \$1.2 million; Equipment Replacement Reserve of \$531,000; Major Maintenance Reserve of \$71,000; and Sewer Extension Reserve of \$0. Balance available after reserves if \$3.7 million.

Decision Packages total \$495,600 in one-time costs and a savings of \$57,780 in ongoing costs for a total of \$437,820. City Manager recommended decision packages total \$175,120 and Citizens Budget Work Group recommended decision packages total \$200,120.

Information Technology Internal Service Fund - ongoing revenues are budgeted at \$1.6 million and one-time & contingent revenues are budgeted at \$64,000. Ongoing expenditures are budgeted at \$1.2 million and one-time & contingent expenditures are budgeted at \$274,000. FY 2019 Carryovers are as follows: Network Security at Shooting Range \$3,000 and Network Security Camera at Shooting Range \$3,000. The Equipment Replacement Reserve is \$33,000 and the balance available after reserves is \$273,000.

Decision Packages total \$15,500 in one-time costs and \$44,200 in ongoing costs for a total of \$59,700. City Manager and Citizens Budget Work Group recommended decision packages total \$59,700.

Questions and comments from Council throughout presentation.

d. An overview of the Capital Improvements Plan will be presented.

Presentation by Cherie Wright and Justin Clifton.

Capital Improvement Projects (CIP) have been prioritized in the following categories: Imperative (must do), Essential (should do), Important (could do), and Desirable (other year).

There is a total of \$17.1 million in available funds with \$9.7 million in Unrestricted Capital Reserves. Restricted funding sources are as follows: Coconino County Flood Control \$333,725; Yavapai County Flood Control \$350,000; Development Impact Fees Funds \$86,800; Paid Parking Revenues \$480,000; Outside Participation \$10,000; Grants \$1.4 million; RICO Monies \$25,000; Court Revenues \$53,000; 1% for Arts \$65,000; and Wastewater Revenues \$4.7 million.

CIP projects are budgeted at \$17.1 million as follows: Art in Public Places \$65,000; Municipal Court \$73,700; Police \$542,854; Public Works \$538,200; Storm Drainage \$3.3 million; Sedona in Motion \$6.8 million; Streets & Transportation \$1.2 million; and Wastewater \$4.7 million. The City Manager does not believe it is realistic to expect that this level of projects can be accomplished in the next fiscal year.

Questions and comments from Council throughout presentation.

e. An overview of the following department budgets is to be presented and reviewed:

Presentation by Cherie Wright and Justin Clifton.

City Council - presentation by Susan Irvine. Performance indicators were reviewed, and Council was uncertain if the per capita spending benchmark was useful. **By majority consensus, Council agreed that they were not interested in engaging an outside consultant to complete a performance audit of all City Departments.** Budget changes including a reduction in direct expenses and an increase in indirect expenses were discussed.

City Clerk's Office - presentation by Susan Irvine. Budget reflects a one-time cost of \$42,500 for election expenses.

Economic Development – presentation by Molly Spangler. Performance indicators and decision packages were discussed.

Break at 12:13 p.m. Reconvened at 12:52 p.m.

Human Resources – presentation by Brenda Tammarine. Performance indicators and a decision package were discussed. Budget reflects a one-time cost of \$15,000 for Springbrook training.

Financial Services – presentation by Cherie Wright. Budget reflects a one-time cost of \$20,500 for an impact fee audit and furniture replacement. Decision packages were discussed.

General Services – presentation by Cherie Wright. Outstanding debt for the City as of July 1, 2018 will be \$27,490,000. Budget reflects a one-time cost of \$5,863,959 for bond payments. Community service contracts up for renewal in FY 2019 are proposed at the following amounts: Sedona Public Library \$445,392, Humane Society of Sedona \$64,785, Sedona Recycles \$85,445, and Sedona Posse Grounds Hub (Red Earth Theatre) \$0 (not being renewed). Small grants funding will be examined by Council to

set the amount. Decision packages were discussed.

Break at 3:03 p.m. Reconvened at 3:14 p.m.

Information Technology – presentation by Chuck Hardy. One-time costs for FY 2019 total \$299,320 for equipment, upgrades, and projects. Decision packages were discussed. **By majority consensus, Council directed staff to evaluate new ERP software programs for a potential CIP project in FY 2020 & 2021.**

City Attorney's Office – presentation by Robert Pickels, Jr.

Municipal Court – presentation by Mike Goimarac. Budget reflects a one-time cost of \$9,000 for furniture for the new court facility. The decision package was discussed. The budget includes a CIP carryover for the Sinagua courtroom remodel in the amount of \$73,700.

Parks & Recreation – presentation by Rachel Murdoch. CIP projects have been deferred for this year. Budget reflects a one-time cost of \$30,000 for a trail management grant.

Public Works – this section was not presented due to lack of available time.

Police – this section was not presented due to lack of available time.

Wastewater – this section was not presented due to lack of available time.

City Manager's Office – this section was not presented due to lack of available time.

Community Development – this section was not presented due to lack of available time.

Questions and comments from Council throughout presentation.

- f. **Recap and review of overall budget, decision packages, capital improvement projects, and impact on long-range forecasts.**

This item was not presented due to lack of available time.

- g. **Items not completed at this meeting will be carried over to the Thursday April 26, 2018, 8:00 a.m. Special Budget Work Session Meeting.**

4. Executive Session

Upon a public majority vote of the members constituting a quorum, the Council may hold an Executive Session that is not open to the public for the following purposes:

- a. **To consult with legal counsel for advice on matters listed on this agenda per A.R.S. § 38-431.03(A)(3).**
- b. **Return to open session. Discussion/possible action on executive session items.**

No Executive Session was held.

5. Adjournment.

At 5:06 p.m., Mayor Moriarty continued the meeting until Thursday morning at 8:00 a.m.

I certify that the above are the true and correct actions of the Special City Council Meeting held on April 25, 2018.

Susan L. Irvine, CMC, City Clerk

Date

Action Minutes
Special City Council Meeting
City Council Chambers, Sedona City Hall,
102 Roadrunner Drive, Sedona, Arizona
Thursday, April 26, 2018, 8:00 a.m.

1. Call to Order/Pledge of Allegiance/Moment of Silence

Mayor Moriarty called the meeting to order at 8:01 a.m.

2. Roll Call

Roll Call: Mayor Sandy Moriarty, Vice Mayor John Martinez, Councilor John Currivan, Councilor Scott Jablow, Councilor Tom Lamkin, Councilor Jon Thompson, Councilor Jessica Williamson.

Staff Present: City Manager Justin Clifton, Assistant City Manager Karen Osburn, City Attorney Robert Pickels, Jr., Finance Director Cherie Wright, Budget & Accounting Supervisor Jessica Tucker, Human Resources Manager Brenda Tammarine, Chief of Police David McGill, Sergeant Michael Dominguez, PD Executive Assistant Sherri O'Connor, Director of Public Works & City Engineer Andy Dickey, Engineering Supervisor Stephen Craver, Associate Engineer Bob Welch, Associate Engineer James Crowley, Public Works Administrative Supervisor Charlene Penfold, Wastewater Manager Roxanne Holland, Director of Community Development Audree Juhlin, Community Development Administrative Assistant Donna Puckett, City Clerk Susan Irvine.

3. Special Business

Work Session on City of Sedona budget for Fiscal Year 2018/2019. The Council may take action to give direction to staff regarding amendments or changes to the proposed City budget or Capital Improvements Plan.

a. Public Comment

No comments were heard.

b. Continuation of items not completed during the Wednesday, April 25, 2018, 8:00 a.m. Special Budget Work Session Meeting.

