

Tentative

# ANNUAL BUDGET



CITY OF SEDONA, AZ  
FISCAL YEAR 2018-19

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## **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
<b>Revenues</b>										
Ongoing Revenues	\$28,034,840	\$952,220	\$59,500	\$3,021,550	\$972,500	\$225,220	\$200	\$6,728,100	\$1,648,150	\$41,642,280
One-Time Revenues	\$9,000	\$0	\$84,200	\$0	\$842,091	\$0	\$0	\$382,200	\$79,150	\$1,396,641
Contingent Revenues	\$550,000	\$0	\$300,000	\$0	\$0	\$0	\$0	\$0	\$0	\$850,000
<b>Total Revenues</b>	<b>\$28,593,840</b>	<b>\$952,220</b>	<b>\$443,700</b>	<b>\$3,021,550</b>	<b>\$1,814,591</b>	<b>\$225,220</b>	<b>\$200</b>	<b>\$7,110,300</b>	<b>\$1,727,300</b>	<b>\$43,888,921</b>
<b>Expenditures</b>										
Ongoing Expenditures	\$19,202,962	\$1,207,380	\$175,130	\$100,920	\$0	\$0	\$0	\$4,732,460	\$1,611,611	\$27,030,463
One-Time Expenditures	\$732,212	\$0	\$41,200	\$0	\$0	\$0	\$0	\$581,250	\$289,750	\$1,644,412
Capital Improvement Projects	\$0	\$0	\$194,000	\$0	\$8,296,445	\$43,000	\$0	\$4,467,484	\$0	\$13,000,929
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	\$650,000	\$0	\$300,000	\$0	\$0	\$0	\$0	\$100,000	\$0	\$1,050,000
<b>Total Expenditures</b>	<b>\$21,620,888</b>	<b>\$1,207,380</b>	<b>\$710,330</b>	<b>\$100,920</b>	<b>\$8,296,445</b>	<b>\$52,540</b>	<b>\$0</b>	<b>\$13,739,599</b>	<b>\$1,727,361</b>	<b>\$47,455,463</b>
<b>Net Revenues/Expenditures</b>	<b>\$6,972,952</b>	<b>(\$255,160)</b>	<b>(\$266,630)</b>	<b>\$2,920,630</b>	<b>(\$6,481,854)</b>	<b>\$172,680</b>	<b>\$200</b>	<b>(\$6,629,299)</b>	<b>(\$61)</b>	<b>(\$3,566,542)</b>
<b>Transfers</b>										
Transfer from Capital Improvements Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$48,914	\$0	\$0	\$48,914
Transfer from General Fund	\$0	\$253,200	\$100,000	\$0	\$1,500,000	\$0	\$0	\$4,487,900	\$0	\$6,341,100
Transfer from General Fund (Paid Parking Revenues)	\$0	\$0	\$0	\$0	\$480,000	\$0	\$0	\$0	\$0	\$480,000
Transfer from General Fund (Bed Taxes)	\$0	\$0	\$0	\$0	\$268,900	\$0	\$0	\$0	\$0	\$268,900
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 Capital Improvements Fund (Bed Taxes)	(\$268,900)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	(\$268,900)
Transfer to Affordable Housing Fund	(\$100,000)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	(\$100,000)
Transfer to Arts Fund	\$0	\$0	\$0	\$0	(\$48,914)	\$0	\$0	\$0	\$0	(\$48,914)
<b>Net Transfers</b>	<b>(\$7,090,000)</b>	<b>\$253,200</b>	<b>\$100,000</b>	<b>\$0</b>	<b>\$2,199,986</b>	<b>\$0</b>	<b>\$48,914</b>	<b>\$4,487,900</b>	<b>\$0</b>	<b>\$0</b>
<b>Beginning Fund Balances</b>	<b>\$8,453,089</b>	<b>\$544,241</b>	<b>\$583,990</b>	<b>\$1,101,870</b>	<b>\$14,758,902</b>	<b>\$2,423,297</b>	<b>\$90,069</b>	<b>\$13,528,390</b>	<b>\$132,114</b>	<b>\$41,615,961</b>

## 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
<b>Ending Fund Balances</b>										
Operating Reserve	\$5,866,642	\$0	\$0	\$0	\$0	\$0	\$0	\$1,804,570	\$0	\$7,671,212
10% Reserve	\$0	\$120,738	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$120,738
Debt Service Reserve	\$300,000	\$0	\$0	\$0	\$0	\$0	\$0	\$4,052,000	\$0	\$4,352,000
Restricted Capital Reserve	\$0	\$0	\$0	\$4,022,500	\$6,924,396	\$0	\$0	\$1,225,000	\$0	\$12,171,896
Equipment Replacement Reserve	\$586,750	\$0	\$0	\$0	\$0	\$0	\$0	\$531,050	\$32,820	\$1,150,620
Major Maintenance Reserve	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$71,150	\$0	\$71,150
Remaining Available Fund Balance	\$1,582,649	\$421,543	\$417,360	\$0	\$3,552,638	\$2,595,977	\$139,183	\$3,703,221	\$99,233	\$12,511,803
<b>Total Ending Fund Balances</b>	<b>\$8,336,041</b>	<b>\$542,281</b>	<b>\$417,360</b>	<b>\$4,022,500</b>	<b>\$10,477,034</b>	<b>\$2,595,977</b>	<b>\$139,183</b>	<b>\$11,386,991</b>	<b>\$132,053</b>	<b>\$38,049,419</b>

## 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
<b>Revenues</b>								
Ongoing Revenues	\$41,642,280	\$35,975,120	16%	\$38,631,038	8%	\$2,655,918	\$33,289,060	\$26,728,918
One-Time Revenues	\$1,396,641	\$937,357	49%	\$1,199,237	16%	\$261,880	\$1,849,405	\$710,139
Contingent Revenues	\$850,000	\$850,000	0%	\$0	∞	(\$850,000)	\$0	\$0
<b>Total Revenues</b>	<b>\$43,888,921</b>	<b>\$37,762,477</b>	<b>16%</b>	<b>\$39,830,275</b>	<b>10%</b>	<b>\$2,067,798</b>	<b>\$35,138,465</b>	<b>\$27,439,057</b>
<b>Expenditures</b>								
Ongoing Expenditures	\$27,030,463	\$25,946,617	4%	\$24,973,458	8%	\$973,159	\$20,309,301	\$18,631,422
One-Time Expenditures	\$1,644,412	\$1,381,982	19%	\$1,143,687	44%	\$238,295	\$777,845	\$1,165,832
Capital Improvement Projects	\$13,000,929	\$14,130,819	-8%	\$8,287,647	57%	\$5,843,172	\$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	\$1,050,000	\$1,101,543	-5%	\$0	∞	\$1,101,543	\$0	\$0
<b>Total Expenditures</b>	<b>\$47,455,463</b>	<b>\$47,796,436</b>	<b>-1%</b>	<b>\$39,640,263</b>	<b>20%</b>	<b>\$8,156,173</b>	<b>\$32,483,826</b>	<b>\$35,253,763</b>
<b>Net Revenues/Expenditures</b>	<b>(\$3,566,542)</b>	<b>(\$10,033,959)</b>	<b>-64%</b>	<b>\$190,012</b>	<b>(\$0)</b>	<b>(\$6,088,375)</b>	<b>\$2,654,639</b>	<b>(\$7,814,706)</b>
<b>Other Financing Sources (Uses)</b>								
Transfer from Capital Improvements Fund	\$48,914	\$26,378	85%	\$5,376	810%	(\$21,002)	\$24,298	\$30,537
Transfer from General Fund	\$6,341,100	\$5,290,789	20%	\$9,653,189	-34%	\$4,362,400	\$7,118,360	\$11,898,272
Transfer from General Fund (Paid Parking Revenues)	\$480,000	\$0	∞	\$0	∞	\$0	\$0	\$0
Transfer from General Fund (Bed Taxes)	\$268,900	\$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 Capital Improvements Fund (Bed Taxes)	(\$268,900)	\$0	∞	\$0	∞	\$0	\$0	\$0
Transfer to Arts Fund	(\$48,914)	(\$26,378)	85%	(\$5,376)	810%	\$21,002	(\$24,298)	(\$30,537)
Transfer to Grants & Donations Funds	(\$100,000)	\$0	∞	\$0	∞	\$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)
<b>Total Other Financing Sources (Uses)</b>	<b>\$0</b>	<b>\$0</b>	<b>N/A</b>	<b>\$0</b>	<b>N/A</b>	<b>\$0</b>	<b>\$0</b>	<b>\$4,592,811</b>

## 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
<b>Beginning Fund Balances</b>	<b>\$41,615,961</b>	<b>\$40,372,728</b>	<b>3%</b>	<b>\$41,425,949</b>	<b>0%</b>	<b>\$1,053,221</b>	<b>\$38,771,310</b>	<b>\$41,993,205</b>
<b>Ending Fund Balances</b>								
Operating Reserve	\$7,671,212	\$11,054,536	-31%	\$7,136,503	7%	(\$3,918,033)	\$9,801,010	\$11,713,454
10% Streets Reserve	\$120,738	\$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	\$12,171,896	\$0	∞	\$11,388,127	7%	\$11,388,127	\$0	\$0
Equipment Replacement Reserve	\$1,150,620	\$307,470	274%	\$4,774,954	-76%	\$4,467,484	\$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	\$12,511,803	\$13,595,073	-8%	\$12,884,148	-3%	(\$710,925)	\$25,025,199	\$20,835,602
<b>Total Ending Fund Balances</b>	<b>\$38,049,419</b>	<b>\$30,338,769</b>	<b>25%</b>	<b>\$41,615,961</b>	<b>-9%</b>	<b>\$11,277,192</b>	<b>\$41,425,949</b>	<b>\$38,771,310</b>

## EXPENDITURES & OTHER FINANCING USES SUMMARIES

continued

### All Funds Comparison

	FY2019 Proposed	FY2018 Budget	FY2018 Est. Actuals	FY2017 Actuals	FY2016 Actuals
<b>Expenditures &amp; Other Financing Uses (by Expenditure Category)</b>					
Personnel	\$13,154,250	\$12,640,470	\$12,145,423	\$10,718,304	\$10,203,738
Supplies & Services	\$11,795,313	\$11,293,228	\$10,728,934	\$9,553,331	\$9,004,357
Capital & Debt Service	\$6,628,671	\$6,997,678	\$6,800,325	\$6,666,972	\$6,762,072
Capital Improvement Projects	\$13,000,929	\$14,130,819	\$8,382,822	\$5,545,219	\$9,283,596
Internal Charges	\$1,726,300	\$1,624,380	\$1,624,380	\$0	\$0
Contingencies	\$1,150,000	\$1,065,543	\$0	\$0	\$0
<b>Total Expenditures</b>	<b>\$47,455,463</b>	<b>\$47,752,118</b>	<b>\$39,681,884</b>	<b>\$32,483,826</b>	<b>\$35,253,763</b>



**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
<b>City Council</b>								
Mayor (GF)		1.00		1.00		1.00	-	-
Vice-Mayor (GF)		1.00		1.00		1.00	-	-
City Councilors (GF)		5.00		5.00		5.00	-	-
<b>City Council Total</b>	<b>-</b>	<b>7.00</b>	<b>-</b>	<b>7.00</b>	<b>-</b>	<b>7.00</b>	<b>-</b>	<b>-</b>
<b>City Manager's Office</b>								
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)
<b>City Manager's Office Total</b>	<b>5.00</b>	<b>1.82</b>	<b>4.00</b>	<b>2.03</b>	<b>5.00</b>	<b>1.63</b>	<b>1.00</b>	<b>(0.40)</b>
<b>Human Resources</b>								
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						-	-
<b>Human Resources Total</b>	<b>2.00</b>	<b>-</b>	<b>2.00</b>	<b>-</b>	<b>2.00</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Financial Services</b>								
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	-	-
<b>Financial Services Total</b>	<b>8.00</b>	<b>0.17</b>	<b>8.00</b>	<b>0.17</b>	<b>8.00</b>	<b>0.17</b>	<b>-</b>	<b>-</b>
<b>Information Technology</b>								
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	1.00		1.00	(0.60)
IT Support/Help Desk Technician (WWF)		0.06					-	-
<b>Information Technology Total</b>	<b>4.00</b>	<b>0.60</b>	<b>4.00</b>	<b>0.60</b>	<b>5.00</b>	<b>-</b>	<b>1.00</b>	<b>(0.60)</b>
<b>City Attorney's Office</b>								
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
<b>City Attorney's Office Total</b>	<b>3.00</b>	<b>0.60</b>	<b>4.00</b>	<b>-</b>	<b>4.00</b>	<b>0.04</b>	<b>-</b>	<b>0.04</b>
<b>City Clerk's Office</b>								
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					-	-
<b>City Clerk's Office Total</b>	<b>2.00</b>	<b>0.88</b>	<b>2.00</b>	<b>0.88</b>	<b>2.00</b>	<b>0.88</b>	<b>-</b>	<b>-</b>
<b>Parks &amp; Recreation</b>								
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
<b>Parks &amp; Recreation Total</b>	<b>3.00</b>	<b>2.81</b>	<b>4.00</b>	<b>3.89</b>	<b>4.00</b>	<b>4.17</b>	<b>-</b>	<b>0.28</b>
<b>Community Development</b>								
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		0.24	-	0.16
<b>Community Development Total</b>	<b>14.00</b>	<b>-</b>	<b>14.00</b>	<b>0.08</b>	<b>13.00</b>	<b>0.24</b>	<b>(1.00)</b>	<b>0.16</b>
<b>Public Works</b>								
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		3.92		1.98	-
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		3.75		(1.88)	-
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	-	-
<b>Public Works Total</b>	<b>23.00</b>	<b>0.60</b>	<b>23.00</b>	<b>2.57</b>	<b>24.00</b>	<b>3.45</b>	<b>1.00</b>	<b>0.88</b>
<b>Economic Development</b>								
Economic Development Director (GF)			1.00		1.00		-	-
<b>Economic Development Total</b>	<b>-</b>	<b>-</b>	<b>1.00</b>	<b>-</b>	<b>1.00</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Police</b>								
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	-	-
<b>Police Total</b>	<b>39.00</b>	<b>3.63</b>	<b>39.00</b>	<b>3.63</b>	<b>39.00</b>	<b>3.63</b>	<b>-</b>	<b>-</b>
<b>Municipal Court</b>								
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	3.00		1.00	(0.60)
<b>Municipal Court Total</b>	<b>3.00</b>	<b>1.30</b>	<b>3.00</b>	<b>1.25</b>	<b>4.00</b>	<b>0.65</b>	<b>1.00</b>	<b>(0.60)</b>

**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
<b>Wastewater</b>								
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		-	-
<b>Wastewater Total</b>	<b>10.00</b>	<b>0.60</b>	<b>12.00</b>	<b>-</b>	<b>12.00</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>City-Wide Totals</b>								
<b>General Fund</b>	<b>99.56</b>	<b>19.13</b>	<b>100.50</b>	<b>21.50</b>	<b>102.24</b>	<b>21.86</b>	1.74	0.36
<b>Transportation Sales Tax Fund</b>	-	-	-	-	<b>1.00</b>	-	1.00	-
<b>Information Technology Fund</b>	-	-	<b>4.00</b>	<b>0.60</b>	<b>5.00</b>	-	1.00	(0.60)
<b>Wastewater Fund</b>	<b>16.44</b>	<b>0.88</b>	<b>15.50</b>	-	<b>14.76</b>	-	<b>(0.74)</b>	-
<b>Total City Headcount</b>	<b>116.00</b>	<b>20.01</b>	<b>120.00</b>	<b>22.10</b>	<b>123.00</b>	<b>21.86</b>	<b>3.00</b>	<b>(0.24)</b>

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



# **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
<b>Ongoing Revenues</b>								
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
<b>Total Ongoing Revenues</b>	<b>\$28,034,840</b>	<b>\$25,926,460</b>	<b>8%</b>	<b>\$27,194,930</b>	<b>3%</b>	<b>\$1,268,470</b>	<b>\$25,078,477</b>	<b>\$18,612,738</b>
<b>Ongoing Expenditures</b>								
General Government	\$5,286,661	\$5,885,988	-10%	\$5,259,651	1%	\$626,337	\$5,140,813	\$5,412,347
Public Safety	\$5,904,479	\$5,357,775	10%	\$5,293,740	12%	\$64,035	\$4,369,213	\$4,121,454
Public Works & Streets	\$2,340,620	\$2,190,941	7%	\$2,196,351	7%	(\$5,410)	\$1,869,219	\$809,163
Culture & Recreation	\$1,984,152	\$1,890,259	5%	\$1,889,277	5%	\$982	\$1,577,248	\$1,611,160
Economic Development	\$2,378,900	\$2,361,370	1%	\$2,527,350	-6%	(\$165,980)	\$2,261,269	\$1,656,234
Health & Welfare	\$462,865	\$267,138	73%	\$267,568	73%	(\$430)	\$236,997	\$215,263
Public Transportation	\$328,585	\$187,500	75%	\$195,300	68%	(\$7,800)	\$152,097	\$137,673
Indirect Cost Allocations	\$516,700	\$456,910	13%	\$456,910	13%	\$0	\$0	\$0
Contingencies	\$650,000	\$801,543	-19%	\$0	∞	\$801,543	\$0	\$0
<b>Total Ongoing Expenditures</b>	<b>\$19,852,962</b>	<b>\$19,399,424</b>	<b>2%</b>	<b>\$18,086,147</b>	<b>10%</b>	<b>\$1,313,277</b>	<b>\$15,606,856</b>	<b>\$13,963,293</b>
<b>Net Ongoing</b>	<b>\$8,181,878</b>	<b>\$6,527,036</b>	<b>25%</b>	<b>\$9,108,783</b>	<b>-10%</b>	<b>(\$44,807)</b>	<b>\$9,471,621</b>	<b>\$4,649,445</b>

## 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
<b>Other</b>								
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	(\$420,500)	(\$168,190)	150%	(\$40,500)	938%	\$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)
Health & Welfare	(\$18,000)	\$0	∞	\$0	∞	\$0	\$0	\$0
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)
<b>Net One-Time Revenues/Expenditures</b>	<b>(\$1,557,626)</b>	<b>(\$1,390,813)</b>	<b>12%</b>	<b>(\$1,765,553)</b>	<b>-12%</b>	<b>(\$374,740)</b>	<b>(\$1,111,401)</b>	<b>(\$848,807)</b>
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 Capital Improvements Fund (Bed Taxes)	(\$268,900)	\$0	∞	\$0	∞	\$0	\$0	\$0
Transfer to Affordable Housing Fund	(\$100,000)	\$0	∞	\$0	∞	\$0	\$0	\$0
Transfer to Grants Fund	\$0	\$0	N/A	\$0	N/A	\$0	\$0	(\$9,777)
<b>Net Transfers to Other Funds</b>	<b>(\$7,090,000)</b>	<b>(\$5,290,789)</b>	<b>34%</b>	<b>(\$9,653,189)</b>	<b>-27%</b>	<b>(\$4,362,400)</b>	<b>(\$7,118,360)</b>	<b>(\$7,400,723)</b>
<b>Beginning Fund Balance</b>	<b>\$8,453,089</b>	<b>\$10,338,362</b>	<b>-18%</b>	<b>\$10,524,998</b>	<b>-20%</b>	<b>\$186,636</b>	<b>\$9,283,138</b>	<b>\$12,883,223</b>
<b>Equipment Replacement Reserve</b>								
Reserve Contributions	\$379,700	\$238,050	60%	\$238,050	60%	\$0	\$0	\$0
Equipment Purchases	(\$31,000)	\$0	∞	\$0	∞	\$0	\$0	\$0
<b>Net Contribution to Equipment Replacement Reserve</b>	<b>\$348,700</b>	<b>\$238,050</b>	<b>46%</b>	<b>\$238,050</b>	<b>46%</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

## 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
<b>Ending Fund Balances</b>								
Operating Reserve**	\$5,866,642	\$9,385,701	-37%	\$5,467,668	7%	(\$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	\$1,582,649	(\$1,905)	-83179%	\$1,478,971	7%	\$1,480,876	\$0	\$0
<b>Total Ending Fund Balances</b>	<b>\$8,336,041</b>	<b>\$10,421,846</b>	<b>-20%</b>	<b>\$8,453,089</b>	<b>-1%</b>	<b>(\$1,968,757)</b>	<b>\$10,524,998</b>	<b>\$9,283,138</b>

\* 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
<b>Ongoing Revenues</b>								
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
<b>Total Ongoing Revenues</b>	<b>\$952,220</b>	<b>\$861,900</b>	<b>10%</b>	<b>\$938,140</b>	<b>2%</b>	<b>\$76,240</b>	<b>\$915,120</b>	<b>\$902,994</b>
<b>Ongoing Expenditures</b>								
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	\$57,380	\$53,490	7%	\$53,490	7%	\$0	\$0	\$0
<b>Total Ongoing Expenditures</b>	<b>\$1,207,380</b>	<b>\$1,203,490</b>	<b>0%</b>	<b>\$1,203,490</b>	<b>0%</b>	<b>\$0</b>	<b>\$1,226,595</b>	<b>\$1,126,227</b>
<b>Net Ongoing</b>	<b>(\$255,160)</b>	<b>(\$341,590)</b>	<b>-25%</b>	<b>(\$265,350)</b>	<b>-4%</b>	<b>\$0</b>	<b>(\$311,475)</b>	<b>(\$223,233)</b>
<b>Other</b>								
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
<b>Net One-Time Revenues</b>	<b>\$0</b>	<b>\$100,000</b>	<b>-100%</b>	<b>\$39,100</b>	<b>-100%</b>	<b>(\$60,900)</b>	<b>\$35,631</b>	<b>\$0</b>
Transfer from General Fund	\$253,200	\$35,389	615%	\$35,389	615%	\$0	\$351,000	\$506,500
<b>Beginning Fund Balance</b>	<b>\$544,241</b>	<b>\$807,946</b>	<b>-33%</b>	<b>\$735,102</b>	<b>-26%</b>	<b>(\$72,844)</b>	<b>\$659,946</b>	<b>\$376,678</b>
<b>Ending Fund Balances</b>								
Restricted Reserve	\$0	\$601,745	-100%	\$0	N/A	(\$601,745)	\$613,298	\$659,946
10% Reserve	\$120,738	\$0	∞	\$120,349	0%	\$120,349	\$0	\$0
Remaining Available Fund Balance	\$421,543	\$0	∞	\$423,892	-1%	\$423,892	\$121,804	\$0
<b>Total Ending Fund Balances</b>	<b>\$542,281</b>	<b>\$601,745</b>	<b>-10%</b>	<b>\$544,241</b>	<b>0%</b>	<b>(\$57,504)</b>	<b>\$735,102</b>	<b>\$659,946</b>

**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
<b>Ongoing Revenues</b>												
Charges for Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,500	\$0
Fines & Forfeitures	\$0	\$26,800	\$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
Other Revenues	\$0	\$50	\$1,700	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Ongoing Revenues</b>	<b>\$0</b>	<b>\$26,850</b>	<b>\$1,700</b>	<b>\$500</b>	<b>\$1,200</b>	<b>\$9,000</b>	<b>\$400</b>	<b>\$11,350</b>	<b>\$5,000</b>	<b>\$2,000</b>	<b>\$1,500</b>	<b>\$0</b>
<b>Ongoing Expenditures</b>												
Police	\$0	\$0	\$5,000	\$0	\$0	\$0	\$0	\$11,350	\$5,000	\$2,000	\$0	\$0
Community Development	\$38,380	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Parks & Recreation	\$0	\$0	\$0	\$2,000	\$1,000	\$9,000	\$0	\$0	\$0	\$0	\$1,400	\$0
Contingencies	\$100,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Ongoing Expenditures</b>	<b>\$138,380</b>	<b>\$0</b>	<b>\$5,000</b>	<b>\$2,000</b>	<b>\$1,000</b>	<b>\$9,000</b>	<b>\$0</b>	<b>\$11,350</b>	<b>\$5,000</b>	<b>\$2,000</b>	<b>\$1,400</b>	<b>\$0</b>
<b>Net Ongoing</b>	<b>(\$138,380)</b>	<b>\$26,850</b>	<b>(\$3,300)</b>	<b>(\$1,500)</b>	<b>\$200</b>	<b>\$0</b>	<b>\$400</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$100</b>	<b>\$0</b>
<b>Other</b>												
One-Time Revenues:												
Contingency Placeholder	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$300,000
Intergovernmental	\$0	\$0	\$25,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$59,200
One-Time Expenditures:												
Municipal Court	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	(\$11,200)
Parks & Recreation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	(\$30,000)
Capital Improvement Projects	\$0	(\$169,000)	(\$25,000)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Contingency Placeholder	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	(\$300,000)
<b>Net One-Time Revenues/Expenditures</b>	<b>\$0</b>	<b>(\$169,000)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$18,000</b>
Transfer from General Fund	\$100,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Beginning Fund Balance</b>	<b>\$286,000</b>	<b>\$199,830</b>	<b>\$64,310</b>	<b>\$9,550</b>	<b>\$16,300</b>	<b>\$3,500</b>	<b>\$2,100</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,400</b>	<b>\$0</b>
<b>Ending Fund Balances</b>	<b>\$247,620</b>	<b>\$57,680</b>	<b>\$61,010</b>	<b>\$8,050</b>	<b>\$16,500</b>	<b>\$3,500</b>	<b>\$2,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,500</b>	<b>\$18,000</b>

## 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
<b>Ongoing Revenues</b>								
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
<b>Total Ongoing Revenues</b>	<b>\$3,021,550</b>	<b>\$0</b>	<b>∞</b>	<b>\$1,101,870</b>	<b>174%</b>	<b>\$1,101,870</b>	<b>\$0</b>	<b>\$0</b>
<b>Ongoing Expenditures</b>								
Public Works & Streets	\$100,920	\$0	∞	\$0	∞	\$0	\$0	\$0
<b>Net Ongoing</b>	<b>\$2,920,630</b>	<b>\$0</b>	<b>∞</b>	<b>\$1,101,870</b>	<b>165%</b>	<b>\$1,101,870</b>	<b>\$0</b>	<b>\$0</b>
<b>Other</b>								
<b>Beginning Fund Balance</b>	<b>\$1,101,870</b>	<b>\$0</b>	<b>∞</b>	<b>\$0</b>	<b>∞</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Ending Fund Balances</b>								
Restricted Reserve	\$4,022,500	\$0	∞	\$0	∞	\$0	\$0	\$0
Remaining Available Fund Balance	\$0	\$0	N/A	\$1,101,870	-100%	\$1,101,870	\$0	\$0
<b>Total Ending Fund Balances</b>	<b>\$4,022,500</b>	<b>\$0</b>	<b>∞</b>	<b>\$1,101,870</b>	<b>265%</b>	<b>\$1,101,870</b>	<b>\$0</b>	<b>\$0</b>

## 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
<b>Ongoing Revenues</b>								
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
<b>Total Ongoing Revenues</b>	<b>\$972,500</b>	<b>\$725,200</b>	<b>34%</b>	<b>\$987,300</b>	<b>-1%</b>	<b>\$262,100</b>	<b>\$704,487</b>	<b>\$428,550</b>
<b>Other</b>								
One-Time Revenues:								
Intergovernmental	\$792,091	\$371,657	113%	\$381,657	108%	\$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	(\$231,500)	(\$1,113,964)	-79%	(\$719,010)	-68%	\$394,954	(\$400,451)	(\$18,349)
Public Works Projects	(\$537,000)	\$0	∞	\$0	∞	\$0	\$0	(\$193,644)
Streets & Transportation Projects	(\$4,648,420)	(\$2,362,000)	97%	(\$409,770)	1034%	\$1,952,230	(\$655,703)	(\$1,253,598)
Storm Drainage Projects	(\$2,858,825)	(\$3,670,705)	-22%	(\$3,603,880)	-21%	\$66,825	(\$1,529,122)	(\$1,450,606)
<b>Net One-Time Revenues/Expenditures</b>	<b>(\$7,454,354)</b>	<b>(\$6,880,012)</b>	<b>8%</b>	<b>(\$4,240,903)</b>	<b>76%</b>	<b>\$2,664,709</b>	<b>(\$2,518,701)</b>	<b>(\$3,470,785)</b>
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 from General Fund (Bed Taxes)	\$268,900	\$0	∞	\$0	∞	\$0	\$0	\$0
Transfer to Art in Public Places Fund	(\$48,914)	(\$26,378)	85%	(\$5,376)	810%	\$21,002	(\$24,298)	(\$30,537)
<b>Net Transfers</b>	<b>\$2,199,986</b>	<b>\$1,063,122</b>	<b>107%</b>	<b>\$5,294,624</b>	<b>-58%</b>	<b>\$4,231,502</b>	<b>\$2,704,851</b>	<b>\$6,853,909</b>
<b>Beginning Fund Balance</b>	<b>\$14,758,902</b>	<b>\$11,473,400</b>	<b>29%</b>	<b>\$12,717,881</b>	<b>16%</b>	<b>\$1,244,481</b>	<b>\$11,827,244</b>	<b>\$8,015,570</b>

## 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
<b>Ending Fund Balances</b>								
Restricted Reserve	\$6,924,396	\$0	∞	\$6,920,643	0%	\$6,920,643	\$0	\$0
Remaining Available Fund Balance	\$3,552,638	\$6,381,710	-44%	\$7,838,259	-55%	\$1,456,549	\$12,717,881	\$11,827,244
<b>Total Ending Fund Balances</b>	<b>\$10,477,034</b>	<b>\$6,381,710</b>	<b>64%</b>	<b>\$14,758,902</b>	<b>-29%</b>	<b>\$8,377,192</b>	<b>\$12,717,881</b>	<b>\$11,827,244</b>

## 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
<b>Ongoing Revenues</b>								
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
<b>Total Ongoing Revenues</b>	<b>\$225,220</b>	<b>\$225,490</b>	<b>0%</b>	<b>\$167,170</b>	<b>35%</b>	<b>(\$58,320)</b>	<b>\$244,418</b>	<b>\$281,498</b>
<b>Other</b>								
One-Time Revenues:								
Development Impact Fees	\$0	\$0	N/A	\$0	N/A	\$0	\$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	\$0	\$0	N/A	\$0	N/A	\$0	\$0	\$0
Streets & Transportation Projects	\$0	\$0	N/A	\$0	N/A	\$0	(\$608,000)	(\$431,782)
Storm Drainage Projects	(\$43,000)	(\$50,000)	-14%	(\$29,184)	47%	(\$20,816)	(\$87,076)	(\$46,157)
Debt Service	(\$9,540)	(\$10,216)	-7%	(\$10,216)	-7%	\$0	(\$21,198)	(\$19,177)
<b>Net One-Time Revenues/Expenditures</b>	<b>(\$52,540)</b>	<b>(\$1,439,816)</b>	<b>-96%</b>	<b>(\$282,215)</b>	<b>-81%</b>	<b>(\$20,816)</b>	<b>(\$430,087)</b>	<b>(\$647,008)</b>
<b>Beginning Fund Balance</b>	<b>\$2,423,297</b>	<b>\$2,285,753</b>	<b>6%</b>	<b>\$2,538,342</b>	<b>-5%</b>	<b>\$252,589</b>	<b>\$2,724,011</b>	<b>\$3,089,521</b>
<b>Ending Fund Balances</b>								
Restricted Reserve	\$0	\$0	N/A	\$0	N/A	\$0	\$0	\$0
Remaining Available Fund Balance	\$2,595,977	\$1,071,427	142%	\$2,423,297	7%	\$1,351,870	\$2,538,342	\$2,724,011
<b>Total Ending Fund Balances</b>	<b>\$2,595,977</b>	<b>\$1,071,427</b>	<b>142%</b>	<b>\$2,423,297</b>	<b>7%</b>	<b>\$173,453</b>	<b>\$2,538,342</b>	<b>\$2,724,011</b>

## 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	FY2015 Actuals	FY2014 Actuals
<b>Ongoing Revenues</b>										
Other Revenues	\$200	\$230	-13%	\$200	0%	(\$30)	\$330	\$204	\$161	\$249
<b>Total Ongoing Revenues</b>	<b>\$200</b>	<b>\$230</b>	<b>-13%</b>	<b>\$200</b>	<b>0%</b>	<b>(\$30)</b>	<b>\$330</b>	<b>\$204</b>	<b>\$161</b>	<b>\$249</b>
<b>Other</b>										
One-Time Revenues:										
In Lieu Fees	\$0	\$0	N/A	\$0	N/A	\$0	\$6,198	\$0	\$0	\$0
One-Time Expenditures:										
Capital Improvement Projects	\$0	\$0	N/A	\$0	N/A	\$0	\$0	(\$32,500)	\$0	\$0
<b>Net One-Time Revenues/Expenditures</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$6,198</b>	<b>(\$32,500)</b>	<b>\$0</b>	<b>\$0</b>
Transfers:										
Transfers from Capital Projects Funds	\$48,914	\$26,378	85%	\$5,376	810%	(\$21,002)	\$24,298	\$30,537	\$32,633	\$30,553
<b>Beginning Fund Balance</b>	<b>\$90,069</b>	<b>\$80,420</b>	<b>12%</b>	<b>\$84,493</b>	<b>7%</b>	<b>\$4,073</b>	<b>\$53,667</b>	<b>\$55,427</b>	<b>\$66,607</b>	<b>\$47,060</b>
<b>Ending Fund Balances</b>										
Restricted Reserves	\$0	\$0	N/A	\$0	N/A	\$0	\$0	\$0	\$0	\$0
Remaining Available Fund Balance	\$139,183	\$107,028	30%	\$90,069	55%	(\$16,959)	\$84,493	\$53,667	\$55,427	\$66,607
<b>Total Ending Fund Balances</b>	<b>\$139,183</b>	<b>\$107,028</b>	<b>30%</b>	<b>\$90,069</b>	<b>55%</b>	<b>(\$16,929)</b>	<b>\$84,493</b>	<b>\$53,667</b>	<b>\$55,427</b>	<b>\$66,607</b>

## 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
<b>Ongoing Revenues</b>								
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
<b>Total Ongoing Revenues</b>	<b>\$6,728,100</b>	<b>\$6,723,550</b>	<b>0%</b>	<b>\$6,729,360</b>	<b>0%</b>	<b>\$5,810</b>	<b>\$6,303,868</b>	<b>\$6,415,577</b>
<b>Ongoing Expenditures</b>								
Wastewater Administration	\$235,680	\$258,269	-9%	\$179,639	31%	\$78,630	\$321,359	\$367,308
Wastewater Operations	\$3,027,190	\$2,835,354	7%	\$2,612,796	16%	\$222,558	\$2,241,279	\$2,284,561
Public Works Engineering Services	\$224,420	\$250,580	-10%	\$242,300	-7%	\$8,280	\$181,755	\$14,445
Capital Projects Management	\$99,650	\$154,450	-35%	\$92,590	8%	\$61,860	\$151,600	\$138,707
Vacancy Savings Estimate	\$0	(\$25,000)	-100%	\$0	N/A	(\$25,000)	\$0	\$0
Contingencies	\$100,000	\$0	∞	\$0	∞	\$0	\$0	\$0
Indirect Cost Allocations/Departmental Allocations:								
Information Technology	\$161,360	\$217,390	-26%	\$208,610	-23%	\$8,780	\$78,578	\$0
Human Resources	\$46,410	\$51,140	-9%	\$51,140	-9%	\$0	\$19,420	\$0
Financial Services	\$196,433	\$189,420	4%	\$189,420	4%	\$0	\$57,540	\$0
Utility Billing	\$381,257	\$370,640	3%	\$370,640	3%	\$0	\$299,449	\$415,208
General Services	\$68,630	\$75,218	-9%	\$73,470	-7%	\$1,748	\$0	\$0
City Manager	\$59,650	\$68,080	-12%	\$68,080	-12%	\$0	\$48,195	\$0
City Clerk	\$3,870	\$5,650	-32%	\$5,650	-32%	\$0	\$12,322	\$0
City Attorney	\$157,540	\$107,340	47%	\$107,340	47%	\$0	\$20,989	\$0
Facilities Maintenance	\$70,370	\$63,410	11%	\$63,410	11%	\$0	\$0	\$0
Departmental Allocations	\$0	\$0	N/A	\$0	N/A	\$0	\$0	\$285,768
<b>Total Ongoing Expenditures</b>	<b>\$4,832,460</b>	<b>\$4,621,941</b>	<b>5%</b>	<b>\$4,265,085</b>	<b>13%</b>	<b>\$367,384</b>	<b>\$3,432,486</b>	<b>\$3,505,998</b>
<b>Net Ongoing</b>	<b>\$1,895,640</b>	<b>\$2,101,609</b>	<b>-10%</b>	<b>\$2,464,275</b>	<b>-23%</b>	<b>\$433,580</b>	<b>\$2,871,382</b>	<b>\$2,909,580</b>



## 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
<b>Other</b>								
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	(\$315,600)	(\$334,563)	-6%	(\$290,744)	9%	(\$43,819)	\$0	(\$6,922)
Indirect Cost Allocations/Departmental Allocations	(\$155,100)	\$0		\$0			\$0	(\$1,651)
Capital Improvement Projects	(\$4,467,484)	(\$5,077,050)	-12%	(\$3,209,188)	39%	(\$1,867,862)	(\$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
<b>Net One-Time Revenues/Expenditures</b>	<b>(\$9,011,039)</b>	<b>(\$9,871,348)</b>	<b>-9%</b>	<b>(\$7,573,667)</b>	<b>19%</b>	<b>(\$1,545,681)</b>	<b>(\$6,303,615)</b>	<b>(\$10,747,805)</b>
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
<b>Net Transfers</b>	<b>\$4,487,900</b>	<b>\$4,165,900</b>	<b>8%</b>	<b>\$4,317,800</b>	<b>4%</b>	<b>(\$2,939,462)</b>	<b>\$4,038,211</b>	<b>\$4,497,550</b>
<b>Beginning Fund Balance</b>	<b>\$13,528,390</b>	<b>\$14,792,117</b>	<b>-9%</b>	<b>\$14,203,882</b>	<b>-5%</b>	<b>(\$588,235)</b>	<b>\$13,597,904</b>	<b>\$16,938,579</b>
<b>Equipment Replacement Reserve</b>								
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
<b>Net Contribution to Equipment Replacement Reserve</b>	<b>\$414,950</b>	<b>\$116,100</b>	<b>257%</b>	<b>\$116,100</b>	<b>257%</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Major Maintenance Reserve</b>								
Reserve Contributions	\$71,150	\$0	∞	\$0	∞	\$0	\$0	\$0
Major Maintenance Costs	\$0	\$0	N/A	\$0	N/A	\$0	\$0	\$0
<b>Net Contribution to Major Maintenance Reserve</b>	<b>\$71,150</b>	<b>\$0</b>	<b>∞</b>	<b>\$0</b>	<b>∞</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

## 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
<b>Ending Fund Balances</b>								
Operating Reserve**	\$1,804,570	\$1,668,835	8%	\$1,668,835	8%	\$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	\$1,225,000	\$0	∞	\$4,467,484	-73%	(\$4,467,484)		
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	\$3,703,221	\$4,937,753	-25%	\$3,127,561	18%	\$1,810,192	\$8,290,130	\$4,912,834
<b>Total Ending Fund Balances</b>	<b>\$11,386,991</b>	<b>\$11,304,378</b>	<b>1%</b>	<b>\$13,528,390</b>	<b>-16%</b>	<b>(\$2,495,490)</b>	<b>\$14,203,882</b>	<b>\$13,597,904</b>

\* 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 of remaining uninsured bonds.

## 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
<b>Ongoing Revenues</b>								
Internal Cost Charges	\$1,647,150	\$1,432,580	15%	\$1,448,080	14%	\$15,500		
Charges for Services	\$1,000	\$650	54%	\$1,000	0%	\$350	\$865	\$745
<b>Total Ongoing Revenues</b>	<b>\$1,648,150</b>	<b>\$1,433,230</b>	<b>15%</b>	<b>\$1,449,080</b>	<b>14%</b>	<b>\$15,850</b>	<b>\$865</b>	<b>\$745</b>
<b>Ongoing Expenditures</b>								
Information Technology Services	\$1,136,151	\$1,039,605	9%	\$944,086	20%	\$95,519	\$892,098	\$0
Geographic Information Systems	\$147,730	\$138,620	7%	\$136,070	9%	\$2,550	\$112,447	\$0
I.T. Administration			N/A		N/A	\$0		\$853,746
Indirect Cost Allocations	\$327,730	\$306,230	7%	\$306,230	7%	\$0		
<b>Total Ongoing Expenditures</b>	<b>\$1,611,611</b>	<b>\$1,484,455</b>	<b>9%</b>	<b>\$1,386,386</b>	<b>16%</b>	<b>\$98,069</b>	<b>\$1,004,545</b>	<b>\$853,746</b>
<b>Net Ongoing</b>	<b>\$36,539</b>	<b>(\$51,225)</b>	<b>-171%</b>	<b>\$62,694</b>	<b>-42%</b>	<b>\$98,069</b>	<b>(\$1,003,680)</b>	<b>(\$853,001)</b>
<b>Other</b>								
One-Time Revenues:								
Internal Cost Charges	\$79,150	\$188,900	-58%	\$173,400	-54%	(\$15,500)		
One-Time Expenditures:								
Information Technology Services	(\$79,150)	(\$188,900)	-58%	(\$173,400)	-54%	\$15,500		
<b>Net One-Time Revenues/Expenditures</b>	<b>\$0</b>	<b>\$0</b>	<b>N/A</b>	<b>\$0</b>	<b>N/A</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Beginning Fund Balance</b>	<b>\$132,114</b>	<b>\$0</b>	<b>∞</b>	<b>\$0</b>	<b>∞</b>	<b>\$0</b>		
<b>Equipment Replacement Reserve</b>								
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
<b>Net Use of Operating Revenues</b>	<b>(\$36,600)</b>	<b>\$69,420</b>	<b>-153%</b>	<b>\$69,420</b>	<b>-153%</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Ending Fund Balances</b>								
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**	\$99,233	(\$51,225)	-294%	\$56,694	75%	\$107,919		
<b>Total Ending Fund Balances</b>	<b>\$132,053</b>	<b>\$18,195</b>	<b>626%</b>	<b>\$132,114</b>	<b>0%</b>	<b>\$113,919</b>		

\* 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.

\*\* The remaining available fund balance will be added to the equipment replacement reserve.