Continuation of the following department budgets with presentations and reviews:

Presentation by Cherie Wright and Justin Clifton.

Public Works – presentation by Andy Dickey. The main change to direct costs reflects the cost for an additional engineer to aid in Sedona in Motion transportation projects. One-time costs total \$221,000 for equipment, maintenance, and improvements. **By majority consensus, Council directed staff to look at enhancing the TCA program.** Decision packages were reviewed. Capital improvement projects include the following: art in the roundabouts for \$65,000; Uptown enhancements for \$400,000; recycle drop-off locations \$138,200; storm drainage projects for \$3,315,145; Sedona in Motion projects for \$5,603,685; and streets projects for \$1,199,097.

Break at 10:37 a.m. Reconvened at 10:51 a.m.

City Manager's Office – presentation by Justin Clifton and Sedona Chamber of Commerce & Tourism Bureau CEO & President Jennifer Wesselhoff. The main changes to direct costs reflect the cost to transfer a planner position to a sustainability coordinator position; an increase in the tourism management and development because of an increase in bed tax; and some other budget reductions. One-time costs total \$48,000 for carryovers.

The Sedona Chamber of Commerce has agreed to cap their budget at the FY 2018 level for bed tax funds and leave the rest of the funds with the City for transportation related projects. This would be at least \$270,000 which they would like to see used for expansion of the Verde Lynx and other transportation issues. They are revising tourism for Sedona and focusing more on tourism management, not marketing. They are also including a third-party audit in next year's budget. Their sustainable tourism efforts include emphasis on environmental, socio-cultural, and economic sustainability. Justin clarified that the key point for today's discussion is the holdback of funds for transportation projects which impacts the bottom line of the City's budget.

Decision packages were reviewed.

Break at 12:24 p.m. Reconvened at 12:54 p.m.

Police – presentation by Chief McGill. One-time costs total \$195,712 for vehicle lease payments and equipment. Decision packages were reviewed. Capital improvement projects include the following: handheld radios for \$75,000; radio infrastructure for \$231,500; and shooting range improvements for \$236,354.

Wastewater – presentation by Roxanne Holland. The main change to direct costs reflects a reduction in over \$327,000. One-time costs total \$321,150 for carryovers, equipment, maintenance, and improvements. Decision packages were reviewed. Capital improvement projects include the following: remodel administrative building for \$285,000; collections system improvements \$2,605,000; tertiary filter upgrades \$1,607,484; and recharge wells \$153,819.

Community Development – presentation by Audree Juhlin. The main change to direct costs reflects a reduction in over \$171,000. One-time costs total \$127,500 for carryovers and equipment. The decision package was reviewed.

Break at 3:14 p.m. Reconvened at 3:28 p.m.

c. Recap and review of overall budget, decision packages, capital improvement projects, and impact on long-range forecasts.

Presentation by Cherie Wright and Justin Clifton.

By majority consensus, Council recommended funding for decision packages as follows:

Description	Council Direction	One-Time	Ongoing	Total
General Fund				
Expand Lynx Transit Services	100%	-	131,000	131,000
Hazardous Household Materials Cleanup	100%	18,000	-	18,000
Wage Adjustments	100%	-	309,000	309,000
PSPRS Additional Contribution	100%	-	405,200	405,200
CaseWare Reports	100%	80,000	(3,000)	77,000
Part-Time Temporary Inspector Salary Increase	100%	-	20,200	20,200
Asphalt Roller	100%	8,200	-	8,200
Maintenance Worker II	50%	700	8,000	8,700
Air Compressor Jackhammer	100%	22,000	-	22,000
Snowplow, 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)	100%	-	40,000	40,000
Pesticide Cart/Sprayer	100%	11,500	-	11,500
Economic Development Marketing	100%	-	6,500	6,500
AEDs (also grant portion of \$10,000)	100%	12,000	-	12,000
SWAT	100%	-	16,860	16,860
Ballistic Helmets and Shields	100%	20,000	-	20,000
Civil Court Clerk Position from Part to Full-Time	100%	-	35,000	35,000
General Fund Total		\$172,400	\$968,760	\$1,141,160
Affordable Housing Fund				
Housing Fund Contribution	100%	-	100,000	100,000
Affordable Housing Fund Total		\$-	\$100,000	\$100,000

Grant Fund				
AEDs (also General Fund portion of \$12,000)	100%	10,000	-	10,000
Grant Fund Total		\$10,000	\$-	\$10,000
Wastewater Fund				
Wetlands Cattail Cutter	100%	105,000	(60,000)	45,000
Wastewater Rate Study	100%	100,000	-	100,000
WW Network Connectivity	100%	35,600	(5,480)	30,120
Wastewater Fund Total		\$240,600	\$(65,480)	\$175,120
Information Technology Fund				
PC Help Desk Position	100%	-	44,200	44,200
Update Sedonaaz.gov Website	100%	15,500	-	15,500
Information Technology Fund Total		\$15,500	\$44,200	\$59,700
Grand Total		\$ 438,500	\$ 1,047,480	\$ 1,485,980

By majority consensus, Council agreed to allocate the following amounts for Service Contracts for further discussion when they are considered for approval: Sedona Public Library \$470,392, Humane Society of Sedona \$64,785, Sedona Recycles \$100,445.

4. Executive Session

Upon a public majority vote of the members constituting a quorum, the Council may hold an Executive Session that is not open to the public for the following purposes:

- a. To consult with legal counsel for advice on matters listed on this agenda per A.R.S. § 38-431.03(A)(3).
- b. Return to open session. Discussion/possible action on executive session items.

No Executive Session was held.

5. Adjournment.

Mayor Moriarty adjourned the meeting at 4:34 p.m. without objection.

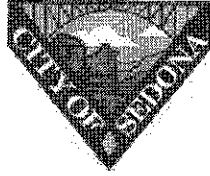
I certify that the above are the true and correct actions of the Special City Council Meeting held on April 26, 2018.

Sedona City Council
Special Meeting
Budget Work Session
Thursday, April 26, 2018
8:00 a.m.

Susan L. Irvine, CMC, City Clerk

Date

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City of Sedona Proclamation Request Form

Full Name of Contact Person	Janeen Trevillyan
Contact Phone Number	282-7038
Contact Mailing Address	735 Jordan Rd 86336
Contact Email Address	jtrevillyan1@gmail.com
Group, Organization, Activity or Event Being Recognized (Please make sure you provide complete and current information about the group or event)	Sedona Heritage Museum
Website Address (if applicable)	sedonamuseum.org
Name of the sponsor(s) of the Proclamation (2 Council members or the City Manager)	Sandy Moriarty Justin Clifton
What is the proclaimed day, days, week or month? (e.g. 10/11/12, October 11-17, 2012, October 2012)	May 19, 2018
Would you like to attend a Council meeting for formal presentation of the Proclamation or would you like to pick it up?	<input checked="" type="checkbox"/> Presentation at Meeting <input type="checkbox"/> Pick up Proclamation
If you would like the Proclamation presented at a Council meeting, please provide the full name and contact information (phone number and email address) of the party who will accept it on behalf of the group.	Bill Levensgood, 282-7038

Provide information about the organization/event including a mission statement, founding date, location and achievements.

info in the draft proclamation

Please explain why this Proclamation and any events accompanying it are important to the Community and are consistent with the City's vision statement and Community Plan goals. What is the clear reason for the Proclamation and why are you requesting this honor? What activities/events are planned around this Proclamation and how do you plan to promote this to the community?

Museum 20th anniversary party from 10:30-3pm on Sat May 19 at Museum with old-time demos & activities, chuck wagon biscuits & dutch oven cobbler, educational speakers and all-day entertainment. Free day.

Please include a draft of the proposed Proclamation with this request, preferably a Word file in electronic format.

sent separately.

**Office of the Mayor
City of Sedona, Arizona**



**Proclamation
Sedona Heritage Museum Day
May 19, 2018**

WHEREAS, the Sedona Heritage Museum is celebrating its 20th anniversary, and it is an appropriate time to commend the Sedona Historical Society on the positive impact it has made on the greater Sedona community; and

WHEREAS, Americans view museums as one of the most trustworthy sources of objective information, and, after their families, the most significant means of creating a strong connection to the past; and

WHEREAS, the Sedona Heritage Museum is certified by the state, has won numerous awards for its programs and personnel, and is the community's only bona fide museum; and

WHEREAS, the Sedona Historical Society and Sedona Heritage Museum play a crucial role in preserving the historical fabric, identity, and memory of our area through careful stewardship of over 3,000 historical artifacts and pieces of art, over 3,000 archival documents, and almost 50,000 historical photographs of Sedona, using these materials to tell the stories of Sedona's past and our history-makers; and

WHEREAS, the Sedona Heritage Museum is committed to increasing public awareness of Sedona's heritage and physical, social, and cultural development by providing a space for people of all ages to reflect on and explore the lives and work of Sedona area pioneers through the present; and

WHEREAS, the Sedona Heritage Museum is a valuable educational resource that, through exhibits and programs, provides a wide range of educational and cultural opportunities, hands-on experiences, and historical information for residents and visitors of all ages; and

WHEREAS, the Sedona Heritage Museum, through the support of its members and volunteers and with the assistance of the City of Sedona, has enhanced the community by fulfilling its mission to "research, preserve, and educate" on local history for the benefit of present and future generations; and

WHEREAS, the Sedona Heritage Museum enriches our community, contributes to the local economy as a visitor attraction, and plays an important role in enhancing the quality of life for Sedona residents and visitors.

NOW, THEREFORE, I, SANDY MORIARTY, MAYOR OF THE CITY OF SEDONA, ARIZONA, ON BEHALF OF THE SEDONA CITY COUNCIL, do hereby proclaim May 19, 2018 as "Sedona Heritage Museum Day", congratulate the Sedona Heritage Museum on its 20th anniversary, and invite and encourage Sedona citizens to visit the Sedona Heritage Museum and participate in the celebration on that day.

Issued this 8th day of May, 2018.

Sandra J. Moriarty, Mayor

ATTEST:

Susan L. Irvine, CMC, City Clerk

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City of Sedona Proclamation Request Form

Full Name of Contact Person	Jeri Strande
Contact Phone Number	928-649-3374
Contact Mailing Address	2125 W. Running Iron Ln. Ctwd, AZ
Contact Email Address	sicity84@cableone.net
Group, Organization, Activity or Event Being Recognized (Please make sure you provide complete and current information about the group or event)	On May 3, 2017, National Poppy Day received support through the introduction of the House of Representatives Resolution 309. HR 309 has been referred to the Committee on Oversight and Government Reform and calls for the Friday before Memorial Day to be recognized as National Poppy Day. In recognition of the day, the Cornville/Sedona American Legion family will host the 2018 Poppy Drive.
Website Address (if applicable)	
Name of the sponsor(s) of the Proclamation (2 Council members or the City Manager)	Mayor Sandy Moriarty and Vice Mayor John Martinez
What is the proclaimed day, days, week or month? (e.g. 10/11/12, October 11-17, 2012, October 2012)	May 25, 2018
Would you like to attend a Council meeting for formal presentation of the Proclamation or would you like to pick it up?	<input checked="" type="checkbox"/> Presentation at Meeting <input type="checkbox"/> Pick up Proclamation
If you would like the Proclamation presented at a Council meeting, please provide the full name and contact information (phone number and email address) of the party who will accept it on behalf of the group.	Ms. Phyllis Kennedy 928-300-7400 phyllisa1849@gmail.com

Provide information about the organization/event including a mission statement, founding date, location and achievements.

American Legion Auxiliary (ALA) mission statement -to support The American Legion and to honor the sacrifices of those who by enhancing the lives of our veterans, military and their families. The ALA was founded 1919, and locally charter in Oct. 2012.

The American Legion Auxiliary is the largest women's patriotic service organization in the world - motto is "Service not self".

The National Poppy Day expands the awareness and provides support everywhere to all who have served and sacrificed in the U.S. armed forces. Donations earned through the 3-day donation drive are specifically set aside for the betterment of veterans and their families, no other expenditures are allowed.

Please explain why this Proclamation and any events accompanying it are important to the Community and are consistent with the City's vision statement and Community Plan goals. What is the clear reason for the Proclamation and why are you requesting this honor? What activities/events are planned around this Proclamation and how do you plan to promote this to the community?

The Proclamation will increase awareness and recognition of the diversity of citizens within the Sedona community through the teaching of the purpose of the poppy, origination and history. Through the poppy drive, citizens will become aware of sacrifices that members have made on behalf of all American citizens. Along with a detailed explanation of the poppy drive, those individuals handing out poppies will have available for distribution a business-size card that provides a copy of the famous poem "In Flanders Fields" as well as poppy facts. While written after WWI, the poem and the red poppy have symbolized the blood shed not only in WWI, but also in all wars. In 1920, the American Legion Family adopted the red poppy as the official flower in recognition of Memorial Day and has distributed the poppy in communities across America.

Along with a 2-day poppy drive at allowed businesses in Sedona and Cornville, children at the West Sedona School recently participated in the 2018 Poppy Poster Contest which was open to students in grades 3 and above. The contest educated them on the importance of the poppy and its history along with drawing posters that depicted sacrifices of our military. Additionally, there will be an open-to-the-public Memorial Day Observance hosted on May 26 at 11 am in the Yavapai County Windmill Park in Cornville. The event will be advertised in the local media and radio.

Please include a draft of the proposed Proclamation with this request, preferably a Word file in electronic format.

**Office of the Mayor
City of Sedona, Arizona**



**Proclamation
Sedona National Poppy Day
May 25, 2018**

WHEREAS, America is the land of freedom, preserved and protected willingly and freely by citizen soldiers; and

WHEREAS, millions who have answered the call to arms have died on the field of battle; and

WHEREAS, a nation at peace must be reminded of the price of war and the debt owed to those who have died in war; and

WHEREAS, the red poppy has been designated as a symbol of sacrifice of lives in all wars; and

WHEREAS, the American Legion Auxiliary has pledged to remind America annually of this debt through the distribution of the memorial flower.

NOW, THEREFORE, I, SANDY MORIARTY, MAYOR OF THE CITY OF SEDONA, ARIZONA, ON BEHALF OF THE SEDONA CITY COUNCIL, do hereby proclaim May 25, 2018, as Sedona National Poppy Day and ask that all citizens pay tribute to those who have made the ultimate sacrifice in the name of freedom by wearing the Memorial Poppy on this day.

Issued this 8th day of May, 2018.

Sandra J. Moriarty, Mayor

ATTEST:

Susan L. Irvine, CMC, City Clerk

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**CITY COUNCIL
AGENDA BILL**

**AB 2369
May 8, 2018
Consent Items**

Agenda Item: 3h

Proposed Action & Subject: Approval of recommendation regarding a person and location transfer of a Series 7 Beer and Wine Bar for Lada Sedona, LP DBA Arabella Hotel Sedona located at 725 Highway 179, Sedona, AZ (License #07030016).