# **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)
<b>AC - Arts &amp; Culture</b>										
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	\$0	\$150,000	\$0	\$0	\$150,000
<b>AC - Arts &amp; Culture Subtotal</b>					<b>\$0</b>	<b>\$0</b>	<b>\$150,000</b>	<b>\$0</b>	<b>\$50,000</b>	<b>\$200,000</b>
<b>IT - Information Technology</b>										
Citywide Business Software	Capital Reserves	Essential (Should-Do)		IT-01	\$0	\$0	\$500,000	\$500,000	\$0	\$1,000,000
<b>MC - Municipal Court</b>										
Sinagua Courtroom Remodel	Restricted & Capital Reserves	Essential (Should-Do)		MC-01	\$48,800	\$214,700	\$0	\$0	\$0	\$214,700
<b>PR - Parks &amp; Recreation</b>										
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
<b>PR - Parks &amp; Recreation Subtotal</b>					<b>\$869,200</b>	<b>\$0</b>	<b>\$610,000</b>	<b>\$592,030</b>	<b>\$3,185,000</b>	<b>\$4,387,030</b>

**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)
<b>PD - Police</b>										
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	\$558,714	\$0	\$166,354	\$0	\$0	\$166,354
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	\$100,000	\$100,000
<b>PD - Police Subtotal (excluding projects not funded)</b>					<b>\$672,087</b>	<b>\$231,500</b>	<b>\$890,555</b>	<b>\$1,601,493</b>	<b>\$0</b>	<b>\$2,723,548</b>
<b>Projects Not Funded</b>					<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$100,000</b>	<b>\$100,000</b>
<b>PW - Public Works</b>										
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
<b>PW - Public Works Subtotal</b>					<b>\$0</b>	<b>\$538,200</b>	<b>\$390,000</b>	<b>\$390,000</b>	<b>\$2,730,000</b>	<b>\$4,048,200</b>

**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)
<b>SD - Storm Drainage</b>										
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
Juniper Hills Area Drainage Improvements (Coconino County)	Restricted & Capital Reserves	Essential (Should-Do)		SD-07	\$63,175	\$893,356	\$0	\$0	\$0	\$893,356
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	\$20,000	\$50,000	\$50,000	<i>\$350,000</i>	\$470,000
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
<b>SD - Storm Drainage Subtotal (excluding projects not funded)</b>					<b>\$108,435</b>	<b>\$2,924,576</b>	<b>\$910,000</b>	<b>\$875,000</b>	<b>\$4,375,000</b>	<b>\$9,084,576</b>
<b>Projects Not Funded</b>					<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,495,000</b>	<b>\$3,495,000</b>

**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)
<b>SIM - Sedona in Motion</b>										
Sedona in Motion Unspecified Projects	Restricted & Capital Reserves	Important (Could-Do)		SIM-00	\$0	\$600,000	\$1,800,000	\$170,000	\$100,000	\$2,670,000
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	\$16,155	\$215,245	\$0	\$0	\$15,000,000	\$15,215,245
Wayfinding Signage	Restricted & Capital Reserves	Essential (Should-Do)		SIM-03b	\$0	\$151,500	\$151,500	\$150,000	\$0	\$453,000
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	\$539,976	\$615,000	\$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	\$121,200	\$1,200,000	\$0	\$0	\$1,321,200
Neighborhood Street Connections	Restricted & Unidentified	Important (Could-Do)		SIM-06	\$0	\$0	\$1,642,800	\$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	\$0	\$1,911,050	\$615,350	<i>\$4,936,000</i>	\$7,462,400
Travel Information System	Capital Reserves	Important (Could-Do)		SIM-12	\$0	\$0	\$908,500	\$0	\$0	\$908,500
<b>SIM - Sedona in Motion Subtotal (excluding projects not funded)</b>					<b>\$167,655</b>	<b>\$4,284,811</b>	<b>\$9,966,050</b>	<b>\$4,915,198</b>	<b>\$22,797,600</b>	<b>\$41,963,659</b>
<b>Projects Not Funded</b>					<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$18,577,000</b>	<b>\$18,577,000</b>



**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)
<b>ST - Streets &amp; Transportation</b>										
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	\$0	\$810,525	\$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
<b>ST - Streets &amp; Transportation Subtotal</b>					<b>\$216,827</b>	<b>\$388,572</b>	<b>\$1,113,025</b>	<b>\$1,262,500</b>	<b>\$0</b>	<b>\$2,764,097</b>
<b>Subtotal Non-Wastewater Projects (excluding projects not funded)</b>					<b>\$2,083,004</b>	<b>\$8,582,359</b>	<b>\$14,529,630</b>	<b>\$10,136,221</b>	<b>\$33,137,600</b>	<b>\$66,385,810</b>
<b>WW - Wastewater</b>										
Wastewater Collections System Improvements	WW Revenues	Imperative (Must-Do)		WW-01	\$50,000	\$2,575,000	\$855,000	\$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	\$0	\$0	\$153,819	\$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
<b>WW - Wastewater Subtotal</b>					<b>\$7,898,340</b>	<b>\$4,467,484</b>	<b>\$1,225,000</b>	<b>\$703,819</b>	<b>\$12,114,775</b>	<b>\$18,511,078</b>
<b>TOTAL ALL PROJECTS (excluding projects not funded)</b>					<b>\$9,981,344</b>	<b>\$13,049,843</b>	<b>\$15,754,630</b>	<b>\$10,840,040</b>	<b>\$45,252,375</b>	<b>\$84,896,888</b>
<b>Total Projects Not Funded</b>					<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$22,172,000</b>	<b>\$22,172,000</b>
<b>Grand Totals Funded and Unfunded</b>					<b>\$9,981,344</b>	<b>\$13,049,843</b>	<b>\$15,754,630</b>	<b>\$10,840,040</b>	<b>\$67,424,375</b>	<b>\$107,068,888</b>

**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)
<b>Funding Sources Summary</b>										
1% for Arts						\$0	\$150,000	\$0	\$50,000	\$200,000
Bed Tax Allocation						\$268,900	\$0	\$0	\$0	\$268,900
Capital Reserves						\$6,220,643	\$6,924,396	\$3,543,353	\$0	\$16,688,392
Coconino County Flood Control						\$233,725	\$365,000	\$400,000	\$2,800,000	\$3,798,725
Court Restricted Revenues						\$194,000	\$0	\$0	\$0	\$194,000
Development Impact Fees - Post 7/2014						\$43,000	\$249,930	\$300,670	\$3,185,000	\$3,778,600
Development Impact Fees - Pre 8/2014						\$0	\$0	\$22,000	\$0	\$22,000
Donations						\$0	\$0	\$0	\$0	\$0
Fairfield CFD						\$0	\$90,000	\$165,000	\$0	\$255,000
Grant						\$782,091	\$660,954	\$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						\$0	\$25,000	\$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						\$4,467,484	\$1,225,000	\$703,819	\$12,114,775	\$18,511,078
Yavapai County Flood Control						\$350,000	\$350,000	\$350,000	\$2,625,000	\$3,675,000
<b>TOTAL FUNDING SOURCES</b>						<b>\$13,049,843</b>	<b>\$15,754,630</b>	<b>\$10,840,040</b>	<b>\$67,424,375</b>	<b>\$107,068,888</b>
<b>Operating Impacts Summary</b>										
<b>Expenditures</b>										
Personnel Costs						\$0	-\$290	-\$290	\$9,710	
Materials & Supplies						\$150	\$17,590	\$1,590	\$51,090	
Contractual Services						\$12,100	\$50,700	\$400,700	\$1,233,220	
<b>Total Expenditure Impacts</b>						<b>\$12,250</b>	<b>\$68,000</b>	<b>\$402,000</b>	<b>\$1,294,020</b>	
<b>Project Funding Status Summary</b>										
Carry Over						\$7,580,546	\$2,777,197	\$153,819	\$3,478,275	\$13,989,837
New Appropriation						\$5,469,297	\$2,307,882	\$1,736,548	\$0	\$9,513,727
Future Estimate						\$0	\$10,669,551	\$8,949,673	\$60,411,100	\$80,030,324
Unfunded						\$0	\$0	\$0	\$3,535,000	\$3,535,000
<b>TOTALS BY FUNDING STATUS</b>						<b>\$13,049,843</b>	<b>\$15,754,630</b>	<b>\$10,840,040</b>	<b>\$67,424,375</b>	<b>\$107,068,888</b>

**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)
<b>Category Summary</b>										
Arts Transfer						\$48,914	\$50,826	\$26,023	\$20,000	\$145,763
Construction						\$9,047,225	\$9,444,954	\$6,666,548	\$55,612,115	\$80,770,842
Contingency						\$1,080,389	\$2,020,000	\$280,000	\$456,060	\$3,836,449
Design						\$1,614,115	\$1,363,250	\$1,654,369	\$6,303,500	\$10,935,234
Environmental						\$0	\$50,000	\$0	\$138,000	\$188,000
Equipment						\$248,500	\$253,500	\$435,000	\$0	\$937,000
Evaluation						\$15,000	\$30,000	\$0	\$0	\$45,000
Land Acquisition						\$670,000	\$1,582,100	\$958,100	\$3,040,500	\$6,250,700
Master Plan						\$0	\$250,000	\$150,000	\$250,000	\$650,000
Public Art Purchase						\$0	\$130,000	\$0	\$50,000	\$180,000
Study						\$280,000	\$0	\$0	\$134,200	\$414,200
Technology						\$45,700	\$575,000	\$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
<b>TOTALS BY CATEGORY</b>						<b>\$13,049,843</b>	<b>\$15,754,630</b>	<b>\$10,840,040</b>	<b>\$67,424,375</b>	<b>\$107,068,888</b>

## CAPITAL PROJECTS DETAILS

### Project Summary

**Project Title:**

Art in the Roundabouts

**Location:**

SR 179 Roundabouts

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

	Original	Revised (if applicable)
Start Date	July 2019	
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.


**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
<b>Current Approved Total Project Budget</b>	<b>\$0</b>
Requested Budget Increase/Decrease	\$0
<b>Requested Total Project Budget</b>	<b>\$0</b>
Estimated Expenditures through June 30, 2018	\$0
<b>Budget Balance Remaining</b>	<b>\$0</b>

**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			\$20,000			\$20,000
Future Estimate	Public Art Purchase			\$130,000			\$130,000
Totals		\$0	\$0	\$150,000	\$0	\$0	\$150,000

**Project Funding Estimates:**

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

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

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

N/A

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

### 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				
<b>Total Expenditure Impacts</b>	\$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

 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 Sinagua building is approximately 4,000 square feet, and the remodel will encompass the total square footage.

**Location:**

55 Sinagua Drive

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



### For Continuing Projects

**Estimated Project Status as of June 30, 2018:**

Design is expected to be complete 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 longer part of the project scope. With a more refined cost determined and additional budget needed, the project timeline was extended.

Project Balance	
Original Approved Project Budget	\$273,000
Approved Budget Increases/Decreases	-\$50,500
<b>Current Approved Total Project Budget</b>	<b>\$222,500</b>
Requested Budget Increase/Decrease	\$41,000
<b>Requested Total Project Budget</b>	<b>\$263,500</b>
Estimated Expenditures through June 30, 2018	\$48,800
<b>Budget Balance Remaining</b>	<b>\$214,700</b>

### 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		\$150,000				\$150,000
New	Construction		\$41,000				\$41,000
Carry Over	Technology	\$29,300	\$20,700				\$50,000
<b>Totals</b>		<b>\$48,800</b>	<b>\$214,700</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$263,500</b>

**Project Funding Estimates:**

Funding Source	Prior Years Estimate	FY2019	FY2020	FY2021	Future Years	Project Totals
Court Restricted Revenues	\$19,500	\$194,000				\$213,500
Capital Reserves	\$29,300	\$20,700				\$50,000
<b>Totals</b>		<b>\$48,800</b>	<b>\$214,700</b>	<b>\$0</b>	<b>\$0</b>	<b>\$263,500</b>

**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	\$150	\$300	\$300	\$300
Contractual Services	\$600	\$1,200	\$1,200	\$1,200
<b>Total Expenditure Impacts</b>	<b>\$750</b>	<b>\$1,500</b>	<b>\$1,500</b>	<b>\$1,500</b>

**Explanation of Operating Impacts:**

Estimated utilities, janitorial, and maintenance supplies.

## CAPITAL PROJECTS DETAILS

### Project Summary

**Project Title:**

New Concession Stand

**Location:**

Posse Grounds Park

 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:**

N/A

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

**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			\$30,000			\$30,000
Future Estimate	Construction			\$220,000			\$220,000
Future Estimate	Contingency			\$20,000			\$20,000
Totals		\$0	\$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):**

None anticipated.

**Total Operating Impacts:**

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

**Explanation of Operating Impacts:**

A new building will replace the currently existing building so operating expenses are already accounted for.

## CAPITAL PROJECTS DETAILS

### Project Summary

**Project Title:**

Evaluation of Posse Grounds Park

**Location:**

Posse Grounds Park

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

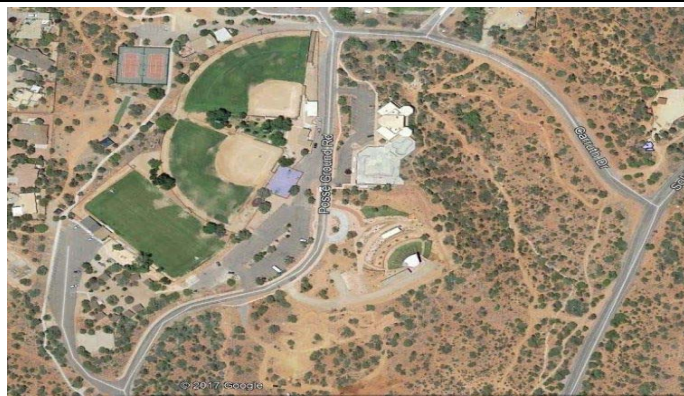
	Original	Revised (if applicable)
Start Date	July 2019	
Estimated Completion Date	June 2020	

**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

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

N/A

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

### 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					\$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				
<b>Total Expenditure Impacts</b>	\$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
<b>Current Approved Total Project Budget</b>	<b>\$286,729</b>
Requested Budget Increase/Decrease	\$0
<b>Requested Total Project Budget</b>	<b>\$286,729</b>
Estimated Expenditures through June 30, 2018	\$286,729
<b>Budget Balance Remaining</b>	<b>\$0</b>

### 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
Future Estimate	Construction			\$150,000	\$150,000	\$1,850,000	\$2,150,000
Carry Over	Environmental	\$56,113					\$56,113
<b>Totals</b>		<b>\$286,729</b>	<b>\$0</b>	<b>\$150,000</b>	<b>\$150,000</b>	<b>\$1,925,000</b>	<b>\$2,511,729</b>

**Project Funding Estimates:**

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

**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
<b>Total Expenditure Impacts</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$9,720</b>

**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
<b>Current Approved Total Project Budget</b>	<b>\$0</b>
Requested Budget Increase/Decrease	\$0
<b>Requested Total Project Budget</b>	<b>\$0</b>
Estimated Expenditures through June 30, 2018	\$0
<b>Budget Balance Remaining</b>	<b>\$0</b>

**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)

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

**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.

### 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
<b>Current Approved Total Project Budget</b>	<b>\$24,490</b>
Requested Budget Increase/Decrease	\$0
<b>Requested Total Project Budget</b>	<b>\$24,490</b>
Estimated Expenditures through June 30, 2018	\$24,490
<b>Budget Balance Remaining</b>	<b>\$0</b>

### 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
<b>Totals</b>		<b>\$24,490</b>	<b>\$0</b>	<b>\$0</b>	<b>\$442,030</b>	<b>\$0</b>	<b>\$466,520</b>

**Project Funding Estimates:**

Funding Source	Prior Years Estimate	FY2019	FY2020	FY2021	Future Years	Project Totals	
Development Impact Fees - Pre	\$24,490			\$22,000		\$46,490	
Summit CFD				\$50,000		\$50,000	
Fairfield CFD				\$165,000		\$165,000	
Capital Reserves				\$205,030		\$205,030	
<b>Totals</b>		<b>\$24,490</b>	<b>\$0</b>	<b>\$0</b>	<b>\$442,030</b>	<b>\$0</b>	<b>\$466,520</b>

**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				
<b>Total Expenditure Impacts</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**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:**

Radio Infrastructure

**Location:**

N/A

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

	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
<b>Current Approved Total Project Budget</b>	<b>\$324,673</b>
Requested Budget Increase/Decrease	\$68,500
<b>Requested Total Project Budget</b>	<b>\$393,173</b>
Estimated Expenditures through June 30, 2018	\$93,173
<b>Budget Balance Remaining</b>	<b>\$300,000</b>

**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 been delayed to FY 2019.

### 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	Equipment			\$68,500			\$68,500
<b>Totals</b>		<b>\$93,173</b>	<b>\$231,500</b>	<b>\$68,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$393,173</b>

**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
<b>Totals</b>		<b>\$93,173</b>	<b>\$231,500</b>	<b>\$68,500</b>	<b>\$0</b>	<b>\$393,173</b>

**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				
<b>Total Expenditure Impacts</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**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 #:** 

(If Applicable)

**Ranking:** 

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

**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.


**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

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

N/A

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

### 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			\$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			\$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
<b>Total Expenditure Impacts</b>	\$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

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

Ranking: Important (Could-Do)

**Location:**

Shooting Range at the WW Plant

	Original	Revised (if applicable)
Start Date	July 2016	May 2018
Estimated Completion Date	June 2018	June 2020

**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 FY 2018 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 FY 2018 improvements have been delayed due to a change in strategy.

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

Budgeted FY 2018 improvements have been delayed due to a change in strategy.

Project Balance	
Original Approved Project Budget	\$796,250
Approved Budget Increases/Decreases	-\$71,182
<b>Current Approved Total Project Budget</b>	<b>\$725,068</b>
Requested Budget Increase/Decrease	\$0
<b>Requested Total Project Budget</b>	<b>\$725,068</b>
Estimated Expenditures through June 30, 2018	\$558,714
<b>Budget Balance Remaining</b>	<b>\$166,354</b>

### 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	\$109,373					\$109,373
Carry Over	Arts Transfer	\$3,291		\$1,400			\$4,691
Totals		\$558,714	\$0	\$166,354	\$0	\$0	\$725,068

**Project Funding Estimates:**

Funding Source	Prior Years Estimate	FY2019	FY2020	FY2021	Future Years	Project Totals	
Development Impact Fees - Pre	\$56,526					\$56,526	
Development Impact Fees - Post	\$38,474					\$38,474	
RICO Monies	\$41,388		\$25,000			\$66,388	
Capital Reserves	\$422,326		\$141,354			\$563,680	
Totals		\$558,714	\$0	\$166,354	\$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
<b>Total Expenditure Impacts</b>	<b>\$1,500</b>	<b>\$1,500</b>	<b>\$1,500</b>	<b>\$1,500</b>

**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

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

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.

**Location:**

N/A

	Original	Revised (if applicable)
Start Date		
Estimated Completion Date		


**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 research 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=EAlaIqobChMI09uv64P02AIVGUwNCh3-dgm5EAAYASAAEgKqbfD\\_BwE](https://watchguardvideo.com/body-cameras/vista-wifi?gclid=EAlaIqobChMI09uv64P02AIVGUwNCh3-dgm5EAAYASAAEgKqbfD_BwE)

### 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
<b>Current Approved Total Project Budget</b>	<b>\$0</b>
Requested Budget Increase/Decrease	\$0
<b>Requested Total Project Budget</b>	<b>\$0</b>
Estimated Expenditures through June 30, 2018	\$0
<b>Budget Balance Remaining</b>	<b>\$0</b>

### 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

**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

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

N/A

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

### Budget Detail

**Project Cost Estimates:**

Funding Status	Cost Category	Prior Years Estimate	FY2019	FY2020	FY2021	Future Years	Project Totals
New	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)

Ranking: Important (Could-Do)

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

**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
<b>Current Approved Total Project Budget</b>	<b>\$0</b>
Requested Budget Increase/Decrease	\$138,200
<b>Requested Total Project Budget</b>	<b>\$138,200</b>
Estimated Expenditures through June 30, 2018	\$0
<b>Budget Balance Remaining</b>	<b>\$138,200</b>

**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	Construction		\$120,000				\$120,000
New	Equipment		\$17,000				\$17,000
New	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, Little Elf Drive Area (Yavapai County)

**Location:**

Little Elf Drive

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

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



### 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
<b>Current Approved Total Project Budget</b>	<b>\$0</b>
Requested Budget Increase/Decrease	\$2,011,220
<b>Requested Total Project Budget</b>	<b>\$2,011,220</b>
Estimated Expenditures through June 30, 2018	\$0
<b>Budget Balance Remaining</b>	<b>\$2,011,220</b>

### Budget Detail

**Project Cost Estimates:**

Funding Status	Cost Category	Prior Years Estimate	FY2019	FY2020	FY2021	Future Years	Project Totals
New	Design		\$30,000				\$30,000
New	Construction		\$1,965,000				\$1,965,000
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		\$23,000				\$23,000
Capital Reserves		\$1,638,220				\$1,638,220
Totals		\$0	\$2,011,220	\$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				
<b>Total Expenditure Impacts</b>	<b>\$0</b>	<b>\$1,500</b>	<b>\$1,500</b>	<b>\$1,500</b>

**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)

**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.

	Original	Revised (if applicable)
Start Date		
Estimated Completion Date		



### 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
<b>Current Approved Total Project Budget</b>	<b>\$0</b>
Requested Budget Increase/Decrease	\$0
<b>Requested Total Project Budget</b>	<b>\$0</b>
Estimated Expenditures through June 30, 2018	\$0
<b>Budget Balance Remaining</b>	<b>\$0</b>

### 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:**

Juniper Hills Area Drainage Improvements (Coconino County)

**Location:**

Juniper Lane

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

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

**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 2019.

Project Balance	
Original Approved Project Budget	\$701,000
Approved Budget Increases/Decreases	\$0
<b>Current Approved Total Project Budget</b>	<b>\$701,000</b>
Requested Budget Increase/Decrease	\$255,531
<b>Requested Total Project Budget</b>	<b>\$956,531</b>
Estimated Expenditures through June 30, 2018	\$63,175
<b>Budget Balance Remaining</b>	<b>\$893,356</b>

**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 also multiple utilities to avoid and relocate as well as hard rock excavation throughout the project. Design was delayed; however, adequate time is available to complete by anticipated completion date.

### 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	Construction		\$250,000				\$250,000
Carry Over	Arts Transfer		\$1,000				\$1,000
New	Arts Transfer		\$5,531				\$5,531
Totals		\$63,175	\$893,356	\$0	\$0	\$0	\$956,531

**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
Capital Reserves		\$659,631				\$659,631
Totals		\$63,175	\$893,356	\$0	\$0	\$956,531

**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 #:**   
(If Applicable)
**Ranking:** 

	Original	Revised (if applicable)
Start Date		
Estimated Completion Date		

**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
<b>Current Approved Total Project Budget</b>	<b>\$0</b>
Requested Budget Increase/Decrease	\$0
<b>Requested Total Project Budget</b>	<b>\$0</b>
Estimated Expenditures through June 30, 2018	\$0
<b>Budget Balance Remaining</b>	<b>\$0</b>

**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	\$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 #:**   
(If Applicable)
**Ranking:** 

	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 Contin

**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	\$72,500
Approved Budget Increases/Decreases	-\$27,240
<b>Current Approved Total Project Budget</b>	<b>\$45,260</b>
Requested Budget Increase/Decrease	\$20,000
<b>Requested Total Project Budget</b>	<b>\$65,260</b>
Estimated Expenditures through June 30, 2018	\$45,260
<b>Budget Balance Remaining</b>	<b>\$20,000</b>

### 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	Land Acquisition		\$20,000				\$20,000
Future Estimate	Land Acquisition			\$50,000	\$50,000	\$350,000	\$450,000
<b>Totals</b>		<b>\$45,260</b>	<b>\$20,000</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$350,000</b>	<b>\$515,260</b>

**Project Funding Estimates:**

Funding Source	Prior Years Estimate	FY2019	FY2020	FY2021	Future Years	Project Totals	
Development Impact Fees - Pre	\$30,095					\$30,095	
Development Impact Fees - Post	\$15,165	\$20,000	\$50,000	\$50,000		\$135,165	
Unidentified					\$350,000	\$350,000	
<b>Totals</b>		<b>\$45,260</b>	<b>\$20,000</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$350,000</b>	<b>\$515,260</b>

**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				
<b>Total Expenditure Impacts</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**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 &amp; 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

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

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

### 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
<b>Current Approved Total Project Budget</b>	<b>\$211,500</b>
Requested Budget Increase/Decrease	\$388,500
<b>Requested Total Project Budget</b>	<b>\$600,000</b>
Estimated Expenditures through June 30, 2018	\$0
<b>Budget Balance Remaining</b>	<b>\$600,000</b>

**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	Contingency		\$388,500				\$388,500
Future Estimate	Contingency			\$1,800,000	\$170,000	\$100,000	\$2,070,000
Totals		\$0	\$600,000	\$1,800,000	\$170,000	\$100,000	\$2,670,000

**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		\$600,000				\$600,000
Totals		\$0	\$600,000	\$1,800,000	\$170,000	\$2,670,000

**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

**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
6. Timing signal analysis and coordinate mid-block and Forest Road traffic signals.

**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.

**Location:**

Uptown (SR 89A)

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

**PROJECT DESCRIPTION:**

- 1 Construct a raised median with decorative fence to direct pedestrians to controlled crossings.
- 2 Construct an additional southbound travel lane on SR 89A through Uptown.
- 3 Construct a turnaround or roundabout at the north end (e.g. at Art Barn).
- 4 Construct a roundabout at the south end (Jordan Road) of Uptown on SR 89A.
- 5 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:**

- Roundabouts facilitate U-turns and serve to keep vehicles consistently moving at safe speeds.
- 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
<b>Current Approved Total Project Budget</b>	<b>\$3,545,120</b>
Requested Budget Increase/Decrease	\$36,870
<b>Requested Total Project Budget</b>	<b>\$3,581,990</b>
Estimated Expenditures through June 30, 2018	\$131,300
<b>Budget Balance Remaining</b>	<b>\$3,450,690</b>

### 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	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

**Location:**  
Uptown Sedona

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

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

**Ranking:** Essential (Should-Do)

**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 DESCRIPTION:**

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

**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.

### For Continuing Projects

**Estimated Project Status as of June 30, 2018:**

View shed analysis/illustrations Complete

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

**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)

### 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	\$0	\$1,333,300	\$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
<b>Total Expenditure Impacts</b>	\$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 #:** 

(If Applicable)

**Ranking:** 

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

**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:**

Bollard lighting completed and design will be started.

Project Balance	
Original Approved Project Budget	\$111,100
Approved Budget Increases/Decreases	\$0
<b>Current Approved Total Project Budget</b>	<b>\$111,100</b>
Requested Budget Increase/Decrease	\$120,300
<b>Requested Total Project Budget</b>	<b>\$231,400</b>
Estimated Expenditures through June 30, 2018	\$16,155
<b>Budget Balance Remaining</b>	<b>\$215,245</b>

**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	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	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
Appropriation	Arts Transfer		\$300				\$300
Totals		\$16,155	\$215,245	\$0	\$0	\$15,000,000	\$15,231,400

**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	\$16,155	\$135,245				\$151,400	
Totals		\$16,155	\$215,245	\$0	\$0	\$15,000,000	\$15,231,400

**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

**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.

**Location:**

Citywide

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

**Uptown Sedona Parking Improvements**

- 1 POSSIBLE NEW PARKING LOT OR PARKING GARAGE
- 2 ENHANCE WAY-FINDING THROUGHOUT

**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
<b>Current Approved Total Project Budget</b>	<b>\$0</b>
Requested Budget Increase/Decrease	\$453,000
<b>Requested Total Project Budget</b>	<b>\$453,000</b>
Estimated Expenditures through June 30, 2018	\$0
<b>Budget Balance Remaining</b>	<b>\$453,000</b>

### Budget Detail

**Project Cost Estimates:**

Funding Status	Cost Category	Prior Years Estimate	FY2019	FY2020	FY2021	Future Years	Project Totals	
New	Construction		\$150,000	\$150,000	\$150,000		\$450,000	
New	Arts Transfer		\$1,500	\$1,500			\$3,000	
Totals			\$0	\$151,500	\$151,500	\$150,000	\$0	\$453,000

**Project Funding Estimates:**

Funding Source	Prior Years Estimate	FY2019	FY2020	FY2021	Future Years	Project Totals	
Transportation Sales Tax				\$150,000		\$150,000	
Capital Reserves		\$151,500	\$151,500			\$303,000	
Totals		\$0	\$151,500	\$151,500	\$150,000	\$0	\$453,000

**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
<b>Total Expenditure Impacts</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$10,000</b>

**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)

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

**Ranking:** Essential (Should-Do)

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

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

**PROJECT DESCRIPTION:**

- 1 Schnebly Hill Road roundabout is expanded to 2 lanes.
- 2 SR 179 from Schnebly Hill roundabout to the Y is expanded to 2 lanes in each direction.
- 3 A pedestrian tunnel or bridge is added at Tlaquepaque, replacing the existing crosswalk.
- 4 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 89A).
- Possible impact to trees/landscaping (limited to areas closest to the roadway).

**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.

### For Continuing Projects

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

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

**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					\$200,000	\$200,000
Future Estimate	Design				\$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	\$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

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

**Ranking:** Imperative (Must-Do)

**Project Description:**

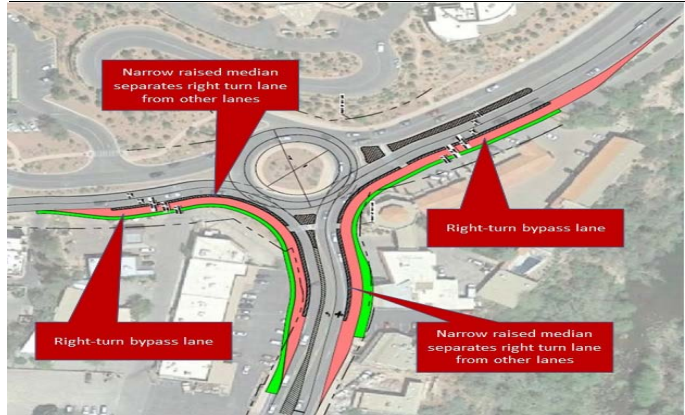
Construction of separated right turn lanes at the "Y" roundabout for SR 179 to northbound SR 89A and SR 89A to southbound SR179. The right turn lane would be separated from the roundabout approach lanes by a narrow median forming a bypass lane.

**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.

**Location:**  
SR 89A / SR 179 Intersection

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



### 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
<b>Current Approved Total Project Budget</b>	<b>\$0</b>
Requested Budget Increase/Decrease	\$2,741,524
<b>Requested Total Project Budget</b>	<b>\$2,741,524</b>
Estimated Expenditures through June 30, 2018	\$0
<b>Budget Balance Remaining</b>	<b>\$2,741,524</b>

### Budget Detail

**Project Cost Estimates:**

Funding Status	Cost Category	Prior Years Estimate	FY2019	FY2020	FY2021	Future Years	Project Totals
New	Land Acquisition			\$615,000			\$615,000
New	Design		\$537,290				\$537,290
New	Construction				\$1,586,548		\$1,586,548
Appropriation	Arts Transfer		\$2,686				\$2,686
Totals		\$0	\$539,976	\$615,000	\$1,586,548	\$0	\$2,741,524

**Project Funding Estimates:**

Funding Source	Prior Years Estimate	FY2019	FY2020	FY2021	Future Years	Project Totals	
Grant		\$268,645	\$307,500	\$793,274		\$1,369,419	
Bed Tax Allocation		\$268,900				\$268,900	
Transportation Sales Tax				\$793,274		\$793,274	
Capital Reserves		\$2,431	\$307,500			\$309,931	
Totals		\$0	\$539,976	\$615,000	\$1,586,548	\$0	\$2,741,524

**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

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

Ranking: Essential (Should-Do)

**Location:**

Portal Lane

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

**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 Abridados 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.

**Major Neighborhood Connections**

**PROJECT DESCRIPTION:**

- 1 Make Portal Lane one-way in to Tlaquepaque / Los Abridados area.
- 2 Connect Tlaquepaque parking lot to Ranger Road / Brewer Road for exiting vehicles.
- 3 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/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
<b>Current Approved Total Project Budget</b>	<b>\$763,600</b>
Requested Budget Increase/Decrease	\$0
<b>Requested Total Project Budget</b>	<b>\$763,600</b>
Estimated Expenditures through June 30, 2018	\$20,200
<b>Budget Balance Remaining</b>	<b>\$743,400</b>

### 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)

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

**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 DESCRIPTION:**

- 1. Make Portal Lane one-way in to Tlaquepaque / Los Abogados area.
- 2. Connect Tlaquepaque parking lot to Ranger Road / Brewer Road for exiting vehicles.
- 3. 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 Schenely Hill roundabout, reducing SR 179 congestion.
- With no traffic, it takes 12 minutes to travel from Bell Rock Blvd (VOG) 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.

**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.

### For Continuing Projects

**Estimated Project Status as of June 30, 2018:**  
Feasibility Study Completed

Project Balance	
Original Approved Project Budget	
Approved Budget Increases/Decreases	\$0
<b>Current Approved Total Project Budget</b>	<b>\$0</b>
Requested Budget Increase/Decrease	\$1,321,200
<b>Requested Total Project Budget</b>	<b>\$1,321,200</b>
Estimated Expenditures through June 30, 2018	\$0
<b>Budget Balance Remaining</b>	<b>\$1,321,200</b>

**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	Land Acquisition			\$400,000			\$400,000
New	Design		\$120,000				\$120,000
New	Construction			\$800,000			\$800,000
Appropriation	Arts Transfer		\$1,200				\$1,200
Totals		\$0	\$121,200	\$1,200,000	\$0	\$0	\$1,321,200

**Project Funding Estimates:**

Funding Source	Prior Years Estimate	FY2019	FY2020	FY2021	Future Years	Project Totals	
Transportation Sales Tax			\$800,000			\$800,000	
Capital Reserves		\$121,200	\$400,000			\$521,200	
Totals		\$0	\$121,200	\$1,200,000	\$0	\$0	\$1,321,200

**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

**Location:**

Various

**Phase:** 1 of 10 **Project #:** SIM-06  
(If Applicable)
**Ranking:** Important (Could-Do)

**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 2020: Northview Road / Sunset Drive  
 FY 2020: Shelby Drive / Sunset Drive (convert from private to public)  
 FY 2021: White Bear Road / Calle del Sol

	Original	Revised (if applicable)
Start Date	July 2019	
Estimated Completion Date	June 2027	

**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

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

**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			\$150,000	\$200,000	\$550,000	\$900,000
Future Estimate	Design			\$190,000	\$65,000	\$150,000	\$405,000
Future Estimate	Construction			\$1,200,000	\$435,000	\$1,000,000	\$2,635,000
Future Estimate	Contingency			\$100,000	\$70,000	\$100,000	\$270,000
Future Estimate	Arts Transfer			\$2,800			\$2,800
Totals		\$0	\$0	\$1,642,800	\$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	\$0	\$1,642,800	\$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			\$6,000	\$9,000
Total Expenditure Impacts	\$0	\$0	\$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

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

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.

**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.

**Location:**

N/A

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

**Enhanced Transit Service – Commuter/Resident Focused**

Legend:  
— 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.

### 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
<b>Current Approved Total Project Budget</b>		<b>\$0</b>
Requested Budget Increase/Decrease		\$0
<b>Requested Total Project Budget</b>		<b>\$0</b>
Estimated Expenditures through June 30, 2018		\$0
<b>Budget Balance Remaining</b>		<b>\$0</b>

### 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
<b>Totals</b>		\$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
<b>Totals</b>	\$0	\$0	\$0	\$140,000	\$0	\$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
<b>Total Expenditure Impacts</b>	\$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 for vehicle, operations, and maintenance costs.

## CAPITAL PROJECTS DETAILS

### Project Summary

**Project Title:**

Enhanced Transit Service - Tourism

**Location:**

Greater Sedona - Oak Creek Canyon

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

**Ranking:** Essential (Should-Do)

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

**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.

**Enhanced Transit Service – Tourism Focused**

**PROJECT DESCRIPTION:**

- 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.
- 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 38 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 34 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
<b>Current Approved Total Project Budget</b>	<b>\$30,000</b>
Requested Budget Increase/Decrease	\$170,000
<b>Requested Total Project Budget</b>	<b>\$200,000</b>
Estimated Expenditures through June 30, 2018	\$0
<b>Budget Balance Remaining</b>	<b>\$200,000</b>

### 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	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
<b>Total Expenditure Impacts</b>	\$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.

## 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 2019	
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
<b>Current Approved Total Project Budget</b>	<b>\$0</b>
Requested Budget Increase/Decrease	\$0
<b>Requested Total Project Budget</b>	<b>\$0</b>
Estimated Expenditures through June 30, 2018	\$0
<b>Budget Balance Remaining</b>	<b>\$0</b>

**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			\$297,100	\$508,100	\$630,500	\$1,435,700
Future Estimate	Design			\$357,250	\$107,250	\$538,800	\$1,003,300
Future Estimate	Construction			\$1,250,000		\$3,766,700	\$5,016,700
Future Estimate	Arts Transfer			\$6,700			\$6,700
Totals		\$0	\$0	\$1,911,050	\$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	\$0	\$1,911,050	\$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			\$2,000	\$10,000
Total Expenditure Impacts	\$0	\$0	\$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

 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.

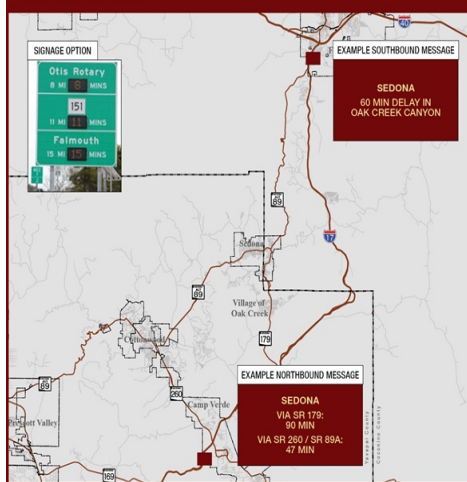
**Project Justification:**

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 weekday trips could potentially be diverted from SR 179 to SR 260/SR 89A to access Sedona.

**Location:**

N/A

	Original	Revised (if applicable)
Start Date	August 2017	July 2019
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 anticipated schedule.

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

### Budget Detail

**Project Cost Estimates:**

Funding Status	Cost Category	Prior Years Estimate	FY2019	FY2020	FY2021	Future Years	Project Totals
Future Estimate	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
Future Estimate	Arts Transfer			\$7,500			\$7,500
<b>Totals</b>			\$0	\$908,500	\$0	\$0	\$908,500

**Project Funding Estimates:**

Funding Source	Prior Years Estimate	FY2019	FY2020	FY2021	Future Years	Project Totals
Capital Reserves			\$908,500			\$908,500
<b>Totals</b>		\$0	\$0	\$908,500	\$0	\$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			\$5,000	\$5,000
<b>Total Expenditure Impacts</b>	\$0	\$0	\$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

 Phase:  of  Project #: ST-01

(If Applicable)

Ranking: Essential (Should-Do)

**Location:**

Dry Creek Road

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

**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
<b>Current Approved Total Project Budget</b>	<b>\$460,868</b>
Requested Budget Increase/Decrease	\$0
<b>Requested Total Project Budget</b>	<b>\$460,868</b>
Estimated Expenditures through June 30, 2018	\$72,296
<b>Budget Balance Remaining</b>	<b>\$388,572</b>

**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 timeline is due to the design being prolonged while waiting for initiation of the HURF-exchange program. It is hoped construction will begin by July 2018.

### 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

 Phase:  of  Project #:   
(If Applicable)

 Ranking: 
**Project Description:**

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

**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. A significant portion 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).

**Location:**

From Rhapsody Road to Coffee Pot Drive

	Original	Revised (if applicable)
Start Date	July 2018	December 2016
Estimated Completion Date	August 2018	October 2019



### For Continuing Projects

**Estimated Project Status as of June 30, 2018:**

Design Complete

**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 2018; however, construction has been delayed until FY 2020 to accelerate other transportation projects.

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

### 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	Construction			\$270,000			\$270,000
Carry Over	Arts Transfer	\$1,431		\$1,643			\$3,074
New	Arts Transfer			\$2,882			\$2,882
Totals		\$144,531	\$0	\$810,525	\$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	\$0	\$810,525	\$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 funding. This is why the grant amount is less from FY 2018 to FY 2020.

**Total Operating Impacts:**

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

**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

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

**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.

**Location:**

Ranger Road/ Brewer Road

	Original	Revised (if applicable)
Start Date		
Estimated Completion Date		



### 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
<b>Current Approved Total Project Budget</b>	<b>\$0</b>
Requested Budget Increase/Decrease	\$0
<b>Requested Total Project Budget</b>	<b>\$0</b>
Estimated Expenditures through June 30, 2018	\$0
<b>Budget Balance Remaining</b>	<b>\$0</b>

### 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		\$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	\$1,565,000

**Project Funding Estimates:**

Funding Source	Prior Years Estimate	FY2019	FY2020	FY2021	Future Years	Project Totals	
Capital Reserves			\$302,500	\$1,262,500		\$1,565,000	
Totals		\$0	\$0	\$302,500	\$1,262,500	\$0	\$1,565,000

**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			\$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)

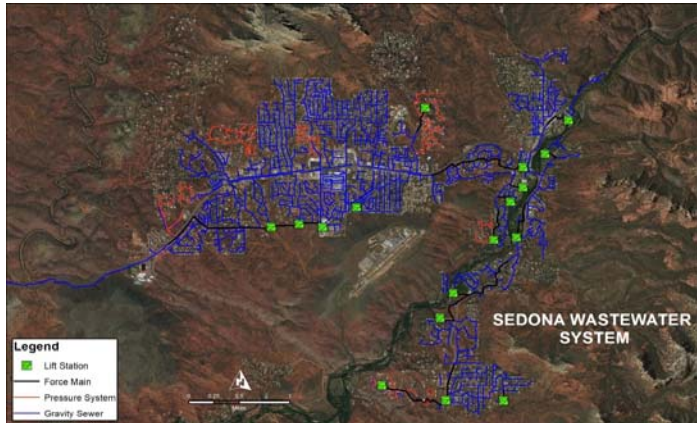
**Project Description:**

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 and repair of the SR 179 sewer main that runs underneath the pedestrian bridge near Tlaquepaque. FY 2020 includes upsizing a portion of the SR 179 sewer main, the replacement of air release valves on the Brewer Road force main, and the expansion of the sewer main on Quail Tail Trail. 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

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


**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.

**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 Improvements, upsizing a portion of the SR179 sewer main, and upsizing the Brewer Road force main.

Project Balance		
Original Approved Project Budget		\$1,820,000
Approved Budget Increases/Decreases		\$0
<b>Current Approved Total Project Budget</b>		<b>\$1,820,000</b>
Requested Budget Increase/Decrease		\$805,000
<b>Requested Total Project Budget</b>		<b>\$2,625,000</b>
Estimated Expenditures through June 30, 2018		\$50,000
<b>Budget Balance Remaining</b>		<b>\$2,575,000</b>

### 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	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	Construction		\$590,000				\$590,000
Future Estimate	Construction			\$730,000	\$250,000	\$1,250,000	\$2,230,000
Carry Over	Contingency		\$270,000				\$270,000
Future Estimate	Contingency			\$100,000			\$100,000
Totals		\$50,000	\$2,575,000	\$855,000	\$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	\$2,575,000	\$855,000	\$275,000	\$1,375,000	\$5,130,000	
Totals		\$50,000	\$2,575,000	\$855,000	\$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:**

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

**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.



**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
<b>Current Approved Total Project Budget</b>	<b>\$1,900,000</b>
Requested Budget Increase/Decrease	\$0
<b>Requested Total Project Budget</b>	<b>\$1,900,000</b>
Estimated Expenditures through June 30, 2018	\$292,516
<b>Budget Balance Remaining</b>	<b>\$1,607,484</b>

**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	\$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 #:**   
(If Applicable)
**Ranking:** 

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

**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	Design		\$15,000				\$15,000
New	Construction		\$230,000				\$230,000
New	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)

**Ranking:** Essential (Should-Do)

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

**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

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

Delayed to accommodate budget constraints.