Department	City Clerk's Office
Time to Present	N/A
Total Time for Item	
Other Council Meetings	N/A
Exhibits	Liquor License Application is available for review and inspection at the City Clerk's Office.

City Attorney Approval	Reviewed 5/1/18 RLP	Expenditure Required
		\$ 0
City Manager's Recommendation	Recommend approval of the application.	Amount Budgeted
		\$ 0
		Account No. N/A (Description)
		Finance Approval <input checked="" type="checkbox"/>

SUMMARY STATEMENT

Background: State liquor laws require Sedona's City Council to forward a recommendation for approval or denial of applications for liquor licenses.

The City has received an application for a person and location transfer of a Series 7 Beer and Wine Bar for Lada Sedona, LP DBA Arabella Hotel Sedona located at 725 Highway 179, Sedona, AZ (License #07030016). This will transfer the existing Series 7 License of DBADGUY, LLC DBA Aspen Inn Suites from their location in Flagstaff to Lada Sedona, LP at the above location and the members of the limited partnership. The liquor license application is available for review and inspection in the City Clerk's office or by email.

The beer and wine bar (series 7) liquor license is a "quota" license available only through the Liquor License Lottery or for purchase on the open market. Once issued, this liquor license is transferable from person to person and/or location to location within the same county and allows the holder both on- & off-sale retail privileges. This license allows a beer and wine bar retailer to sell and serve beer and wine (no other spirituous liquors), primarily by individual portions, to be consumed on the premises and in the original container for consumption on or

off the premises. A retailer with off-sale ("To Go") privileges may deliver spirituous liquor off of the licensed premises in connection with a retail sale. A.R.S. 4-206.01.F. states that after January 1, 2011, the off-sale privileges associated with a bar license shall be limited to no more than 30% of the total annual sales receipts of liquor by the licensee at that location. Off-sale ("To Go") package sales can be made on the bar premises as long as the area of off-sale operation does not utilize a separate entrance and exit from the one provided for the bar. Payment must be made no later than the time of delivery.

Community Development, Finance, the Sedona Police Department (SPD), and Sedona Fire District (SFD) have conducted a review of the application. No objections regarding its approval were noted.

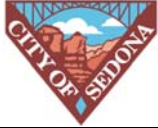
Community Plan Consistent: Yes - No - Not Applicable

Board/Commission Recommendation: Applicable - Not Applicable

Alternative(s): Recommend denial of the person and location transfer of a Series 7 Beer and Wine Bar for Lada Sedona, LP DBA Arabella Hotel Sedona located at 725 Highway 179, Sedona, AZ (License #07030016).

MOTION

I move to: recommend approval of the person and location transfer of a Series 7 Beer and Wine Bar for Lada Sedona, LP DBA Arabella Hotel Sedona located at 725 Highway 179, Sedona, AZ (License #07030016).



**CITY COUNCIL
AGENDA BILL**

**AB 2315
May 8, 2018
Regular Business**

Agenda Item: 8a

Proposed Action & Subject: Discussion/possible direction regarding the Wastewater Master Plan Update and possible funding and policy changes for collection system expansions.

Department	Wastewater
Time to Present	30 minutes
Total Time for Item	90 minutes
Other Council Meetings	April 12, 2016, January 10, 2017, November 29, 2017
Exhibits	A. Financial Analysis for Expansion B. 2017 Wastewater Master Plan Executive Summary

City Attorney Approval	Reviewed 5/1/18 RLP	Expenditure Required	\$ 0
City Manager's Recommendation	Discuss and provide direction on the wastewater master plan.	Amount Budgeted	\$ 0
		Account No. (Description)	N/A
		Finance Approval	<input checked="" type="checkbox"/>

SUMMARY STATEMENT

This meeting is a follow up to one held November 29, 2017 to present the 2017 Wastewater Master Plan Update (WWMP). At this meeting, staff will present recommendations on how to approach potential expansion of the collection system.

Background: The WWMP identified 11 areas throughout the City that are not currently connected to the sewer collection system that are near existing sewer infrastructure and could potentially connect. Planning level engineering for infrastructure requirements and cost estimates were completed for those 11 areas to assist the City with decision making on sewer expansions. At its November 29, 2017 meeting, Council directed staff to provide a more in-depth analysis on the potential impacts of connecting the 11 areas, along with funding options to expand the collection system to those areas.

Planning Area:

- Includes existing customers; approximately 5,600 connected and 1,200 not connected but with sewer available.
- Identifies 11 areas with a potential for 796 new connections.
- Includes 86 parcels served cluster systems where direct connections could be made.
- Preliminary cost estimates for connecting properties to the system ranged from \$9,100 to \$70,500 per parcel (excluding all costs borne by the homeowner).

Pre-paid Capacity Fees and Capacity Fees to be Collected:

- Out of the 796 potential new connections, 244 (28%) of the parcels have pre-paid \$513,764 in capacity fees at a lower rate than the current capacity fee.
- The new potential connections that have not pre-paid capacity fees represent \$5,688,310 in potential capacity fees at the current rate of \$10,304.91 per ERU.
- Construction costs to connect all 11 areas total almost \$23 million, leaving approximately \$17 million in needed funding to complete the connections.
- A detailed spreadsheet with costs for each area is attached as Exhibit A.

Options for Future Expansions

- Option 1 – Provide sewer expansion to all 11 areas identified in the WWMP.
 - Additional funding would be required through rate increases or special assessments.
 - Expansions would need to be phased, at 1-2 areas per year, over the course of 5-10 years.
 - Pros
 - Potential environmental benefit of removing septic tanks.
 - Might be preferred by residents who don't want to maintain a septic tank.
 - Some residents have pre-paid capacity fees.
 - Cons
 - Would require additional ultra-violet disinfection at the Wastewater Reclamation Plant (WWRP).
 - Would require increased rates, property taxes, or other source of revenue.
 - Many residents have septic tanks in good repair.
 - Residents would be forced to pay capacity fees.
 - Residents would be forced to build laterals to connect to the system.
 - Residents would have a monthly sewer bill that likely exceeds their financial obligation to maintain a septic tank.
 - Residents who don't connect would owe environmental penalties equal to double the standard wastewater bill.
- Option 2 – Do not expand the collection system
 - Pros:
 - Special improvement districts or rate increases related to the expansion would be avoided.
 - Property owners not desiring connection would not be forced to connect.

- Ultimate service area is already defined, and capacity is sufficient to serve vacant lots where sewer is currently available.
 - Residents would not take on monthly sewer bill that likely exceeds their financial obligation to maintain a septic tank.
 - Would eliminate the potential need to expand capacity at the WWRP.
 - Would be most effective at controlling costs for existing rate payers.
 - Cons:
 - No environmental benefit to leaving these areas with septic tanks in place.
 - Refunds for pre-paid capacity fees would be required.
 - Property owners with failing septic systems would be required to make improvements.
- Option 3 – Provide sewer expansion to very few select locations
 - Area 11: AAA Industrial Park
 - This is the only commercial area included in the analysis.
 - This area is a strategic CFA that includes economic development potential.
 - Changes in use could be precluded or require expanded septic systems, making connection a more palatable option
 - Pros:
 - Environmental benefit of removing septic tanks near a wash.
 - Cost for expansion can likely be funded (or at least repaid) completely through capacity fees.
 - Construction could be done in conjunction with Shelby Drive roadway improvements.
 - Could facilitate economic development in the area.
 - The unique characteristics of this commercial area could provide flexibility with policies requiring connection.
 - Cons:
 - Many businesses have septic tanks in good repair.
 - Businesses may be forced to pay capacity fees.
 - Businesses may be forced to build laterals to connect to the system.
 - Businesses that don't connect could owe environmental penalties equal to double the standard wastewater bill.
 - Area 7: Western Hills Subdivision (or other areas on cluster systems)
 - Parcels identified in this area are on cluster systems, meaning they're already connected to the City sewer system but also have a septic tank. Solids are settled in the septic tank and only effluent (liquids) are discharged to the City sewer system.
 - Cluster agreements are in place. The City pays for pumping of the septic tank every 4 years and provides reimbursement for repairs to failing septic tanks.
 - Each developed parcel has already paid the capacity fee.
 - Pros:
 - The City already has an obligation to serve this area.
 - Improved sewer mains.
 - Environmental benefit of removing septic tanks.