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

### 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 #:**   
(If Applicable)
**Ranking:** 

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

**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
<b>Current Approved Total Project Budget</b>	<b>\$24,660</b>
Requested Budget Increase/Decrease	\$0
<b>Requested Total Project Budget</b>	<b>\$24,660</b>
Estimated Expenditures through June 30, 2018	\$24,660
<b>Budget Balance Remaining</b>	<b>\$0</b>

**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 with the completion of the evaluation and a Basis of Design Report in FY 2017. 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	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
Contractual Services				
Total Expenditure Impacts	\$0	\$0	\$0	\$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:** 3 of 4 **Project #:** WW-06  
(If Applicable)
**Ranking:** Important (Could-Do)

	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 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
<b>Current Approved Total Project Budget</b>	<b>\$11,153,258</b>
Requested Budget Increase/Decrease	\$0
<b>Requested Total Project Budget</b>	<b>\$11,153,258</b>
Estimated Expenditures through June 30, 2018	\$7,521,164
<b>Budget Balance Remaining</b>	<b>\$3,632,094</b>

**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 growth of wastewater flows show that the operation of 2 wells at this time, in addition to the wetlands and spray irrigation, are sufficient for adequate effluent management. Additionally, a longer period to operate the existing wells will likely result in design efficiencies that can be incorporated into the design of future wells. Design and construction of future recharge wells are delayed until FY 2022.

### 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	\$0	\$0	\$153,819	\$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	\$0	\$0	\$153,819	\$4,989,775

**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
Contractual Services				\$30,000
Total Expenditure Impacts	\$0	\$0	\$0	\$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

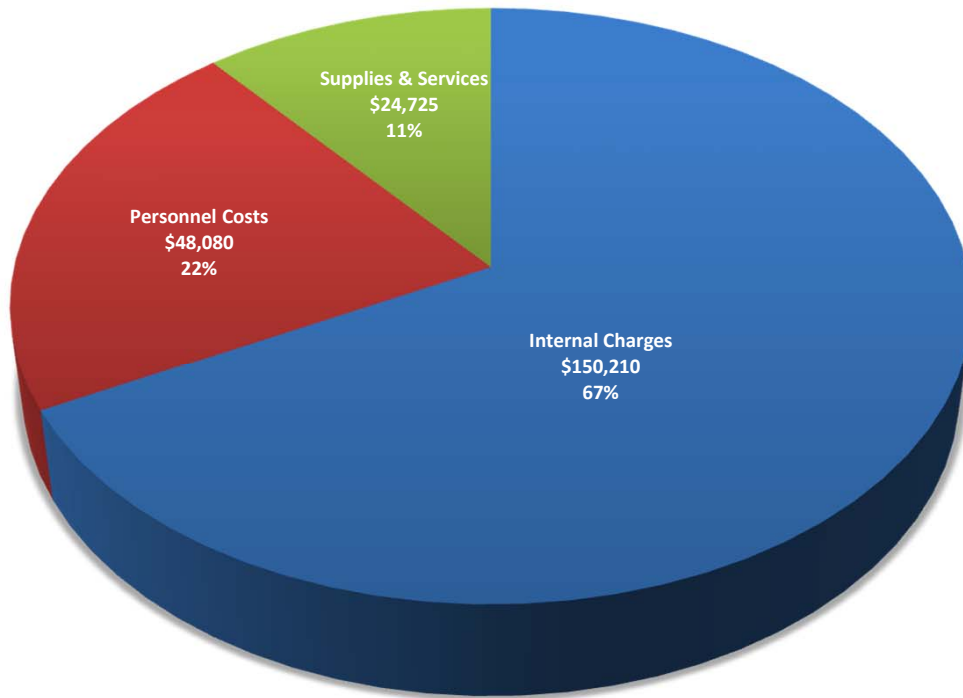
### Mission Statement

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: \$223,015





## CITY COUNCIL – Administration

BUDGET SUMMARY	FY2019 Budget	% of FY2019 Budget	FY2018 Budget	FY2018 Estimate	FY2017 Actual
<b>Program Expenditures</b>					
Personnel Services	\$ 48,080	22%	\$ 48,100	\$ 47,590	\$ 44,580
Supplies & Services	24,725	11%	29,675	26,725	15,945
<b>Subtotal Direct Costs</b>	<b>\$ 72,805</b>	<b>33%</b>	<b>\$ 77,775</b>	<b>\$ 74,315</b>	<b>\$ 60,524</b>
Internal Charges	150,210	67%	104,120	104,120	-
<b>Total Expenditures</b>	<b>\$ 223,015</b>	<b>100%</b>	<b>\$ 181,895</b>	<b>\$ 178,435</b>	<b>\$ 60,524</b>
<b>Expenditures by Fund</b>					
General Fund Portion	\$ 223,015	100%	\$ 181,895	\$ 178,435	\$ 60,524
<b>Funding Sources</b>					
Funding from General Revenues	\$ 223,015	100%	\$ 181,895	\$ 178,435	\$ 60,524
<b>Employee Time Allocation (FTEs) (Budgeted)</b>	<b>7.00</b>		<b>7.00</b>		<b>7.00</b>

### 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
<b>General Fund</b>											
<b>10-5210-01 - Administration</b>											
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	<b>Budget Decrease:</b> Reduction based on history
<b>Direct Costs (Ongoing) Subtotal</b>	<b>\$72,805</b>	<b>\$77,775</b>	<b>-6%</b>	<b>\$74,315</b>	<b>-2%</b>	<b>\$3,460</b>	<b>\$60,524</b>	<b>\$63,123</b>	<b>\$66,995</b>	<b>\$53,561</b>	
Internal Charges	\$150,210	\$104,120	44%	\$104,120	44%	\$0	\$0	\$0	\$0	\$0	<b>Budget Increase:</b> Change in allocations of legal costs, increase in allocation of IT costs for replacement of SWAGIT video system and iPads
<b>General Fund Total</b>	<b>\$223,015</b>	<b>\$181,895</b>	<b>23%</b>	<b>\$178,435</b>	<b>25%</b>	<b>\$3,460</b>	<b>\$60,524</b>	<b>\$63,123</b>	<b>\$66,995</b>	<b>\$53,561</b>	

**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
<b>Total</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>

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

## CITY MANAGER'S OFFICE

### Mission Statement

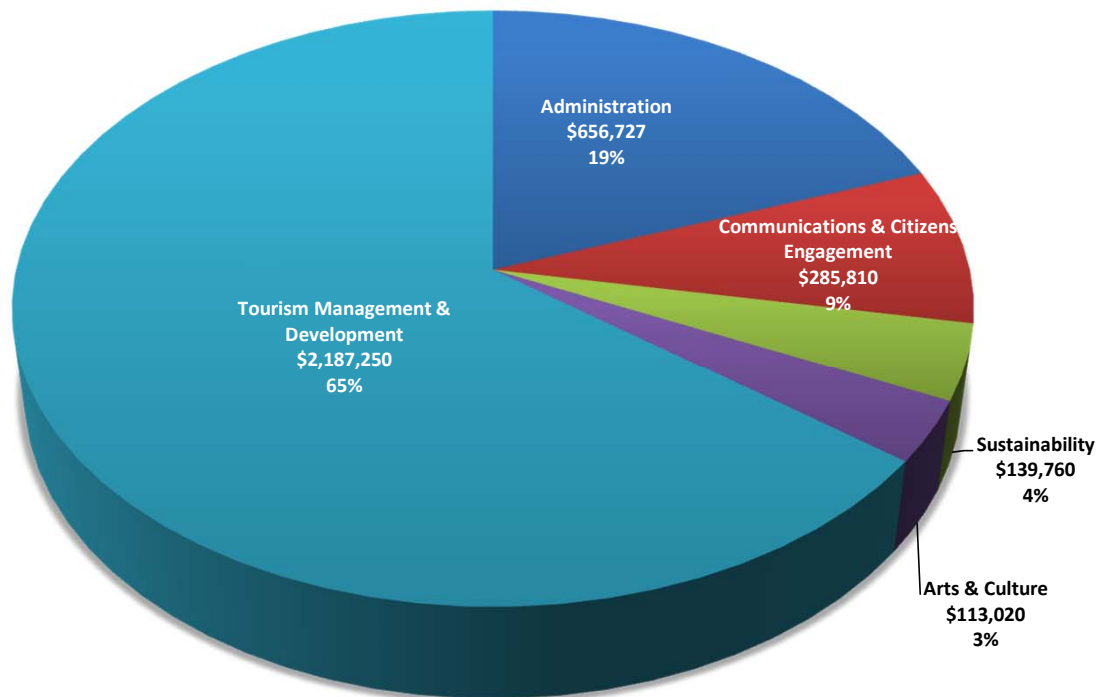
To assist departments and City Council in meeting performance goals by fostering an organizational environment that encourages a commitment to teamwork and delivery of quality municipal services to external customers (residents) and internal customers (employees).

### 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: \$3,382,567



## CITY MANAGER'S OFFICE – Administration

BUDGET SUMMARY	FY2019 Budget	% of FY2019 Budget	FY2018 Budget	FY2018 Estimate	FY2017 Actual
<b>Program Expenditures</b>					
Personnel Services	\$ 514,850	78%	\$ 523,600	\$ 498,380	\$ 483,455
Supplies & Services	44,927	7%	119,120	55,870	23,064
<b>Subtotal Direct Costs</b>	<b>\$ 559,777</b>	<b>85%</b>	<b>\$ 642,720</b>	<b>\$ 554,250</b>	<b>\$ 506,519</b>
Internal Charges	96,950	15%	102,100	102,100	-
<b>Total Expenditures</b>	<b>\$ 656,727</b>	<b>100%</b>	<b>\$ 744,820</b>	<b>\$ 656,350</b>	<b>\$ 506,519</b>
<b>Expenditures by Fund</b>					
General Fund Portion	\$ 656,727	100%	\$ 744,820	\$ 656,350	\$ 458,324
Wastewater Fund Portion	\$ -	0%	\$ -	\$ -	\$ 48,195
<b>Funding Sources</b>					
Allocations to Other Departments	\$ 630,470	96%	\$ 646,800	\$ 646,800	\$ -
Program Revenues	\$ -	0%	\$ -	\$ -	\$ 48,195
Funding from General Revenues	\$ 26,257	4%	\$ 98,020	\$ 9,550	\$ 458,324
<b>Employee Time Allocation (FTEs) (Budgeted)</b>	<b>3.00</b>		<b>3.40</b>		<b>3.19</b>

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
<b>Program Expenditures</b>					
Personnel Services	\$ 186,530	65%	\$ 181,500	\$ 178,580	\$ 110,986
Supplies & Services	43,710	15%	51,550	34,210	15,282
<b>Subtotal Direct Costs</b>	<b>\$ 230,240</b>	<b>81%</b>	<b>\$ 233,050</b>	<b>\$ 212,790</b>	<b>\$ 126,268</b>
Internal Charges	55,570	19%	55,620	55,620	-
<b>Total Expenditures</b>	<b>\$ 285,810</b>	<b>100%</b>	<b>\$ 288,670</b>	<b>\$ 268,410</b>	<b>\$ 126,268</b>
<b>Expenditures by Fund</b>					
General Fund Portion	\$ 285,810	100%	\$ 288,670	\$ 268,410	\$ 126,268
<b>Funding Sources</b>					
Funding from General Revenues	\$ 285,810	100%	\$ 288,670	\$ 268,410	\$ 126,268
<b>Employee Time Allocation (FTEs) (Budgeted)</b>	<b>1.88</b>		<b>1.88</b>		<b>1.88</b>

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**

<b>BUDGET SUMMARY</b>	<b>FY2019 Budget</b>	<b>% of FY2019 Budget</b>	<b>FY2018 Budget</b>	<b>FY2018 Estimate</b>	<b>FY2017 Actual</b>
<b>Program Expenditures</b>					
Personnel Services	\$ 93,050	67%	\$ -	\$ -	\$ -
Supplies & Services	25,000	18%	-	-	-
<b>Subtotal Direct Costs</b>	<b>\$ 118,050</b>	<b>84%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Internal Charges	21,710	16%	-	-	-
<b>Total Expenditures</b>	<b>\$ 139,760</b>	<b>100%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Expenditures by Fund</b>					
General Fund Portion	\$ 139,760	100%	\$ -	\$ -	\$ -
<b>Funding Sources</b>					
Funding from General Revenues	\$ 139,760	100%	\$ -	\$ -	\$ -
<b>Employee Time Allocation (FTEs) (Budgeted)</b>	<b>1.00</b>		<b>0.00</b>		<b>0.00</b>

**FY 2018 Accomplishments**

**FY 2019 Objectives**

<b>WORKLOAD INDICATORS</b>	<b>Benchmark</b>	<b>FY16 Actual</b>	<b>FY17 Actual</b>	<b>FY18 Projection</b>	<b>FY18 Estimate</b>	<b>FY19 Projection</b>
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<b>PERFORMANCE MEASURES</b>	<b>Benchmark</b>	<b>FY16 Actual</b>	<b>FY17 Actual</b>	<b>FY18 Target</b>	<b>FY18 Estimate</b>	<b>FY19 Target</b>
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**CITY MANAGER'S OFFICE – Arts & Culture**

<b>BUDGET SUMMARY</b>	<b>FY2019 Budget</b>	<b>% of FY2019 Budget</b>	<b>FY2018 Budget</b>	<b>FY2018 Estimate</b>	<b>FY2017 Actual</b>
<b>Program Expenditures</b>					
Personnel Services	\$ 72,310	64%	\$ 68,180	\$ 68,120	\$ 64,353
Supplies & Services	18,300	16%	18,350	18,300	13,888
<b>Subtotal Direct Costs</b>	<b>\$ 90,610</b>	<b>80%</b>	<b>\$ 86,530</b>	<b>\$ 86,420</b>	<b>\$ 78,241</b>
Internal Charges	22,410	20%	21,570	21,570	-
<b>Total Expenditures</b>	<b>\$ 113,020</b>	<b>100%</b>	<b>\$ 108,100</b>	<b>\$ 107,990</b>	<b>\$ 78,241</b>
<b>Expenditures by Fund</b>					
General Fund Portion	\$ 113,020	100%	\$ 108,100	\$ 107,990	\$ 78,241
<b>Funding Sources</b>					
Funding from General Revenues	\$ 113,020	100%	\$ 108,100	\$ 107,990	\$ 78,241
<b>Employee Time Allocation (FTEs) (Budgeted)</b>	<b>0.75</b>		<b>0.75</b>		<b>0.75</b>

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.

<b>PERFORMANCE MEASURES</b>	<b>Benchmark</b>	<b>FY16 Actual</b>	<b>FY17 Actual</b>	<b>FY18 Target</b>	<b>FY18 Estimate</b>	<b>FY19 Target</b>
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
<b>Program Expenditures</b>					
Supplies & Services	\$ 2,176,400	100%	\$ 2,176,400	\$ 2,342,100	\$ -
<b>Subtotal Direct Costs</b>	<b>\$ 2,176,400</b>	<b>100%</b>	<b>\$ 2,176,400</b>	<b>\$ 2,342,100</b>	<b>\$ -</b>
Internal Charges	10,850	<1%	10,090	10,090	-
<b>Total Expenditures</b>	<b>\$ 2,187,250</b>	<b>100%</b>	<b>\$ 2,186,490</b>	<b>\$ 2,352,190</b>	<b>\$ -</b>
<b>Expenditures by Fund</b>					
General Fund Portion	\$ 2,187,250	100%	\$ 2,186,490	\$ 2,352,190	\$ -
<b>Funding Sources</b>					
Program Revenues	\$ 635,143	29%	\$ 565,299	\$ 608,338	\$ -
Funding from General Revenues	\$ 1,552,107	71%	\$ 1,621,191	\$ 1,743,852	\$ -
<b>Employee Time Allocation (FTEs) (Budgeted)</b>	<b>0.00</b>		<b>0.00</b>		<b>0.00</b>

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
<b>General Fund</b>											
<b>10-5220-01 - Administration</b>											
Personnel (ongoing)	\$514,850	\$523,600	-2%	\$498,380	3%	\$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	<b>Budget Decrease:</b> Separated one-time costs, transferred sustainability costs to 10-5220-09 <b>Current Year Under Budget:</b> Carryovers
<b>Direct Costs (Ongoing) Subtotal</b>	<b>\$534,777</b>	<b>\$642,720</b>	<b>-17%</b>	<b>\$554,250</b>	<b>-4%</b>	<b>\$88,470</b>	<b>\$458,324</b>	<b>\$745,235</b>	<b>\$704,983</b>	<b>\$696,483</b>	
Internal Charges	(\$533,520)	(\$544,700)	-2%	(\$544,700)	-2%	\$0	\$0	\$0	\$0	\$0	
<b>Ongoing Total</b>	<b>\$1,257</b>	<b>\$98,020</b>	<b>-99%</b>	<b>\$9,550</b>	<b>-87%</b>	<b>\$88,470</b>	<b>\$458,324</b>	<b>\$745,235</b>	<b>\$704,983</b>	<b>\$696,483</b>	
Supplies & Services (one-time)	\$25,000	\$0	∞	\$0	∞	\$0	\$0	\$0	\$0	\$0	<b>Budget:</b> Carryover DIF study
<b>Administration Total</b>	<b>\$26,257</b>	<b>\$98,020</b>	<b>-73%</b>	<b>\$9,550</b>	<b>175%</b>	<b>\$88,470</b>	<b>\$458,324</b>	<b>\$745,235</b>	<b>\$704,983</b>	<b>\$696,483</b>	
<b>10-5220-03 - Communications &amp; Citizens Engagement</b>											
Personnel (ongoing)	\$186,530	\$181,500	3%	\$178,580	4%	\$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	<b>Budget Decrease:</b> Separated one-time costs <b>Current Year Under Budget:</b> Carryovers
<b>Direct Costs (Ongoing) Subtotal</b>	<b>\$212,240</b>	<b>\$233,050</b>	<b>-9%</b>	<b>\$212,790</b>	<b>0%</b>	<b>\$20,260</b>	<b>\$126,268</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
Internal Charges	\$55,570	\$55,620	0%	\$55,620	0%	\$0	\$0	\$0	\$0	\$0	
<b>Ongoing Total</b>	<b>\$267,810</b>	<b>\$288,670</b>	<b>-7%</b>	<b>\$268,410</b>	<b>0%</b>	<b>\$20,260</b>	<b>\$126,268</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
Supplies & Services (one-time)	\$18,000	\$0	∞	\$0	∞	\$0	\$0	\$0	\$0	\$0	<b>Budget:</b> Carryover public access channel/video communications
<b>Communications &amp; Citizens Engagement Total</b>	<b>\$285,810</b>	<b>\$288,670</b>	<b>-1%</b>	<b>\$268,410</b>	<b>6%</b>	<b>\$20,260</b>	<b>\$126,268</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>10-5220-09 - Sustainability</b>											
Personnel (ongoing)	\$93,050	\$0	∞	\$0	∞	\$0	\$0	\$0	\$0	\$0	<b>Budget Increase:</b> Added Sustainability Coordinator as directed by Council
Supplies & Services (ongoing)	\$25,000	\$0	∞	\$0	∞	\$0	\$0	\$0	\$0	\$0	<b>Budget Increase:</b> Created new program code
<b>Direct Costs (Ongoing) Subtotal</b>	<b>\$118,050</b>	<b>\$0</b>	<b>∞</b>	<b>\$0</b>	<b>∞</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
Internal Charges	\$21,710	\$0	∞	\$0	∞	\$0	\$0	\$0	\$0	\$0	
<b>Sustainability Total</b>	<b>\$139,760</b>	<b>\$0</b>	<b>∞</b>	<b>\$0</b>	<b>∞</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	

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
<b>10-5220-41 - Arts &amp; Culture</b>											
Personnel (ongoing)	\$72,310	\$68,180	6%	\$68,120	6%	\$60	\$64,353	\$0	\$0	\$0	
Supplies & Services (ongoing)	\$18,300	\$18,350	0%	\$18,300	0%	\$50	\$13,888	\$0	\$0	\$0	
<b>Direct Costs (Ongoing) Subtotal</b>	<b>\$90,610</b>	<b>\$86,530</b>	<b>5%</b>	<b>\$86,420</b>	<b>5%</b>	<b>\$110</b>	<b>\$78,241</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
Internal Charges	\$22,410	\$21,570	4%	\$21,570	4%	\$0	\$0	\$0	\$0	\$0	
<b>Arts &amp; Culture Total</b>	<b>\$113,020</b>	<b>\$108,100</b>	<b>5%</b>	<b>\$107,990</b>	<b>5%</b>	<b>\$110</b>	<b>\$78,241</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>10-5220-72 - Tourism Management &amp; Development</b>											
Supplies & Services (ongoing)	\$2,176,400	\$2,176,400	0%	\$2,342,100	-7%	(\$165,700)	\$0	\$0	\$0	\$0	<b>Current Year Over Budget:</b> Increase in estimated bed taxes
<b>Direct Costs (Ongoing) Subtotal</b>	<b>\$2,176,400</b>	<b>\$2,176,400</b>	<b>0%</b>	<b>\$2,342,100</b>	<b>-7%</b>	<b>(\$165,700)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
Internal Charges	\$10,850	\$10,090	8%	\$10,090	8%	\$0	\$0	\$0	\$0	\$0	
<b>Tourism Management &amp; Development Total</b>	<b>\$2,187,250</b>	<b>\$2,186,490</b>	<b>0%</b>	<b>\$2,352,190</b>	<b>-7%</b>	<b>(\$165,700)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>General Fund Totals</b>											
Personnel Subtotal	\$866,740	\$773,280	12%	\$745,080	16%	\$28,200	\$610,600	\$601,211	\$620,208	\$664,132	
Supplies & Services (Ongoing) Subtotal	\$2,265,337	\$2,365,420	-4%	\$2,450,480	-8%	(\$85,060)	\$52,233	\$144,024	\$84,776	\$32,351	
<b>Direct Costs (Ongoing) Subtotal</b>	<b>\$3,132,077</b>	<b>\$3,138,700</b>	<b>0%</b>	<b>\$3,195,560</b>	<b>-2%</b>	<b>(\$56,860)</b>	<b>\$662,833</b>	<b>\$745,235</b>	<b>\$704,983</b>	<b>\$696,483</b>	
Internal Charges Subtotal	(\$422,980)	(\$457,420)	-8%	(\$457,420)	-8%	\$0	\$0	\$0	\$0	\$0	
<b>Ongoing Subtotal</b>	<b>\$2,709,097</b>	<b>\$2,681,280</b>	<b>1%</b>	<b>\$2,738,140</b>	<b>-1%</b>	<b>(\$56,860)</b>	<b>\$662,833</b>	<b>\$745,235</b>	<b>\$704,983</b>	<b>\$696,483</b>	
Supplies & Services (One-Time) Subtotal	\$43,000	\$0	∞	\$0	∞	\$0	\$0	\$0	\$0	\$0	
<b>General Fund Total</b>	<b>\$2,752,097</b>	<b>\$2,681,280</b>	<b>3%</b>	<b>\$2,738,140</b>	<b>1%</b>	<b>(\$56,860)</b>	<b>\$662,833</b>	<b>\$745,235</b>	<b>\$704,983</b>	<b>\$696,483</b>	
<b>Wastewater Enterprise Fund</b>											
<b>59-5220-01 - Administration</b>											
Personnel (ongoing)	\$0	\$0	N/A	\$0	N/A	\$0	\$48,195	\$0	\$0	\$0	
<b>Wastewater Enterprise Fund Total</b>	<b>\$0</b>	<b>\$0</b>	<b>N/A</b>	<b>\$0</b>	<b>N/A</b>	<b>\$0</b>	<b>\$48,195</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	

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
<b>GRAND TOTALS</b>											
Personnel (Ongoing) Subtotal	\$866,740	\$773,280	12%	\$745,080	16%	\$28,200	\$658,795	\$601,211	\$620,208	\$664,132	
Supplies & Services (Ongoing) Subtotal	\$2,265,337	\$2,365,420	-4%	\$2,450,480	-8%	(\$85,060)	\$52,233	\$144,024	\$84,776	\$32,351	
Direct Costs (Ongoing) Subtotal	\$3,132,077	\$3,138,700	0%	\$3,195,560	-2%	(\$56,860)	\$711,028	\$745,235	\$704,983	\$696,483	
Internal Charges Subtotal	(\$422,980)	(\$457,420)	-8%	(\$457,420)	-8%	\$0	\$0	\$0	\$0	\$0	
Ongoing Subtotal	\$2,709,097	\$2,681,280	1%	\$2,738,140	-1%	(\$56,860)	\$711,028	\$745,235	\$704,983	\$696,483	
Supplies & Services (One-Time) Subtotal	\$43,000	\$0	∞	\$0	∞	\$0	\$0	\$0	\$0	\$0	
Grand Total	\$2,752,097	\$2,681,280	3%	\$2,738,140	1%	(\$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
Reduction of One-Time Costs	(\$60,000)
Other Miscellaneous Increases	\$3,327
FY2019 Direct Costs	\$3,175,077

## 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 <sup>(1)</sup>	0.75	0.75	0.75	0.75
Assistant City Manager	1.00	1.00	1.00	1.00
Citizens Engagement Coordinator <sup>(1)</sup>	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 <sup>(3)</sup>	0.00	0.00	1.00	0.00
Executive Assistant to the City Manager	1.00	1.00	1.00	0.00
Intern <sup>(2)</sup>	0.00	0.40	0.19	0.33
Sustainability Coordinator	1.00	0.00	0.00	0.00
<b>Total</b>	<b>6.63</b>	<b>6.03</b>	<b>6.82</b>	<b>5.83</b>

Org Unit	Org Description	FY19 FTE	FY18 FTE	FY17 FTE	FY16 FTE
<b>General Fund</b>					
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 <sup>(3)</sup>	0.00	0.00	1.00	0.00
<b>General Fund Total</b>		<b>6.63</b>	<b>6.03</b>	<b>6.52</b>	<b>5.28</b>

<b>Wastewater Enterprise Fund</b>					
59-5220-01	Administration <sup>(4)</sup>	0.00	0.00	0.30	0.00
59-5250-02	Administration <sup>(4)</sup>	0.00	0.00	0.00	0.55
<b>Wastewater Enterprise Fund Total</b>		<b>0.00</b>	<b>0.00</b>	<b>0.30</b>	<b>0.55</b>

**Grand Total    6.63    6.03    6.82    5.83**

<sup>(1)</sup> Part-time positions

<sup>(2)</sup> Temporary position - The manner in which FTE was calculated was changed in FY2018 with no change to the stipend paid.

<sup>(3)</sup> The Economic Development Program was moved to its own separate department beginning FY2018.

<sup>(4)</sup> Beginning FY2018, the allocations to the Wastewater Fund were made via indirect cost allocations instead of a direct allocation of salaries.

## HUMAN RESOURCES

### Mission Statement

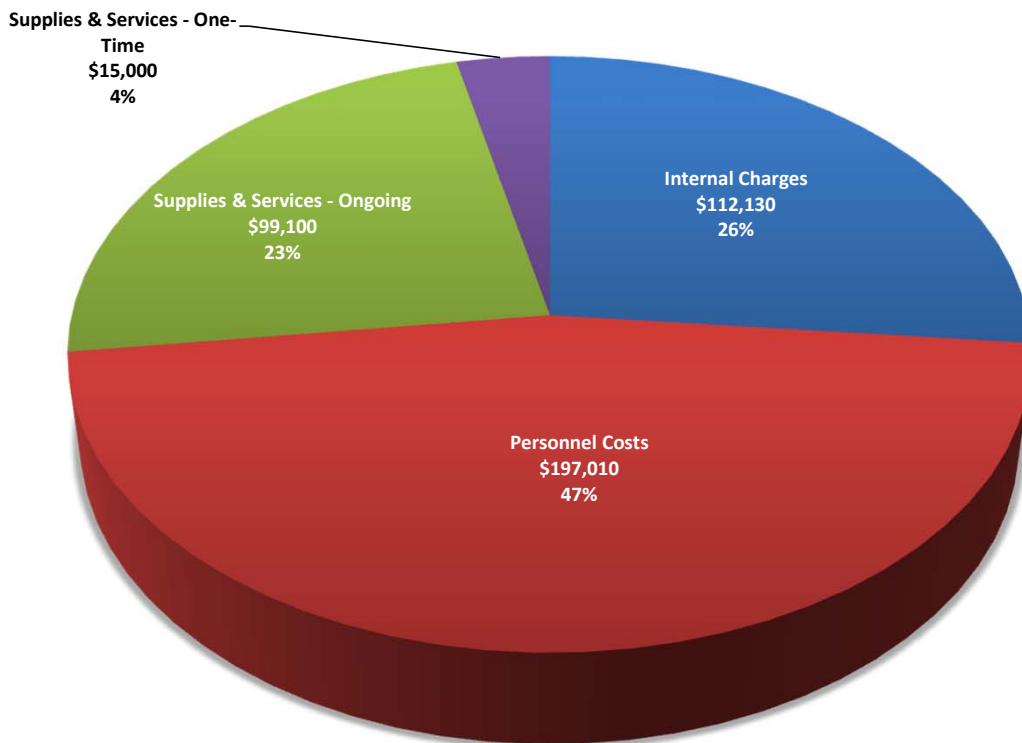
To optimize the City of Sedona's human capital by recruiting, developing, and retaining a workforce that achieves the mission and goals of the organization.

### 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: \$423,240



## HUMAN RESOURCES – Administration

BUDGET SUMMARY	FY2019 Budget	% of FY2019 Budget	FY2018 Budget	FY2018 Estimate	FY2017 Actual
<b>Program Expenditures</b>					
Personnel Services	\$ 197,010	47%	\$ 203,600	\$ 199,970	\$ 194,415
Supplies & Services	114,100	27%	113,175	89,675	61,527
<b>Subtotal Direct Costs</b>	<b>\$ 311,110</b>	<b>74%</b>	<b>\$ 316,775</b>	<b>\$ 289,645</b>	<b>\$ 255,941</b>
Internal Charges	112,130	26%	127,030	127,030	-
<b>Total Expenditures</b>	<b>\$ 423,240</b>	<b>100%</b>	<b>\$ 443,805</b>	<b>\$ 416,675</b>	<b>\$ 255,941</b>
<b>Expenditures by Fund</b>					
General Fund Portion	\$ 423,240	100%	\$ 443,805	\$ 416,675	\$ 236,521
Wastewater Fund Portion	\$ -	0%	\$ -	\$ -	\$ 19,420
<b>Funding Sources</b>					
Allocations to Other Departments	\$ 423,220	100%	\$ 435,290	\$ 435,290	\$ -
Program Revenues	\$ -	0%	\$ -	\$ -	\$ 19,420
Funding from General Revenues	\$ 20	<1%	\$ 8,515	\$ (18,615)	\$ 236,521
<b>Employee Time Allocation (FTEs) (Budgeted)</b>	<b>2.00</b>		<b>2.00</b>		<b>2.00</b>

### 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)	6.5%	15.5%	16%	17%	20%	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%	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
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#### General Fund

##### 10-5221-01 - Administration

Personnel (ongoing)	\$197,010	\$203,600	-3%	\$199,970	-1%	\$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
<b>Direct Costs (Ongoing) Subtotal</b>	<b>\$296,110</b>	<b>\$316,775</b>	<b>-7%</b>	<b>\$289,645</b>	<b>2%</b>	<b>\$27,130</b>	<b>\$236,521</b>	<b>\$217,867</b>	<b>\$191,432</b>	<b>\$178,026</b>	
Internal Charges	(\$311,090)	(\$308,260)	1%	(\$308,260)	1%	\$0	\$0	\$0	\$0	\$0	
<b>Ongoing Total</b>	<b>(\$14,980)</b>	<b>\$8,515</b>	<b>-276%</b>	<b>(\$18,615)</b>	<b>-20%</b>	<b>\$27,130</b>	<b>\$236,521</b>	<b>\$217,867</b>	<b>\$191,432</b>	<b>\$178,026</b>	
Supplies & Services (one-time)	\$15,000	\$0	∞	\$0	∞	\$0	\$0	\$0	\$0	\$0	Budget: Carryover Springbrook training
<b>One-Time Total</b>	<b>\$15,000</b>	<b>\$0</b>	<b>∞</b>	<b>\$0</b>	<b>∞</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>General Fund Total</b>	<b>\$20</b>	<b>\$8,515</b>	<b>-100%</b>	<b>(\$18,615)</b>	<b>-100%</b>	<b>\$27,130</b>	<b>\$236,521</b>	<b>\$217,867</b>	<b>\$191,432</b>	<b>\$178,026</b>	

#### Wastewater Enterprise Fund

##### 59-5221-01 - Administration

Personnel (ongoing)	\$0	\$0	N/A	\$0	N/A	\$0	\$19,420	\$0	\$0	\$0	
<b>Wastewater Enterprise Fund Total</b>	<b>\$0</b>	<b>\$0</b>	<b>N/A</b>	<b>\$0</b>	<b>N/A</b>	<b>\$0</b>	<b>\$19,420</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	

#### GRAND TOTALS

Personnel (Ongoing) Subtotal	\$197,010	\$203,600	-3%	\$199,970	-1%	\$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	
<b>Direct Costs (Ongoing) Subtotal</b>	<b>\$296,110</b>	<b>\$316,775</b>	<b>-7%</b>	<b>\$289,645</b>	<b>2%</b>	<b>\$27,130</b>	<b>\$255,941</b>	<b>\$217,867</b>	<b>\$191,432</b>	<b>\$178,026</b>	
Internal Charges Subtotal	(\$311,090)	(\$308,260)	1%	(\$308,260)	1%	\$0	\$0	\$0	\$0	\$0	
<b>Ongoing Subtotal</b>	<b>(\$14,980)</b>	<b>\$8,515</b>	<b>-276%</b>	<b>(\$18,615)</b>	<b>-20%</b>	<b>\$27,130</b>	<b>\$255,941</b>	<b>\$217,867</b>	<b>\$191,432</b>	<b>\$178,026</b>	
Supplies & Services (One-Time) Subtotal	\$15,000	\$0	∞	\$0	∞	\$0	\$0	\$0	\$0	\$0	
<b>Grand Total</b>	<b>\$20</b>	<b>\$8,515</b>	<b>-100%</b>	<b>(\$18,615)</b>	<b>-100%</b>	<b>\$27,130</b>	<b>\$255,941</b>	<b>\$217,867</b>	<b>\$191,432</b>	<b>\$178,026</b>	

#### Reconciliation

FY2018 Direct Costs	\$316,775
Reduction of One-Time Costs	(\$10,000)
Miscellaneous Budget Increases	\$4,335
FY2019 Direct Costs	\$311,110

## 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
<b>Total</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>

Org Unit	Org Description	FY19 FTE	FY18 FTE	FY17 FTE	FY16 FTE
<b>General Fund</b>					
10-5221-01	Administration	2.00	2.00	1.80	1.80
<b>General Fund Total</b>		<b>2.00</b>	<b>2.00</b>	<b>1.80</b>	<b>1.80</b>
<b>Wastewater Enterprise Fund</b>					
59-5221-01	Administration <sup>(1)</sup>	0.00	0.00	0.20	0.00
59-5250-02	Administration <sup>(1)</sup>	0.00	0.00	0.00	0.20
<b>Wastewater Enterprise Fund Total</b>		<b>0.00</b>	<b>0.00</b>	<b>0.20</b>	<b>0.20</b>
<b>Grand Total</b>		<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>

<sup>(1)</sup> Beginning FY2018, the allocations to the Wastewater Fund are made via indirect cost allocations instead of a direct allocation of salaries.



## FINANCIAL SERVICES

### Mission Statement

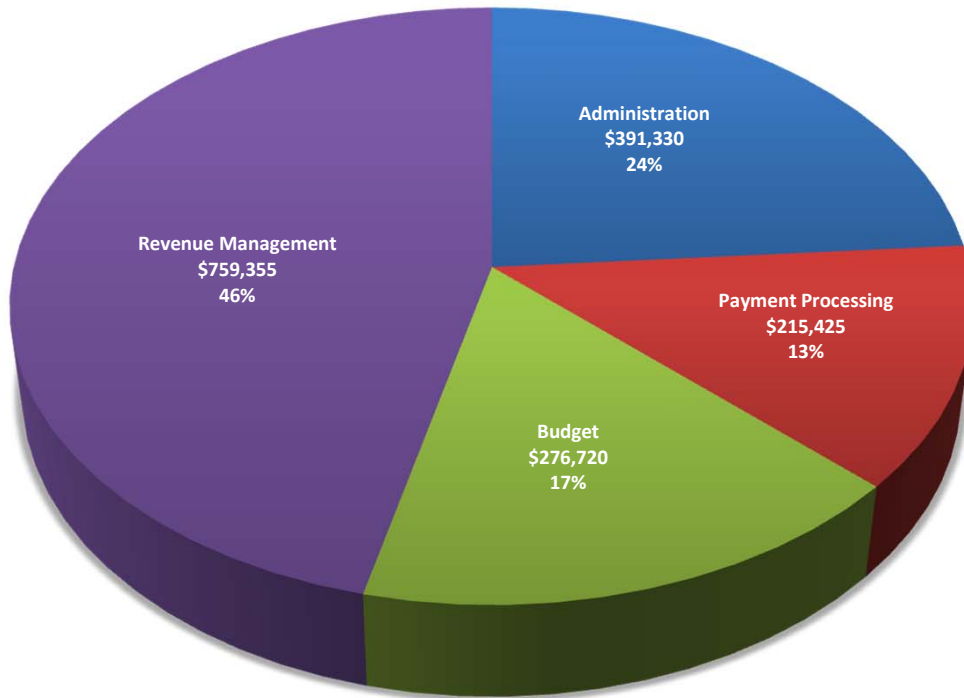
Dedicated to providing thoughtful, accurate, and timely financial services to all

### Description

The Financial Services Department is responsible for the following program areas:

- \* Administration
- \* Payment Processing
- \* Budget
- \* Revenue Management

### FY 2019 PROGRAM EXPENDITURES: \$1,642,830



## FINANCIAL SERVICES – Administration

BUDGET SUMMARY	FY2019 Budget	% of FY2019 Budget	FY2018 Budget	FY2018 Estimate	FY2017 Actual
<b>Program Expenditures</b>					
Personnel Services	\$ 209,580	54%	\$ 193,640	\$ 198,470	\$ 171,417
Supplies & Services	143,480	37%	154,775	126,800	59,120
<b>Subtotal Direct Costs</b>	<b>\$ 353,060</b>	<b>90%</b>	<b>\$ 348,415</b>	<b>\$ 325,270</b>	<b>\$ 230,537</b>
Internal Charges	38,270	10%	40,890	40,890	-
<b>Total Expenditures</b>	<b>\$ 391,330</b>	<b>100%</b>	<b>\$ 389,305</b>	<b>\$ 366,160</b>	<b>\$ 230,537</b>
<b>Expenditures by Fund</b>					
General Fund Portion	\$ 391,330	100%	\$ 389,305	\$ 366,160	\$ 172,944
Wastewater Fund Portion	\$ -	0%	\$ -	\$ -	\$ 57,593
<b>Funding Sources</b>					
Allocations to Other Departments	\$ 391,290	100%	\$ 364,300	\$ 364,300	\$ -
Program Revenues	\$ -	0%	\$ 25,000	\$ 25,000	\$ 57,593
Funding from General Revenues	\$ 40	<1%	\$ 5	\$ (23,140)	\$ 172,944
<b>Employee Time Allocation (FTEs) (Budgeted)</b>	<b>1.70</b>		<b>1.65</b>		<b>1.60</b>

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
<b>Program Expenditures</b>					
Personnel Services	\$ 154,670	72%	\$ 147,110	\$ 140,230	\$ 74,986
Supplies & Services	1,215	1%	1,245	1,245	474
<b>Subtotal Direct Costs</b>	<b>\$ 155,885</b>	<b>72%</b>	<b>\$ 148,355</b>	<b>\$ 141,475</b>	<b>\$ 75,460</b>
Internal Charges	59,540	28%	68,320	68,320	-
<b>Total Expenditures</b>	<b>\$ 215,425</b>	<b>100%</b>	<b>\$ 216,675</b>	<b>\$ 209,795</b>	<b>\$ 75,460</b>
<b>Expenditures by Fund</b>					
General Fund Portion	\$ 215,425	100%	\$ 216,675	\$ 209,795	\$ 75,460
<b>Funding Sources</b>					
Allocations to Other Departments	\$ 215,430	100%	\$ 216,670	\$ 216,670	\$ -
Funding from General Revenues	\$ (5)	<1%	\$ 5	\$ (6,875)	\$ 75,460
<b>Employee Time Allocation (FTEs) (Budgeted)</b>	<b>2.05</b>		<b>2.15</b>		<b>1.25</b>

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
<b>Program Expenditures</b>					
Personnel Services	\$ 147,580	53%	\$ 136,960	\$ 114,040	\$ 90,367
Supplies & Services	86,260	31%	9,760	9,760	4,221
<b>Subtotal Direct Costs</b>	<b>\$ 233,840</b>	<b>85%</b>	<b>\$ 146,720</b>	<b>\$ 123,800</b>	<b>\$ 94,588</b>
Internal Charges	42,880	15%	28,750	28,750	-
<b>Total Expenditures</b>	<b>\$ 276,720</b>	<b>100%</b>	<b>\$ 175,470</b>	<b>\$ 152,550</b>	<b>\$ 94,588</b>
<b>Expenditures by Fund</b>					
General Fund Portion	\$ 276,720	100%	\$ 175,470	\$ 152,550	\$ 94,588
<b>Funding Sources</b>					
Allocations to Other Departments	\$ 276,730	100%	\$ 175,470	\$ 175,470	\$ -
Funding from General Revenues	\$ (10)	<1%	\$ -	\$ (22,920)	\$ 94,588
<b>Employee Time Allocation (FTEs) (Budgeted)</b>	<b>1.15</b>		<b>1.20</b>		<b>0.60</b>

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
<b>Program Expenditures</b>					
Personnel Services	\$ 224,950	30%	\$ 211,550	\$ 207,410	\$ 241,717
Supplies & Services	392,115	52%	274,965	289,565	213,080
<b>Subtotal Direct Costs</b>	<b>\$ 617,065</b>	<b>81%</b>	<b>\$ 486,515</b>	<b>\$ 496,975</b>	<b>\$ 454,797</b>
Internal Charges	142,290	19%	119,160	119,160	-
<b>Total Expenditures</b>	<b>\$ 759,355</b>	<b>100%</b>	<b>\$ 605,675</b>	<b>\$ 616,135</b>	<b>\$ 454,797</b>
<b>Expenditures by Fund</b>					
General Fund Portion	\$ 473,435	62%	\$ 426,955	\$ 437,415	\$ 155,347
Wastewater Fund Portion	\$ 285,920	38%	\$ 178,720	\$ 178,720	\$ 299,450
<b>Funding Sources</b>					
Allocations to Other Departments	\$ 427,580	56%	\$ 426,940	\$ 426,940	\$ -
Program Revenues	\$ 329,920	43%	\$ 178,720	\$ 178,720	\$ 299,450
Funding from General Revenues	\$ 1,855	<1%	\$ 15	\$ 10,475	\$ 155,347
<b>Employee Time Allocation (FTEs) (Budgeted)</b>	<b>3.28</b>		<b>3.17</b>		<b>4.72</b>

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
<b>General Fund</b>											
<b>10-5222-01 - Administration</b>											
Personnel (ongoing)	\$209,580	\$193,640	8%	\$198,470	6%	(\$4,830)	\$113,824	\$315,886	\$323,000	\$266,749	
Supplies & Services (ongoing)	\$123,480	\$154,775	-20%	\$126,800	-3%	\$27,975	\$59,120	\$134,339	\$93,551	\$181,726	<b>Budget Decrease:</b> Moved service charges for paid parking program to 10-5222-88
<b>Direct Costs (Ongoing) Subtotal</b>	<b>\$333,060</b>	<b>\$348,415</b>	<b>-4%</b>	<b>\$325,270</b>	<b>2%</b>	<b>\$23,145</b>	<b>\$172,944</b>	<b>\$450,225</b>	<b>\$416,550</b>	<b>\$448,475</b>	<b>Current Year Under Budget:</b> Moved service charged for paid parking program
Internal Charges	(\$353,020)	(\$323,410)	9%	(\$323,410)	9%	\$0	\$0	\$0	\$0	\$0	
<b>Ongoing Total</b>	<b>(\$19,960)</b>	<b>\$25,005</b>	<b>-180%</b>	<b>\$1,860</b>	<b>-1173%</b>	<b>\$23,145</b>	<b>\$172,944</b>	<b>\$450,225</b>	<b>\$416,550</b>	<b>\$448,475</b>	
Supplies & Services (one-time)	\$20,000	\$0	∞	\$0	∞	\$0	\$0	\$0	\$0	\$0	<b>Budget:</b> Biennial DIF audit
<b>Administration Total</b>	<b>\$40</b>	<b>\$25,005</b>	<b>-100%</b>	<b>\$1,860</b>	<b>-98%</b>	<b>\$23,145</b>	<b>\$172,944</b>	<b>\$450,225</b>	<b>\$416,550</b>	<b>\$448,475</b>	
<b>10-5222-11 - Payment Processing</b>											
Personnel (ongoing)	\$154,670	\$147,110	5%	\$140,230	10%	\$6,880	\$74,986	\$0	\$0	\$0	<b>Current Year Under Budget:</b> Vacancy savings
Supplies & Services (ongoing)	\$1,215	\$1,245	-2%	\$1,245	-2%	\$0	\$474	\$0	\$0	\$0	
<b>Direct Costs (Ongoing) Subtotal</b>	<b>\$155,885</b>	<b>\$148,355</b>	<b>5%</b>	<b>\$141,475</b>	<b>10%</b>	<b>\$6,880</b>	<b>\$75,460</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
Internal Charges	(\$155,890)	(\$148,350)	5%	(\$148,350)	5%	\$0	\$0	\$0	\$0	\$0	
<b>Payment Processing Total</b>	<b>(\$5)</b>	<b>\$5</b>	<b>-200%</b>	<b>(\$6,875)</b>	<b>-100%</b>	<b>\$6,880</b>	<b>\$75,460</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>10-5222-14 - Budget</b>											
Personnel (ongoing)	\$147,580	\$136,960	8%	\$114,040	29%	\$22,920	\$90,367	\$0	\$0	\$0	<b>Current Year Under Budget:</b> Vacancy savings
Supplies & Services (ongoing)	\$5,760	\$9,760	-41%	\$9,760	-41%	\$0	\$4,221	\$0	\$0	\$0	<b>Budget Decrease:</b> Separated one-time costs
<b>Direct Costs (Ongoing) Subtotal</b>	<b>\$153,340</b>	<b>\$146,720</b>	<b>5%</b>	<b>\$123,800</b>	<b>24%</b>	<b>\$22,920</b>	<b>\$94,588</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
Internal Charges	(\$233,850)	(\$146,720)	59%	(\$146,720)	59%	\$0	\$0	\$0	\$0	\$0	
<b>Ongoing Total</b>	<b>(\$80,510)</b>	<b>\$0</b>	<b>∞</b>	<b>(\$22,920)</b>	<b>251%</b>	<b>\$22,920</b>	<b>\$94,588</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
Supplies & Services (one-time)	\$80,500	\$0	∞	\$0	∞	\$0	\$0	\$0	\$0	\$0	<b>Budget:</b> Furniture replacement, approved Decision Package - CaseWare Reports
<b>Budget Total</b>	<b>(\$10)</b>	<b>\$0</b>	<b>∞</b>	<b>(\$22,920)</b>	<b>-100%</b>	<b>\$22,920</b>	<b>\$94,588</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	

**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
<b>10-5222-88 - Revenue Management</b>											
Personnel (ongoing)	\$224,950	\$211,550	6%	\$207,410	8%	\$4,140	\$84,058	\$0	\$0	\$0	<b>Current Year Under Budget:</b> Vacancy savings
Supplies & Services (ongoing)	\$122,065	\$106,115	15%	\$120,715	1%	(\$14,600)	\$71,289	\$0	\$0	\$0	<b>Budget Increase:</b> Moved service charges for paid parking program from 10-5222-01 <b>Current Year Over Budget:</b> Moved service charged for paid parking program
<b>Direct Costs (Ongoing) Subtotal</b>	<b>\$347,015</b>	<b>\$317,665</b>	<b>9%</b>	<b>\$328,125</b>	<b>6%</b>	<b>(\$10,460)</b>	<b>\$155,347</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
Internal Charges	(\$301,160)	(\$317,650)	-5%	(\$317,650)	-5%	\$0	\$0	\$0	\$0	\$0	
<b>Revenue Management Total</b>	<b>\$45,855</b>	<b>\$15</b>	<b>305600%</b>	<b>\$10,475</b>	<b>338%</b>	<b>(\$10,460)</b>	<b>\$155,347</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>General Fund Totals</b>											
Personnel Subtotal	\$736,780	\$689,260	7%	\$660,150	12%	\$29,110	\$363,234	\$315,886	\$323,000	\$266,749	
Supplies & Services (Ongoing) Subtotal	\$252,520	\$271,895	-7%	\$258,520	-2%	\$13,375	\$135,104	\$134,339	\$93,551	\$181,726	
Direct Costs (Ongoing) Subtotal	\$989,300	\$961,155	3%	\$918,670	8%	\$42,485	\$498,339	\$450,225	\$416,550	\$448,475	
Internal Charges Subtotal	(\$1,043,920)	(\$936,130)	12%	(\$936,130)	12%	\$0	\$0	\$0	\$0	\$0	
Ongoing Subtotal	(\$54,620)	\$25,025	-318%	(\$17,460)	213%	\$42,485	\$498,339	\$450,225	\$416,550	\$448,475	
Supplies & Services (One-Time) Subtotal	\$100,500	\$0	∞	\$0	∞	\$0	\$0	\$0	\$0	\$0	
<b>General Fund Total</b>	<b>\$45,880</b>	<b>\$25,025</b>	<b>83%</b>	<b>(\$17,460)</b>	<b>-363%</b>	<b>\$42,485</b>	<b>\$498,339</b>	<b>\$450,225</b>	<b>\$416,550</b>	<b>\$448,475</b>	
<b>Wastewater Enterprise Fund</b>											
<b>59-5222-01 - Administration</b>											
Personnel (ongoing)	\$0	\$0	N/A	\$0	N/A	\$0	\$57,593	\$0	\$0	\$0	
<b>Administration Total</b>	<b>\$0</b>	<b>\$0</b>	<b>N/A</b>	<b>\$0</b>	<b>N/A</b>	<b>\$0</b>	<b>\$57,593</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>59-5222-04 - Utility Billing</b>											
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	
<b>Utility Billing Total</b>	<b>\$0</b>	<b>\$0</b>	<b>N/A</b>	<b>\$0</b>	<b>N/A</b>	<b>\$0</b>	<b>\$299,450</b>	<b>\$415,208</b>	<b>\$407,242</b>	<b>\$386,719</b>	

**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
<b>59-5222-88 - Revenue Management</b>											
Supplies & Services (ongoing)	\$170,050	\$168,850	1%	\$168,850	1%	\$0	\$0	\$0	\$0	\$0	
Internal Charges	\$15,870	\$9,870	61%	\$9,870	61%	\$0	\$0	\$0	\$0	\$0	
<b>Ongoing Total</b>	<b>\$185,920</b>	<b>\$178,720</b>	<b>4%</b>	<b>\$178,720</b>	<b>4%</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
Supplies & Services (one-time)	\$100,000	\$0	∞	\$0	∞	\$0	\$0	\$0	\$0	\$0	<b>Budget:</b> Approved Decision Package - Wastewater Rate Study
<b>Revenue Management Total</b>	<b>\$285,920</b>	<b>\$178,720</b>	<b>60%</b>	<b>\$178,720</b>	<b>60%</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>Wastewater Enterprise Fund Totals</b>											
<b>Personnel Subtotal</b>	<b>\$0</b>	<b>\$0</b>	<b>N/A</b>	<b>\$0</b>	<b>N/A</b>	<b>\$0</b>	<b>\$215,252</b>	<b>\$239,556</b>	<b>\$236,592</b>	<b>\$205,627</b>	
<b>Supplies &amp; Services (Ongoing) Subtotal</b>	<b>\$170,050</b>	<b>\$168,850</b>	<b>1%</b>	<b>\$168,850</b>	<b>1%</b>	<b>\$0</b>	<b>\$141,791</b>	<b>\$175,652</b>	<b>\$170,650</b>	<b>\$181,092</b>	
<b>Direct Costs (Ongoing) Subtotal</b>	<b>\$170,050</b>	<b>\$168,850</b>	<b>1%</b>	<b>\$168,850</b>	<b>1%</b>	<b>\$0</b>	<b>\$357,043</b>	<b>\$415,208</b>	<b>\$407,242</b>	<b>\$386,719</b>	
<b>Internal Charges Subtotal</b>	<b>\$15,870</b>	<b>\$9,870</b>	<b>61%</b>	<b>\$9,870</b>	<b>61%</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>Ongoing Subtotal</b>	<b>\$185,920</b>	<b>\$178,720</b>	<b>4%</b>	<b>\$178,720</b>	<b>4%</b>	<b>\$0</b>	<b>\$357,043</b>	<b>\$415,208</b>	<b>\$407,242</b>	<b>\$386,719</b>	
<b>Supplies &amp; Services (One-Time) Subtotal</b>	<b>\$100,000</b>	<b>\$0</b>	<b>∞</b>	<b>\$0</b>	<b>∞</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>Wastewater Enterprise Fund Total</b>	<b>\$285,920</b>	<b>\$178,720</b>	<b>60%</b>	<b>\$178,720</b>	<b>60%</b>	<b>\$0</b>	<b>\$357,043</b>	<b>\$415,208</b>	<b>\$407,242</b>	<b>\$386,719</b>	
<b>GRAND TOTALS</b>											
<b>Personnel (Ongoing) Subtotal</b>	<b>\$736,780</b>	<b>\$689,260</b>	<b>7%</b>	<b>\$660,150</b>	<b>12%</b>	<b>\$29,110</b>	<b>\$578,487</b>	<b>\$555,442</b>	<b>\$559,592</b>	<b>\$472,376</b>	
<b>Supplies &amp; Services (Ongoing) Subtotal</b>	<b>\$422,570</b>	<b>\$440,745</b>	<b>-4%</b>	<b>\$427,370</b>	<b>-1%</b>	<b>\$13,375</b>	<b>\$276,895</b>	<b>\$309,991</b>	<b>\$264,200</b>	<b>\$362,818</b>	
<b>Direct Costs (Ongoing) Subtotal</b>	<b>\$1,159,350</b>	<b>\$1,130,005</b>	<b>3%</b>	<b>\$1,087,520</b>	<b>7%</b>	<b>\$42,485</b>	<b>\$855,382</b>	<b>\$865,433</b>	<b>\$823,792</b>	<b>\$835,193</b>	
<b>Internal Charges Subtotal</b>	<b>(\$1,028,050)</b>	<b>(\$926,260)</b>	<b>11%</b>	<b>(\$926,260)</b>	<b>11%</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>Ongoing Subtotal</b>	<b>\$131,300</b>	<b>\$203,745</b>	<b>-36%</b>	<b>\$161,260</b>	<b>-19%</b>	<b>\$42,485</b>	<b>\$855,382</b>	<b>\$865,433</b>	<b>\$823,792</b>	<b>\$835,193</b>	
<b>Supplies &amp; Services (One-Time) Subtotal</b>	<b>\$200,500</b>	<b>\$0</b>	<b>∞</b>	<b>\$0</b>	<b>∞</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>Grand Total</b>	<b>\$331,800</b>	<b>\$203,745</b>	<b>63%</b>	<b>\$161,260</b>	<b>106%</b>	<b>\$42,485</b>	<b>\$855,382</b>	<b>\$865,433</b>	<b>\$823,792</b>	<b>\$835,193</b>	



## 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
<b>Reconciliation</b>											
FY2018 Direct Costs	\$1,130,005										
Department Staffing Restructure	\$21,410										
Wage and Employee Benefits Increases	\$26,110										
Biennial Development Impact Fee Audit	\$20,000										
Approved Decision Package - CaseWare Reports	\$80,000										
Approved Decision Package - Wastewater Rate Study	\$100,000										
Reduction of Other One-Time Costs	(\$4,300)										
Other Budget Reductions	<u>(\$13,375)</u>										
FY2019 Direct Costs	\$1,359,850										

## 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 <sup>(1)</sup>	0.17	0.17	0.17	0.00
<b>Total</b>	<b>8.17</b>	<b>8.17</b>	<b>8.17</b>	<b>8.00</b>

Org Unit	Org Description	FY19 FTE	FY18 FTE	FY17 FTE	FY16 FTE
<b>General Fund</b>					
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
<b>General Fund Total</b>		<b>8.17</b>	<b>8.17</b>	<b>5.72</b>	<b>4.35</b>

<b>Wastewater Enterprise Fund</b>					
59-5222-01	Administration <sup>(2)</sup>	0.00	0.00	0.70	0.00
59-5222-04	Utility Billing <sup>(2)</sup>	0.00	0.00	1.75	3.65
<b>Wastewater Enterprise Fund Total</b>		<b>0.00</b>	<b>0.00</b>	<b>2.45</b>	<b>3.65</b>

**Grand Total**    **8.17**    **8.17**    **8.17**    **8.00**

<sup>(1)</sup> Temporary position

<sup>(2)</sup> Beginning FY2018, the allocations to the Wastewater Fund are made via indirect cost allocations instead of a direct allocation of salaries.

## 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.

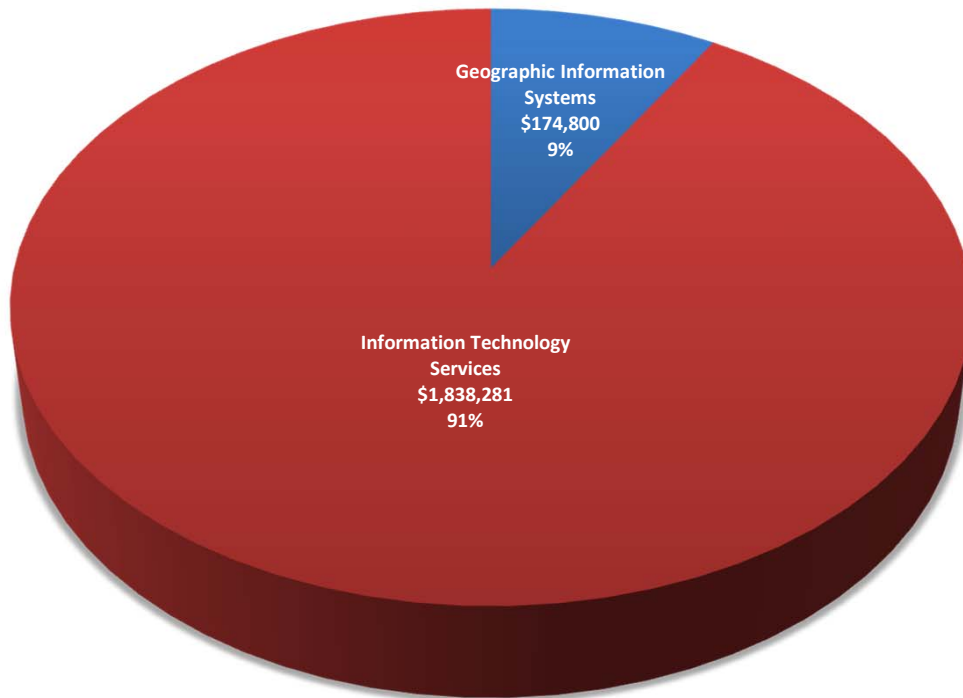
**Vision:  
Proactive**

### Description

The Information Technology Department is responsible for the following program areas:

- \* Information Technology Services
- \* Geographic Information Systems (GIS)

**FY 2019 PROGRAM EXPENDITURES: \$2,013,081**



## INFORMATION TECHNOLOGY – Geographic Information Systems

BUDGET SUMMARY	FY2019 Budget	% of FY2019 Budget	FY2018 Budget	FY2018 Estimate	FY2017 Actual
<b>Program Expenditures</b>					
Personnel Services	\$ 118,170	68%	\$ 114,570	\$ 113,870	\$ 97,512
Supplies & Services	30,560	17%	23,850	22,000	14,935
<b>Subtotal Direct Costs</b>	<b>\$ 148,730</b>	<b>85%</b>	<b>\$ 138,420</b>	<b>\$ 135,870</b>	<b>\$ 112,447</b>
Internal Charges	26,070	15%	26,490	26,490	-
<b>Total Expenditures</b>	<b>\$ 174,800</b>	<b>100%</b>	<b>\$ 164,910</b>	<b>\$ 162,360</b>	<b>\$ 112,447</b>
<b>Expenditures by Fund</b>					
General Fund Portion	\$ -	0%	\$ -	\$ -	\$ 112,447
Other Funds Portion	\$ 174,800	100%	\$ 164,910	\$ 162,360	\$ -
<b>Funding Sources</b>					
Allocations to Other Departments	\$ 173,590	99%	\$ 164,080	\$ 164,080	\$ -
Program Revenues	\$ 1,000	1%	\$ 650	\$ 1,000	\$ 600
Funding from General Revenues	\$ 210	<1%	\$ 180	\$ (2,720)	\$ 111,847
<b>Employee Time Allocation (FTEs) (Budgeted)</b>	<b>1.00</b>		<b>1.00</b>		<b>0.90</b>

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](http://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
<b>Program Expenditures</b>					
Personnel Services	\$ 464,320	25%	\$ 423,540	\$ 365,710	\$ 345,377
Supplies & Services	689,961	38%	630,375	590,426	439,851
Capital & Debt Service	202,700	11%	180,500	165,000	136,391
<b>Subtotal Direct Costs</b>	<b>\$ 1,356,981</b>	<b>74%</b>	<b>\$ 1,234,415</b>	<b>\$ 1,121,136</b>	<b>\$ 921,619</b>
Internal Charges	481,300	26%	457,760	457,760	-
<b>Total Expenditures</b>	<b>\$ 1,838,281</b>	<b>100%</b>	<b>\$ 1,692,175</b>	<b>\$ 1,578,896</b>	<b>\$ 921,619</b>
<b>Expenditures by Fund</b>					
General Fund Portion	\$ -	0%	\$ -	\$ -	\$ 892,098
Wastewater Fund Portion	\$ 111,720	6%	\$ 79,150	\$ 72,820	\$ 29,521
Other Funds Portion	\$ 1,726,561	94%	\$ 1,613,025	\$ 1,506,076	\$ -
<b>Funding Sources</b>					
Allocations to Other Departments	\$ 1,552,710	84%	\$ 1,457,400	\$ 1,457,400	\$ -
Program Revenues	\$ 111,720	6%	\$ 79,150	\$ 72,820	\$ 29,521
Funding from General Revenues	\$ 173,851	9%	\$ 155,625	\$ 48,676	\$ 892,098
<b>Employee Time Allocation (FTEs) (Budgeted)</b>	<b>4.00</b>		<b>3.60</b>		<b>3.70</b>

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
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
Helpdesk Number of Requests Received		2,725	2,843	2,850 (revised)	2,850	2,850
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			
Percentage of Helpdesk Requests Resolved within 4 Hours (ICMA Benchmark)	65%			85%	85%	85%
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

**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
<b>General Fund</b>											
<b>10-5224-01 - Administration</b>											
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	
<b>Ongoing Total</b>	<b>\$0</b>	<b>\$0</b>	<b>N/A</b>	<b>\$0</b>	<b>N/A</b>	<b>\$0</b>	<b>\$0</b>	<b>\$711,234</b>	<b>\$701,953</b>	<b>\$633,757</b>	
Capital & Debt Service	\$0	\$0	N/A	\$0	N/A	\$0	\$0	\$142,512	\$356,813	\$79,791	
<b>Administration Total</b>	<b>\$0</b>	<b>\$0</b>	<b>N/A</b>	<b>\$0</b>	<b>N/A</b>	<b>\$0</b>	<b>\$0</b>	<b>\$853,746</b>	<b>\$1,058,766</b>	<b>\$713,547</b>	
<b>10-5224-20 - Geographic Information Systems</b>											
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	
<b>Geographic Information Systems Total</b>	<b>\$0</b>	<b>\$0</b>	<b>N/A</b>	<b>\$0</b>	<b>N/A</b>	<b>\$0</b>	<b>\$112,447</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>10-5224-21 - Information Technology Services</b>											
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	
<b>Ongoing Total</b>	<b>\$0</b>	<b>\$0</b>	<b>N/A</b>	<b>\$0</b>	<b>N/A</b>	<b>\$0</b>	<b>\$758,986</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
Capital & Debt Service	\$0	\$0	N/A	\$0	N/A	\$0	\$133,112	\$0	\$0	\$0	
<b>Information Technology Services Total</b>	<b>\$0</b>	<b>\$0</b>	<b>N/A</b>	<b>\$0</b>	<b>N/A</b>	<b>\$0</b>	<b>\$892,098</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>General Fund Totals</b>											
<b>Personnel Subtotal</b>	<b>\$0</b>	<b>\$0</b>	<b>N/A</b>	<b>\$0</b>	<b>N/A</b>	<b>\$0</b>	<b>\$442,889</b>	<b>\$409,394</b>	<b>\$407,126</b>	<b>\$385,933</b>	
<b>Supplies &amp; Services (Ongoing) Subtotal</b>	<b>\$0</b>	<b>\$0</b>	<b>N/A</b>	<b>\$0</b>	<b>N/A</b>	<b>\$0</b>	<b>\$428,544</b>	<b>\$301,840</b>	<b>\$294,827</b>	<b>\$247,824</b>	
<b>Ongoing Subtotal</b>	<b>\$0</b>	<b>\$0</b>	<b>N/A</b>	<b>\$0</b>	<b>N/A</b>	<b>\$0</b>	<b>\$871,433</b>	<b>\$711,234</b>	<b>\$701,953</b>	<b>\$633,757</b>	
<b>Capital &amp; Debt Service Subtotal</b>	<b>\$0</b>	<b>\$0</b>	<b>N/A</b>	<b>\$0</b>	<b>N/A</b>	<b>\$0</b>	<b>\$133,112</b>	<b>\$142,512</b>	<b>\$356,813</b>	<b>\$79,791</b>	
<b>General Fund Total</b>	<b>\$0</b>	<b>\$0</b>	<b>N/A</b>	<b>\$0</b>	<b>N/A</b>	<b>\$0</b>	<b>\$1,004,545</b>	<b>\$853,746</b>	<b>\$1,058,766</b>	<b>\$713,547</b>	

**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
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**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	<b>Budget Decrease:</b> Separated one-time costs
<b>Direct Costs (Ongoing) Subtotal</b>	<b>\$50,980</b>	<b>\$75,130</b>	<b>-32%</b>	<b>\$68,800</b>	<b>-26%</b>	<b>\$6,330</b>	<b>\$26,242</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
Internal Charges	\$5,640	\$4,020	40%	\$4,020	40%	\$0	\$0	\$0	\$0	\$0	
<b>Ongoing Total</b>	<b>\$56,620</b>	<b>\$79,150</b>	<b>-28%</b>	<b>\$72,820</b>	<b>-22%</b>	<b>\$6,330</b>	<b>\$26,242</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
Supplies & Services (one-time)	\$19,500	\$0	∞	\$0	∞	\$0	\$0	\$0	\$0	\$0	<b>Budget:</b> Computer and server replacements, key card access to storage room
Capital & Debt Service	\$35,600	\$0	∞	\$0	∞	\$0	\$3,279	\$0	\$0	\$0	<b>Budget:</b> Approved Decision Package - Network Connectivity
<b>One-Time Total</b>	<b>\$55,100</b>	<b>\$0</b>	<b>∞</b>	<b>\$0</b>	<b>∞</b>	<b>\$0</b>	<b>\$3,279</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>Wastewater Enterprise Fund Total</b>	<b>\$111,720</b>	<b>\$79,150</b>	<b>41%</b>	<b>\$72,820</b>	<b>53%</b>	<b>\$6,330</b>	<b>\$29,521</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	

**Info Tech Internal Service Fnd**

**60-5224-20 - Geographic Information Systems**

Personnel (ongoing)	\$118,170	\$114,570	3%	\$113,870	4%	\$700	\$0	\$0	\$0	\$0	
Supplies & Services (ongoing)	\$29,360	\$23,850	23%	\$22,000	33%	\$1,850	\$0	\$0	\$0	\$0	<b>Budget Increase:</b> Added Spillman ARCGIS maintenance
<b>Direct Costs (Ongoing) Subtotal</b>	<b>\$147,530</b>	<b>\$138,420</b>	<b>7%</b>	<b>\$135,870</b>	<b>9%</b>	<b>\$2,550</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
Internal Charges	\$26,070	\$26,490	-2%	\$26,490	-2%	\$0	\$0	\$0	\$0	\$0	
<b>Ongoing Total</b>	<b>\$173,600</b>	<b>\$164,910</b>	<b>5%</b>	<b>\$162,360</b>	<b>7%</b>	<b>\$2,550</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
Supplies & Services (one-time)	\$1,200	\$0	∞	\$0	∞	\$0	\$0	\$0	\$0	\$0	<b>Budget:</b> Computer replacement
<b>Geographic Information Systems Total</b>	<b>\$174,800</b>	<b>\$164,910</b>	<b>6%</b>	<b>\$162,360</b>	<b>8%</b>	<b>\$2,550</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	

**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
<b>60-5224-21 - Information Technology Services</b>											
Personnel (ongoing)	\$464,320	\$423,540	10%	\$365,710	27%	\$57,830	\$0	\$0	\$0	\$0	<b>Budget Increase:</b> Approved Decision Package - increase Help Desk position from part-time to full-time <b>Current Year Under Budget:</b> Vacancy savings and restructuring
Supplies & Services (ongoing)	\$498,031	\$555,245	-10%	\$521,626	-5%	\$33,619	\$0	\$0	\$0	\$0	<b>Budget Decrease:</b> Separated one-time costs <b>Current Year Under Budget:</b> Savings in computer software
<b>Direct Costs (Ongoing) Subtotal</b>	<b>\$962,351</b>	<b>\$978,785</b>	<b>-2%</b>	<b>\$887,336</b>	<b>8%</b>	<b>\$91,449</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
Internal Charges	\$475,660	\$453,740	5%	\$453,740	5%	\$0	\$0	\$0	\$0	\$0	
<b>Ongoing Total</b>	<b>\$1,438,011</b>	<b>\$1,432,525</b>	<b>0%</b>	<b>\$1,341,076</b>	<b>7%</b>	<b>\$91,449</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
Supplies & Services (one-time)	\$121,450	\$0	∞	\$0	∞	\$0	\$0	\$0	\$0	\$0	<b>Budget:</b> 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	\$167,100	\$180,500	-7%	\$165,000	1%	\$15,500	\$0	\$0	\$0	\$0	<b>Budget:</b> Replace core network, point-to-point links, video system, Windows licenses, server replacement, approved Decision Package - update website
<b>One-Time Total</b>	<b>\$288,550</b>	<b>\$180,500</b>	<b>60%</b>	<b>\$165,000</b>	<b>75%</b>	<b>\$15,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>Information Technology Services Total</b>	<b>\$1,726,561</b>	<b>\$1,613,025</b>	<b>7%</b>	<b>\$1,506,076</b>	<b>15%</b>	<b>\$106,949</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>Info Tech Internal Service Fnd Totals</b>											
Personnel Subtotal	\$582,490	\$538,110	8%	\$479,580	21%	\$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	\$1,109,881	\$1,117,205	-1%	\$1,023,206	8%	\$93,999	\$0	\$0	\$0	\$0	
Internal Charges Subtotal	\$501,730	\$480,230	4%	\$480,230	4%	\$0	\$0	\$0	\$0	\$0	
<b>Ongoing Subtotal</b>	<b>\$1,611,611</b>	<b>\$1,597,435</b>	<b>1%</b>	<b>\$1,503,436</b>	<b>7%</b>	<b>\$93,999</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
Supplies & Services (One-Time) Subtotal	\$122,650	\$0	∞	\$0	∞	\$0	\$0	\$0	\$0	\$0	
Capital & Debt Service Subtotal	\$167,100	\$180,500	-7%	\$165,000	1%	\$15,500	\$0	\$0	\$0	\$0	
<b>One-Time Subtotal</b>	<b>\$289,750</b>	<b>\$180,500</b>	<b>61%</b>	<b>\$165,000</b>	<b>76%</b>	<b>\$15,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>Info Tech Internal Service Fnd Total</b>	<b>\$1,901,361</b>	<b>\$1,777,935</b>	<b>7%</b>	<b>\$1,668,436</b>	<b>14%</b>	<b>\$109,499</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	



**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
<b>GRAND TOTALS</b>											
Personnel (Ongoing) Subtotal	\$582,490	\$538,110	8%	\$479,580	21%	\$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	\$1,160,861	\$1,192,335	-3%	\$1,092,006	6%	\$100,329	\$897,675	\$711,234	\$701,953	\$633,757	
Internal Charges Subtotal	\$507,370	\$484,250	5%	\$484,250	5%	\$0	\$0	\$0	\$0	\$0	
Ongoing Subtotal	\$1,668,231	\$1,676,585	0%	\$1,576,256	6%	\$100,329	\$897,675	\$711,234	\$701,953	\$633,757	
Supplies & Services (One-Time) Subtotal	\$142,150	\$0	∞	\$0	∞	\$0	\$0	\$0	\$0	\$0	
Capital & Debt Service Subtotal	\$202,700	\$180,500	12%	\$165,000	23%	\$15,500	\$136,391	\$142,512	\$356,813	\$79,791	
One-Time Subtotal	\$344,850	\$180,500	91%	\$165,000	109%	\$15,500	\$136,391	\$142,512	\$356,813	\$79,791	
<b>Grand Total</b>	<b>\$2,013,081</b>	<b>\$1,857,085</b>	<b>8%</b>	<b>\$1,741,256</b>	<b>16%</b>	<b>\$115,829</b>	<b>\$1,034,065</b>	<b>\$853,746</b>	<b>\$1,058,766</b>	<b>\$713,547</b>	

**Reconciliation**

FY2018 Direct Costs	\$1,372,835
Increase in Internet and Phone Service Costs	\$9,695
Approved Decision Package - Network Connectivity (net increase)	\$30,120
Approved Decision Package - Increase Help Desk Position from Part-time to Full-time	\$44,200
Approved Decision Package - Update Website	\$15,500
Increase in One-Time Costs	\$20,730
Other Miscellaneous Increases	\$12,631
<b>FY2019 Direct Costs</b>	<b>\$1,505,711</b>

# 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	1.00	0.60	0.60	0.00
System Administrator	1.00	1.00	1.00	1.00
<b>Total</b>	<b>5.00</b>	<b>4.60</b>	<b>4.60</b>	<b>4.00</b>

Org Unit	Org Description	FY19 FTE	FY18 FTE	FY17 FTE	FY16 FTE
<b>General Fund</b>					
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
<b>General Fund Total</b>		<b>0.00</b>	<b>0.00</b>	<b>4.14</b>	<b>3.55</b>

<b>Wastewater Enterprise Fund</b>					
59-5224-21	Information Technology Services <sup>(1)</sup>	0.00	0.00	0.46	0.00
59-5250-02	Administration <sup>(1)</sup>	0.00	0.00	0.00	0.45
<b>Wastewater Enterprise Fund Total</b>		<b>0.00</b>	<b>0.00</b>	<b>0.46</b>	<b>0.45</b>

<b>Info Tech Internal Service Fnd</b>					
60-5224-20	Geographic Information Systems <sup>(2)</sup>	1.00	1.00	0.00	0.00
60-5224-21	Information Technology Services <sup>(2)</sup>	4.00	3.60	0.00	0.00
<b>Info Tech Internal Service Fnd Total</b>		<b>5.00</b>	<b>4.60</b>	<b>0.00</b>	<b>0.00</b>

**Grand Total    5.00    4.60    4.60    4.00**

<sup>(1)</sup> Beginning FY2018, the allocations to the Wastewater Fund are made via indirect cost allocations instead of a direct allocation of salaries.

<sup>(2)</sup> Beginning FY2018, the Information Technology Department has been moved to a separate Internal Service Fund and will be funded via indirect cost allocations.

## CITY ATTORNEY'S OFFICE

### Mission Statement

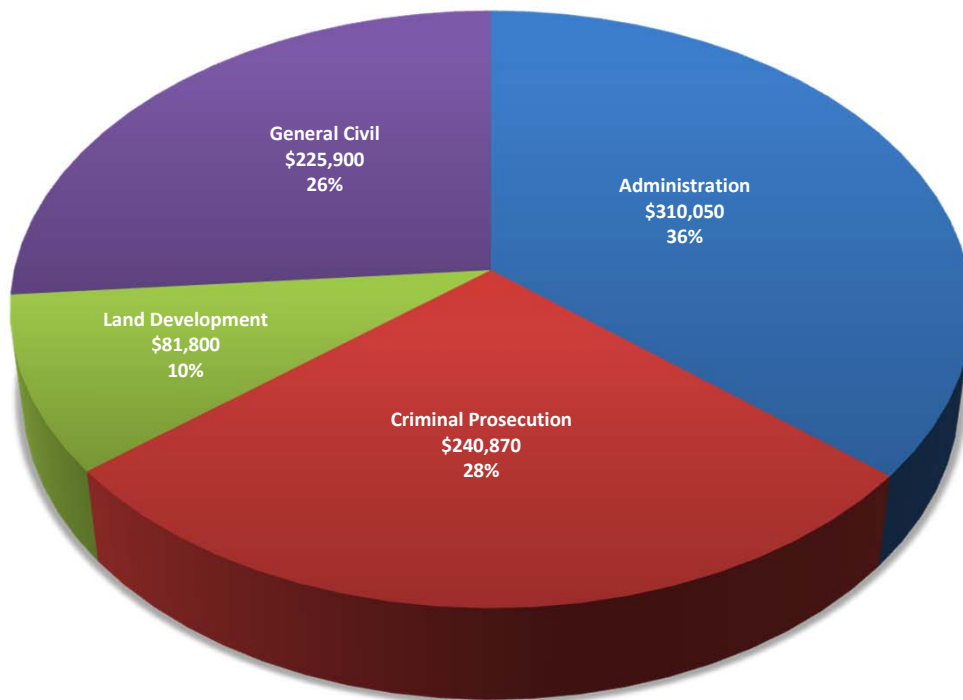
The department strives to provide quality legal advice and services to the City Council, City departments and commissions. To vigorously prosecute criminal cases in a fair manner that leads to just results.

### 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: \$858,620



## CITY ATTORNEY'S OFFICE – Administration

BUDGET SUMMARY	FY2019 Budget	% of FY2019 Budget	FY2018 Budget	FY2018 Estimate	FY2017 Actual
<b>Program Expenditures</b>					
Personnel Services	\$ 146,610	47%	\$ 149,420	\$ 132,060	\$ 134,608
Supplies & Services	115,000	37%	67,240	67,240	10,676
<b>Subtotal Direct Costs</b>	<b>\$ 261,610</b>	<b>84%</b>	<b>\$ 216,660</b>	<b>\$ 199,300</b>	<b>\$ 145,284</b>
Internal Charges	48,440	16%	34,160	34,160	-
<b>Total Expenditures</b>	<b>\$ 310,050</b>	<b>100%</b>	<b>\$ 250,820</b>	<b>\$ 233,460</b>	<b>\$ 145,284</b>
<b>Expenditures by Fund</b>					
General Fund Portion	\$ 210,050	68%	\$ 198,580	\$ 181,220	\$ 124,295
Wastewater Fund Portion	\$ 100,000	32%	\$ 52,240	\$ 52,240	\$ 20,989
<b>Funding Sources</b>					
Allocations to Other Departments	\$ 210,090	68%	\$ 180,850	\$ 180,850	\$ -
Program Revenues	\$ 100,000	32%	\$ 52,240	\$ 52,240	\$ 20,989
Funding from General Revenues	\$ (40)	<1%	\$ 17,730	\$ 370	\$ 124,295
<b>Employee Time Allocation (FTEs) (Budgeted)</b>	<b>0.89</b>		<b>0.85</b>		<b>0.85</b>

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

<b>PERFORMANCE MEASURES</b>	<b>Benchmark</b>	<b>FY16 Actual</b>	<b>FY17 Actual</b>	<b>FY18 Target</b>	<b>FY18 Estimate</b>	<b>FY19 Target</b>
Accessibility or approachability of legal department staff to City staff and officials		98%	95%	96%	97%	97%
Communication with City staff and officials		90%	92%	90%	87%	90%
Confidence in the legal services provided to City staff and officials		97%	95%	98%	97%	97%
Effectiveness of legal department to achieve its goals		95%	92%	92%	93%	93%
Legal departments effectiveness to community with City staff and officials		90%	92%	92%	92%	92%
Quality of the legal advice and services provided to City staff and officials		93%	91%	92%	92%	92%
Timeliness of responses to requests for legal services		93%	90%	92%	92%	92%

## CITY ATTORNEY'S OFFICE – Criminal Prosecution

BUDGET SUMMARY	FY2019 Budget	% of FY2019 Budget	FY2018 Budget	FY2018 Estimate	FY2017 Actual
<b>Program Expenditures</b>					
Personnel Services	\$ 198,560	82%	\$ 188,980	\$ 187,070	\$ 174,906
Supplies & Services	2,700	1%	2,700	2,700	-
<b>Subtotal Direct Costs</b>	<b>\$ 201,260</b>	<b>84%</b>	<b>\$ 191,680</b>	<b>\$ 189,770</b>	<b>\$ 174,906</b>
Internal Charges	39,610	16%	39,400	39,400	-
<b>Total Expenditures</b>	<b>\$ 240,870</b>	<b>100%</b>	<b>\$ 231,080</b>	<b>\$ 229,170</b>	<b>\$ 174,906</b>
<b>Expenditures by Fund</b>					
General Fund Portion	\$ 240,870	100%	\$ 231,080	\$ 229,170	\$ 174,906
<b>Funding Sources</b>					
Funding from General Revenues	\$ 240,870	100%	\$ 231,080	\$ 229,170	\$ 174,906
<b>Employee Time Allocation (FTEs) (Budgeted)</b>	<b>1.65</b>		<b>1.65</b>		<b>1.65</b>

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	88%	88%	88%	88%
Effectiveness of City Prosecutor to review and charge matters		N/A	86%	86%	86%	86%
Quality of prosecutions litigated by City Prosecutor		N/A	85%	86%	86%	86%
Satisfaction of the plea agreements negotiated by City Prosecutor		N/A	74%	74%	74%	74%
Satisfaction with the level of justice achieved on matters resolved by City Prosecutor		N/A	73%	73%	73%	73%

## CITY ATTORNEY'S OFFICE – Land Development

BUDGET SUMMARY	FY2019 Budget	% of FY2019 Budget	FY2018 Budget	FY2018 Estimate	FY2017 Actual
<b>Program Expenditures</b>					
Personnel Services	\$ 67,450	82%	\$ 72,340	\$ 55,480	\$ 26,260
Internal Charges	14,350	18%	14,250	14,250	-
<b>Total Expenditures</b>	<b>\$ 81,800</b>	<b>100%</b>	<b>\$ 86,590</b>	<b>\$ 69,730</b>	<b>\$ 26,260</b>
<b>Expenditures by Fund</b>					
General Fund Portion	\$ 81,800	100%	\$ 86,590	\$ 69,730	\$ 26,260
<b>Funding Sources</b>					
Allocations to Other Departments	\$ 81,800	100%	\$ 86,590	\$ 86,590	\$ -
Funding from General Revenues	\$ -	0%	\$ -	\$ (16,860)	\$ 26,260
<b>Employee Time Allocation (FTEs) (Budgeted)</b>	<b>0.60</b>		<b>0.60</b>		<b>0.40</b>

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	94%	94%	94%	94%
Satisfaction with level of support provided to Planning and Zoning Commission, Board of Adjustment and other organizational partners on land use matters		N/A	88%	88%	88%	88%
Satisfaction with the timeliness of the legal department's response to requests for advice on land use matters		N/A	92%	92%	92%	92%

**CITY ATTORNEY'S OFFICE – General Civil**

<b>BUDGET SUMMARY</b>	<b>FY2019 Budget</b>	<b>% of FY2019 Budget</b>	<b>FY2018 Budget</b>	<b>FY2018 Estimate</b>	<b>FY2017 Actual</b>
<b>Program Expenditures</b>					
Personnel Services	\$ 125,320	55%	\$ 127,920	\$ 113,000	\$ 72,488
Supplies & Services	75,000	33%	75,000	75,000	123,241
<b>Subtotal Direct Costs</b>	<b>\$ 200,320</b>	<b>89%</b>	<b>\$ 202,920</b>	<b>\$ 188,000</b>	<b>\$ 195,729</b>
Internal Charges	25,580	11%	23,360	23,360	-
<b>Total Expenditures</b>	<b>\$ 225,900</b>	<b>100%</b>	<b>\$ 226,280</b>	<b>\$ 211,360</b>	<b>\$ 195,729</b>
<b>Expenditures by Fund</b>					
General Fund Portion	\$ 225,900	100%	\$ 226,280	\$ 211,360	\$ 195,729
<b>Funding Sources</b>					
Allocations to Other Departments	\$ 225,900	100%	\$ 244,010	\$ 244,010	\$ -
Funding from General Revenues	\$ -	0%	\$ (17,730)	\$ (32,650)	\$ 195,729
<b>Employee Time Allocation (FTEs) (Budgeted)</b>	<b>0.90</b>		<b>0.90</b>		<b>0.70</b>

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.