- Decreased costs for cluster agreements and maintenance of sewer lines.
- Residents already pay a standard monthly bill.
- Cons:
 - Will require modifications to sewer laterals on private property.
 - Many residents have septic tanks in good repair.
 - Residents would be forced to build laterals to connect to the system.
 - No additional capacity fees would be collected except in the event of undeveloped properties.

Recommendation

Staff is recommending Option 3 with very limited expansion of the collection system. Area 11 (AAA Industrial Park) would be the highest priority given the importance of commercial development, the greater need for sewer capacity associated with commercial use, the relatively low cost to expand the system, and the convenience of coordinating work during needed road repair.

Areas set up with cluster systems would be the only other priority since the City already has a financial obligation to provide service. Even in the case of areas on cluster systems, the extension of the collection system may be limited to sub-sections of areas where extension is most cost effective.

Based on the pros and cons outlined above, staff recommends that the City refrain from extending the collection system to other areas, return all pre-paid capacity fees from those areas but amend the City code to allow for neighborhoods to initiate extension so long as the extension is cost neutral to existing rate payers. A cost neutral option to extend the system could include a special rate or special taxing district. At that point, the City Code would be revised to allow for the following:

- City funded extensions.
 - Feasibility and economic analysis is required prior to recommendation for extension to Council.
 - Mandatory connection for all property owners adjacent to the extension.
- Extension at the request of a developer or property owner:
 - Property owner bears entire cost for extensions.
 - In the case of retrofits, property owners would be allowed to form improvement districts or negotiate a special utility rates to cover costs for extending the system.
 - The code would not require but would allow adjacent properties to connect.
 - The City could allow for fair share reimbursement agreements, providing a mechanism for future beneficiaries of the extension to proportionately reimburse whoever made the initial investment.

Community Plan Consistent: Yes - No - Not Applicable

The Sedona Community Plan identifies Oak Creek’s water quality as a key issue. The Wastewater Master Plan addresses this issue by looking at areas that are on septic systems

to determine if those areas can be connected to the sewer collection system, thus potentially reducing one of the threats to Oak Creek's water quality.

Board/Commission Recommendation: **Applicable** - **Not Applicable**

Alternative(s): N/A

MOTION

I move to: for discussion and direction only.

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Area	PARCELS					CAPACITY FEES			PROJECT COSTS			
	Developed	Vacant	Total	Prepaid	% Pre-Paid	Pre-Paid ⁽⁶⁾	Future Capacity Fees ⁽⁷⁾	Fees Lost by Pre-Paid vs. Current Rate	Estimated Total Project Cost	Cost Per Parcel	Project Cost Minus Capacity Fees	Cost Per Parcel After Capacity Fees
1	28	4	32	10	31%	\$21,000	\$226,708	\$82,049	\$624,500	\$19,516	\$376,792	\$11,775
2	97	12	109	48	44%	\$101,850	\$628,600	\$393,836	\$1,240,800	\$11,383	\$510,350	\$4,682
3	16	2	18	9	50%	\$18,900	\$92,744	\$73,844	\$188,320	\$10,462	\$76,676	\$4,260
4	143	18	161	66	41%	\$138,600	\$978,966	\$541,524	\$2,298,560	\$14,277	\$1,180,994	\$7,335
5 ⁽¹⁾	78	10	88	20	23%	\$42,000	\$700,734	\$164,098	\$2,767,800	\$31,452	\$2,025,066	\$23,012
5A ⁽²⁾	33	8	41	3	7%	\$6,300	\$391,587	\$24,615	\$1,986,360	\$48,448	\$1,588,473	\$38,743
5B ⁽³⁾	48	2	50	17	34%	\$35,700	\$340,062	\$139,483	\$1,850,840	\$37,017	\$1,475,078	\$29,502
6	47	9	56	19	34%	\$39,900	\$381,282	\$155,893	\$1,732,910	\$30,945	\$1,311,728	\$23,424
7 ⁽⁴⁾	86	9	95	0	0%	\$0	\$92,744	\$0	\$1,070,080	\$11,264	\$977,336	\$10,288
8	22	3	25	7	28%	\$14,700	\$185,488	\$57,434	\$1,621,800	\$64,872	\$1,421,612	\$56,864
9	64	23	87	13	15%	\$27,300	\$762,563	\$106,664	\$4,209,900	\$48,390	\$3,420,037	\$39,311
10	62	32	94	31	33%	\$65,100	\$649,209	\$254,352	\$3,118,610	\$33,177	\$2,404,301	\$25,578
11 ⁽⁵⁾	22	4	26	1	4%	\$2,414	\$257,623	\$8,205	\$200,640	\$7,717	-\$59,397	-\$2,284
Total	746	136	882	244	28%	\$513,764	\$5,688,310	\$2,001,998	\$22,911,120	\$25,976	\$16,709,046	\$18,944

Notes:

(1) Includes Quail Run & Kachina Subdivisions (Sub-Basins A-5 & A-6)

(2) Quail Run Subdivision Only (Sub-Basin A-5)

(3) Kachina Subdivision Only (Sub-Basin A-6)

(4) Western Hills Subdivision - all developed parcels are connected via a cluster system and have paid capacity fees. The capacity fees to be collected represent vacant parcels only

(5) AAA Industrial Park - this is a commercial area. Capacity fees would be calculated based on the type of commercial business. Capacity fees assumed to be 1 ERU in this analysis

(6) City wide pre-paid capacity fees = \$601,600

(7) Current Capacity Fee for 1 ERU = \$10,304.91

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DRAFT

2017

Wastewater Master Plan Update

Executive Summary

November 2017

Sedona Wastewater Master Plan

Provides Tools to Maintain Existing Infrastructure and
Recommends Improvements to Accommodate Future Expansion



Sedona is a resort community to nearly 10,000 full time residents and has a thriving tourist economy that attracts between 2 and 4 million visitors each year. The City provides wastewater service to most of its residents and businesses. The majority of the collection system was constructed in the early 1990s.

The 2017 Wastewater Master Plan Update (2017 WWMP) provides tools and guidance to help the City ensure existing infrastructure is maintained. In addition, the WWMP identifies needed improvements to the wastewater collection and treatment systems for future anticipated flows.

The objectives of the 2017 WWMP include:

- Developing updated flow projections
- Creating a hydraulic model to analyze collection system capacity
- Performing an analysis of the wastewater reclamation plant treatment capacity
- Performing a desktop condition assessment of the City's gravity sewers
- Reviewing the City's collection system operations and maintenance practices
- Developing a capital improvement plan (CIP) for the collection system
- Gathering public input on expansion of the wastewater system into unsewered areas
- Identifying areas that could potentially connect to the wastewater system at build out

Description of Existing Wastewater System

The majority of the City's collection system and wastewater reclamation plant were constructed in the early 1990s. Homes and businesses that are not currently connected to the City's wastewater collection system are served by individual septic systems or private treatment systems. The City's system serves 80% of Sedona residents.

The City's wastewater system has approximately 5,600 connections, 110 miles of gravity sewers, 1,950 manholes, 17 lift stations, and one wastewater reclamation plant.

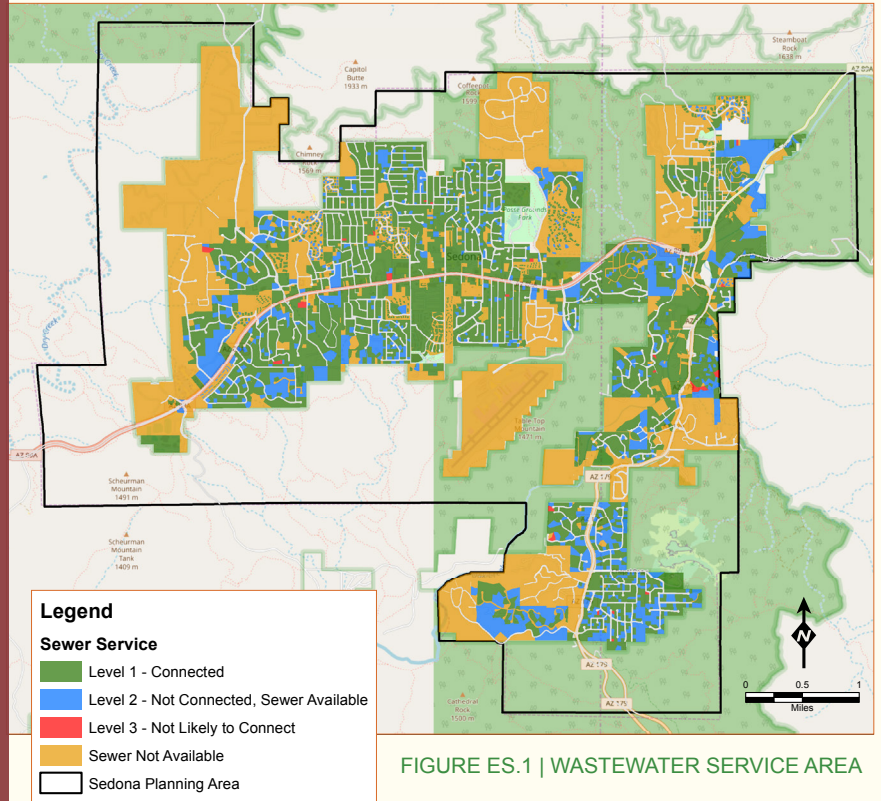


FIGURE ES.1 | WASTEWATER SERVICE AREA

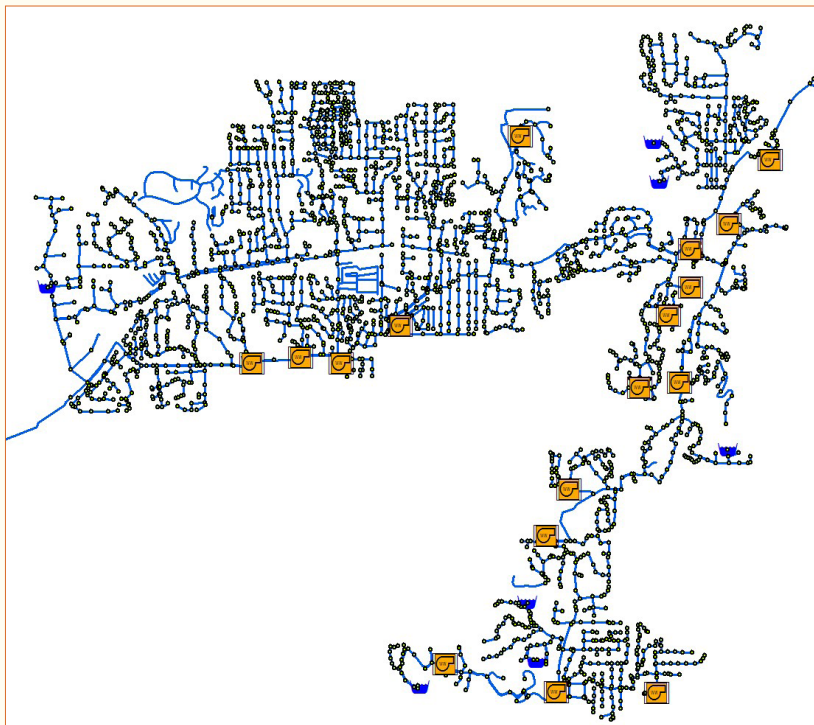


FIGURE ES.2 | HYDRAULIC MODEL OF WASTEWATER SYSTEM

Hydraulic Model of Wastewater System Evaluates Hydraulic Capacity

A hydraulic model of the wastewater collection system was created to evaluate the capacity of the pipelines and lift stations. The model was constructed using data from the City's Geographical Information System (GIS) and survey data. The model was calibrated for existing conditions and applied to identify capacity bottlenecks based on a range of flow projections.

Specifically, the hydraulic model was used to evaluate the capacity of existing and future collection system facilities for extreme conditions, such as peak flow and wet-weather events.

Condition Assessment

of Existing System Identifies Effective O&M Practices

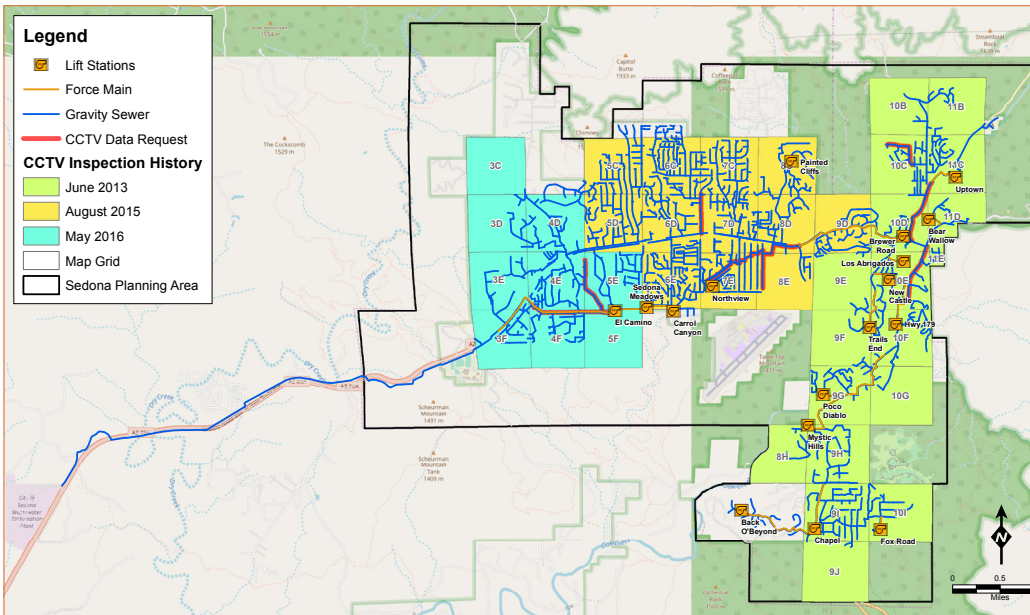


FIGURE ES.3 | GRAVITY MAIN CCTV INSPECTION HISTORY MAP

For many years, the City has methodically conducted closed-circuit television (CCTV) inspections of its sewer pipelines to identify the condition of the pipes. Pipelines are prioritized based on diameter, age, and location. This practice has helped to pro-actively identify needed repairs before catastrophic damage occurs. Figure ES.3 shows the City’s alphanumeric grid system and the areas identified for pipeline inspections since 2013.