<b>WORKLOAD INDICATORS</b>	<b>Benchmark</b>	<b>FY16 Actual</b>	<b>FY17 Actual</b>	<b>FY18 Projection</b>	<b>FY18 Estimate</b>	<b>FY19 Projection</b>
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

<b>PERFORMANCE MEASURES</b>	<b>Benchmark</b>	<b>FY16 Actual</b>	<b>FY17 Actual</b>	<b>FY18 Target</b>	<b>FY18 Estimate</b>	<b>FY19 Target</b>
Appropriate results achieved in defending and resolving claims against the City		N/A	83%	92%	88%	88%
Satisfaction with the quality of the City's legal representation on claims against the City		N/A	92%	92%	92%	92%
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
<b>General Fund</b>											
<b>10-5230-01 - Administration</b>											
Personnel (ongoing)	\$146,610	\$149,420	-2%	\$132,060	11%	\$17,360	\$113,619	\$468,437	\$459,902	\$434,248	<b>Current Year Under Budget:</b> 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	
<b>Direct Costs (Ongoing) Subtotal</b>	<b>\$161,610</b>	<b>\$164,420</b>	<b>-2%</b>	<b>\$147,060</b>	<b>10%</b>	<b>\$17,360</b>	<b>\$124,295</b>	<b>\$496,564</b>	<b>\$490,736</b>	<b>\$458,932</b>	
Internal Charges	(\$161,650)	(\$146,690)	10%	(\$146,690)	10%	\$0	\$0	\$0	\$0	\$0	
<b>Administration Total</b>	<b>(\$40)</b>	<b>\$17,730</b>	<b>-100%</b>	<b>\$370</b>	<b>-111%</b>	<b>\$17,360</b>	<b>\$124,295</b>	<b>\$496,564</b>	<b>\$490,736</b>	<b>\$458,932</b>	
<b>10-5230-17 - Criminal Prosecution</b>											
Personnel (ongoing)	\$198,560	\$188,980	5%	\$187,070	6%	\$1,910	\$174,906	\$0	\$0	\$0	
Supplies & Services (ongoing)	\$2,700	\$2,700	0%	\$2,700	0%	\$0	\$0	\$0	\$0	\$0	
<b>Direct Costs (Ongoing) Subtotal</b>	<b>\$201,260</b>	<b>\$191,680</b>	<b>5%</b>	<b>\$189,770</b>	<b>6%</b>	<b>\$1,910</b>	<b>\$174,906</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
Internal Charges	\$39,610	\$39,400	1%	\$39,400	1%	\$0	\$0	\$0	\$0	\$0	
<b>Criminal Prosecution Total</b>	<b>\$240,870</b>	<b>\$231,080</b>	<b>4%</b>	<b>\$229,170</b>	<b>5%</b>	<b>\$1,910</b>	<b>\$174,906</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>10-5230-18 - Land Development</b>											
Personnel (ongoing)	\$67,450	\$72,340	-7%	\$55,480	22%	\$16,860	\$26,260	\$0	\$0	\$0	<b>Current Year Under Budget:</b> Position underfilled part of year
Internal Charges	(\$67,450)	(\$72,340)	-7%	(\$72,340)	-7%	\$0	\$0	\$0	\$0	\$0	
<b>Land Development Total</b>	<b>\$0</b>	<b>\$0</b>	<b>N/A</b>	<b>(\$16,860)</b>	<b>-100%</b>	<b>\$16,860</b>	<b>\$26,260</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>10-5230-19 - General Civil</b>											
Personnel (ongoing)	\$125,320	\$127,920	-2%	\$113,000	11%	\$14,920	\$72,488	\$0	\$0	\$0	<b>Current Year Under Budget:</b> Position underfilled part of year
Supplies & Services (ongoing)	\$75,000	\$75,000	0%	\$75,000	0%	\$0	\$123,241	\$0	\$0	\$0	
<b>Direct Costs (Ongoing) Subtotal</b>	<b>\$200,320</b>	<b>\$202,920</b>	<b>-1%</b>	<b>\$188,000</b>	<b>7%</b>	<b>\$14,920</b>	<b>\$195,729</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
Internal Charges	(\$200,320)	(\$220,650)	-9%	(\$220,650)	-9%	\$0	\$0	\$0	\$0	\$0	
<b>General Civil Total</b>	<b>\$0</b>	<b>(\$17,730)</b>	<b>-100%</b>	<b>(\$32,650)</b>	<b>-100%</b>	<b>\$14,920</b>	<b>\$195,729</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>General Fund Totals</b>											
Personnel Subtotal	\$537,940	\$538,660	0%	\$487,610	10%	\$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	
<b>Direct Costs (Ongoing) Subtotal</b>	<b>\$630,640</b>	<b>\$631,360</b>	<b>0%</b>	<b>\$580,310</b>	<b>9%</b>	<b>\$51,050</b>	<b>\$521,190</b>	<b>\$496,564</b>	<b>\$490,736</b>	<b>\$458,932</b>	
Internal Charges Subtotal	(\$389,810)	(\$400,280)	-3%	(\$400,280)	-3%	\$0	\$0	\$0	\$0	\$0	
<b>General Fund Total</b>	<b>\$240,830</b>	<b>\$231,080</b>	<b>4%</b>	<b>\$180,030</b>	<b>34%</b>	<b>\$51,050</b>	<b>\$521,190</b>	<b>\$496,564</b>	<b>\$490,736</b>	<b>\$458,932</b>	

**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	<b>Budget Increase:</b> FY18 Originally budgetd at \$100,000, but a portion was transferred to cover an unanticipated generator purchase
<b>Wastewater Enterprise Fund Total</b>	<b>\$100,000</b>	<b>\$52,240</b>	<b>91%</b>	<b>\$52,240</b>	<b>91%</b>	<b>\$0</b>	<b>\$20,989</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	

**GRAND TOTALS**

Personnel (Ongoing) Subtotal	\$537,940	\$538,660	0%	\$487,610	10%	\$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	\$730,640	\$683,600	7%	\$632,550	16%	\$51,050	\$542,179	\$496,564	\$490,736	\$458,932	
Internal Charges Subtotal	(\$389,810)	(\$400,280)	-3%	(\$400,280)	-3%	\$0	\$0	\$0	\$0	\$0	
<b>Grand Total</b>	<b>\$340,830</b>	<b>\$283,320</b>	<b>20%</b>	<b>\$232,270</b>	<b>47%</b>	<b>\$51,050</b>	<b>\$542,179</b>	<b>\$496,564</b>	<b>\$490,736</b>	<b>\$458,932</b>	

**Reconciliation**

FY2018 Direct Costs	\$683,600
Reinstatement of Wastewater Legal Budget partially used for FY18 Generator Replacement	\$47,760
Other Budget Reductions	(\$720)
FY2019 Direct Costs	\$730,640

# CITY ATTORNEY'S OFFICE

continued

## POSITIONS/ALLOCATIONS SUMMARIES

Position	FY19 FTE	FY18 FTE	FY17 FTE	FY16 FTE
Assistant City Attorney <sup>(1)</sup>	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 <sup>(2)</sup>	0.04	0.00	0.00	0.00
<b>Total</b>	<b>4.04</b>	<b>4.00</b>	<b>3.60</b>	<b>3.60</b>

Org Unit	Org Description	FY19 FTE	FY18 FTE	FY17 FTE	FY16 FTE
<b>General Fund</b>					
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**

<b>Wastewater Enterprise Fund</b>					
59-5230-01	Administration <sup>(3)</sup>	0.00	0.00	0.10	0.00
59-5250-02	Administration <sup>(3)</sup>	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**

<sup>(1)</sup> 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.

<sup>(2)</sup> Temporary position

<sup>(3)</sup> Beginning FY2018, the allocations to the Wastewater Fund are made via indirect cost allocations instead of a direct allocation of salaries.

## CITY CLERK'S OFFICE

### Mission Statement

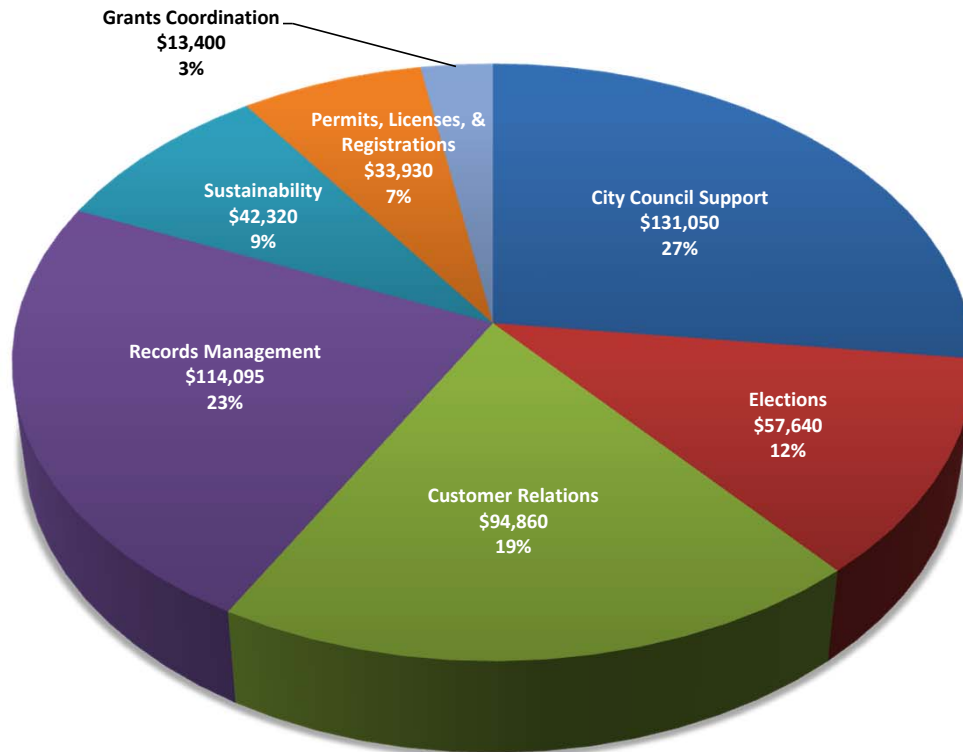
To provide exceptional service to the Mayor and Council, the public and City staff in order that all may be guaranteed fair and impartial elections and open access to information and the legislative process.

### 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: \$487,295



## CITY CLERK'S OFFICE – City Council Support

BUDGET SUMMARY	FY2019 Budget	% of FY2019 Budget	FY2018 Budget	FY2018 Estimate	FY2017 Actual
<b>Program Expenditures</b>					
Personnel Services	\$ 78,130	60%	\$ 73,100	\$ 71,220	\$ -
Supplies & Services	15,000	11%	15,000	15,000	-
<b>Subtotal Direct Costs</b>	<b>\$ 93,130</b>	<b>71%</b>	<b>\$ 88,100</b>	<b>\$ 86,220</b>	<b>\$ -</b>
Internal Charges	37,920	29%	31,820	31,820	-
<b>Total Expenditures</b>	<b>\$ 131,050</b>	<b>100%</b>	<b>\$ 119,920</b>	<b>\$ 118,040</b>	<b>\$ -</b>
<b>Expenditures by Fund</b>					
General Fund Portion	\$ 131,050	100%	\$ 119,920	\$ 118,040	\$ -
<b>Funding Sources</b>					
Funding from General Revenues	\$ 131,050	100%	\$ 119,920	\$ 118,040	\$ -
<b>Employee Time Allocation (FTEs) (Budgeted)</b>	<b>0.80</b>		<b>0.80</b>		<b>0.00</b>

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
<b>Program Expenditures</b>					
Personnel Services	\$ 8,430	15%	\$ 7,930	\$ 7,860	\$ -
Supplies & Services	43,500	75%	1,400	1,500	-
<b>Subtotal Direct Costs</b>	<b>\$ 51,930</b>	<b>90%</b>	<b>\$ 9,330</b>	<b>\$ 9,360</b>	<b>\$ -</b>
Internal Charges	5,710	10%	3,470	3,470	-
<b>Total Expenditures</b>	<b>\$ 57,640</b>	<b>100%</b>	<b>\$ 12,800</b>	<b>\$ 12,830</b>	<b>\$ -</b>
<b>Expenditures by Fund</b>					
General Fund Portion	\$ 57,640	100%	\$ 12,800	\$ 12,830	\$ -
<b>Funding Sources</b>					
Funding from General Revenues	\$ 57,640	100%	\$ 12,800	\$ 12,830	\$ -
<b>Employee Time Allocation (FTEs) (Budgeted)</b>	<b>0.09</b>		<b>0.09</b>		<b>0.00</b>

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
<b>Program Expenditures</b>					
Personnel Services	\$ 62,670	66%	\$ 59,020	\$ 56,690	\$ -
Internal Charges	32,190	34%	34,870	34,870	-
<b>Total Expenditures</b>	<b>\$ 94,860</b>	<b>100%</b>	<b>\$ 93,890</b>	<b>\$ 91,560</b>	<b>\$ -</b>
<b>Expenditures by Fund</b>					
General Fund Portion	\$ 94,860	100%	\$ 93,890	\$ 91,560	\$ -
<b>Funding Sources</b>					
Allocations to Other Departments	\$ 94,870	100%	\$ 93,900	\$ 93,900	\$ -
Funding from General Revenues	\$ (10)	<1%	\$ (10)	\$ (2,340)	\$ -
<b>Employee Time Allocation (FTEs) (Budgeted)</b>	<b>0.82</b>		<b>0.82</b>		<b>0.00</b>

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**

<b>BUDGET SUMMARY</b>	<b>FY2019 Budget</b>	<b>% of FY2019 Budget</b>	<b>FY2018 Budget</b>	<b>FY2018 Estimate</b>	<b>FY2017 Actual</b>
<b>Program Expenditures</b>					
Personnel Services	\$ 50,410	44%	\$ 48,090	\$ 48,620	\$ -
Supplies & Services	8,355	7%	8,350	6,150	-
<b>Subtotal Direct Costs</b>	<b>\$ 58,765</b>	<b>52%</b>	<b>\$ 56,440</b>	<b>\$ 54,770</b>	<b>\$ -</b>
Internal Charges	55,330	48%	49,840	49,840	-
<b>Total Expenditures</b>	<b>\$ 114,095</b>	<b>100%</b>	<b>\$ 106,280</b>	<b>\$ 104,610</b>	<b>\$ -</b>
<b>Expenditures by Fund</b>					
General Fund Portion	\$ 114,095	100%	\$ 106,280	\$ 104,610	\$ -
<b>Funding Sources</b>					
Allocations to Other Departments	\$ 114,080	100%	\$ 106,300	\$ 106,300	\$ -
Funding from General Revenues	\$ 15	<1%	\$ (20)	\$ (1,690)	\$ -
<b>Employee Time Allocation (FTEs) (Budgeted)</b>	<b>0.66</b>		<b>0.66</b>		<b>0.00</b>

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.

<b>WORKLOAD INDICATORS</b>	<b>Benchmark</b>	<b>FY16 Actual</b>	<b>FY17 Actual</b>	<b>FY18 Projection</b>	<b>FY18 Estimate</b>	<b>FY19 Projection</b>
Records requests processed		N/A	127	80	215	150



## CITY CLERK'S OFFICE - Sustainability

BUDGET SUMMARY	FY2019 Budget	% of FY2019 Budget	FY2018 Budget	FY2018 Estimate	FY2017 Actual
<b>Program Expenditures</b>					
Personnel Services	\$ 11,450	27%	\$ 11,140	\$ 11,570	\$ -
Supplies & Services	22,000	52%	4,000	4,000	-
<b>Subtotal Direct Costs</b>	<b>\$ 33,450</b>	<b>79%</b>	<b>\$ 15,140</b>	<b>\$ 15,570</b>	<b>\$ -</b>
Internal Charges	8,870	21%	7,650	7,650	-
<b>Total Expenditures</b>	<b>\$ 42,320</b>	<b>100%</b>	<b>\$ 22,790</b>	<b>\$ 23,220</b>	<b>\$ -</b>
<b>Expenditures by Fund</b>					
General Fund Portion	\$ 42,320	100%	\$ 22,790	\$ 23,220	\$ -
<b>Funding Sources</b>					
Funding from General Revenues	\$ 42,320	100%	\$ 22,790	\$ 23,220	\$ -
<b>Employee Time Allocation (FTEs) (Budgeted)</b>	<b>0.18</b>		<b>0.18</b>		<b>0.00</b>

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
<b>Program Expenditures</b>					
Personnel Services	\$ 23,910	70%	\$ 22,510	\$ 22,360	\$ -
Internal Charges	10,020	30%	9,550	9,550	-
<b>Total Expenditures</b>	<b>\$ 33,930</b>	<b>100%</b>	<b>\$ 32,060</b>	<b>\$ 31,910</b>	<b>\$ -</b>
<b>Expenditures by Fund</b>					
General Fund Portion	\$ 33,930	100%	\$ 32,060	\$ 31,910	\$ -
<b>Funding Sources</b>					
Program Revenues	\$ 2,450	7%	\$ 2,350	\$ 2,850	\$ -
Funding from General Revenues	\$ 31,480	93%	\$ 29,710	\$ 29,060	\$ -
<b>Employee Time Allocation (FTEs) (Budgeted)</b>					
	<b>0.24</b>		<b>0.24</b>		<b>0.00</b>

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**

<b>BUDGET SUMMARY</b>	<b>FY2019 Budget</b>	<b>% of FY2019 Budget</b>	<b>FY2018 Budget</b>	<b>FY2018 Estimate</b>	<b>FY2017 Actual</b>
<b>Program Expenditures</b>					
Personnel Services	\$ 9,370	70%	\$ 8,800	\$ 7,940	\$ -
Supplies & Services	750	6%	750	750	-
<b>Subtotal Direct Costs</b>	<b>\$ 10,120</b>	<b>76%</b>	<b>\$ 9,550</b>	<b>\$ 8,690</b>	<b>\$ -</b>
Internal Charges	3,280	24%	3,140	3,140	-
<b>Total Expenditures</b>	<b>\$ 13,400</b>	<b>100%</b>	<b>\$ 12,690</b>	<b>\$ 11,830</b>	<b>\$ -</b>
<b>Expenditures by Fund</b>					
General Fund Portion	\$ 13,400	100%	\$ 12,690	\$ 11,830	\$ -
<b>Funding Sources</b>					
Funding from General Revenues	\$ 13,400	100%	\$ 12,690	\$ 11,830	\$ -
<b>Employee Time Allocation (FTEs) (Budgeted)</b>	<b>0.08</b>		<b>0.08</b>		<b>0.00</b>

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.

<b>WORKLOAD INDICATORS</b>	<b>Benchmark</b>	<b>FY16 Actual</b>	<b>FY17 Actual</b>	<b>FY18 Projection</b>	<b>FY18 Estimate</b>	<b>FY19 Projection</b>
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
<b>General Fund</b>											
<b>10-5240-01 - Administration</b>											
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	
<b>Administration Total</b>	<b>\$0</b>	<b>\$0</b>	<b>N/A</b>	<b>\$0</b>	<b>N/A</b>	<b>\$0</b>	<b>\$253,334</b>	<b>\$219,942</b>	<b>\$243,829</b>	<b>\$226,818</b>	
<b>10-5240-05 - City Council Support</b>											
Personnel (ongoing)	\$78,130	\$73,100	7%	\$71,220	10%	\$1,880	\$0	\$0	\$0	\$0	
Supplies & Services (ongoing)	\$15,000	\$15,000	0%	\$15,000	0%	\$0	\$0	\$0	\$0	\$0	
<b>Direct Costs (Ongoing) Subtotal</b>	<b>\$93,130</b>	<b>\$88,100</b>	<b>6%</b>	<b>\$86,220</b>	<b>8%</b>	<b>\$1,880</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
Internal Charges	\$37,920	\$31,820	19%	\$31,820	19%	\$0	\$0	\$0	\$0	\$0	<b>Budget Increase:</b> Increase in allocation of IT costs for PC and projector replacement
<b>City Council Support Total</b>	<b>\$131,050</b>	<b>\$119,920</b>	<b>9%</b>	<b>\$118,040</b>	<b>11%</b>	<b>\$1,880</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>10-5240-06 - Elections</b>											
Personnel (ongoing)	\$8,430	\$7,930	6%	\$7,860	7%	\$70	\$0	\$0	\$0	\$0	
Supplies & Services (ongoing)	\$1,000	\$1,400	-29%	\$1,000	0%	\$400	\$0	\$0	\$0	\$0	
<b>Direct Costs (Ongoing) Subtotal</b>	<b>\$9,430</b>	<b>\$9,330</b>	<b>1%</b>	<b>\$8,860</b>	<b>6%</b>	<b>\$470</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
Internal Charges	\$5,710	\$3,470	65%	\$3,470	65%	\$0	\$0	\$0	\$0	\$0	<b>Budget Increase:</b> Change in allocation of Finance costs
<b>Ongoing Total</b>	<b>\$15,140</b>	<b>\$12,800</b>	<b>18%</b>	<b>\$12,330</b>	<b>23%</b>	<b>\$470</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
Supplies & Services (one-time)	\$42,500	\$0	∞	\$500	8400%	(\$500)	\$0	\$0	\$0	\$0	<b>Budget:</b> Biennial election
<b>Elections Total</b>	<b>\$57,640</b>	<b>\$12,800</b>	<b>350%</b>	<b>\$12,830</b>	<b>349%</b>	<b>(\$30)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>10-5240-07 - Customer Relations</b>											
Personnel (ongoing)	\$62,670	\$59,020	6%	\$56,690	11%	\$2,330	\$0	\$0	\$0	\$0	
Internal Charges	(\$62,680)	(\$59,030)	6%	(\$59,030)	6%	\$0	\$0	\$0	\$0	\$0	
<b>Customer Relations Total</b>	<b>(\$10)</b>	<b>(\$10)</b>	<b>0%</b>	<b>(\$2,340)</b>	<b>-100%</b>	<b>\$2,330</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	

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
<b>10-5240-08 - Records Management</b>											
Personnel (ongoing)	\$50,410	\$48,090	5%	\$48,620	4%	(\$530)	\$0	\$0	\$0	\$0	
Supplies & Services (ongoing)	\$8,355	\$8,350	0%	\$6,150	36%	\$2,200	\$0	\$0	\$0	\$0	<b>Current Year Under Budget:</b> Savings on code updates
<b>Direct Costs (Ongoing) Subtotal</b>	<b>\$58,765</b>	<b>\$56,440</b>	<b>4%</b>	<b>\$54,770</b>	<b>7%</b>	<b>\$1,670</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
Internal Charges	(\$58,750)	(\$56,460)	4%	(\$56,460)	4%	\$0	\$0	\$0	\$0	\$0	
<b>Records Management Total</b>	<b>\$15</b>	<b>(\$20)</b>	<b>-175%</b>	<b>(\$1,690)</b>	<b>-101%</b>	<b>\$1,670</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>10-5240-09 - Sustainability</b>											
Personnel (ongoing)	\$11,450	\$11,140	3%	\$11,570	-1%	(\$430)	\$0	\$0	\$0	\$0	
Supplies & Services (ongoing)	\$4,000	\$4,000	0%	\$4,000	0%	\$0	\$0	\$0	\$0	\$0	
<b>Direct Costs (Ongoing) Subtotal</b>	<b>\$15,450</b>	<b>\$15,140</b>	<b>2%</b>	<b>\$15,570</b>	<b>-1%</b>	<b>(\$430)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
Internal Charges	\$8,870	\$7,650	16%	\$7,650	16%	\$0	\$0	\$0	\$0	\$0	<b>Budget Increase:</b> Change in allocation of Finance costs
<b>Ongoing Total</b>	<b>\$24,320</b>	<b>\$22,790</b>	<b>7%</b>	<b>\$23,220</b>	<b>5%</b>	<b>(\$430)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
Supplies & Services (one-time)	\$18,000	\$0	∞	\$0	∞	\$0	\$0	\$0	\$0	\$0	<b>Budget:</b> Approved Decision Package - Hazardous Household Materials Cleanup
<b>Sustainability Total</b>	<b>\$42,320</b>	<b>\$22,790</b>	<b>86%</b>	<b>\$23,220</b>	<b>82%</b>	<b>(\$430)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>10-5240-10 - Permits, Licenses, &amp; Registrations</b>											
Personnel (ongoing)	\$23,910	\$22,510	6%	\$22,360	7%	\$150	\$0	\$0	\$0	\$0	
Internal Charges	\$10,020	\$9,550	5%	\$9,550	5%	\$0	\$0	\$0	\$0	\$0	
<b>Permits, Licenses, &amp; Registrations Total</b>	<b>\$33,930</b>	<b>\$32,060</b>	<b>6%</b>	<b>\$31,910</b>	<b>6%</b>	<b>\$150</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>10-5240-16 - Grants Coordination</b>											
Personnel (ongoing)	\$9,370	\$8,800	6%	\$7,940	18%	\$860	\$0	\$0	\$0	\$0	
Supplies & Services (ongoing)	\$750	\$750	0%	\$750	0%	\$0	\$0	\$0	\$0	\$0	
<b>Direct Costs (Ongoing) Subtotal</b>	<b>\$10,120</b>	<b>\$9,550</b>	<b>6%</b>	<b>\$8,690</b>	<b>16%</b>	<b>\$860</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
Internal Charges	\$3,280	\$3,140	4%	\$3,140	4%	\$0	\$0	\$0	\$0	\$0	
<b>Grants Coordination Total</b>	<b>\$13,400</b>	<b>\$12,690</b>	<b>6%</b>	<b>\$11,830</b>	<b>13%</b>	<b>\$860</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	

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
<b>General Fund Totals</b>											
Personnel Subtotal	\$244,370	\$230,590	6%	\$226,260	8%	\$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	\$273,475	\$260,090	5%	\$253,160	8%	\$6,930	\$253,334	\$219,942	\$243,829	\$226,818	
Internal Charges Subtotal	(\$55,630)	(\$59,860)	-7%	(\$59,860)	-7%	\$0	\$0	\$0	\$0	\$0	
Ongoing Subtotal	\$217,845	\$200,230	9%	\$193,300	13%	\$6,930	\$253,334	\$219,942	\$243,829	\$226,818	
Supplies & Services (One-Time) Subtotal	\$60,500	\$0	∞	\$500	12000%	(\$500)	\$0	\$0	\$0	\$0	
General Fund Total	\$278,345	\$200,230	39%	\$193,800	44%	\$6,430	\$253,334	\$219,942	\$243,829	\$226,818	

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	\$244,370	\$230,590	6%	\$226,260	8%	\$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	\$273,475	\$260,090	5%	\$253,160	8%	\$6,930	\$265,656	\$219,942	\$243,829	\$226,818	
Internal Charges Subtotal	(\$55,630)	(\$59,860)	-7%	(\$59,860)	-7%	\$0	\$0	\$0	\$0	\$0	
Ongoing Subtotal	\$217,845	\$200,230	9%	\$193,300	13%	\$6,930	\$265,656	\$219,942	\$243,829	\$226,818	
Supplies & Services (One-Time) Subtotal	\$60,500	\$0	∞	\$500	12000%	(\$500)	\$0	\$0	\$0	\$0	
Grand Total	\$278,345	\$200,230	39%	\$193,800	44%	\$6,430	\$265,656	\$219,942	\$243,829	\$226,818	

Reconciliation

FY2018 Direct Costs	\$260,090
Wage and Employee Benefits Increases	\$13,780
Increase in One-Time Costs	\$60,500
Other Budget Reductions	(\$395)
FY2019 Direct Costs	\$333,975

## 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 <sup>(1)</sup>	0.88	0.88	0.88	0.88
<b>Total</b>	<b>2.88</b>	<b>2.88</b>	<b>2.88</b>	<b>2.88</b>

Org Unit	Org Description	FY19 FTE	FY18 FTE	FY17 FTE	FY16 FTE
<b>General Fund</b>					
10-5240-01	Administration <sup>(2)</sup>	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**

<b>Wastewater Enterprise Fund</b>					
59-5240-01	Administration <sup>(3)</sup>	0.00	0.00	0.22	0.00
59-5250-02	Administration <sup>(3)</sup>	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**

<sup>(1)</sup> Part-time position

<sup>(2)</sup> Beginning FY2018, the City Clerk's Office positions were allocated to individual programs.

<sup>(3)</sup> Beginning FY2018, the allocations to the Wastewater Fund are made via indirect cost allocations instead of a direct allocation of salaries.

# 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:

- \* Recreation Programs
- \* Special Events
- \* Aquatics Operations and Maintenance
- \* Parks Facilities and Maintenance

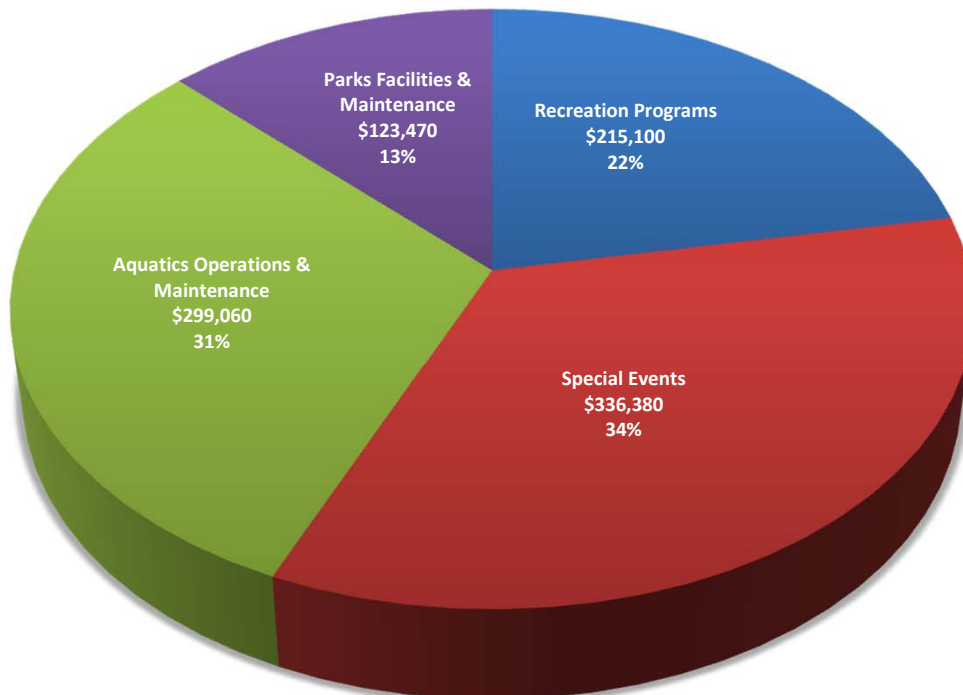
## FY 2018 Accomplishments

- \* 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.
- \* 3,712 Volunteer Hours accumulated in FY 2018
- \* \$99,550 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: \$974,010





## PARKS & RECREATION – Recreation Programs

BUDGET SUMMARY	FY2019 Budget	% of FY2019 Budget	FY2018 Budget	FY2018 Estimate	FY2017 Actual
<b>Program Expenditures</b>					
Personnel Services	\$ 109,270	51%	\$ 104,630	\$ 96,910	\$ 80,232
Supplies & Services	47,700	22%	50,085	47,135	43,493
Capital & Debt Service	-	0%	-	-	288
<b>Subtotal Direct Costs</b>	<b>\$ 156,970</b>	<b>73%</b>	<b>\$ 154,715</b>	<b>\$ 144,045</b>	<b>\$ 124,013</b>
Internal Charges	58,130	27%	49,880	49,880	-
<b>Total Expenditures</b>	<b>\$ 215,100</b>	<b>100%</b>	<b>\$ 204,595</b>	<b>\$ 193,925</b>	<b>\$ 124,013</b>
<b>Expenditures by Fund</b>					
General Fund Portion	\$ 213,700	99%	\$ 199,095	\$ 192,825	\$ 120,348
Other Funds Portion	\$ 1,400	1%	\$ 5,500	\$ 1,100	\$ 3,666
<b>Funding Sources</b>					
Program Revenues	\$ 53,000	25%	\$ 49,650	\$ 50,600	\$ 57,819
Funding from General Revenues	\$ 162,100	75%	\$ 154,945	\$ 143,325	\$ 66,195
<b>Employee Time Allocation (FTEs) (Budgeted)</b>	<b>1.57</b>		<b>1.58</b>		<b>1.19</b>

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
<b>Program Expenditures</b>					
Personnel Services	\$ 115,340	34%	\$ 109,190	\$ 106,440	\$ 100,039
Supplies & Services	179,000	53%	147,669	136,800	147,558
<b>Subtotal Direct Costs</b>	<b>\$ 294,340</b>	<b>88%</b>	<b>\$ 256,859</b>	<b>\$ 243,240</b>	<b>\$ 247,597</b>
Internal Charges	42,040	12%	36,760	36,760	-
<b>Total Expenditures</b>	<b>\$ 336,380</b>	<b>100%</b>	<b>\$ 293,619</b>	<b>\$ 280,000</b>	<b>\$ 247,597</b>
<b>Expenditures by Fund</b>					
General Fund Portion	\$ 327,380	97%	\$ 278,619	\$ 274,800	\$ 221,596
Other Funds Portion	\$ 9,000	3%	\$ 15,000	\$ 5,200	\$ 26,002
<b>Funding Sources</b>					
Program Revenues	\$ 59,000	18%	\$ 26,900	\$ 16,000	\$ 33,041
Funding from General Revenues	\$ 277,380	82%	\$ 266,719	\$ 264,000	\$ 214,557
<b>Employee Time Allocation (FTEs) (Budgeted)</b>	<b>1.30</b>		<b>1.30</b>		<b>1.20</b>

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 23 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	23	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%	99%	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
<b>Program Expenditures</b>					
Personnel Services	\$ 182,110	61%	\$ 178,000	\$ 173,350	\$ 83,983
Supplies & Services	16,500	6%	16,500	16,500	12,216
<b>Subtotal Direct Costs</b>	<b>\$ 198,610</b>	<b>66%</b>	<b>\$ 194,500</b>	<b>\$ 189,850</b>	<b>\$ 96,199</b>
Internal Charges	100,450	34%	80,510	80,510	-
<b>Total Expenditures</b>	<b>\$ 299,060</b>	<b>100%</b>	<b>\$ 275,010</b>	<b>\$ 270,360</b>	<b>\$ 96,199</b>
<b>Expenditures by Fund</b>					
General Fund Portion	\$ 299,060	100%	\$ 275,010	\$ 270,360	\$ 96,199
<b>Funding Sources</b>					
Program Revenues	\$ 40,280	13%	\$ 31,100	\$ 33,000	\$ 31,764
Funding from General Revenues	\$ 258,780	87%	\$ 243,910	\$ 237,360	\$ 64,435
<b>Employee Time Allocation (FTEs) (Budgeted)</b>	<b>4.52</b>		<b>4.25</b>		<b>3.42</b>

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

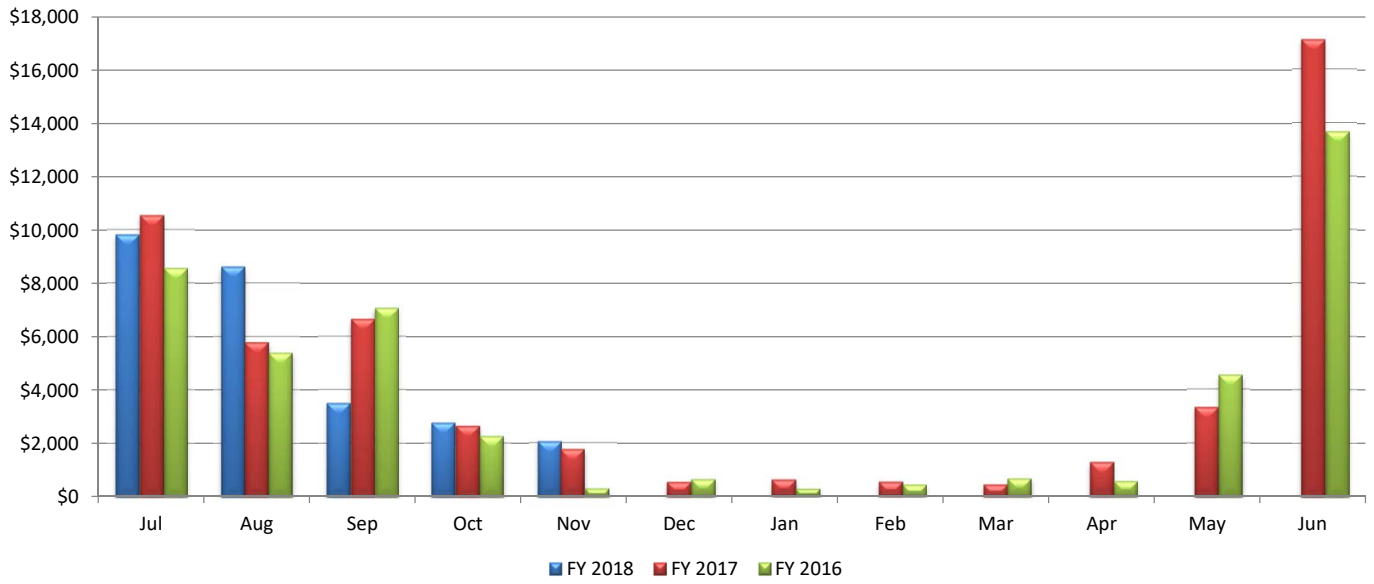
- \* Implement a new cost-effective swim lesson program that offers innovative and successful teaching methods that includes safety concepts built into the curriculum.
- \* Train and certify an in-house swim instructor trainer
- \* Restructuring of staff to enhance the youth employment program by providing 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

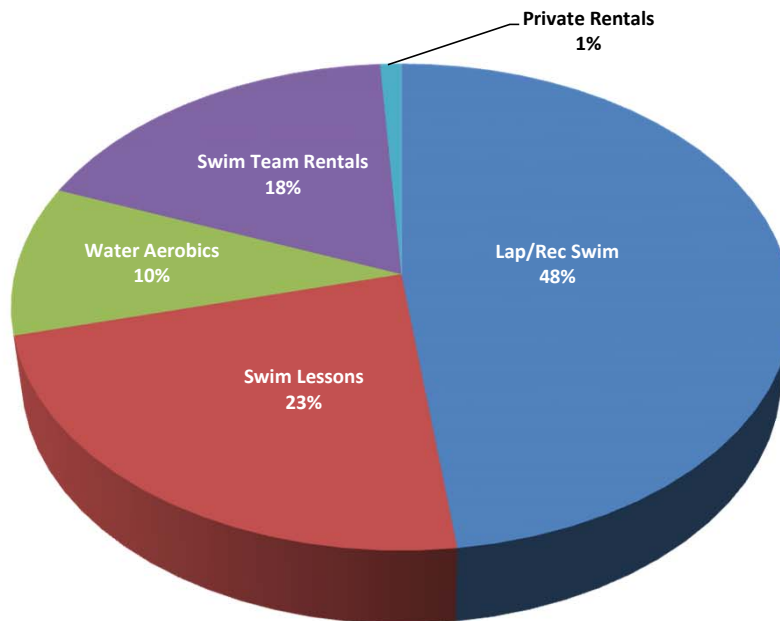
PERFORMANCE MEASURES	Benchmark	FY16 Actual	FY17 Actual	FY18 Target	FY18 Estimate	FY19 Target
Number of hours spent on staff development		n/a	n/a	10	10	16
Satisfactory Health Inspections		100%	100%	100%	100%	100%
Customer Satisfaction (Satisfied and Very Satisfied Combined)		n/a	n/a	n/a	n/a	85%

**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
<b>Program Expenditures</b>					
Personnel Services	\$ 64,410	52%	\$ 61,800	\$ 54,430	\$ -
Supplies & Services	36,000	29%	36,100	6,700	1,710
Capital & Debt Service	-	0%	30,000	3,880	34,291
<b>Subtotal Direct Costs</b>	<b>\$ 100,410</b>	<b>81%</b>	<b>\$ 127,900</b>	<b>\$ 65,010</b>	<b>\$ 36,001</b>
Internal Charges	23,060	19%	20,210	20,210	-
<b>Total Expenditures</b>	<b>\$ 123,470</b>	<b>100%</b>	<b>\$ 148,110</b>	<b>\$ 85,220</b>	<b>\$ 36,001</b>
<b>Expenditures by Fund</b>					
General Fund Portion	\$ 90,470	73%	\$ 86,110	\$ 76,640	\$ -
Other Funds Portion	\$ 33,000	27%	\$ 62,000	\$ 8,580	\$ 36,001
<b>Funding Sources</b>					
Program Revenues	\$ 66,000	53%	\$ 82,600	\$ 46,080	\$ 34,291
Funding from General Revenues	\$ 57,470	47%	\$ 65,510	\$ 39,140	\$ 1,711
<b>Employee Time Allocation (FTEs) (Budgeted)</b>	<b>0.75</b>		<b>0.75</b>		<b>0.00</b>

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	210
Total number of rental hours.		n/a	357	n/a	665	1400

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
<b>General Fund</b>											
<b>10-5242-02 - Administration</b>											
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	
<b>Administration Total</b>	<b>\$0</b>	<b>\$0</b>	<b>N/A</b>	<b>\$0</b>	<b>N/A</b>	<b>\$0</b>	<b>\$0</b>	<b>\$105,951</b>	<b>\$115,933</b>	<b>\$85,201</b>	
<b>10-5242-23 - Recreation Programs</b>											
Personnel (ongoing)	\$109,270	\$104,630	4%	\$96,910	13%	\$7,720	\$80,232	\$62,498	\$55,265	\$52,767	<b>Current Year Under Budget:</b> Vacancy savings
Supplies & Services (ongoing)	\$46,300	\$44,585	4%	\$46,035	1%	(\$1,450)	\$39,827	\$111,822	\$126,742	\$42,729	
<b>Direct Costs (Ongoing) Subtotal</b>	<b>\$155,570</b>	<b>\$149,215</b>	<b>4%</b>	<b>\$142,945</b>	<b>9%</b>	<b>\$6,270</b>	<b>\$120,059</b>	<b>\$174,320</b>	<b>\$182,007</b>	<b>\$95,496</b>	
Internal Charges	\$58,130	\$49,880	17%	\$49,880	17%	\$0	\$0	\$0	\$0	\$0	
<b>Ongoing Total</b>	<b>\$213,700</b>	<b>\$199,095</b>	<b>7%</b>	<b>\$192,825</b>	<b>11%</b>	<b>\$6,270</b>	<b>\$120,059</b>	<b>\$174,320</b>	<b>\$182,007</b>	<b>\$95,496</b>	
Capital & Debt Service	\$0	\$0	N/A	\$0	N/A	\$0	\$288	\$0	\$8,307	\$0	
<b>One-Time Total</b>	<b>\$0</b>	<b>\$0</b>	<b>N/A</b>	<b>\$0</b>	<b>N/A</b>	<b>\$0</b>	<b>\$288</b>	<b>\$0</b>	<b>\$8,307</b>	<b>\$0</b>	
<b>Recreation Programs Total</b>	<b>\$213,700</b>	<b>\$199,095</b>	<b>7%</b>	<b>\$192,825</b>	<b>11%</b>	<b>\$6,270</b>	<b>\$120,348</b>	<b>\$174,320</b>	<b>\$190,314</b>	<b>\$95,496</b>	
<b>10-5242-24 - Special Events</b>											
Personnel (ongoing)	\$115,340	\$109,190	6%	\$106,440	8%	\$2,750	\$100,039	\$0	\$0	\$0	<b>Current Year Under Budget:</b> Vacancy savings
Supplies & Services (ongoing)	\$170,000	\$132,669	28%	\$131,600	29%	\$1,069	\$121,557	\$0	\$0	\$0	
<b>Direct Costs (Ongoing) Subtotal</b>	<b>\$285,340</b>	<b>\$241,859</b>	<b>18%</b>	<b>\$238,040</b>	<b>20%</b>	<b>\$3,819</b>	<b>\$221,596</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>Budget Increase:</b> \$40,000 added for holiday decorations to be paid from Paid Parking Program revenues
Internal Charges	\$42,040	\$36,760	14%	\$36,760	14%	\$0	\$0	\$0	\$0	\$0	
<b>Special Events Total</b>	<b>\$327,380</b>	<b>\$278,619</b>	<b>18%</b>	<b>\$274,800</b>	<b>19%</b>	<b>\$3,819</b>	<b>\$221,596</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>10-5242-25 - Aquatics Operations &amp; Maintenance</b>											
Personnel (ongoing)	\$182,110	\$178,000	2%	\$173,350	5%	\$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	
<b>Direct Costs (Ongoing) Subtotal</b>	<b>\$198,610</b>	<b>\$194,500</b>	<b>2%</b>	<b>\$189,850</b>	<b>5%</b>	<b>\$4,650</b>	<b>\$96,199</b>	<b>\$184,801</b>	<b>\$148,218</b>	<b>\$150,395</b>	
Internal Charges	\$100,450	\$80,510	25%	\$80,510	25%	\$0	\$0	\$0	\$0	\$0	
<b>Aquatics Operations &amp; Maintenance Total</b>	<b>\$299,060</b>	<b>\$275,010</b>	<b>9%</b>	<b>\$270,360</b>	<b>11%</b>	<b>\$4,650</b>	<b>\$96,199</b>	<b>\$184,801</b>	<b>\$148,218</b>	<b>\$150,395</b>	