The Master Plan identified areas where operations and maintenance (O&M) practices can be further enhanced.

- Incorporate the Pipeline Assessment Certification Program (PACP) rating scores with the City’s GIS and CCTV data to assign a condition to each pipe to determine future actions (repair, replace, or re-inspect), and adopting a risk-based approach to prioritize future inspections and maintenance activities.
- Developing and enacting a program to inspect manholes to complement the pipeline CCTV inspection program.
- Implementing an initial inspection of the WWRP Interceptor in areas that can be accessed today without constructing access points.
- Completing a comprehensive study to develop a long-term plan to maintain and inspect the WWRP Interceptor, which likely will require constructing new access points.



CCTV SEWER PIPE INSPECTION

Wastewater System Expansion Areas

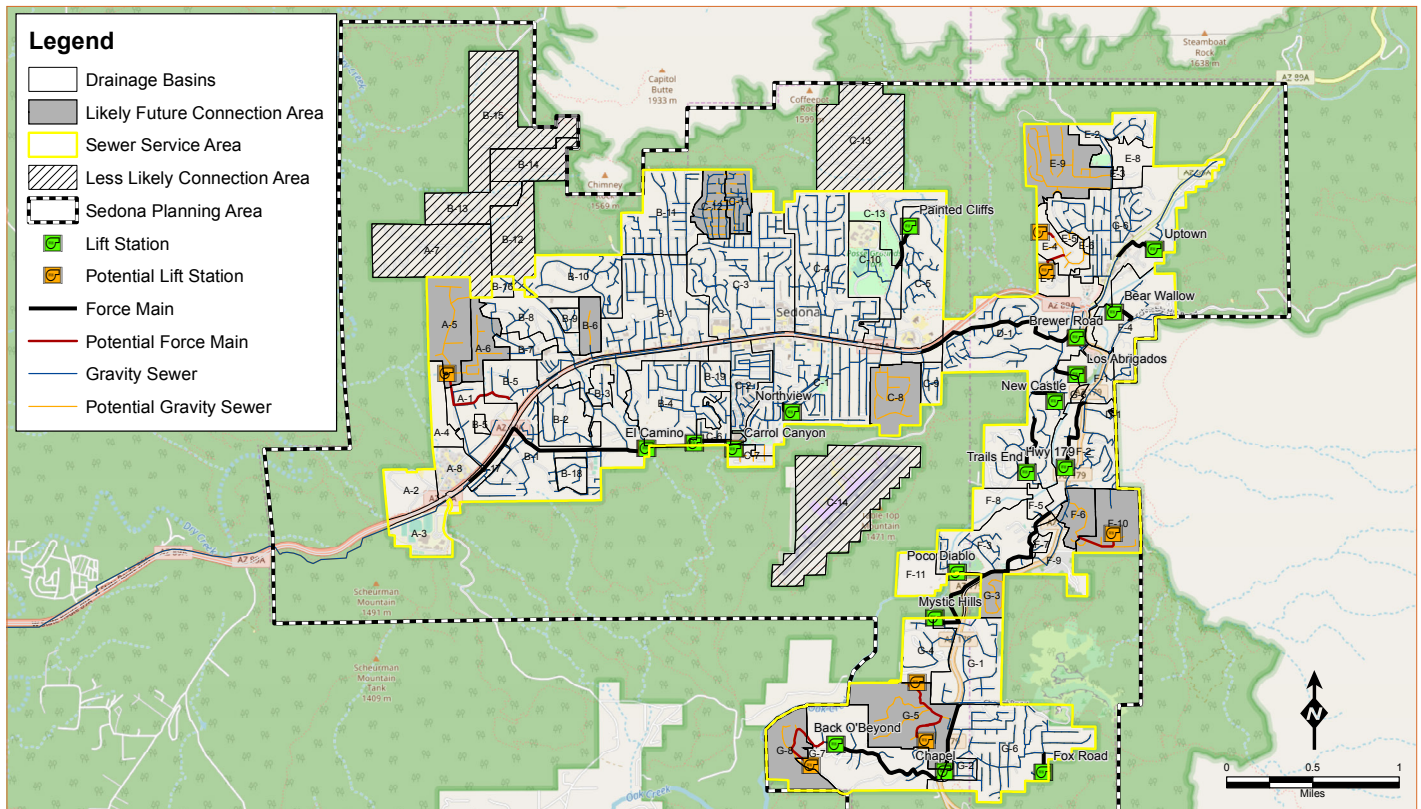


FIGURE ES.4 | LIKELY FUTURE CONNECTION AREA

Defining the City’s sewer planning area at build-out is critical for planning future expansions of the City’s WWRP and reclaimed water management infrastructure. The location of future connections establishes the expansion of the City’s collection system and impacts the City’s lift stations, which need to be sized to accommodate all future flows.

An evaluation was conducted to identify areas currently unconnected to the City’s wastewater system that may likely connect to the system in the future. These were identified primarily based on:

- Proximity to existing sewer pipes
- Ability to flow by gravity to existing collection system (i.e., pumping not required)
- Environmentally sensitive areas (e.g., adjacent to Oak Creek)

Some unconnected areas were identified as less-likely to connect in the future based on:

- Challenging topography which would require pumping to convey wastewater to the existing collection system
- Areas currently being served by a private collection and treatment system

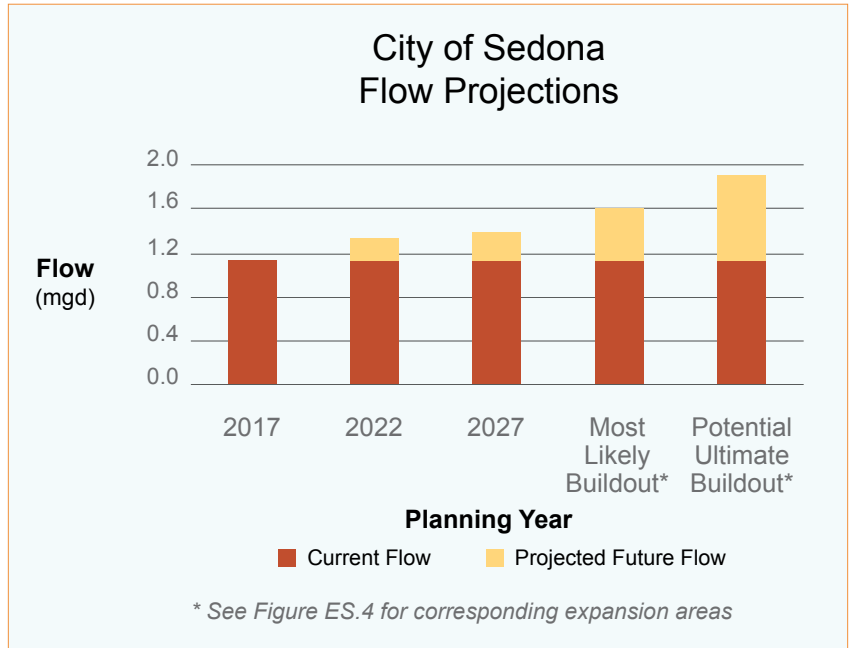
Figure ES.4 shows the “likely” and “less-likely” areas to connect to the system. Potential flows from these areas are used to develop build-out projections.