**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
<b>10-5242-26 - Parks Facilities &amp; Maintenance</b>											
Personnel (ongoing)	\$64,410	\$61,800	4%	\$54,430	18%	\$7,370	\$0	\$0	\$0	\$0	<b>Current Year Under Budget:</b> Vacancy savings
Supplies & Services (ongoing)	\$3,000	\$4,100	-27%	\$2,000	50%	\$2,100	\$0	\$0	\$0	\$0	<b>Current Year Under Budget:</b> Savings in tech support for facility rentals
<b>Direct Costs (Ongoing) Subtotal</b>	<b>\$67,410</b>	<b>\$65,900</b>	<b>2%</b>	<b>\$56,430</b>	<b>19%</b>	<b>\$9,470</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
Internal Charges	\$23,060	\$20,210	14%	\$20,210	14%	\$0	\$0	\$0	\$0	\$0	
<b>Parks Facilities &amp; Maintenance Total</b>	<b>\$90,470</b>	<b>\$86,110</b>	<b>5%</b>	<b>\$76,640</b>	<b>18%</b>	<b>\$9,470</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>General Fund Totals</b>											
Personnel Subtotal	\$471,130	\$453,620	4%	\$431,130	9%	\$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	\$706,930	\$651,474	9%	\$627,265	13%	\$24,209	\$437,854	\$465,072	\$446,157	\$331,091	
Internal Charges Subtotal	\$223,680	\$187,360	19%	\$187,360	19%	\$0	\$0	\$0	\$0	\$0	
Ongoing Subtotal	\$930,610	\$838,834	11%	\$814,625	14%	\$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	
<b>General Fund Total</b>	<b>\$930,610</b>	<b>\$838,834</b>	<b>11%</b>	<b>\$814,625</b>	<b>14%</b>	<b>\$24,209</b>	<b>\$438,142</b>	<b>\$465,072</b>	<b>\$454,464</b>	<b>\$331,091</b>	
<b>Donations &amp; Contributions Fund</b>											
<b>15-5242-23 - Recreation Programs</b>											
Supplies & Services (ongoing)	\$1,400	\$5,500	-75%	\$1,100	27%	\$4,400	\$3,666	\$0	\$0	\$0	<b>Current Year Under Budget:</b> Budgeted high in case of additional contributions
<b>Recreation Programs Total</b>	<b>\$1,400</b>	<b>\$5,500</b>	<b>-75%</b>	<b>\$1,100</b>	<b>27%</b>	<b>\$4,400</b>	<b>\$3,666</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>15-5242-24 - Special Events</b>											
Supplies & Services (ongoing)	\$9,000	\$15,000	-40%	\$5,200	73%	\$9,800	\$26,002	\$0	\$0	\$0	<b>Current Year Under Budget:</b> Budgeted high in case of additional contributions
<b>Direct Costs (Ongoing) Subtotal</b>	<b>\$9,000</b>	<b>\$15,000</b>	<b>-40%</b>	<b>\$5,200</b>	<b>73%</b>	<b>\$9,800</b>	<b>\$26,002</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>Special Events Total</b>	<b>\$9,000</b>	<b>\$15,000</b>	<b>-40%</b>	<b>\$5,200</b>	<b>73%</b>	<b>\$9,800</b>	<b>\$26,002</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>15-5242-26 - Parks Facilities &amp; Maintenance</b>											
Supplies & Services (ongoing)	\$3,000	\$2,000	50%	\$4,700	-36%	(\$2,700)	\$1,710	\$0	\$0	\$0	<b>Current Year Over Budget:</b> Additional contributions received
<b>Parks Facilities &amp; Maintenance Total</b>	<b>\$3,000</b>	<b>\$2,000</b>	<b>50%</b>	<b>\$4,700</b>	<b>-36%</b>	<b>(\$2,700)</b>	<b>\$1,710</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	

**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
<b>Donations &amp; Contributions Fund Totals</b>											
Supplies & Services (Ongoing) Subtotal	\$13,400	\$22,500	-40%	\$11,000	22%	\$11,500	\$31,378	\$0	\$0	\$0	
<b>Donations &amp; Contributions Fund Total</b>	<b>\$13,400</b>	<b>\$22,500</b>	<b>-40%</b>	<b>\$11,000</b>	<b>22%</b>	<b>\$11,500</b>	<b>\$31,378</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	

**Operating Grants Fund**

<b>16-5242-26 - Parks Facilities &amp; Maintenance</b>											
Supplies & Services (ongoing)	\$0	\$30,000	-100%	\$0	N/A	\$30,000	\$0	\$28,232	\$10,040	\$26,749	<b>Budget Decrease:</b> Separated one-time costs <b>Current Year Under Budget:</b> Grant not received
<b>Ongoing Total</b>	<b>\$0</b>	<b>\$30,000</b>	<b>-100%</b>	<b>\$0</b>	<b>N/A</b>	<b>\$30,000</b>	<b>\$0</b>	<b>\$28,232</b>	<b>\$10,040</b>	<b>\$26,749</b>	
Supplies & Services (one-time)	\$30,000	\$0	∞	\$0	∞	\$0	\$0	\$0	\$0	\$0	<b>Budget:</b> Trail maintenance grant
Capital & Debt Service	\$0	\$0	N/A	\$0	N/A	\$0	\$18,774	\$0	\$42,284	\$20,325	
<b>One-Time Total</b>	<b>\$30,000</b>	<b>\$0</b>	<b>∞</b>	<b>\$0</b>	<b>∞</b>	<b>\$0</b>	<b>\$18,774</b>	<b>\$0</b>	<b>\$42,284</b>	<b>\$20,325</b>	
<b>Operating Grants Fund Total</b>	<b>\$30,000</b>	<b>\$30,000</b>	<b>0%</b>	<b>\$0</b>	<b>∞</b>	<b>\$30,000</b>	<b>\$18,774</b>	<b>\$28,232</b>	<b>\$52,324</b>	<b>\$47,074</b>	

**Capital Grants Fund**

<b>19-5242-26 - Parks Facilities &amp; Maintenance</b>											
Capital & Debt Service	\$0	\$30,000	-100%	\$3,880	-100%	\$26,120	\$15,517	\$0	\$0	\$0	
<b>Capital Grants Fund Total</b>	<b>\$0</b>	<b>\$30,000</b>	<b>-100%</b>	<b>\$3,880</b>	<b>-100%</b>	<b>\$26,120</b>	<b>\$15,517</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	

**GRAND TOTALS**

Personnel (Ongoing) Subtotal	\$471,130	\$453,620	4%	\$431,130	9%	\$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	\$720,330	\$703,974	2%	\$638,265	13%	\$65,709	\$469,232	\$493,304	\$456,197	\$357,840	
Internal Charges Subtotal	\$223,680	\$187,360	19%	\$187,360	19%	\$0	\$0	\$0	\$0	\$0	
<b>Ongoing Subtotal</b>	<b>\$944,010</b>	<b>\$891,334</b>	<b>6%</b>	<b>\$825,625</b>	<b>14%</b>	<b>\$65,709</b>	<b>\$469,232</b>	<b>\$493,304</b>	<b>\$456,197</b>	<b>\$357,840</b>	
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	
<b>One-Time Subtotal</b>	<b>\$30,000</b>	<b>\$30,000</b>	<b>0%</b>	<b>\$3,880</b>	<b>673%</b>	<b>\$26,120</b>	<b>\$34,579</b>	<b>\$0</b>	<b>\$50,591</b>	<b>\$20,325</b>	
<b>Grand Total</b>	<b>\$974,010</b>	<b>\$921,334</b>	<b>6%</b>	<b>\$829,505</b>	<b>17%</b>	<b>\$91,829</b>	<b>\$503,811</b>	<b>\$493,304</b>	<b>\$506,788</b>	<b>\$378,165</b>	



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
<b>Reconciliation</b>											
FY2018 Direct Costs	\$733,974										
Added Holiday Decorations to be paid from Paid Parking Program	\$40,000										
Wage and Employee Benefits Increases	\$17,510										
Increase in One-Time Costs	(\$30,000)										
Other Budget Reductions	<u>(\$11,154)</u>										
FY2019 Direct Costs	\$750,330										

## 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 <sup>(1)</sup>	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 <sup>(1)</sup>	1.92	1.96	1.58	1.57
Lifeguard Instructor <sup>(1)</sup>	1.05	0.69	0.00	0.00
Pool Manager <sup>(1)</sup>	0.00	0.00	0.34	0.48
Pool Office Assistant <sup>(1)</sup>	0.00	0.70	0.45	0.45
Recreation Assistant <sup>(1)</sup>	0.13	0.15	0.15	0.10
Referee <sup>(1)</sup>	0.15	0.14	0.09	0.09
SAI Instructor Trainer <sup>(1)</sup>	0.06	0.00	0.00	0.00
Scorekeeper <sup>(1)</sup>	0.09	0.09	0.05	0.05
Water Aerobics Instructor <sup>(1)</sup>	0.10	0.16	0.15	0.15
<b>Total</b>	<b>8.14</b>	<b>7.89</b>	<b>5.81</b>	<b>5.89</b>

<sup>(1)</sup> Temporary positions

<sup>(2)</sup> Includes 0.37 of temporary positions.

<sup>(3)</sup> Includes 3.77 of temporary positions.

Org Unit	Org Description	FY19 FTE	FY18 FTE	FY17 FTE	FY16 FTE
<b>General Fund</b>					
10-5242-02	Administration	0.00	0.00	0.00	1.52
10-5242-23	Recreation Programs <sup>(2)</sup>	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 <sup>(3)</sup>	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
<b>General Fund Total</b>		<b>8.14</b>	<b>7.89</b>	<b>5.81</b>	<b>5.89</b>

## GENERAL SERVICES

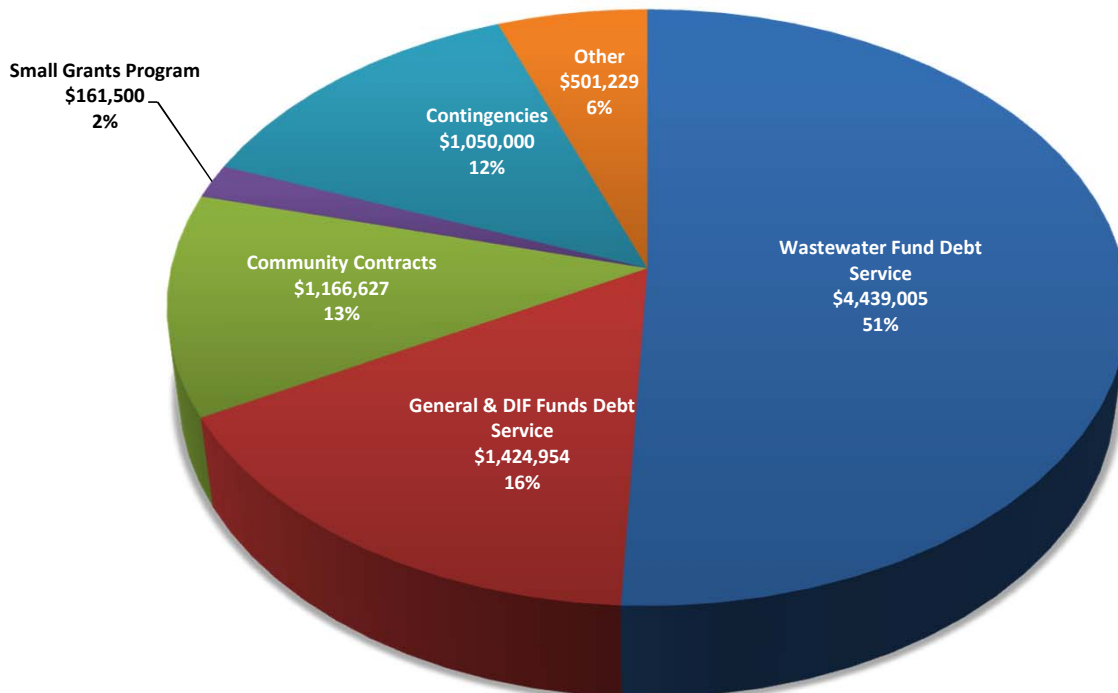
### Description

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)
- \* \$100,000 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)
- \* \$100,000 contingency for unknown affordable housing costs (Affordable Housing Fund)

### FY 2019 PROGRAM EXPENDITURES: \$8,743,315



## GENERAL SERVICES – Administration

BUDGET SUMMARY	FY2019 Budget	% of FY2019 Budget	FY2018 Budget	FY2018 Estimate	FY2017 Actual
<b>Program Expenditures</b>					
Personnel Services	\$ 10,000	<1%	\$ 347,346	\$ 208,663	\$ 6,687
Supplies & Services	1,709,926	20%	1,531,488	1,541,628	3,516,908
Capital & Debt Service	5,863,959	67%	5,863,745	5,863,738	5,851,461
Contingencies	1,150,000	13%	1,065,543	-	-
<b>Subtotal Direct Costs</b>	<b>\$ 8,733,885</b>	<b>100%</b>	<b>\$ 8,808,122</b>	<b>\$ 7,614,029</b>	<b>\$ 9,375,056</b>
Internal Charges	9,430	<1%	10,930	10,930	-
<b>Total Expenditures</b>	<b>\$ 8,743,315</b>	<b>100%</b>	<b>\$ 8,819,052</b>	<b>\$ 7,624,959</b>	<b>\$ 9,375,056</b>
<b>Expenditures by Fund</b>					
General Fund Portion	\$ 3,794,660	43%	\$ 4,159,981	\$ 3,204,891	\$ 4,209,363
Wastewater Fund Portion	\$ 4,539,115	52%	\$ 4,384,855	\$ 4,409,855	\$ 5,144,495
Other Funds Portion	\$ 409,540	5%	\$ 274,216	\$ 10,213	\$ 21,198
<b>Funding Sources</b>					
Allocations to Other Departments	\$ 350,420	4%	\$ 365,010	\$ 365,010	\$ -
Program Revenues	\$ 4,948,655	57%	\$ 4,659,071	\$ 4,420,068	\$ 5,710,225
Funding from General Revenues	\$ 3,444,240	39%	\$ 3,794,971	\$ 2,839,881	\$ 3,664,831
<b>Employee Time Allocation (FTEs) (Budgeted)</b>	<b>0.00</b>		<b>0.00</b>		<b>0.00</b>

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	
<b>General Fund</b>												
<b>10-5245-01 - Administration</b>												
Personnel (ongoing)	\$10,000	\$372,346	-97%	\$208,663	-95%	\$163,683	\$6,687	\$9,959	(\$6,803)	\$7,187	<b>Budget Decrease:</b> Hall/Parker refunds were one-time <b>Current Year Under Budget:</b> 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		<b>Budget Decrease:</b> Reduction of estimated costs for Paid Parking Program and fuel and maintenance for pooled vehicles <b>Current Year Under Budget:</b> Savings in pooled vehicle fuel and maintenance costs
<b>Direct Costs (Ongoing) Subtotal</b>	<b>\$553,299</b>	<b>\$982,161</b>	<b>-44%</b>	<b>\$792,598</b>	<b>-30%</b>	<b>\$189,563</b>	<b>\$3,523,595</b>	<b>\$3,321,972</b>	<b>\$3,116,499</b>	<b>\$2,201,146</b>		
Internal Charges	(\$341,100)	(\$354,200)	-4%	(\$354,200)	-4%	\$0	\$0	\$0	\$0	\$0		
<b>Ongoing Total</b>	<b>\$212,199</b>	<b>\$627,961</b>	<b>-66%</b>	<b>\$438,398</b>	<b>-52%</b>	<b>\$189,563</b>	<b>\$3,523,595</b>	<b>\$3,321,972</b>	<b>\$3,116,499</b>	<b>\$2,201,146</b>		
Capital & Debt Service	\$0	\$0	N/A	\$0	N/A	\$0	\$685,768	\$741,592	\$763,606	\$866,984		
<b>One-Time Total</b>	<b>\$0</b>	<b>\$0</b>	<b>N/A</b>	<b>\$0</b>	<b>N/A</b>	<b>\$0</b>	<b>\$685,768</b>	<b>\$741,592</b>	<b>\$763,606</b>	<b>\$866,984</b>		
<b>Administration Total</b>	<b>\$212,199</b>	<b>\$627,961</b>	<b>-66%</b>	<b>\$438,398</b>	<b>-52%</b>	<b>\$189,563</b>	<b>\$4,209,363</b>	<b>\$4,063,564</b>	<b>\$3,880,105</b>	<b>\$3,068,130</b>		
<b>10-5245-09 - Sustainability</b>												
Supplies & Services (ongoing)	\$100,000	\$0	∞	\$0	∞	\$0	\$0	\$0	\$0	\$0	<b>Budget Increase:</b> Moved Sedona Recycles contract from 10-5245-90, Council increased \$14,555	
<b>Sustainability Total</b>	<b>\$100,000</b>	<b>\$0</b>	<b>∞</b>	<b>\$0</b>	<b>∞</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		
<b>10-5245-41 - Arts &amp; Culture</b>												
Supplies & Services (ongoing)	\$0	\$0	N/A	\$0	N/A	\$0	\$0	\$8,221	\$9,362	\$10,004		
<b>Arts &amp; Culture Total</b>	<b>\$0</b>	<b>\$0</b>	<b>N/A</b>	<b>\$0</b>	<b>N/A</b>	<b>\$0</b>	<b>\$0</b>	<b>\$8,221</b>	<b>\$9,362</b>	<b>\$10,004</b>		
<b>10-5245-90 - Comm Contracts - Public Safety</b>												
Supplies & Services (ongoing)	\$69,285	\$54,395	27%	\$54,395	27%	\$0	\$0	\$0	\$0	\$0	<b>Budget Increase:</b> Increase in Humane Society contract	
<b>Comm Contracts - Public Safety Total</b>	<b>\$69,285</b>	<b>\$54,395</b>	<b>27%</b>	<b>\$54,395</b>	<b>27%</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		

**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
<b>10-5245-91 - Comm Contracts - Cult &amp; Recr</b>											
Supplies & Services (ongoing)	\$494,392	\$427,780	16%	\$456,000	8%	(\$28,220)	\$0	\$0	\$0	\$0	<b>Budget Increase:</b> Increase in Sedona Library contract, Council increased an additional \$25,000 <b>Current Year Over Budget:</b> Increase in Sedona Library contract not budgeted
<b>Comm Contracts - Cult &amp; Recr Total</b>	<b>\$494,392</b>	<b>\$427,780</b>	<b>16%</b>	<b>\$456,000</b>	<b>8%</b>	<b>(\$28,220)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>10-5245-92 - Comm Contracts - Health &amp; Welf</b>											
Supplies & Services (ongoing)	\$174,365	\$251,998	-31%	\$251,998	-31%	\$0	\$0	\$0	\$0	\$0	<b>Budget Decrease:</b> Moved Sedona Recycles contract to 10-5245-09
<b>Comm Contracts - Health &amp; Welf Total</b>	<b>\$174,365</b>	<b>\$251,998</b>	<b>-31%</b>	<b>\$251,998</b>	<b>-31%</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>10-5245-93 - Comm Contracts - Public Transp</b>											
Supplies & Services (ongoing)	\$328,585	\$187,500	75%	\$195,300	68%	(\$7,800)	\$0	\$0	\$0	\$0	<b>Budget Increase:</b> Increase in Verde Lynx contract, approved Decision Package - expansion of Verde Lynx <b>Current Year Over Budget:</b> Increase in Verde Lynx contract not budgeted
<b>Comm Contracts - Public Transp Total</b>	<b>\$328,585</b>	<b>\$187,500</b>	<b>75%</b>	<b>\$195,300</b>	<b>68%</b>	<b>(\$7,800)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>10-5246-01 - Administration</b>											
Contingencies	\$650,000	\$801,543	-19%	\$0	∞	\$801,543	\$0	\$0	\$0	\$0	<b>Budget Decrease:</b> Eliminated contingency for City's portion of increase in Bed Tax revenues
<b>Administration Total</b>	<b>\$650,000</b>	<b>\$801,543</b>	<b>-19%</b>	<b>\$0</b>	<b>∞</b>	<b>\$801,543</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>10-5255-15 - Debt Service</b>											
Capital & Debt Service	\$1,415,414	\$1,443,794	-2%	\$1,443,790	-2%	\$4	\$0	\$0	\$0	\$0	
<b>Debt Service Total</b>	<b>\$1,415,414</b>	<b>\$1,443,794</b>	<b>-2%</b>	<b>\$1,443,790</b>	<b>-2%</b>	<b>\$4</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	

**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
<b>General Fund Totals</b>											
Personnel Subtotal	\$10,000	\$372,346	-97%	\$208,663	-95%	\$163,683	\$6,687	\$9,959	(\$6,803)	\$7,187	
Supplies & Services (Ongoing) Subtotal	\$1,709,926	\$1,531,488	12%	\$1,541,628	11%	(\$10,140)	\$3,516,908	\$3,320,234	\$3,132,664	\$2,203,963	
Direct Costs (Ongoing) Subtotal	\$1,719,926	\$1,903,834	-10%	\$1,750,291	-2%	\$153,543	\$3,523,595	\$3,330,193	\$3,125,861	\$2,211,150	
Internal Charges Subtotal	(\$341,100)	(\$354,200)	-4%	(\$354,200)	-4%	\$0	\$0	\$0	\$0	\$0	
Contingencies Subtotal	\$650,000	\$801,543	-19%	\$0	∞	\$801,543	\$0	\$0	\$0	\$0	
Ongoing Subtotal	\$2,028,826	\$2,351,177	-14%	\$1,396,091	45%	\$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	
<b>General Fund Total</b>	<b>\$3,444,240</b>	<b>\$3,794,971</b>	<b>-9%</b>	<b>\$2,839,881</b>	<b>21%</b>	<b>\$955,090</b>	<b>\$4,209,363</b>	<b>\$4,071,785</b>	<b>\$3,889,467</b>	<b>\$3,078,134</b>	

**Affordable Housing Fund**

**12-5246-01 - Administration**

Contingencies	\$100,000	\$0	∞	\$0	∞	\$0	\$0	\$0	\$0	\$0	<b>Budget Increase:</b> Approved Decision Package - Affordable Housing
<b>Affordable Housing Fund Total</b>	<b>\$100,000</b>	<b>\$0</b>	<b>∞</b>	<b>\$0</b>	<b>∞</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	

**Operating Grants Fund**

**16-5246-01 - Administration**

Contingencies	\$300,000	\$264,000	14%	\$0	∞	\$264,000	\$0	\$0	\$0	\$0	<b>Budget Increase:</b> Reinstated to original budget level prior to transfers for unanticipated grants in FY18
<b>Operating Grants Fund Total</b>	<b>\$300,000</b>	<b>\$264,000</b>	<b>14%</b>	<b>\$0</b>	<b>∞</b>	<b>\$264,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	

**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	<b>Budget Decrease:</b> Based on debt retirement schedules
<b>Fees - General Government - Post 1/1/12 Total</b>	<b>\$9,540</b>	<b>\$10,216</b>	<b>-7%</b>	<b>\$10,213</b>	<b>-7%</b>	<b>\$3</b>	<b>\$21,198</b>	<b>\$19,177</b>	<b>\$0</b>	<b>\$0</b>	

**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
<b>Wastewater Enterprise Fund</b>											
<b>59-5245-01 - Administration</b>											
Personnel (ongoing)	\$0	(\$25,000)	-100%	\$0	N/A	(\$25,000)	\$0	\$0	\$0	\$0	<b>Budget Increase:</b> Eliminate vacancy savings offset
<b>Administration Total</b>	<b>\$0</b>	<b>(\$25,000)</b>	<b>-100%</b>	<b>\$0</b>	<b>N/A</b>	<b>(\$25,000)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>59-5246-01 - Administration</b>											
Contingencies	\$100,000	\$0	∞	\$0	∞	\$0	\$0	\$0	\$0	\$0	<b>Budget Increase:</b> FY18 originally budgeted at \$100,000, but was transferred to cover an unanticipated generator purchase
<b>Administration Total</b>	<b>\$100,000</b>	<b>\$0</b>	<b>∞</b>	<b>\$0</b>	<b>∞</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>59-5250-02 - Administration</b>											
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	
<b>Administration Total</b>	<b>\$0</b>	<b>\$0</b>	<b>N/A</b>	<b>\$0</b>	<b>N/A</b>	<b>\$0</b>	<b>\$0</b>	<b>\$285,768</b>	<b>\$234,402</b>	<b>\$195,025</b>	
<b>59-5255-15 - Debt Service</b>											
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	
<b>Debt Service Total</b>	<b>\$4,439,115</b>	<b>\$4,409,855</b>	<b>1%</b>	<b>\$4,409,855</b>	<b>1%</b>	<b>\$0</b>	<b>\$5,144,495</b>	<b>\$5,412,246</b>	<b>\$6,369,619</b>	<b>\$6,324,468</b>	
<b>Wastewater Enterprise Fund Totals</b>											
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	\$100,000	\$0	∞	\$0	∞	\$0	\$0	\$0	\$0	\$0	
Ongoing Subtotal	\$100,110	(\$24,880)	-502%	\$120	83325%	(\$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	
<b>Wastewater Enterprise Fund Total</b>	<b>\$4,539,115</b>	<b>\$4,384,855</b>	<b>4%</b>	<b>\$4,409,855</b>	<b>3%</b>	<b>(\$25,000)</b>	<b>\$5,144,495</b>	<b>\$5,698,014</b>	<b>\$6,604,021</b>	<b>\$6,519,493</b>	



**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
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**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	\$1,709,926	\$1,531,488	12%	\$1,541,628	11%	(\$10,140)	\$3,516,908	\$3,399,444	\$3,192,839	\$2,221,507	
Direct Costs (Ongoing) Subtotal	\$1,719,926	\$1,878,834	-8%	\$1,750,291	-2%	\$128,543	\$3,523,595	\$3,615,961	\$3,360,263	\$2,406,175	
Internal Charges Subtotal	(\$340,990)	(\$354,080)	-4%	(\$354,080)	-4%	\$0	\$0	\$0	\$0	\$0	
Contingencies Subtotal	\$1,150,000	\$1,065,543	8%	\$0	∞	\$1,065,543	\$0	\$0	\$0	\$0	
Ongoing Subtotal	\$2,528,936	\$2,590,297	-2%	\$1,396,211	81%	\$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	
<b>Grand Total</b>	<b>\$8,392,895</b>	<b>\$8,454,042</b>	<b>-1%</b>	<b>\$7,259,949</b>	<b>16%</b>	<b>\$1,194,093</b>	<b>\$9,375,056</b>	<b>\$9,788,976</b>	<b>\$10,493,488</b>	<b>\$9,597,627</b>	

**Reconciliation**

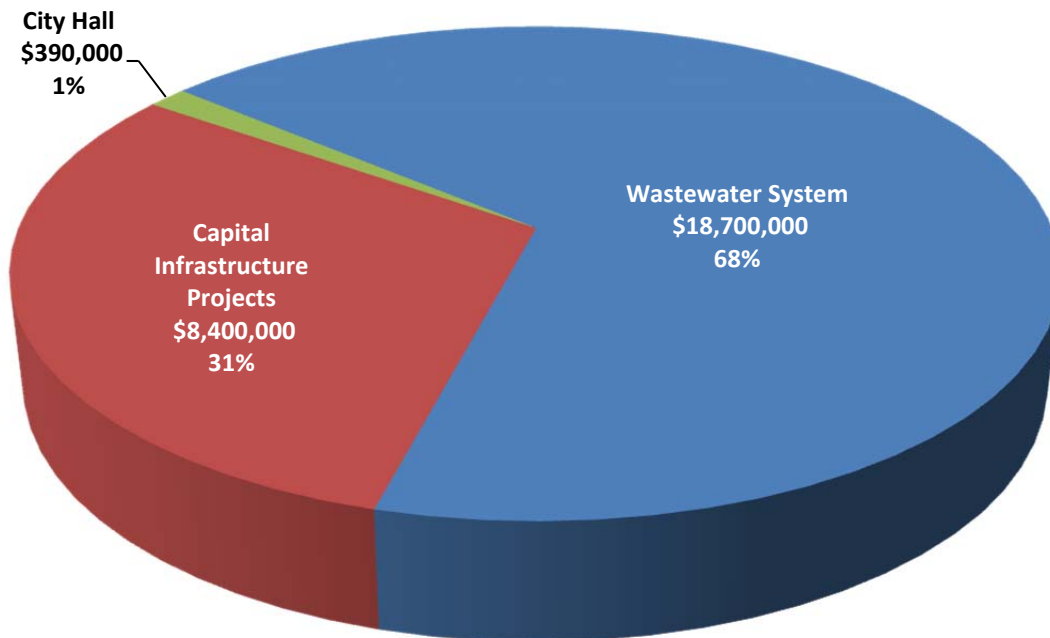
FY2018 Direct Costs	\$8,808,122
Reduction of Vacancy Savings Offsets	\$125,000
Increase in Community Service Contracts	\$113,954
Approved Decision Package - expansion of Verde Lynx	\$131,000
Approved Decision Package - Affordable Housing	\$100,000
Reduction of Contingency Budgets	(\$15,543)
Reduction 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	\$8,733,885

## 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

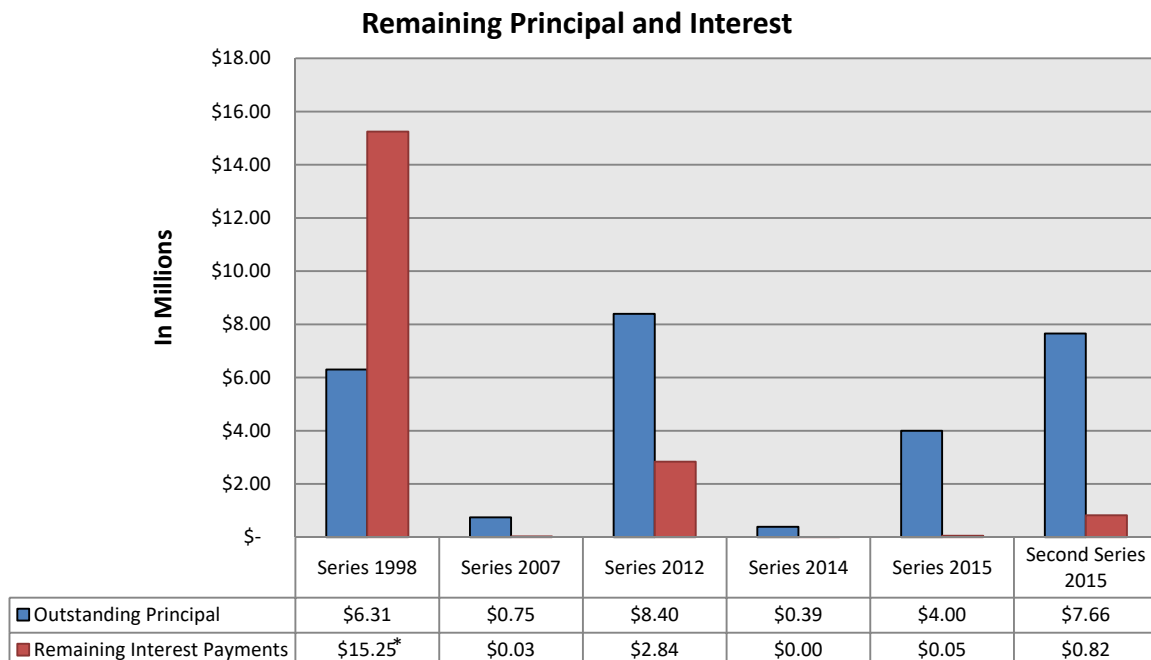
The table below summarizes the principal and interest payments for the 2018-2019 fiscal year by bond issuance.

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
<b>Total Annual Payment</b>	<b>\$ 5,240,000</b>	<b>\$ 611,587</b>	<b>\$ 5,851,587</b>

\* 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
<b>Total</b>	<b>\$8,780,523</b>	<b>\$ 854,930</b>	<b>\$ 9,477</b>	<b>\$ 63</b>	<b>\$18,700,000</b>	<b>\$18,134,475</b>	<b>\$46,479,468</b>

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

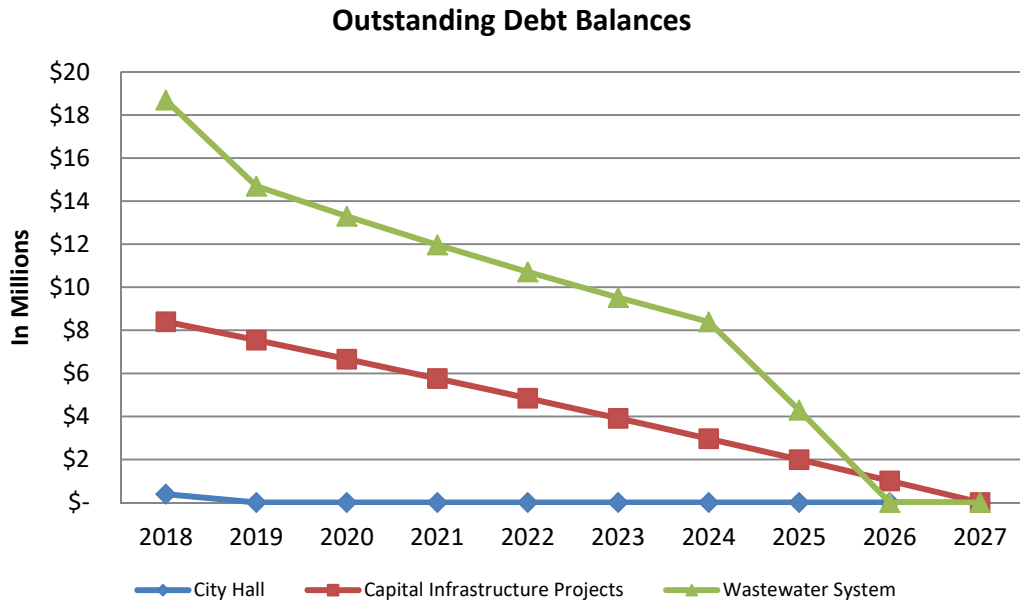
The following information details the outstanding debt balances until all the bonds are paid, assuming bonds are not called early or refunded. The final payment is July 1, 2027.

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)**

<b>Remaining Payment Dates</b>	<b>Principal</b>	<b>Compounded Interest</b>	<b>Yield</b>	<b>Total</b>
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
<b>Total</b>	<b>\$ 6,305,000</b>	<b>\$ 15,245,000</b>		<b>\$ 21,550,000</b>

\* 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
<b>Total</b>	<b>\$ 745,000</b>		<b>\$ 30,731</b>	<b>\$ 775,731</b>

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
<b>Total</b>	<b>\$ 8,395,000</b>		<b>\$ 2,837,475</b>	<b>\$ 11,232,475</b>

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
<b>Total</b>	<b>\$ 380,523</b>		<b>\$ 2,511</b>	<b>\$ 383,034</b>

#### (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
<b>Total</b>	<b>\$ 9,477</b>		<b>\$ 62</b>	<b>\$ 9,539</b>

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
<b>Total</b>	<b>\$ 4,000,000</b>		<b>\$ 52,000</b>	<b>\$ 4,052,000</b>

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
<b>Total</b>	<b>\$ 7,655,000</b>		<b>\$ 821,687</b>	<b>\$ 8,476,687</b>

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.

# COMMUNITY DEVELOPMENT

## Mission Statement

Managing growth through responsible stewardship and excellent customer service – we make a difference.

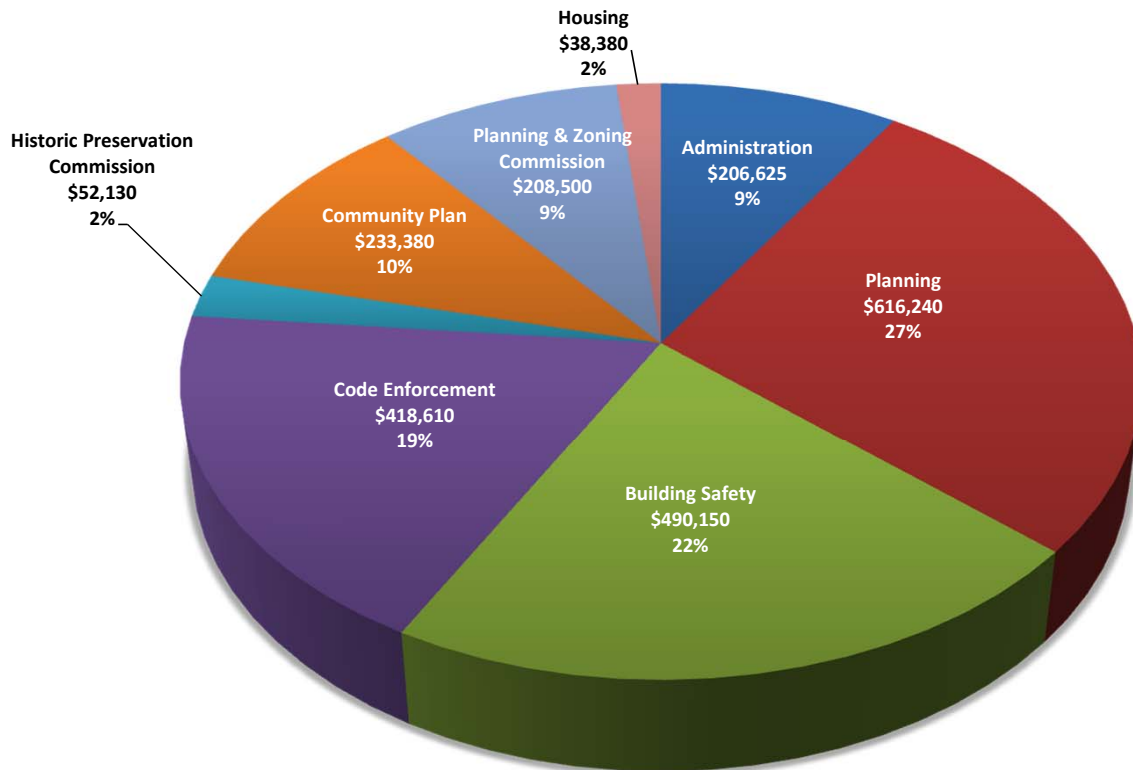
## Description

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: \$2,264,015



## COMMUNITY DEVELOPMENT – Administration

BUDGET SUMMARY	FY2019 Budget	% of FY2019 Budget	FY2018 Budget	FY2018 Estimate	FY2017 Actual
<b>Program Expenditures</b>					
Personnel Services	\$ 152,390	74%	\$ -	\$ -	\$ -
Supplies & Services	8,975	4%	-	-	-
<b>Subtotal Direct Costs</b>	<b>\$ 161,365</b>	<b>78%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Internal Charges	45,260	22%	-	-	-
<b>Total Expenditures</b>	<b>\$ 206,625</b>	<b>100%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Expenditures by Fund</b>					
General Fund Portion	\$ 206,625	100%	\$ -	\$ -	\$ -
<b>Funding Sources</b>					
Funding from General Revenues	\$ 206,625	100%	\$ -	\$ -	\$ -
<b>Employee Time Allocation (FTEs) (Budgeted)</b>	<b>1.20</b>		<b>0.00</b>		<b>0.00</b>

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
<b>Program Expenditures</b>					
Personnel Services	\$ 316,890	51%	\$ 276,670	\$ 268,600	\$ 195,845
Supplies & Services	165,650	27%	317,055	171,543	152,826
Capital & Debt Service	-	0%	-	-	11,032
<b>Subtotal Direct Costs</b>	<b>\$ 482,540</b>	<b>78%</b>	<b>\$ 593,725</b>	<b>\$ 440,143</b>	<b>\$ 359,702</b>
Internal Charges	133,700	22%	116,050	116,050	-
<b>Total Expenditures</b>	<b>\$ 616,240</b>	<b>100%</b>	<b>\$ 709,775</b>	<b>\$ 556,193</b>	<b>\$ 359,702</b>
<b>Expenditures by Fund</b>					
General Fund Portion	\$ 616,240	100%	\$ 709,775	\$ 556,193	\$ 359,702
<b>Funding Sources</b>					
Program Revenues	\$ 47,760	8%	\$ 64,200	\$ 45,310	\$ 76,060
Funding from General Revenues	\$ 568,480	92%	\$ 645,575	\$ 510,883	\$ 283,642
<b>Employee Time Allocation (FTEs) (Budgeted)</b>	<b>3.28</b>		<b>2.99</b>		<b>2.15</b>

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
<b>Program Expenditures</b>					
Personnel Services	\$ 291,660	60%	\$ 418,810	\$ 363,160	\$ 313,517
Supplies & Services	29,230	6%	25,065	43,300	13,876
Capital & Debt Service	-	0%	3,000	3,000	11,032
<b>Subtotal Direct Costs</b>	<b>\$ 320,890</b>	<b>65%</b>	<b>\$ 446,875</b>	<b>\$ 409,460</b>	<b>\$ 338,425</b>
Internal Charges	169,260	35%	170,810	170,810	-
<b>Total Expenditures</b>	<b>\$ 490,150</b>	<b>100%</b>	<b>\$ 617,685</b>	<b>\$ 580,270</b>	<b>\$ 338,425</b>
<b>Expenditures by Fund</b>					
General Fund Portion	\$ 490,150	100%	\$ 617,685	\$ 580,270	\$ 338,425
<b>Funding Sources</b>					
Program Revenues	\$ 350,200	71%	\$ 357,750	\$ 348,850	\$ 349,254
Funding from General Revenues	\$ 139,950	29%	\$ 259,935	\$ 231,420	\$ (10,829)
<b>Employee Time Allocation (FTEs) (Budgeted)</b>	<b>3.18</b>		<b>4.75</b>		<b>4.80</b>

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
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
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 (revised)	4,800	4,800

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
<b>Program Expenditures</b>					
Personnel Services	\$ 195,030	47%	\$ 197,140	\$ 199,750	\$ 160,598
Supplies & Services	36,350	9%	25,380	12,184	6,027
<b>Subtotal Direct Costs</b>	<b>\$ 231,380</b>	<b>55%</b>	<b>\$ 222,520</b>	<b>\$ 211,934</b>	<b>\$ 166,625</b>
Internal Charges	187,230	45%	167,600	167,600	-
<b>Total Expenditures</b>	<b>\$ 418,610</b>	<b>100%</b>	<b>\$ 390,120</b>	<b>\$ 379,534</b>	<b>\$ 166,625</b>
<b>Expenditures by Fund</b>					
General Fund Portion	\$ 418,610	100%	\$ 390,120	\$ 379,534	\$ 166,625
<b>Funding Sources</b>					
Funding from General Revenues	\$ 418,610	100%	\$ 390,120	\$ 379,534	\$ 166,625
<b>Employee Time Allocation (FTEs) (Budgeted)</b>	<b>2.45</b>		<b>2.42</b>		<b>2.25</b>

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.
- \* Facilitate the establishment of cooperative partnerships with other agencies, community groups, residents, and businesses.

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
<b>Program Expenditures</b>					
Personnel Services	\$ 35,280	68%	\$ 50,970	\$ 50,770	\$ 39,414
Supplies & Services	4,200	8%	9,950	3,400	4,939
<b>Subtotal Direct Costs</b>	<b>\$ 39,480</b>	<b>76%</b>	<b>\$ 60,920</b>	<b>\$ 54,170</b>	<b>\$ 44,353</b>
Internal Charges	12,650	24%	14,640	14,640	-
<b>Total Expenditures</b>	<b>\$ 52,130</b>	<b>100%</b>	<b>\$ 75,560</b>	<b>\$ 68,810</b>	<b>\$ 44,353</b>
<b>Expenditures by Fund</b>					
General Fund Portion	\$ 52,130	100%	\$ 75,560	\$ 68,810	\$ 44,353
<b>Funding Sources</b>					
Funding from General Revenues	\$ 52,130	100%	\$ 75,560	\$ 68,810	\$ 44,353
<b>Employee Time Allocation (FTEs) (Budgeted)</b>	<b>0.35</b>		<b>0.47</b>		<b>0.40</b>

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
<b>Program Expenditures</b>					
Personnel Services	\$ 141,740	61%	\$ 199,000	\$ 196,350	\$ 280,087
Supplies & Services	23,500	10%	26,050	13,600	14,776
<b>Subtotal Direct Costs</b>	<b>\$ 165,240</b>	<b>71%</b>	<b>\$ 225,050</b>	<b>\$ 209,950</b>	<b>\$ 294,863</b>
Internal Charges	68,140	29%	64,570	64,570	-
<b>Total Expenditures</b>	<b>\$ 233,380</b>	<b>100%</b>	<b>\$ 289,620</b>	<b>\$ 274,520</b>	<b>\$ 294,863</b>
<b>Expenditures by Fund</b>					
General Fund Portion	\$ 233,380	100%	\$ 289,620	\$ 274,520	\$ 294,863
<b>Funding Sources</b>					
Funding from General Revenues	\$ 233,380	100%	\$ 289,620	\$ 274,520	\$ 294,863
<b>Employee Time Allocation (FTEs) (Budgeted)</b>	<b>1.46</b>		<b>2.02</b>		<b>2.90</b>

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
<b>Program Expenditures</b>					
Personnel Services	\$ 130,150	62%	\$ 143,610	\$ 139,660	\$ 133,984
Supplies & Services	9,000	4%	15,250	4,100	1,363
<b>Subtotal Direct Costs</b>	<b>\$ 139,150</b>	<b>67%</b>	<b>\$ 158,860</b>	<b>\$ 143,760</b>	<b>\$ 135,347</b>
Internal Charges	69,350	33%	72,670	72,670	-
<b>Total Expenditures</b>	<b>\$ 208,500</b>	<b>100%</b>	<b>\$ 231,530</b>	<b>\$ 216,430</b>	<b>\$ 135,347</b>
<b>Expenditures by Fund</b>					
General Fund Portion	\$ 208,500	100%	\$ 231,530	\$ 216,430	\$ 135,347
<b>Funding Sources</b>					
Funding from General Revenues	\$ 208,500	100%	\$ 231,530	\$ 216,430	\$ 135,347
<b>Employee Time Allocation (FTEs) (Budgeted)</b>	<b>1.32</b>		<b>1.45</b>		<b>1.50</b>

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

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
<b>Program Expenditures</b>					
Supplies & Services	38,380	100%	-	-	-
<b>Total Expenditures</b>	<b>\$ 38,380</b>	<b>100%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Expenditures by Fund</b>					
Other Funds Portion	\$ 38,380	100%	\$ -	\$ -	\$ -
<b>Funding Sources</b>					
Program Revenues	\$ 38,380	100%	\$ -	\$ -	\$ -
<b>Employee Time Allocation (FTEs) (Budgeted)</b>	<b>0.00</b>		<b>0.00</b>		<b>0.00</b>

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

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
<b>General Fund</b>											
<b>10-5310-01 - Administration</b>											
Personnel (ongoing)	\$152,390	\$0	∞	\$0	∞	\$0	\$0	\$0	\$0	\$0	<b>Budget Increase:</b> Reallocated costs
Supplies & Services (ongoing)	\$8,975	\$0	∞	\$0	∞	\$0	\$0	\$0	\$0	\$0	<b>Budget Increase:</b> Reallocated costs
<b>Direct Costs (Ongoing) Subtotal</b>	<b>\$161,365</b>	<b>\$0</b>	<b>∞</b>	<b>\$0</b>	<b>∞</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
Internal Charges	\$45,260	\$0	∞	\$0	∞	\$0	\$0	\$0	\$0	\$0	
<b>Administration Total</b>	<b>\$206,625</b>	<b>\$0</b>	<b>∞</b>	<b>\$0</b>	<b>∞</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>10-5310-31 - Planning</b>											
Personnel (ongoing)	\$316,890	\$276,670	15%	\$268,600	18%	\$8,070	\$195,845	\$789,208	\$695,206	\$617,792	<b>Budget Increase:</b> Reallocated costs <b>Current Year Under Budget:</b> Vacancy savings
Supplies & Services (ongoing)	\$48,150	\$317,055	-85%	\$171,543	-72%	\$145,512	\$152,826	\$31,917	\$29,482	\$31,558	<b>Budget Decrease:</b> Separated one-time costs <b>Current Year Under Budget:</b> Carryover
<b>Direct Costs (Ongoing) Subtotal</b>	<b>\$365,040</b>	<b>\$593,725</b>	<b>-39%</b>	<b>\$440,143</b>	<b>-17%</b>	<b>\$153,582</b>	<b>\$348,670</b>	<b>\$821,125</b>	<b>\$724,688</b>	<b>\$649,351</b>	
Internal Charges	\$133,700	\$116,050	15%	\$116,050	15%	\$0	\$0	\$0	\$0	\$0	<b>Budget Increase:</b> Change in allocations of City Clerk and Facilities Management costs
<b>Ongoing Total</b>	<b>\$498,740</b>	<b>\$709,775</b>	<b>-30%</b>	<b>\$556,193</b>	<b>-10%</b>	<b>\$153,582</b>	<b>\$348,670</b>	<b>\$821,125</b>	<b>\$724,688</b>	<b>\$649,351</b>	
Supplies & Services (one-time)	\$117,500	\$0	∞	\$0	∞	\$0	\$0	\$0	\$0	\$0	<b>Budget:</b> 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	
<b>One-Time Total</b>	<b>\$117,500</b>	<b>\$0</b>	<b>∞</b>	<b>\$0</b>	<b>∞</b>	<b>\$0</b>	<b>\$11,032</b>	<b>\$23,982</b>	<b>\$0</b>	<b>\$36,435</b>	
<b>Planning Total</b>	<b>\$616,240</b>	<b>\$709,775</b>	<b>-13%</b>	<b>\$556,193</b>	<b>11%</b>	<b>\$153,582</b>	<b>\$359,702</b>	<b>\$845,107</b>	<b>\$724,688</b>	<b>\$685,785</b>	



**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
<b>10-5310-32 - Building Safety</b>											
Personnel (ongoing)	\$291,660	\$418,810	-30%	\$363,160	-20%	\$55,650	\$313,517	\$160,696	\$155,312	\$149,445	<b>Budget Decrease:</b> Reallocated portion to Admin, one position eliminated, approved Decision Package - increase Temporary Inspector hours <b>Current Year Under Budget:</b> Vacancy savings
Supplies & Services (ongoing)	\$28,230	\$25,065	13%	\$43,300	-35%	(\$18,235)	\$13,876	\$13,544	\$2,795	\$2,814	<b>Current Year Over Budget:</b> Contracted services due to vacancy
<b>Direct Costs (Ongoing) Subtotal</b>	<b>\$319,890</b>	<b>\$443,875</b>	<b>-28%</b>	<b>\$406,460</b>	<b>-21%</b>	<b>\$37,415</b>	<b>\$327,393</b>	<b>\$174,240</b>	<b>\$158,107</b>	<b>\$152,259</b>	
Internal Charges	\$169,260	\$170,810	-1%	\$170,810	-1%	\$0	\$0	\$0	\$0	\$0	
<b>Ongoing Total</b>	<b>\$489,150</b>	<b>\$614,685</b>	<b>-20%</b>	<b>\$577,270</b>	<b>-15%</b>	<b>\$37,415</b>	<b>\$327,393</b>	<b>\$174,240</b>	<b>\$158,107</b>	<b>\$152,259</b>	
Supplies & Services (one-time)	\$1,000	\$0	∞	\$0	∞	\$0	\$0	\$0	\$0	\$0	<b>Budget:</b> Furniture replacements
Capital & Debt Service	\$0	\$3,000	-100%	\$3,000	-100%	\$0	\$11,032	\$0	\$0	\$0	
<b>One-Time Total</b>	<b>\$1,000</b>	<b>\$3,000</b>	<b>-67%</b>	<b>\$3,000</b>	<b>-67%</b>	<b>\$0</b>	<b>\$11,032</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>Building Safety Total</b>	<b>\$490,150</b>	<b>\$617,685</b>	<b>-21%</b>	<b>\$580,270</b>	<b>-16%</b>	<b>\$37,415</b>	<b>\$338,425</b>	<b>\$174,240</b>	<b>\$158,107</b>	<b>\$152,259</b>	
<b>10-5310-33 - Code Enforcement</b>											
Personnel (ongoing)	\$195,030	\$197,140	-1%	\$199,750	-2%	(\$2,610)	\$160,598	\$131,964	\$125,645	\$53,266	<b>Budget Decrease:</b> 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	
<b>Direct Costs (Ongoing) Subtotal</b>	<b>\$229,380</b>	<b>\$222,520</b>	<b>3%</b>	<b>\$211,934</b>	<b>8%</b>	<b>\$10,586</b>	<b>\$166,625</b>	<b>\$145,245</b>	<b>\$131,248</b>	<b>\$58,255</b>	
Internal Charges	\$187,230	\$167,600	12%	\$167,600	12%	\$0	\$0	\$0	\$0	\$0	<b>Budget Increase:</b> Change in allocations of City Clerk, IT, and Facilities Management costs
<b>Ongoing Total</b>	<b>\$416,610</b>	<b>\$390,120</b>	<b>7%</b>	<b>\$379,534</b>	<b>10%</b>	<b>\$10,586</b>	<b>\$166,625</b>	<b>\$145,245</b>	<b>\$131,248</b>	<b>\$58,255</b>	
Supplies & Services (one-time)	\$2,000	\$0	∞	\$0	∞	\$0	\$0	\$0	\$0	\$0	<b>Budget:</b> Furniture replacements, camera with telescoping abilities
<b>Code Enforcement Total</b>	<b>\$418,610</b>	<b>\$390,120</b>	<b>7%</b>	<b>\$379,534</b>	<b>10%</b>	<b>\$10,586</b>	<b>\$166,625</b>	<b>\$145,245</b>	<b>\$131,248</b>	<b>\$58,255</b>	

**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
<b>10-5310-62 - Historic Preservation Commission</b>											
Personnel (ongoing)	\$35,280	\$50,970	-31%	\$50,770	-31%	\$200	\$39,414	\$0	\$0	\$0	<b>Budget Decrease:</b> Reallocated portion to Admin
Supplies & Services (ongoing)	\$4,200	\$9,950	-58%	\$3,400	24%	\$6,550	\$4,939	\$0	\$0	\$0	<b>Budget Decrease:</b> Reduction in Travel & Training <b>Current Year Under Budget:</b> Savings in Travel & Training
<b>Direct Costs (Ongoing) Subtotal</b>	<b>\$39,480</b>	<b>\$60,920</b>	<b>-35%</b>	<b>\$54,170</b>	<b>-27%</b>	<b>\$6,750</b>	<b>\$44,353</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
Internal Charges	\$12,650	\$14,640	-14%	\$14,640	-14%	\$0	\$0	\$0	\$0	\$0	<b>Budget Decrease:</b> Change in allocations of IT costs
<b>Historic Preservation Commission Total</b>	<b>\$52,130</b>	<b>\$75,560</b>	<b>-31%</b>	<b>\$68,810</b>	<b>-24%</b>	<b>\$6,750</b>	<b>\$44,353</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>10-5310-67 - Community Plan</b>											
Personnel (ongoing)	\$141,740	\$199,000	-29%	\$196,350	-28%	\$2,650	\$280,087	\$0	\$0	\$0	<b>Budget Decrease:</b> 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	<b>Current Year Under Budget:</b> Savings in Professional Services
<b>Direct Costs (Ongoing) Subtotal</b>	<b>\$158,240</b>	<b>\$225,050</b>	<b>-30%</b>	<b>\$209,950</b>	<b>-25%</b>	<b>\$15,100</b>	<b>\$294,863</b>	<b>\$15,445</b>	<b>\$21,355</b>	<b>\$28,296</b>	
Internal Charges	\$68,140	\$64,570	6%	\$64,570	6%	\$0	\$0	\$0	\$0	\$0	
<b>Ongoing Total</b>	<b>\$226,380</b>	<b>\$289,620</b>	<b>-22%</b>	<b>\$274,520</b>	<b>-18%</b>	<b>\$15,100</b>	<b>\$294,863</b>	<b>\$15,445</b>	<b>\$21,355</b>	<b>\$28,296</b>	
Supplies & Services (one-time)	\$7,000	\$0	∞	\$0	∞	\$0	\$0	\$0	\$0	\$0	<b>Budget:</b> Carryover for illustrations and drawings for CFA plans
<b>Community Plan Total</b>	<b>\$233,380</b>	<b>\$289,620</b>	<b>-19%</b>	<b>\$274,520</b>	<b>-15%</b>	<b>\$15,100</b>	<b>\$294,863</b>	<b>\$15,445</b>	<b>\$21,355</b>	<b>\$28,296</b>	
<b>10-5310-71 - Planning &amp; Zoning Commission</b>											
Personnel (ongoing)	\$130,150	\$143,610	-9%	\$139,660	-7%	\$3,950	\$133,984	\$0	\$0	\$0	<b>Budget Decrease:</b> 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	<b>Budget Decrease:</b> Reduction in Travel & Training <b>Current Year Under Budget:</b> Savings in Travel & Training
<b>Direct Costs (Ongoing) Subtotal</b>	<b>\$139,150</b>	<b>\$158,860</b>	<b>-12%</b>	<b>\$143,760</b>	<b>-3%</b>	<b>\$15,100</b>	<b>\$135,347</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
Internal Charges	\$69,350	\$72,670	-5%	\$72,670	-5%	\$0	\$0	\$0	\$0	\$0	
<b>Planning &amp; Zoning Commission Total</b>	<b>\$208,500</b>	<b>\$231,530</b>	<b>-10%</b>	<b>\$216,430</b>	<b>-4%</b>	<b>\$15,100</b>	<b>\$135,347</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	

**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
<b>General Fund Totals</b>											
Personnel Subtotal	\$1,263,140	\$1,286,200	-2%	\$1,218,290	4%	\$67,910	\$1,123,445	\$1,081,868	\$976,163	\$820,503	
Supplies & Services (Ongoing) Subtotal	\$149,405	\$418,750	-64%	\$248,127	-40%	\$170,623	\$193,807	\$74,187	\$59,235	\$67,658	
Direct Costs (Ongoing) Subtotal	\$1,412,545	\$1,704,950	-17%	\$1,466,417	-4%	\$238,533	\$1,317,251	\$1,156,055	\$1,035,398	\$888,161	
Internal Charges Subtotal	\$685,590	\$606,340	13%	\$606,340	13%	\$0	\$0	\$0	\$0	\$0	
Ongoing Subtotal	\$2,098,135	\$2,311,290	-9%	\$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	
<b>General Fund Total</b>	<b>\$2,225,635</b>	<b>\$2,314,290</b>	<b>-4%</b>	<b>\$2,075,757</b>	<b>7%</b>	<b>\$238,533</b>	<b>\$1,339,315</b>	<b>\$1,180,037</b>	<b>\$1,035,398</b>	<b>\$924,595</b>	

**Affordable Housing Fund**

**12-5310-59 - Housing**

Supplies & Services (ongoing)	\$38,380	\$0	∞	\$0	∞	\$0	\$0	\$0	\$0	\$0	<b>Budget Increase:</b> Permit fees for Habitat for Humanity project
<b>Affordable Housing Fund Total</b>	<b>\$38,380</b>	<b>\$0</b>	<b>∞</b>	<b>\$0</b>	<b>∞</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	

**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	<b>Current Year Over Budget:</b> CDBG grant carried over from FY17, covered by grants contingency
<b>Operating Grants Fund Total</b>	<b>\$0</b>	<b>\$0</b>	<b>N/A</b>	<b>\$86,928</b>	<b>-100%</b>	<b>(\$86,928)</b>	<b>\$203,892</b>	<b>\$21,290</b>	<b>\$0</b>	<b>\$6,425</b>	

**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
<b>GRAND TOTALS</b>											
Personnel (Ongoing) Subtotal	\$1,263,140	\$1,286,200	-2%	\$1,218,290	4%	\$67,910	\$1,123,445	\$1,081,868	\$976,163	\$820,503	
Supplies & Services (Ongoing) Subtotal	\$187,785	\$418,750	-55%	\$335,055	-44%	\$83,695	\$397,699	\$95,477	\$59,235	\$74,083	
Direct Costs (Ongoing) Subtotal	\$1,450,925	\$1,704,950	-15%	\$1,553,345	-7%	\$151,605	\$1,521,143	\$1,177,345	\$1,035,398	\$894,586	
Internal Charges Subtotal	\$685,590	\$606,340	13%	\$606,340	13%	\$0	\$0	\$0	\$0	\$0	
Ongoing Subtotal	\$2,136,515	\$2,311,290	-8%	\$2,159,685	-1%	\$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	
<b>Grand Total</b>	<b>\$2,264,015</b>	<b>\$2,314,290</b>	<b>-2%</b>	<b>\$2,162,685</b>	<b>5%</b>	<b>\$151,605</b>	<b>\$1,543,207</b>	<b>\$1,201,327</b>	<b>\$1,035,398</b>	<b>\$931,020</b>	

**Reconciliation**

FY2018 Direct Costs	\$1,707,950
Add monitoring of short-term rentals	\$15,000
Department Staff Restructuring	(\$61,910)
Added Permit Fees for Habitat for Humanity	\$38,380
Approved Decision Package - Increase Temporary Inspector Hours	\$20,200
Wages and Employee Benefits Increases	\$28,850
Reduction in Travel & Training	(\$14,475)
Decrease in One-Time Costs	(\$149,600)
Other Budget Reductions	(\$5,970)
FY2019 Direct Costs	\$1,578,425

## 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 <sup>(1)</sup>	0.24	0.08	0.00	0.00
<b>Total</b>	<b>13.24</b>	<b>14.08</b>	<b>14.00</b>	<b>15.71</b>

Org Unit	Org Description	FY19 FTE	FY18 FTE	FY17 FTE	FY16 FTE
<b>General Fund</b>					
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	3.18	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 <sup>(2)</sup>	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 <sup>(2)</sup>	1.32	1.45	1.50	0.00
<b>General Fund Total</b>		<b>13.24</b>	<b>14.08</b>	<b>14.00</b>	<b>15.65</b>
<b>Wastewater Enterprise Fund</b>					
59-5250-02	Administration	0.00	0.00	0.00	0.06
<b>Wastewater Enterprise Fund Total</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.06</b>
<b>Grand Total</b>		<b>13.24</b>	<b>14.08</b>	<b>14.00</b>	<b>15.71</b>

<sup>(1)</sup> Temporary position

<sup>(2)</sup> The appointed commissioners are unpaid volunteers and are not included in the employee full-time equivalency (FTE) count.

# PUBLIC WORKS

## Mission Statement

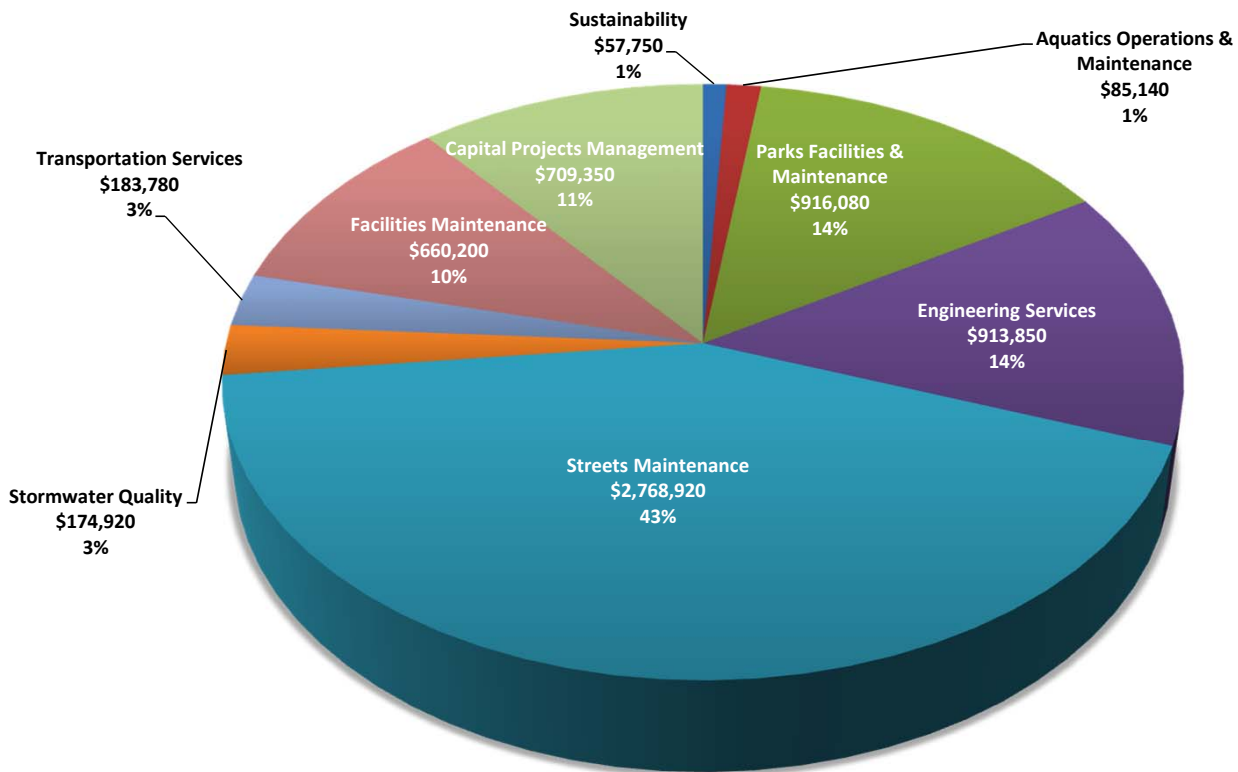
Providing a safe and enjoyable experience through cost effective, quality infrastructure and services.

## 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: \$6,469,990



## PUBLIC WORKS – Sustainability

BUDGET SUMMARY	FY2019 Budget	% of FY2019 Budget	FY2018 Budget	FY2018 Estimate	FY2017 Actual
<b>Program Expenditures</b>					
Supplies & Services	\$ 55,000	95%	\$ -	\$ -	\$ -
Internal Charges	2,750	5%	-	-	-
<b>Total Expenditures</b>	<b>\$ 57,750</b>	<b>100%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Expenditures by Fund</b>					
General Fund Portion	\$ 57,750	100%	\$ -	\$ -	\$ -
<b>Funding Sources</b>					
Funding from General Revenues	\$ 57,750	100%	\$ -	\$ -	\$ -
<b>Employee Time Allocation (FTEs) (Budgeted)</b>	<b>0.00</b>		<b>0.00</b>		<b>0.00</b>

The Sustainability program includes the agreement with the US Forest Service for trails maintenance (Adopt-a-Trail program) 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
<b>Program Expenditures</b>					
Personnel Services	\$ 12,310	14%	\$ 12,220	\$ 11,840	\$ -
Supplies & Services	37,000	43%	36,160	36,160	-
Capital & Debt Service	26,500	31%	-	-	-
<b>Subtotal Direct Costs</b>	<b>\$ 75,810</b>	<b>89%</b>	<b>\$ 48,380</b>	<b>\$ 48,000</b>	<b>\$ -</b>
Internal Charges	9,330	11%	7,880	7,880	-
<b>Total Expenditures</b>	<b>\$ 85,140</b>	<b>100%</b>	<b>\$ 56,260</b>	<b>\$ 55,880</b>	<b>\$ -</b>
<b>Expenditures by Fund</b>					
General Fund Portion	\$ 85,140	100%	\$ 56,260	\$ 55,880	\$ -
<b>Funding Sources</b>					
Funding from General Revenues	\$ 85,140	100%	\$ 56,260	\$ 55,880	\$ -
<b>Employee Time Allocation (FTEs) (Budgeted)</b>	<b>0.20</b>		<b>0.20</b>		<b>0.00</b>

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
<b>Program Expenditures</b>					
Personnel Services	\$ 264,130	29%	\$ 270,460	\$ 277,050	\$ 265,835
Supplies & Services	334,300	36%	339,695	328,722	198,944
Capital & Debt Service	7,500	1%	19,230	27,263	25,588
<b>Subtotal Direct Costs</b>	<b>\$ 605,930</b>	<b>66%</b>	<b>\$ 629,385</b>	<b>\$ 633,035</b>	<b>\$ 490,367</b>
Internal Charges	310,150	34%	297,020	297,020	-
<b>Total Expenditures</b>	<b>\$ 916,080</b>	<b>100%</b>	<b>\$ 926,405</b>	<b>\$ 930,055</b>	<b>\$ 490,367</b>
<b>Expenditures by Fund</b>					
General Fund Portion	\$ 916,080	100%	\$ 926,405	\$ 930,055	\$ 485,123
Other Funds Portion	\$ -	0%	\$ -	\$ -	\$ 5,244
<b>Funding Sources</b>					
Program Revenues	\$ 4,800	1%	\$ -	\$ 4,700	\$ -
Funding from General Revenues	\$ 911,280	99%	\$ 926,405	\$ 925,355	\$ 490,367
<b>Employee Time Allocation (FTEs) (Budgeted)</b>	<b>4.28</b>		<b>4.45</b>		<b>5.16</b>

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 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
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
<b>Program Expenditures</b>					
Personnel Services	\$ 621,870	68%	\$ 654,770	\$ 667,060	\$ 727,219
Supplies & Services	64,900	7%	109,581	98,581	46,986
<b>Subtotal Direct Costs</b>	<b>\$ 686,770</b>	<b>75%</b>	<b>\$ 764,351</b>	<b>\$ 765,641</b>	<b>\$ 774,205</b>
Internal Charges	227,080	25%	269,810	269,810	-
<b>Total Expenditures</b>	<b>\$ 913,850</b>	<b>100%</b>	<b>\$ 1,034,161</b>	<b>\$ 1,035,451</b>	<b>\$ 774,205</b>
<b>Expenditures by Fund</b>					
General Fund Portion	\$ 627,400	69%	\$ 717,871	\$ 727,441	\$ 592,451
Wastewater Fund Portion	\$ 286,450	31%	\$ 316,290	\$ 308,010	\$ 181,754
<b>Funding Sources</b>					
Program Revenues	\$ 12,800	1%	\$ 4,000	\$ 12,500	\$ 4,950
Funding from General Revenues	\$ 901,050	99%	\$ 1,030,161	\$ 1,022,951	\$ 769,255
<b>Employee Time Allocation (FTEs) (Budgeted)</b>	<b>6.85</b>		<b>7.56</b>		<b>9.01</b>

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
<b>Program Expenditures</b>					
Personnel Services	\$ 397,870	14%	\$ 346,100	\$ 348,090	\$ 243,539
Supplies & Services	1,931,850	70%	1,867,627	1,825,627	1,837,507
Capital & Debt Service	40,000	1%	72,000	72,000	52,800
<b>Subtotal Direct Costs</b>	<b>\$ 2,369,720</b>	<b>86%</b>	<b>\$ 2,285,727</b>	<b>\$ 2,245,717</b>	<b>\$ 2,133,846</b>
Internal Charges	399,200	14%	366,230	366,230	-
<b>Total Expenditures</b>	<b>\$ 2,768,920</b>	<b>100%</b>	<b>\$ 2,651,957</b>	<b>\$ 2,611,947</b>	<b>\$ 2,133,846</b>
<b>Expenditures by Fund</b>					
General Fund Portion	\$ 1,561,540	56%	\$ 1,448,467	\$ 1,408,457	\$ 907,252
Other Funds Portion	\$ 1,207,380	44%	\$ 1,203,490	\$ 1,203,490	\$ 1,226,595
<b>Funding Sources</b>					
Program Revenues	\$ 933,200	34%	\$ 958,200	\$ 958,500	\$ 947,216
Funding from General Revenues	\$ 1,835,720	66%	\$ 1,693,757	\$ 1,653,447	\$ 1,186,630
<b>Employee Time Allocation (FTEs) (Budgeted)</b>	<b>5.42</b>		<b>5.18</b>		<b>3.26</b>

Streets operation and maintenance including equipment and machinery, utilities, landscaping, right-of-way maintenance, pavement rehabilitation and preservation, 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
Pavement rehab cost		\$1,269,000	\$1,226,594	\$1,150,000	\$1,150,000	\$1,150,000
Paved lane miles of city maintained streets		173	173	N/A	175	176
Number of culverts cleaned		22	25	30	27	30

PERFORMANCE MEASURES	Benchmark	FY16 Actual	FY17 Actual	FY18 Target	FY18 Estimate	FY19 Target
Centerline miles of streets rehabilitation completed (Benchmark based on program goal)	4.5	2.3	6.8	5	5.9	6.2
Pavement rehabilitation cost per mile (* = cost includes CIP Overlay)		\$552,000	\$180,400	\$230,000	\$280,600 *	\$279,300 *
Paved lane miles assessed as satisfactory as a percentage of miles assessed (ICMA Benchmark)	75%	N/A	43%	N/A	48%	50%
Expenditures, paved road rehabilitation, Per paved lane mile (ICMA Benchmark)	\$6,033		\$7,090			
Maintained NACOG Funding Eligibility (provided traffic count data)		Yes	Yes	Yes	Yes	Yes

## PUBLIC WORKS – Stormwater Quality

BUDGET SUMMARY	FY2019 Budget	% of FY2019 Budget	FY2018 Budget	FY2018 Estimate	FY2017 Actual
<b>Program Expenditures</b>					
Personnel Services	\$ 102,090	58%	\$ 98,760	\$ 99,970	\$ 94,097
Supplies & Services	34,000	19%	59,500	59,500	43,424
<b>Subtotal Direct Costs</b>	<b>\$ 136,090</b>	<b>78%</b>	<b>\$ 158,260</b>	<b>\$ 159,470</b>	<b>\$ 137,521</b>
Internal Charges	38,830	22%	38,160	38,160	-
<b>Total Expenditures</b>	<b>\$ 174,920</b>	<b>100%</b>	<b>\$ 196,420</b>	<b>\$ 197,630</b>	<b>\$ 137,521</b>
<b>Expenditures by Fund</b>					
General Fund Portion	\$ 174,920	100%	\$ 196,420	\$ 197,630	\$ 137,521
<b>Funding Sources</b>					
Funding from General Revenues	\$ 174,920	100%	\$ 196,420	\$ 197,630	\$ 137,521
<b>Employee Time Allocation (FTEs) (Budgeted)</b>	<b>1.29</b>		<b>1.30</b>		<b>1.30</b>

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
<b>Program Expenditures</b>					
Personnel Services	\$ 130,380	71%	\$ 111,290	\$ 91,520	\$ -
Supplies & Services	5,750	3%	4,573	4,573	-
Capital & Debt Service	-	0%	16,000	16,000	-
<b>Subtotal Direct Costs</b>	<b>\$ 136,130</b>	<b>74%</b>	<b>\$ 131,863</b>	<b>\$ 112,093</b>	<b>\$ -</b>
Internal Charges	47,650	26%	43,620	43,620	-
<b>Total Expenditures</b>	<b>\$ 183,780</b>	<b>100%</b>	<b>\$ 175,483</b>	<b>\$ 155,713</b>	<b>\$ -</b>
<b>Expenditures by Fund</b>					
General Fund Portion	\$ 183,780	100%	\$ 175,483	\$ 155,713	\$ -
<b>Funding Sources</b>					
Program Revenues	\$ 10,020	5%	\$ -	\$ -	\$ -
Funding from General Revenues	\$ 173,760	95%	\$ 175,483	\$ 155,713	\$ -
<b>Employee Time Allocation (FTEs) (Budgeted)</b>	<b>2.80</b>		<b>1.82</b>		<b>0.00</b>

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
<b>Program Expenditures</b>					
Personnel Services	\$ 122,030	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
<b>Subtotal Direct Costs</b>	<b>\$ 594,380</b>	<b>90%</b>	<b>\$ 613,877</b>	<b>\$ 497,760</b>	<b>\$ 520,023</b>
Internal Charges	65,820	10%	57,240	57,240	-
<b>Total Expenditures</b>	<b>\$ 660,200</b>	<b>100%</b>	<b>\$ 671,117</b>	<b>\$ 555,000</b>	<b>\$ 520,023</b>
<b>Expenditures by Fund</b>					
General Fund Portion	\$ 660,200	100%	\$ 671,117	\$ 555,000	\$ 520,023
<b>Funding Sources</b>					
Allocations to Other Departments	\$ 654,900	99%	\$ 564,540	\$ 564,540	\$ -
Funding from General Revenues	\$ 5,300	1%	\$ 106,577	\$ (9,540)	\$ 520,023
<b>Employee Time Allocation (FTEs) (Budgeted)</b>	<b>1.79</b>		<b>1.60</b>		<b>1.60</b>

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
<b>Program Expenditures</b>					
Personnel Services	\$ 503,530	71%	\$ 368,910	\$ 362,960	\$ 341,389
Supplies & Services	14,690	2%	9,120	9,120	-
<b>Subtotal Direct Costs</b>	<b>\$ 518,220</b>	<b>73%</b>	<b>\$ 378,030</b>	<b>\$ 372,080</b>	<b>\$ 341,389</b>
Internal Charges	191,130	27%	190,530	190,530	-
<b>Total Expenditures</b>	<b>\$ 709,350</b>	<b>100%</b>	<b>\$ 568,560</b>	<b>\$ 562,610</b>	<b>\$ 341,389</b>
<b>Expenditures by Fund</b>					
General Fund Portion	\$ 556,480	78%	\$ 453,530	\$ 507,940	\$ 254,586
Wastewater Fund Portion	\$ 51,950	7%	\$ 115,030	\$ 54,670	\$ 86,803
Other Funds Portion	\$ 100,920	14%	\$ -	\$ -	\$ -
<b>Funding Sources</b>					
Allocations to Other Departments	\$ -	0%	\$ -	\$ -	\$ -
Program Revenues	\$ 152,870	22%	\$ 115,030	\$ 54,670	\$ 86,803
Funding from General Revenues	\$ 556,480	78%	\$ 453,530	\$ 507,940	\$ 254,586
<b>Employee Time Allocation (FTEs) (Budgeted)</b>	<b>4.82</b>		<b>3.55</b>		<b>3.34</b>

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](http://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](http://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	\$13.1M
Value of Parks and Recreation projects (not including land acq.)		\$1.42M	\$1.5M	\$49,500	\$429,775	\$0
Value of Streets projects budgeted		\$2.17M	\$1.70M	\$4.49M	\$2.36M	\$5.0M

PERFORMANCE MEASURES	Benchmark	FY16 Actual	FY17 Actual	FY18 Target	FY18 Estimate	FY19 Target
Projects completed (CIP \$M)		\$9.7M	\$9.6M	\$12.7M	\$7.0M	\$10.5
Projects completed (%)		69%	89%	90%	57%	80%
Projects completed (CIP \$M) / FTE		\$3.59M	\$3.85M	\$4.55M	\$2.3M	\$2.8M
Projects completed (#) / FTE		11.5	10.4	8.7 (revised)	6.0	8.6



**PUBLIC WORKS**  
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
<b>General Fund</b>											
<b>10-5320-01 - Administration</b>											
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	
<b>Administration Total</b>	<b>\$0</b>	<b>\$0</b>	<b>N/A</b>	<b>\$0</b>	<b>N/A</b>	<b>\$0</b>	<b>\$0</b>	<b>\$492,692</b>	<b>\$443,316</b>	<b>\$447,958</b>	
<b>10-5320-09 - Sustainability</b>											
Supplies & Services (ongoing)	\$55,000	\$0	∞	\$0	∞	\$0	\$0	\$0	\$0	\$0	<b>Budget Increase:</b> Moved Oak Creek Watershed Council contribution and USFS agreement for trails maintenance from 10-5320-68 and 10-5320-26
Internal Charges	\$2,750	\$0	∞	\$0	∞	\$0	\$0	\$0	\$0	\$0	
<b>Sustainability Total</b>	<b>\$57,750</b>	<b>\$0</b>	<b>∞</b>	<b>\$0</b>	<b>∞</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>10-5320-25 - Aquatics Operations &amp; Maintenance</b>											
Personnel (ongoing)	\$12,310	\$12,220	1%	\$11,840	4%	\$380	\$0	\$0	\$0	\$0	
Supplies & Services (ongoing)	\$37,000	\$36,160	2%	\$36,160	2%	\$0	\$0	\$0	\$0	\$0	<b>Budget Increase:</b> Reallocation of machinery & equipment between capital and non-capital
<b>Direct Costs (Ongoing) Subtotal</b>	<b>\$49,310</b>	<b>\$48,380</b>	<b>2%</b>	<b>\$48,000</b>	<b>3%</b>	<b>\$380</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
Internal Charges	\$9,330	\$7,880	18%	\$7,880	18%	\$0	\$0	\$0	\$0	\$0	<b>Budget Increase:</b> Change in allocation of Finance costs
<b>Ongoing Total</b>	<b>\$58,640</b>	<b>\$56,260</b>	<b>4%</b>	<b>\$55,880</b>	<b>5%</b>	<b>\$380</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
Capital & Debt Service	\$26,500	\$0	∞	\$0	∞	\$0	\$0	\$0	\$0	\$0	<b>Budget:</b> Pool cover replacement, pool reel replacement, pool chair lift
<b>Aquatics Operations &amp; Maintenance Total</b>	<b>\$85,140</b>	<b>\$56,260</b>	<b>51%</b>	<b>\$55,880</b>	<b>52%</b>	<b>\$380</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	

**PUBLIC WORKS**  
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
<b>10-5320-26 - Parks Facilities &amp; Maintenance</b>											
Personnel (ongoing)	\$264,130	\$270,460	-2%	\$277,050	-5%	(\$6,590)	\$260,590	\$466,813	\$408,893	\$415,270	
Supplies & Services (ongoing)	\$323,300	\$339,695	-5%	\$328,722	-2%	\$10,973	\$198,944	\$188,112	\$190,916	\$222,728	
<b>Direct Costs (Ongoing) Subtotal</b>	<b>\$587,430</b>	<b>\$610,155</b>	<b>-4%</b>	<b>\$605,772</b>	<b>-3%</b>	<b>\$4,383</b>	<b>\$459,534</b>	<b>\$654,925</b>	<b>\$599,808</b>	<b>\$637,997</b>	
Internal Charges	\$310,150	\$297,020	4%	\$297,020	4%	\$0	\$0	\$0	\$0	\$0	
<b>Ongoing Total</b>	<b>\$897,580</b>	<b>\$907,175</b>	<b>-1%</b>	<b>\$902,792</b>	<b>-1%</b>	<b>\$4,383</b>	<b>\$459,534</b>	<b>\$654,925</b>	<b>\$599,808</b>	<b>\$637,997</b>	
Supplies & Services (one-time)	\$11,000	\$0	∞	\$0	∞	\$0	\$0	\$0	\$0	\$0	<b>Budget:</b> 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	<b>Budget:</b> Fence replacement
<b>One-Time Total</b>	<b>\$18,500</b>	<b>\$19,230</b>	<b>-4%</b>	<b>\$27,263</b>	<b>-32%</b>	<b>(\$8,033)</b>	<b>\$25,588</b>	<b>\$44,394</b>	<b>\$30,000</b>	<b>\$34,998</b>	
<b>Parks Facilities &amp; Maintenance Total</b>	<b>\$916,080</b>	<b>\$926,405</b>	<b>-1%</b>	<b>\$930,055</b>	<b>-2%</b>	<b>(\$3,650)</b>	<b>\$485,123</b>	<b>\$699,319</b>	<b>\$629,808</b>	<b>\$672,995</b>	
<b>10-5320-38 - Engineering Services</b>											
Personnel (ongoing)	\$426,950	\$450,020	-5%	\$459,590	-7%	(\$9,570)	\$557,036	\$0	\$0	\$0	<b>Budget Decrease:</b> Reallocation of positions
Supplies & Services (ongoing)	\$35,400	\$63,751	-44%	\$63,751	-44%	\$0	\$35,415	\$0	\$0	\$0	<b>Budget Decrease:</b> One-time aerial photo in FY18
<b>Direct Costs (Ongoing) Subtotal</b>	<b>\$462,350</b>	<b>\$513,771</b>	<b>-10%</b>	<b>\$523,341</b>	<b>-12%</b>	<b>(\$9,570)</b>	<b>\$592,451</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
Internal Charges	\$165,050	\$204,100	-19%	\$204,100	-19%	\$0	\$0	\$0	\$0	\$0	
<b>Engineering Services Total</b>	<b>\$627,400</b>	<b>\$717,871</b>	<b>-13%</b>	<b>\$727,441</b>	<b>-14%</b>	<b>(\$9,570)</b>	<b>\$592,451</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>10-5320-39 - Streets Maintenance</b>											
Personnel (ongoing)	\$397,870	\$346,100	15%	\$348,090	14%	(\$1,990)	\$243,539	\$0	\$0	\$0	<b>Budget Increase:</b> Reallocation of positions, approved Decision Package - increase to Maintenance Worker II
Supplies & Services (ongoing)	\$731,850	\$717,627	2%	\$675,627	8%	\$42,000	\$610,913	\$0	\$0	\$0	
<b>Direct Costs (Ongoing) Subtotal</b>	<b>\$1,129,720</b>	<b>\$1,063,727</b>	<b>6%</b>	<b>\$1,023,717</b>	<b>10%</b>	<b>\$40,010</b>	<b>\$854,452</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
Internal Charges	\$341,820	\$312,740	9%	\$312,740	9%	\$0	\$0	\$0	\$0	\$0	
<b>Ongoing Total</b>	<b>\$1,471,540</b>	<b>\$1,376,467</b>	<b>7%</b>	<b>\$1,336,457</b>	<b>10%</b>	<b>\$40,010</b>	<b>\$854,452</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
Supplies & Services (one-time)	\$50,000	\$0	∞	\$0	∞	\$0	\$0	\$0	\$0	\$0	<b>Budget:</b> Carryover of drainage job order contract
Capital & Debt Service	\$40,000	\$72,000	-44%	\$72,000	-44%	\$0	\$52,800	\$0	\$0	\$0	<b>Budget:</b> ADA sidewalk improvements
<b>One-Time Total</b>	<b>\$90,000</b>	<b>\$72,000</b>	<b>25%</b>	<b>\$72,000</b>	<b>25%</b>	<b>\$0</b>	<b>\$52,800</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>Streets Maintenance Total</b>	<b>\$1,561,540</b>	<b>\$1,448,467</b>	<b>8%</b>	<b>\$1,408,457</b>	<b>11%</b>	<b>\$40,010</b>	<b>\$907,252</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	