Flow Projections

Are the Basis for Future Wastewater System Improvements and Expansions

In conjunction with the City's Wastewater Reclamation Plant (WWRP) flow records and wastewater billing data, flow monitoring instruments were installed in several sewer mains to estimate average sewer flow contributions from existing businesses and residents. Results of this evaluation indicate that the average connection to the City's sewer collection system contributes approximately 202 gallons of wastewater per day. Future flow projections were then developed based on estimated growth in the 2014 Sedona Community Plan assuming existing average flows (202 gallons per day) with an additional 10% safety factor.

Wastewater flow projections were developed for 5 year, 10 year, most-likely build-out condition, and ultimate potential build-out condition based on expansion areas identified in Figure ES.4. The "most-likely" build-out projections were then used to estimate future collection and treatment capacity requirements and are the basis for recommending upgraded sewer pipe sizes, and sewage lift station and treatment process capacities.



The average connection to the sewer system in Sedona contributes approximately 202 gallons of wastewater per day.



Wastewater Master Plan Recommendations

Provide a Road Map for
Future Improvements

The recommendations from the WWMP are designed to protect human health, enhance the high level of service already provided by the City, and meet infrastructure needs for future growth. Where improvements are adequately defined, a range of planning-level costs are provided. The high-end of the cost range reflects the potential for large amounts of rock excavation and/or by-pass pumping, the extent of which is currently unknown.



Pipelines/Manholes:

- Up-size 1,500 ft of 8-in main to 12-inch on Highway 179 upstream of the pedestrian bridge (\$303,000-\$450,000).
- Up-size 5,700 ft of 12-in Brewer Road Force Main to 16-inch (\$1.4M-\$2.0M).
- Implement an inspection program of the WWRP Interceptor.



Lift Stations:

- Up-size the Mystic Hills Lift Station to 1.0 million gallons per day (mgd) (\$910,000-\$1.1M).
- Up-size the Chapel Lift Station to 0.75 mgd (\$910,000-1.1M).



Wastewater Reclamation Plant:

The Class A+ Improvements Project (2016) at the WWRP added needed capacity for projected (“most-likely”) build-out flows.

The following O&M-related projects have been identified. An evaluation should be completed to identify cost-effective solutions and associated costs.

- Upgrade tertiary filters
- Repair aeration basin diffusers
- Influent flow equalization
- Influent screens



Reclaimed Water Management:

Reclaimed water management was not included in the WWMP, but was the focus of previous studies and planning work.

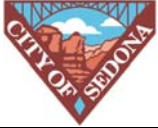
The Effluent Management Optimization Plan (2014) developed a long-term strategy for managing Class A+ effluent treated by the WWRP, including, but not limited to, a combination of wetlands, injection wells, and alternative land uses in Area 4.



Acknowledgments

The project team thanks all who provided input and participation toward the development of the Sedona Wastewater Master Plan, especially the following:

- City of Sedona Wastewater Department
- City of Sedona Public Works Department
- Sedona citizens who attended public meetings and provided feedback on preliminary information.



**CITY COUNCIL
AGENDA BILL**

**AB 2370
May 8, 2018
Regular Business**

Agenda Item: 8b

Proposed Action & Subject: Discussion/possible action regarding a request by the League of Arizona Cities and Towns for the submittal of resolutions for possible direction for the 2019 League legislative program.

Department	City Manager's Office
Time to Present	10 Minutes
Total Time for Item	45 Minutes
Other Council Meetings	N/A
Exhibits	A. Proposal form Mayor Moriarty B. Proposal from Councilor Thompson

City Attorney Approval	Reviewed 5/1/18 RLP	Expenditure Required	
		\$ 0	
City Manager's Recommendation	Discuss and take action on legislative proposals.	Amount Budgeted	
		\$ 0	
		Account No. (Description)	N/A
		Finance Approval	<input checked="" type="checkbox"/>

SUMMARY STATEMENT

Background: Each year, the League of Arizona Cities and Towns (League) seeks suggestions from municipalities for legislative proposals for the forthcoming legislative session. Councilors have been asked to provide ideas for items they feel the League should consider. These will be forwarded to a League Policy Committee for review and consideration.

The five (5) Policy Committees are: 1) Budget, Finance and Economic Development (BFED); 2) General Administration, Human Resources and Elections (GAHRE); 3) Neighborhoods, Sustainability and Quality of Life (NSQL); 4) Public Safety, Military Affairs and the Courts (PSMAC); and 5) Transportation Infrastructure and Public Works (TIPW). Each Policy Committee meets quarterly on an as-needed basis when there are issues brought forward by Committee members for discussion. The Policy Committees ultimately vote on whether to move any proposal forward for consideration at the Annual Conference.

Mayor Moriarty has suggested that the League consider legislation to allow for more local control of short-term rentals. No specific legislation was identified.

Councilor Thompson has suggested a change in the method to fill a two-year vacancy in a City Council seat. His suggestion is as follows: When one or more two-year replacement city councilor races are included on the same ballot with the normal four-year races, all such races are combined into one race on the ballot. Voters select the candidates they prefer for all available seats, without regard to length of term. The existing rules for determining winners are applied for the primary and general elections, after which there are “n” number of successful candidates for “n” open council seats. Those elected are then assigned, in order of their finish, to the four-year seats first, and then to the two-year seat(s).

The purpose of this item is to discuss items suggested by Councilors to determine if they should be sent on to the League for consideration.

Community Plan Consistent: Yes - No - Not Applicable

Board/Commission Recommendation: Applicable - Not Applicable

Alternative(s):

MOTION

I move to: for discussion and possible action.

Policy Issue Submittal Form

Please use this form to submit your policy issue. The issue will be vetted by the relevant Policy Committee, and may become a formal Resolution, or may go on for further discussion with a non-legislative solution.

Guidelines

There are two types of resolutions: 1) Statements requesting a specific action, such as requesting that the Legislature enact a statute relating to a zoning issue; and 2) Statements of general policy direction, such as supporting increases for transportation funding.

Resolutions should be broadly applicable and advance our municipal goals. The resolutions process is designed for issues that impact a broad cross section of cities and towns. Single city/town issues are not generally part of the League's overall agenda.

Policy Issue

Please state the problem or issue you are trying to address.

Municipalities have almost no control over short-term residential rentals.

Please state the solution you are promoting for your issue.

We need to look at any possibility of some regulation of short-term residential rentals which are essentially businesses, including changes to state law. While this will not be easily accomplished, the effects have been problematic to say the least. We need to at least start the conversation.

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Policy Issue

Please state the problem or issue you are trying to address.

Scenario: A city holds elections for half of their city councilors every two years, so that the expiration dates of the four-year terms are staggered. If a city councilor resigns with most of his/her four-year term remaining, the city includes a separate election for the remaining two years of that term on the same ballot as the election for the city council seats whose standard four-year terms are expiring. The requirements and duties of the two-year and four-year terms are exactly the same; all that differs is when they expire.

The problem to be addressed is that candidates for an election where those different length terms are at stake must indicate whether they are seeking a replacement two-year term or a regular four-year term. This raises the possibility that one or more of the most popular candidates with the voters could fail to be elected.

The reason most often given for keeping the two-year and four-year seats as separate races is that candidates want to know for what length of term they are committing. However, that is a candidate-centered reason, not a voter-centered one. To the greatest extent possible, the voters should be able to select the candidates they most prefer, even if that leaves some question as to the length of term a candidate may be competing for.

Please state the solution you are promoting for your issue.

When one or more two-year replacement city councilor races are included on the same ballot with the normal four-year races, all such races are combined into one

race on the ballot. Voters select the candidates they prefer for all available seats, without regard to length of term. The existing rules for determining winners are applied for the primary and general elections, after which there are n number of successful candidates for n open council seats. Those elected are then assigned, in order of their finish, to the four-year seats first, and then to the two-year seat(s).