**PUBLIC WORKS**  
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
<b>10-5320-68 - Stormwater Quality</b>											
Personnel (ongoing)	\$102,090	\$98,760	3%	\$99,970	2%	(\$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	<b>Budget Decrease:</b> Moved Oak Creek Watershed Council contribution to 10-5320-09, moved a portion of street sweeping contract to 10-5320-39
<b>Direct Costs (Ongoing) Subtotal</b>	<b>\$136,090</b>	<b>\$158,260</b>	<b>-14%</b>	<b>\$159,470</b>	<b>-15%</b>	<b>(\$1,210)</b>	<b>\$137,521</b>	<b>\$95,384</b>	<b>\$103,205</b>	<b>\$82,117</b>	
Internal Charges	\$38,830	\$38,160	2%	\$38,160	2%	\$0	\$0	\$0	\$0	\$0	
<b>Stormwater Quality Total</b>	<b>\$174,920</b>	<b>\$196,420</b>	<b>-11%</b>	<b>\$197,630</b>	<b>-11%</b>	<b>(\$1,210)</b>	<b>\$137,521</b>	<b>\$95,384</b>	<b>\$103,205</b>	<b>\$82,117</b>	
<b>10-5320-77 - Transportation Services</b>											
Personnel (ongoing)	\$130,380	\$111,290	17%	\$91,520	42%	\$19,770	\$0	\$0	\$0	\$0	<b>Budget Increase:</b> Portion of Paid Parking Revenues used to enhance transportation services <b>Current Year Under Budget:</b> Vacancy savings
Supplies & Services (ongoing)	\$5,750	\$4,573	26%	\$4,573	26%	\$0	\$0	\$0	\$0	\$0	
<b>Direct Costs (Ongoing) Subtotal</b>	<b>\$136,130</b>	<b>\$115,863</b>	<b>17%</b>	<b>\$96,093</b>	<b>42%</b>	<b>\$19,770</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
Internal Charges	\$47,650	\$43,620	9%	\$43,620	9%	\$0	\$0	\$0	\$0	\$0	
<b>Ongoing Total</b>	<b>\$183,780</b>	<b>\$159,483</b>	<b>15%</b>	<b>\$139,713</b>	<b>32%</b>	<b>\$19,770</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
Capital & Debt Service	\$0	\$16,000	-100%	\$16,000	-100%	\$0	\$0	\$0	\$0	\$0	
<b>Transportation Services Total</b>	<b>\$183,780</b>	<b>\$175,483</b>	<b>5%</b>	<b>\$155,713</b>	<b>18%</b>	<b>\$19,770</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>10-5320-79 - Facilities Maintenance</b>											
Personnel (ongoing)	\$122,030	\$116,510	5%	\$103,910	17%	\$12,600	\$97,429	\$105,241	\$113,631	\$104,816	<b>Current Year Under Budget:</b> Overtime savings
Supplies & Services (ongoing)	\$386,350	\$329,177	17%	\$353,850	9%	(\$24,673)	\$343,986	\$315,873	\$302,208	\$333,825	<b>Budget Increase:</b> Increased electric
<b>Direct Costs (Ongoing) Subtotal</b>	<b>\$508,380</b>	<b>\$445,687</b>	<b>14%</b>	<b>\$457,760</b>	<b>11%</b>	<b>(\$12,073)</b>	<b>\$441,415</b>	<b>\$421,114</b>	<b>\$415,839</b>	<b>\$438,641</b>	
Internal Charges	(\$589,080)	(\$507,300)	16%	(\$507,300)	16%	\$0	\$0	\$0	\$0	\$0	
<b>Ongoing Total</b>	<b>(\$80,700)</b>	<b>(\$61,613)</b>	<b>31%</b>	<b>(\$49,540)</b>	<b>63%</b>	<b>(\$12,073)</b>	<b>\$441,415</b>	<b>\$421,114</b>	<b>\$415,839</b>	<b>\$438,641</b>	
Capital & Debt Service	\$86,000	\$168,190	-49%	\$40,000	115%	\$128,190	\$78,608	\$158,184	\$22,284	\$35,543	<b>Budget:</b> HVAC replacement; building improvements at Jordan Historical Bldg, Contractors Rd bldg, Brewer Rd bldg, and other misc improvements
<b>Facilities Maintenance Total</b>	<b>\$5,300</b>	<b>\$106,577</b>	<b>-95%</b>	<b>(\$9,540)</b>	<b>-156%</b>	<b>\$116,117</b>	<b>\$520,023</b>	<b>\$579,298</b>	<b>\$438,123</b>	<b>\$474,184</b>	

**PUBLIC WORKS**  
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
<b>10-5320-89 - Capital Projects Management</b>											
Personnel (ongoing)	\$367,580	\$276,890	33%	\$331,300	11%	(\$54,410)	\$254,586	\$221,086	\$178,132	\$165,591	<b>Budget Increase:</b> Reallocation of positions <b>Current Year Over Budget:</b> Reallocation of positions
Supplies & Services (ongoing)	\$7,800	\$7,230	8%	\$7,230	8%	\$0	\$0	\$0	\$0	\$0	
<b>Direct Costs (Ongoing) Subtotal</b>	<b>\$375,380</b>	<b>\$284,120</b>	<b>32%</b>	<b>\$338,530</b>	<b>11%</b>	<b>(\$54,410)</b>	<b>\$254,586</b>	<b>\$221,086</b>	<b>\$178,132</b>	<b>\$165,591</b>	
Internal Charges	\$181,100	\$169,410	7%	\$169,410	7%	\$0	\$0	\$0	\$0	\$0	
<b>Capital Projects Management Total</b>	<b>\$556,480</b>	<b>\$453,530</b>	<b>23%</b>	<b>\$507,940</b>	<b>10%</b>	<b>(\$54,410)</b>	<b>\$254,586</b>	<b>\$221,086</b>	<b>\$178,132</b>	<b>\$165,591</b>	
<b>General Fund Totals</b>											
Personnel Subtotal	\$1,823,340	\$1,682,250	8%	\$1,723,270	6%	(\$41,020)	\$1,507,276	\$1,328,162	\$1,157,679	\$1,176,837	
Supplies & Services (Ongoing) Subtotal	\$1,616,450	\$1,557,713	4%	\$1,529,413	6%	\$28,300	\$1,232,682	\$557,039	\$582,621	\$595,467	
<b>Direct Costs (Ongoing) Subtotal</b>	<b>\$3,439,790</b>	<b>\$3,239,963</b>	<b>6%</b>	<b>\$3,252,683</b>	<b>6%</b>	<b>(\$12,720)</b>	<b>\$2,739,958</b>	<b>\$1,885,201</b>	<b>\$1,740,300</b>	<b>\$1,772,303</b>	
Internal Charges Subtotal	\$507,600	\$565,630	-10%	\$565,630	-10%	\$0	\$0	\$0	\$0	\$0	
<b>Ongoing Subtotal</b>	<b>\$3,947,390</b>	<b>\$3,805,593</b>	<b>4%</b>	<b>\$3,818,313</b>	<b>3%</b>	<b>(\$12,720)</b>	<b>\$2,739,958</b>	<b>\$1,885,201</b>	<b>\$1,740,300</b>	<b>\$1,772,303</b>	
Supplies & Services (One-Time) Subtotal	\$61,000	\$0	∞	\$0	∞	\$0	\$0	\$0	\$0	\$0	
Capital & Debt Service Subtotal	\$160,000	\$275,420	-42%	\$155,263	3%	\$120,157	\$156,997	\$202,578	\$52,284	\$70,541	
<b>One-Time Subtotal</b>	<b>\$221,000</b>	<b>\$275,420</b>	<b>-20%</b>	<b>\$155,263</b>	<b>42%</b>	<b>\$120,157</b>	<b>\$156,997</b>	<b>\$202,578</b>	<b>\$52,284</b>	<b>\$70,541</b>	
<b>General Fund Total</b>	<b>\$4,168,390</b>	<b>\$4,081,013</b>	<b>2%</b>	<b>\$3,973,576</b>	<b>5%</b>	<b>\$107,437</b>	<b>\$2,896,955</b>	<b>\$2,087,779</b>	<b>\$1,792,584</b>	<b>\$1,842,845</b>	
<b>Streets Fund</b>											
<b>11-5320-01 - Administration</b>											
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	
<b>Administration Total</b>	<b>\$0</b>	<b>\$0</b>	<b>N/A</b>	<b>\$0</b>	<b>N/A</b>	<b>\$0</b>	<b>\$0</b>	<b>\$90,225</b>	<b>\$146,094</b>	<b>\$130,895</b>	
<b>11-5320-39 - Streets Maintenance</b>											
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	\$57,380	\$53,490	7%	\$53,490	7%	\$0	\$0	\$0	\$0	\$0	
<b>Streets Maintenance Total</b>	<b>\$1,207,380</b>	<b>\$1,203,490</b>	<b>0%</b>	<b>\$1,203,490</b>	<b>0%</b>	<b>\$0</b>	<b>\$1,226,595</b>	<b>\$685,080</b>	<b>\$67,601</b>	<b>\$1,279,869</b>	

**PUBLIC WORKS**  
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
<b>11-5320-54 - R-O-W Maintenance</b>											
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	
<b>R-O-W Maintenance Total</b>	<b>\$0</b>	<b>\$0</b>	<b>N/A</b>	<b>\$0</b>	<b>N/A</b>	<b>\$0</b>	<b>\$0</b>	<b>\$242,731</b>	<b>\$167,882</b>	<b>\$271,196</b>	
<b>11-5320-73 - Traffic Signals</b>											
Supplies & Services (ongoing)	\$0	\$0	N/A	\$0	N/A	\$0	\$0	\$108,191	\$106,496	\$117,380	
<b>Traffic Signals Total</b>	<b>\$0</b>	<b>\$0</b>	<b>N/A</b>	<b>\$0</b>	<b>N/A</b>	<b>\$0</b>	<b>\$0</b>	<b>\$108,191</b>	<b>\$106,496</b>	<b>\$117,380</b>	
<b>Streets Fund Totals</b>											
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	\$57,380	\$53,490	7%	\$53,490	7%	\$0	\$0	\$0	\$0	\$0	
Ongoing Subtotal	\$1,207,380	\$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	
<b>Streets Fund Total</b>	<b>\$1,207,380</b>	<b>\$1,203,490</b>	<b>0%</b>	<b>\$1,203,490</b>	<b>0%</b>	<b>\$0</b>	<b>\$1,226,595</b>	<b>\$1,126,227</b>	<b>\$488,072</b>	<b>\$1,799,340</b>	
<b>Transportation Sales Tax Fund</b>											
<b>17-5320-89 - Capital Projects Management</b>											
Personnel (ongoing)	\$95,920	\$0	∞	\$0	∞	\$0	\$0	\$0	\$0	\$0	<b>Budget Increase:</b> Added engineering position to assist with management of SIM project
Supplies & Services (ongoing)	\$5,000	\$0	∞	\$0	∞	\$0	\$0	\$0	\$0	\$0	<b>Budget Increase:</b> Added engineering position to assist with management of SIM project
<b>Transportation Sales Tax Fund Total</b>	<b>\$100,920</b>	<b>\$0</b>	<b>∞</b>	<b>\$0</b>	<b>∞</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>Capital Grants Fund</b>											
<b>19-5320-26 - Parks Facilities &amp; Maintenance</b>											
Personnel (ongoing)	\$0	\$0	N/A	\$0	N/A	\$0	\$5,245	\$0	\$0	\$0	
<b>Capital Grants Fund Total</b>	<b>\$0</b>	<b>\$0</b>	<b>N/A</b>	<b>\$0</b>	<b>N/A</b>	<b>\$0</b>	<b>\$5,245</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	

**PUBLIC WORKS**  
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
<b>Wastewater Enterprise Fund</b>											
<b>59-5320-38 - Engineering Services</b>											
Personnel (ongoing)	\$194,920	\$204,750	-5%	\$207,470	-6%	(\$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	<b>Budget Decrease:</b> Eliminated Legal Services and Rent budgets <b>Current Year Under Budget:</b> Savings in Legal Services and Rent budgets
<b>Direct Costs (Ongoing) Subtotal</b>	<b>\$224,420</b>	<b>\$250,580</b>	<b>-10%</b>	<b>\$242,300</b>	<b>-7%</b>	<b>\$8,280</b>	<b>\$181,754</b>	<b>\$14,445</b>	<b>\$0</b>	<b>\$0</b>	
Internal Charges	\$62,030	\$65,710	-6%	\$65,710	-6%	\$0	\$0	\$0	\$0	\$0	
<b>Ongoing Total</b>	<b>\$286,450</b>	<b>\$316,290</b>	<b>-9%</b>	<b>\$308,010</b>	<b>-7%</b>	<b>\$8,280</b>	<b>\$181,754</b>	<b>\$14,445</b>	<b>\$0</b>	<b>\$0</b>	
Capital & Debt Service	\$0	\$0	N/A	\$0	N/A	\$0	\$0	\$1,651	\$0	\$0	
<b>Engineering Services Total</b>	<b>\$286,450</b>	<b>\$316,290</b>	<b>-9%</b>	<b>\$308,010</b>	<b>-7%</b>	<b>\$8,280</b>	<b>\$181,754</b>	<b>\$16,096</b>	<b>\$0</b>	<b>\$0</b>	
<b>59-5320-89 - Capital Projects Management</b>											
Personnel (ongoing)	\$40,030	\$92,020	-56%	\$31,660	26%	\$60,360	\$86,803	\$0	\$0	\$0	<b>Budget Decrease:</b> Reallocation of positions <b>Current Year Under Budget:</b> Reallocation of positions
Supplies & Services (ongoing)	\$1,890	\$1,890	0%	\$1,890	0%	\$0	\$0	\$0	\$0	\$0	
<b>Direct Costs (Ongoing) Subtotal</b>	<b>\$41,920</b>	<b>\$93,910</b>	<b>-55%</b>	<b>\$33,550</b>	<b>25%</b>	<b>\$60,360</b>	<b>\$86,803</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
Internal Charges	\$10,030	\$21,120	-53%	\$21,120	-53%	\$0	\$0	\$0	\$0	\$0	<b>Budget Decrease:</b> Change in allocations of indirect costs
<b>Capital Projects Management Total</b>	<b>\$51,950</b>	<b>\$115,030</b>	<b>-55%</b>	<b>\$54,670</b>	<b>-5%</b>	<b>\$60,360</b>	<b>\$86,803</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>Wastewater Enterprise Fund Totals</b>											
Personnel Subtotal	\$234,950	\$296,770	-21%	\$239,130	-2%	\$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	
<b>Direct Costs (Ongoing) Subtotal</b>	<b>\$266,340</b>	<b>\$344,490</b>	<b>-23%</b>	<b>\$275,850</b>	<b>-3%</b>	<b>\$68,640</b>	<b>\$268,557</b>	<b>\$14,445</b>	<b>\$0</b>	<b>\$0</b>	
Internal Charges Subtotal	\$72,060	\$86,830	-17%	\$86,830	-17%	\$0	\$0	\$0	\$0	\$0	
<b>Ongoing Subtotal</b>	<b>\$338,400</b>	<b>\$431,320</b>	<b>-22%</b>	<b>\$362,680</b>	<b>-7%</b>	<b>\$68,640</b>	<b>\$268,557</b>	<b>\$14,445</b>	<b>\$0</b>	<b>\$0</b>	
Capital & Debt Service Subtotal	\$0	\$0	N/A	\$0	N/A	\$0	\$0	\$1,651	\$0	\$0	
<b>Wastewater Enterprise Fund Total</b>	<b>\$338,400</b>	<b>\$431,320</b>	<b>-22%</b>	<b>\$362,680</b>	<b>-7%</b>	<b>\$68,640</b>	<b>\$268,557</b>	<b>\$16,096</b>	<b>\$0</b>	<b>\$0</b>	

**PUBLIC WORKS**  
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
<b>GRAND TOTALS</b>											
Personnel (Ongoing) Subtotal	\$2,154,210	\$1,979,020	9%	\$1,962,400	10%	\$16,620	\$1,769,507	\$1,388,424	\$1,209,320	\$1,247,195	
Supplies & Services (Ongoing) Subtotal	\$2,802,840	\$2,755,433	2%	\$2,716,133	3%	\$39,300	\$2,470,848	\$1,556,840	\$1,019,051	\$2,292,730	
Direct Costs (Ongoing) Subtotal	\$4,957,050	\$4,734,453	5%	\$4,678,533	6%	\$55,920	\$4,240,355	\$2,945,264	\$2,228,372	\$3,539,925	
Internal Charges Subtotal	\$637,040	\$705,950	-10%	\$705,950	-10%	\$0	\$0	\$0	\$0	\$0	
Ongoing Subtotal	\$5,594,090	\$5,440,403	3%	\$5,384,483	4%	\$55,920	\$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	\$275,420	-42%	\$155,263	3%	\$120,157	\$156,997	\$284,838	\$52,284	\$102,261	
One-Time Subtotal	\$221,000	\$275,420	-20%	\$155,263	42%	\$120,157	\$156,997	\$284,838	\$52,284	\$102,261	
<b>Grand Total</b>	<b>\$5,815,090</b>	<b>\$5,715,823</b>	<b>2%</b>	<b>\$5,539,746</b>	<b>5%</b>	<b>\$176,077</b>	<b>\$4,397,351</b>	<b>\$3,230,102</b>	<b>\$2,280,656</b>	<b>\$3,642,185</b>	

**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	\$100,920
Approved Decision Package - Increase to Maintenance Worker II	\$8,700
Increase in One-Time Costs	\$62,000
Other Budget Reductions	<u>(\$86,063)</u>
FY2019 Direct Costs	\$5,178,050

## PUBLIC WORKS

continued

### POSITIONS/ALLOCATIONS SUMMARIES

Position	FY19 FTE	FY18 FTE	FY17 FTE	FY16 FTE
Administrative Assistant <sup>(1)</sup>	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 <sup>(2)</sup>	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	4.00	6.00	6.00	6.00
City Maintenance Worker II	4.00	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 <sup>(2)</sup>	2.60	1.72	0.00	0.00
<b>Total</b>	<b>27.45</b>	<b>25.57</b>	<b>23.60</b>	<b>23.00</b>

Org Unit	Org Description	FY19 FTE	FY18 FTE	FY17 FTE	FY16 FTE
<b>General Fund</b>					
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
<b>General Fund Total</b>		<b>23.69</b>	<b>22.10</b>	<b>20.41</b>	<b>20.24</b>

<b>Transportation Sales Tax Fund</b>					
17-5320-89	Capital Projects Management	1.00	0.00	0.00	0.00
<b>Transportation Sales Tax Fund Total</b>		<b>1.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

<b>Wastewater Enterprise Fund</b>					
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
<b>Wastewater Enterprise Fund Total</b>		<b>2.76</b>	<b>3.47</b>	<b>3.19</b>	<b>2.76</b>

**Grand Total 27.45 25.57 23.60 23.00**

<sup>(1)</sup> Part-time position

<sup>(2)</sup> Temporary positions



## ECONOMIC DEVELOPMENT

### Mission Statement

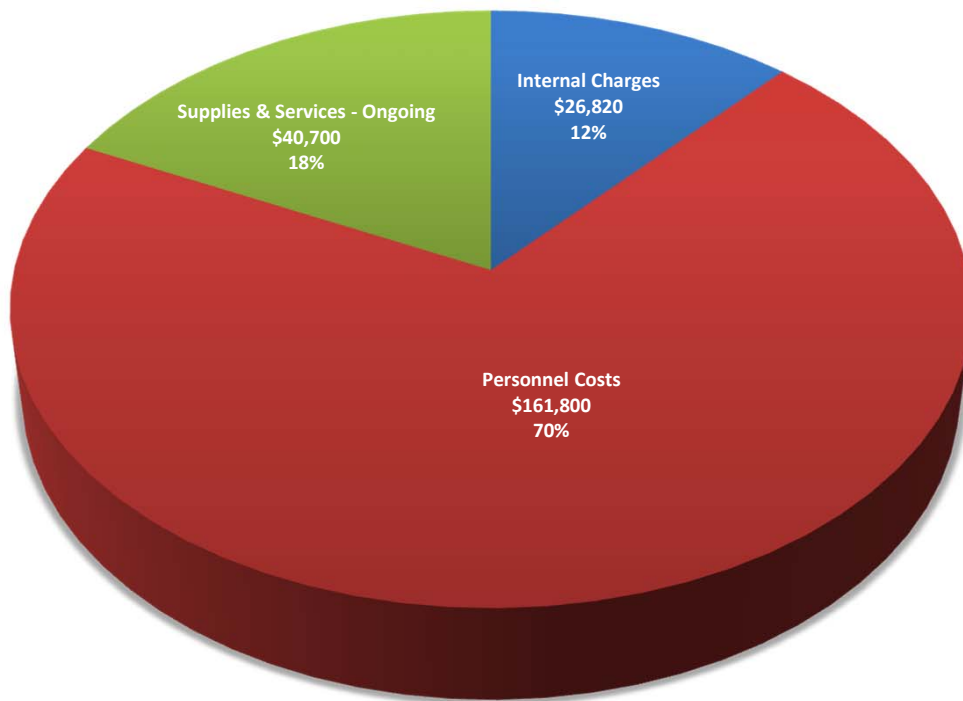
The intent of the Economic Development program is to diversify Sedona's economy consistent with the Community Plan. The program will focus on services and programs that foster entrepreneurship, leveraging existing public and private resources at the local, regional, and state level whenever possible.

### 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: \$229,320



## ECONOMIC DEVELOPMENT – Administration

BUDGET SUMMARY	FY2019 Budget	% of FY2019 Budget	FY2018 Budget	FY2018 Estimate	FY2017 Actual
<b>Program Expenditures</b>					
Personnel Services	\$ 161,800	71%	\$ 152,670	\$ 152,950	\$ -
Supplies & Services	40,700	18%	32,300	32,300	-
<b>Subtotal Direct Costs</b>	<b>\$ 202,500</b>	<b>88%</b>	<b>\$ 184,970</b>	<b>\$ 185,250</b>	<b>\$ -</b>
Internal Charges	26,820	12%	26,510	26,510	-
<b>Total Expenditures</b>	<b>\$ 229,320</b>	<b>100%</b>	<b>\$ 211,480</b>	<b>\$ 211,760</b>	<b>\$ -</b>
<b>Expenditures by Fund</b>					
General Fund Portion	\$ 229,320	100%	\$ 211,480	\$ 211,760	\$ -
<b>Funding Sources</b>					
Funding from General Revenues	\$ 229,320	100%	\$ 211,480	\$ 211,760	\$ -
<b>Employee Time Allocation (FTEs) (Budgeted)</b>	<b>1.00</b>		<b>1.00</b>		<b>0.00</b>

### 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
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
Number of jobs created above livable wage*		N/A		3	3	5

\*Livable wage is based on the Massachusetts Institute of Technology (MIT) self sufficiency wage data for Yavapai County. It is defined as the hourly rate that an individual must earn to support their family, if they are the sole provider and are working full-time (2,080 hours per year).

**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
<b>General Fund</b>											
<b>10-5330-01 - Administration</b>											
Personnel (ongoing)	\$161,800	\$152,670	6%	\$152,950	6%	(\$280)	\$0	\$0	\$0	\$0	
Supplies & Services (ongoing)	\$40,700	\$32,300	26%	\$32,300	26%	\$0	\$0	\$0	\$0	\$0	<b>Budget Increase:</b> Approved Decision Package - Marketing (\$6,500)
<b>Direct Costs (Ongoing) Subtotal</b>	<b>\$202,500</b>	<b>\$184,970</b>	<b>9%</b>	<b>\$185,250</b>	<b>9%</b>	<b>(\$280)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
Internal Charges	\$26,820	\$26,510	1%	\$26,510	1%	\$0	\$0	\$0	\$0	\$0	
<b>General Fund Total</b>	<b>\$229,320</b>	<b>\$211,480</b>	<b>8%</b>	<b>\$211,760</b>	<b>8%</b>	<b>(\$280)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	

**Reconciliation**

FY2018 Direct Costs	\$184,970
Wage and Employee Benefits Increases	\$9,130
Approved Decision Package - Marketing	\$6,500
Miscellaneous Increases	\$1,900
FY2019 Direct Costs	\$202,500

**POSITIONS/ALLOCATIONS SUMMARIES**

Position	FY19 FTE	FY18 FTE	FY17 FTE	FY16 FTE
Economic Development Director <sup>(1)</sup>	1.00	1.00	0.00	0.00
<b>Total</b>	<b>1.00</b>	<b>1.00</b>	<b>0.00</b>	<b>0.00</b>

Org Unit	Org Description	FY19 FTE	FY18 FTE	FY17 FTE	FY16 FTE
<b>General Fund</b>					
10-5330-01	Administration <sup>(1)</sup>	1.00	1.00	0.00	0.00
<b>General Fund Total</b>		<b>1.00</b>	<b>1.00</b>	<b>0.00</b>	<b>0.00</b>

<sup>(1)</sup> The Economic Development Program was moved to its own separate department beginning FY2018.

# 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)

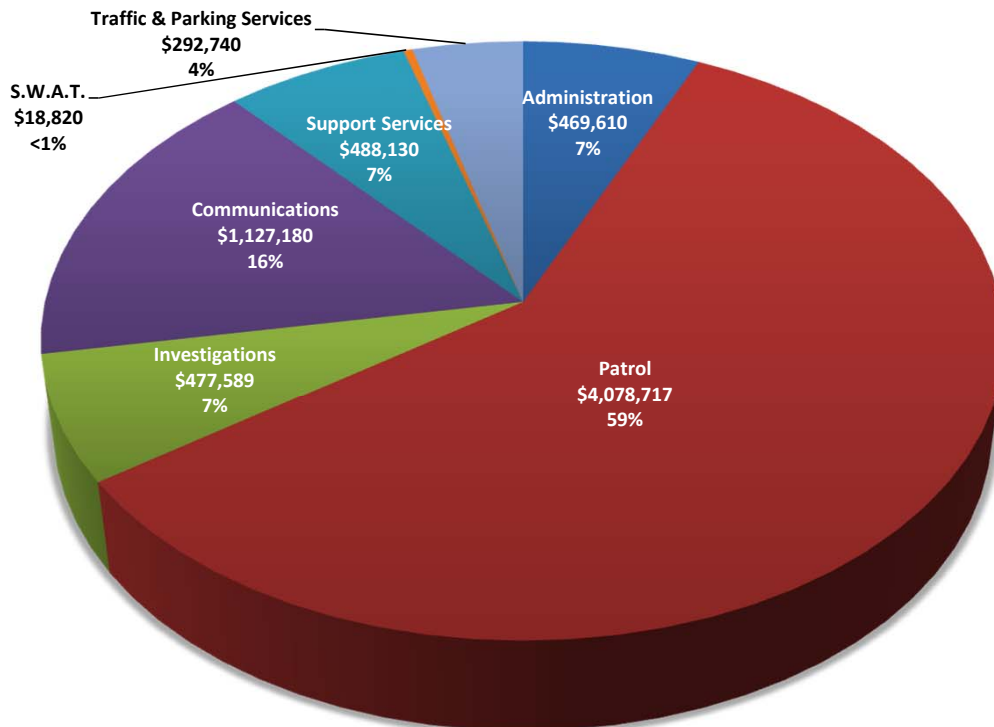
Under the Patrol Division program area are these additional programs:

- \* 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: \$6,957,446



## POLICE – Administration

BUDGET SUMMARY	FY2019 Budget	% of FY2019 Budget	FY2018 Budget	FY2018 Estimate	FY2017 Actual
<b>Program Expenditures</b>					
Personnel Services	\$ 298,330	64%	\$ 429,610	\$ 421,090	\$ 202,250
Supplies & Services	73,610	16%	78,309	80,309	92,762
Capital & Debt Service	-	0%	-	-	20,000
<b>Subtotal Direct Costs</b>	<b>\$ 371,940</b>	<b>79%</b>	<b>\$ 507,919</b>	<b>\$ 501,399</b>	<b>\$ 315,012</b>
Internal Charges	97,670	21%	132,120	132,120	-
<b>Total Expenditures</b>	<b>\$ 469,610</b>	<b>100%</b>	<b>\$ 640,039</b>	<b>\$ 633,519</b>	<b>\$ 315,012</b>
<b>Expenditures by Fund</b>					
General Fund Portion	\$ 456,260	97%	\$ 628,689	\$ 622,169	\$ 307,356
Other Funds Portion	\$ 13,350	3%	\$ 11,350	\$ 11,350	\$ 7,656
<b>Funding Sources</b>					
Program Revenues	\$ 13,500	3%	\$ 11,650	\$ 11,365	\$ 7,971
Funding from General Revenues	\$ 456,110	97%	\$ 628,389	\$ 622,154	\$ 307,041
<b>Employee Time Allocation (FTEs) (Budgeted)</b>	<b>2.00</b>		<b>3.00</b>		<b>3.00</b>

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
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	2.5		2.5	2.5
FTEs: Sworn Police per 1,000 population + Annualized Visitor Population			1.3			
Department turnover (ICMA Benchmark)	3.9%	29%	14%	N/A	9% (YTD)	

## POLICE – Patrol

BUDGET SUMMARY	FY2019 Budget	% of FY2019 Budget	FY2018 Budget	FY2018 Estimate	FY2017 Actual
<b>Program Expenditures</b>					
Personnel Services	\$ 2,660,280	65%	\$ 2,403,584	\$ 2,420,060	\$ 2,347,555
Supplies & Services	226,705	6%	238,943	236,943	200,632
Capital & Debt Service	192,512	5%	213,769	218,700	204,687
<b>Subtotal Direct Costs</b>	<b>\$ 3,079,497</b>	<b>76%</b>	<b>\$ 2,856,296</b>	<b>\$ 2,875,703</b>	<b>\$ 2,752,874</b>
Internal Charges	999,220	24%	885,220	885,220	-
<b>Total Expenditures</b>	<b>\$ 4,078,717</b>	<b>100%</b>	<b>\$ 3,741,516</b>	<b>\$ 3,760,923</b>	<b>\$ 2,752,874</b>
<b>Expenditures by Fund</b>					
General Fund Portion	\$ 4,073,717	100%	\$ 3,700,516	\$ 3,719,923	\$ 3,165,019
Other Funds Portion	\$ 5,000	<1%	\$ 41,000	\$ 41,000	\$ (412,145)
<b>Funding Sources</b>					
Program Revenues	\$ 24,400	1%	\$ 53,100	\$ 53,350	\$ (403,206)
Funding from General Revenues	\$ 4,054,317	99%	\$ 3,688,416	\$ 3,707,573	\$ 3,156,080
<b>Employee Time Allocation (FTEs) (Budgeted)</b>	<b>21.00</b>		<b>22.00</b>		<b>24.00</b>

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

<b>WORKLOAD INDICATORS</b>	<b>Benchmark</b>	<b>FY16 Actual</b>	<b>FY17 Actual</b>	<b>FY18 Projection</b>	<b>FY18 Estimate</b>	<b>FY19 Projection</b>
Traffic collisions - Injury [RMS]		25	30	30	100	50
Traffic collisions - Non-injury [RMS]		242	240	200	700	500
Violent crime [RMS]		141	42	100	500	500
Property crime [RMS]		215	201	190	550	500
Traffic collisions - Fatal [RMS]		1	0	0	0	0
Officer-initiated activity [CAD]		4,693	9360	4,852	10,000	11,000
Calls for service [CAD]		9,982	14,825	15,000	15,000	15,500
Calls for service per 1,000 population		93	148	150	150	155
UCR Part I Property Crimes Reported per 1,000 population		46.1	43.7	44	44	45
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]		624	833	1,000	1,200	1,500
Warnings [RMS]		2242	3764	4000	4000	4500
Arrests - Misdemeanor [RMS]		349	419	300	400	450
Arrests - Felony [RMS]		85	68	40	60	70
Response Time (average) - Priority 1 [CAD]		4 mins	4 mins	N/A	6 mins	5 mins
Calls for service per sworn police FTE		370	549	555	555	574
DUI arrests per 1,000 population		.03	.04	.04	.05	.05
UCR Part I Violent Crimes Reported per 1,000 population		14.2	15.7	15.8	16	16.5
Response Time (average) - Priority 2 [CAD]		11 mins	10 mins	N/A	10 mins	8 mins
Arrests - DUI [RMS]		34	45	N/A	60	75

<b>PERFORMANCE MEASURES</b>	<b>Benchmark</b>	<b>FY16 Actual</b>	<b>FY17 Actual</b>	<b>FY18 Target</b>	<b>FY18 Estimate</b>	<b>FY19 Target</b>
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
<b>Program Expenditures</b>					
Personnel Services	\$ 326,390	68%	\$ 373,990	\$ 360,420	\$ 252,589
Supplies & Services	54,479	11%	50,594	50,594	36,782
<b>Subtotal Direct Costs</b>	<b>\$ 380,869</b>	<b>80%</b>	<b>\$ 424,584</b>	<b>\$ 411,014</b>	<b>\$ 289,371</b>
Internal Charges	96,720	20%	98,280	98,280	-
<b>Total Expenditures</b>	<b>\$ 477,589</b>	<b>100%</b>	<b>\$ 522,864</b>	<b>\$ 509,294</b>	<b>\$ 289,371</b>
<b>Expenditures by Fund</b>					
General Fund Portion	\$ 477,589	100%	\$ 522,864	\$ 509,294	\$ 289,371
<b>Funding Sources</b>					
Program Revenues	\$ -	0%	\$ -	\$ -	\$ -
Funding from General Revenues	\$ 477,589	100%	\$ 522,864	\$ 509,294	\$ 289,371
<b>Employee Time Allocation (FTEs) (Budgeted)</b>	<b>3.73</b>		<b>3.73</b>		<b>3.73</b>

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
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	2
Exceed annual Arizona state crime clearance rates for property crime [Det Records] (Benchmark is state clearance rate)	15.8%	16%	25.6	23%	25%	30%
Exceed annual Arizona state crime clearance rates for violent crime [Det Records] (benchmark is state clearance rate)	31.9%	61.5%	73.4	82%	67%	70%

## POLICE – Communications

BUDGET SUMMARY	FY2019 Budget	% of FY2019 Budget	FY2018 Budget	FY2018 Estimate	FY2017 Actual
<b>Program Expenditures</b>					
Personnel Services	\$ 706,470	63%	\$ 647,930	\$ 621,820	\$ 534,456
Supplies & Services	54,620	5%	50,290	50,290	39,761
<b>Subtotal Direct Costs</b>	<b>\$ 761,090</b>	<b>68%</b>	<b>\$ 698,220</b>	<b>\$ 672,110</b>	<b>\$ 574,217</b>
Internal Charges	366,090	32%	393,710	393,710	-
<b>Total Expenditures</b>	<b>\$ 1,127,180</b>	<b>100%</b>	<b>\$ 1,091,930</b>	<b>\$ 1,065,820</b>	<b>\$ 574,217</b>
<b>Expenditures by Fund</b>					
General Fund Portion	\$ 1,127,180	100%	\$ 1,091,930	\$ 1,065,820	\$ 574,217
<b>Funding Sources</b>					
Program Revenues	\$ 4,200	<1%	\$ 4,100	\$ 4,400	\$ 3,743
Funding from General Revenues	\$ 1,122,980	100%	\$ 1,087,830	\$ 1,061,420	\$ 570,474
<b>Employee Time Allocation (FTEs) (Budgeted)</b>	<b>10.00</b>		<b>10.00</b>		<b>9.00</b>

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 9-1-1 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]		215	201		515	550
UCR Part I crimes reported - Violent [ARS]		141	42		545	575
Time to dispatch a call to a field unit (average) [CAD]		50 sec	40 sec	45 sec	45 secs	45 secs
Telephone calls received - Non-Emergency [CAD]					28,000	30,000

## POLICE – Communications

continued

<b>PERFORMANCE MEASURES</b>	<b>Benchmark</b>	<b>FY16 Actual</b>	<b>FY17 Actual</b>	<b>FY18 Target</b>	<b>FY18 Estimate</b>	<b>FY19 Target</b>
Decrease backlog of records merged into the system [Records]		N/A	200 cases average	0	160 cases average	100 cases average
Decrease wait time for public records requests [Records]		N/A	120 hours	24 hours	72 hours	24 hours
Exceed the National Emergency Number Association (NENA) standard for answering 9-1-1 calls [CAD] (Benchmark is NENA standard)	10 secs	5 secs	5 secs	4 secs	5 secs	5 secs

## POLICE – Support Services

BUDGET SUMMARY	FY2019 Budget	% of FY2019 Budget	FY2018 Budget	FY2018 Estimate	FY2017 Actual
<b>Program Expenditures</b>					
Personnel Services	\$ 374,930	77%	\$ 58,860	\$ 109,110	\$ -
Supplies & Services	41,160	8%	57,295	17,295	3,666
<b>Subtotal Direct Costs</b>	<b>\$ 416,090</b>	<b>85%</b>	<b>\$ 116,155</b>	<b>\$ 126,405</b>	<b>\$ 3,666</b>
Internal Charges	72,040	15%	30,280	30,280	-
<b>Total Expenditures</b>	<b>\$ 488,130</b>	<b>100%</b>	<b>\$ 146,435</b>	<b>\$ 156,685</b>	<b>\$ 3,666</b>
<b>Expenditures by Fund</b>					
General Fund Portion	\$ 483,130	99%	\$ 101,435	\$ 151,685	\$ 3,630
Other Funds Portion	\$ 5,000	1%	\$ 45,000	\$ 5,000	\$ 36
<b>Funding Sources</b>					
Program Revenues	\$ 5,000	1%	\$ -	\$ 5,000	\$ 7,836
Funding from General Revenues	\$ 483,130	99%	\$ 146,435	\$ 151,685	\$ (4,170)
<b>Employee Time Allocation (FTEs) (Budgeted)</b>	<b>3.00</b>		<b>1.00</b>		<b>0.00</b>

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.**

<b>BUDGET SUMMARY</b>	<b>FY2019 Budget</b>	<b>% of FY2019 Budget</b>	<b>FY2018 Budget</b>	<b>FY2018 Estimate</b>	<b>FY2017 Actual</b>
<b>Program Expenditures</b>					
Supplies & Services	22,360	95%	17,640	17,640	-
<b>Subtotal Direct Costs</b>	<b>\$ 22,360</b>	<b>95%</b>	<b>\$ 17,640</b>	<b>\$ 17,640</b>	<b>\$ -</b>
Internal Charges	1,120	5%	820	820	-
<b>Total Expenditures</b>	<b>\$ 23,480</b>	<b>100%</b>	<b>\$ 18,460</b>	<b>\$ 18,460</b>	<b>\$ -</b>
<b>Expenditures by Fund</b>					
General Fund Portion	\$ 23,480	100%	\$ 18,460	\$ 18,460	\$ -
<b>Funding Sources</b>					
Funding from General Revenues	\$ 23,480	100%	\$ 18,460	\$ 18,460	\$ -
<b>Employee Time Allocation (FTEs) (Budgeted)</b>	<b>0.00</b>		<b>0.00</b>		<b>0.00</b>

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.

<b>WORKLOAD INDICATORS</b>	<b>Benchmark</b>	<b>FY16 Actual</b>	<b>FY17 Actual</b>	<b>FY18 Projection</b>	<b>FY18 Estimate</b>	<b>FY19 Projection</b>
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<b>PERFORMANCE MEASURES</b>	<b>Benchmark</b>	<b>FY16 Actual</b>	<b>FY17 Actual</b>	<b>FY18 Target</b>	<b>FY18 Estimate</b>	<b>FY19 Target</b>
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## POLICE – Traffic & Parking Services

BUDGET SUMMARY	FY2019 Budget	% of FY2019 Budget	FY2018 Budget	FY2018 Estimate	FY2017 Actual
<b>Program Expenditures</b>					
Personnel Services	\$ 124,310	42%	\$ 119,820	\$ 85,260	\$ 72,159
Supplies & Services	59,680	20%	47,620	47,620	3,497
<b>Subtotal Direct Costs</b>	<b>\$ 183,990</b>	<b>63%</b>	<b>\$ 167,440</b>	<b>\$ 132,880</b>	<b>\$ 75,656</b>
Internal Charges	108,750	37%	87,480	87,480	-
<b>Total Expenditures</b>	<b>\$ 292,740</b>	<b>100%</b>	<b>\$ 254,920</b>	<b>\$ 220,360</b>	<b>\$ 75,656</b>
<b>Expenditures by Fund</b>					
General Fund Portion	\$ 292,740	100%	\$ 254,920	\$ 220,360	\$ 75,656
<b>Funding Sources</b>					
Program Revenues	\$ 73,590	25%	\$ 44,620	\$ 56,220	\$ 14,850
Funding from General Revenues	\$ 219,150	75%	\$ 210,300	\$ 164,140	\$ 60,806
<b>Employee Time Allocation (FTEs) (Budgeted)</b>	<b>2.90</b>		<b>2.90</b>		<b>2.90</b>

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.	1000	336 citations	1564	1,500 citations	1500	1600

**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
<b>General Fund</b>											
<b>10-5510-01 - Administration</b>											
Personnel (ongoing)	\$298,330	\$429,610	-31%	\$421,090	-29%	\$8,520	\$202,250	\$479,996	\$362,115	\$316,839	<b>Budget Decrease:</b> Reallocation of positions
Supplies & Services (ongoing)	\$59,060	\$66,959	-12%	\$68,959	-14%	(\$2,000)	\$85,106	\$62,929	\$48,751	\$20,812	<b>Budget Decrease:</b> Reallocation of positions
<b>Direct Costs (Ongoing) Subtotal</b>	<b>\$357,390</b>	<b>\$496,569</b>	<b>-28%</b>	<b>\$490,049</b>	<b>-27%</b>	<b>\$6,520</b>	<b>\$287,356</b>	<b>\$542,925</b>	<b>\$410,865</b>	<b>\$337,651</b>	
Internal Charges	\$97,670	\$132,120	-26%	\$132,120	-26%	\$0	\$0	\$0	\$0	\$0	<b>Budget Decrease:</b> Reallocation of positions
<b>Ongoing Total</b>	<b>\$455,060</b>	<b>\$628,689</b>	<b>-28%</b>	<b>\$622,169</b>	<b>-27%</b>	<b>\$6,520</b>	<b>\$287,356</b>	<b>\$542,925</b>	<b>\$410,865</b>	<b>\$337,651</b>	
Supplies & Services (one-time)	\$1,200	\$0	∞	\$0	∞	\$0	\$0	\$0	\$0	\$0	<b>Budget:</b> Furniture replacements
Capital & Debt Service	\$0	\$0	N/A	\$0	N/A	\$0	\$20,000	\$0	\$0	\$33,200	
<b>One-Time Total</b>	<b>\$1,200</b>	<b>\$0</b>	<b>∞</b>	<b>\$0</b>	<b>∞</b>	<b>\$0</b>	<b>\$20,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$33,200</b>	
<b>Administration Total</b>	<b>\$456,260</b>	<b>\$628,689</b>	<b>-27%</b>	<b>\$622,169</b>	<b>-27%</b>	<b>\$6,520</b>	<b>\$307,356</b>	<b>\$542,925</b>	<b>\$410,865</b>	<b>\$370,851</b>	
<b>10-5510-43 - Patrol</b>											
Personnel (ongoing)	\$2,660,280	\$2,403,584	11%	\$2,420,060	10%	(\$16,476)	\$2,342,732	\$2,093,822	\$2,140,455	\$1,778,892	<b>Budget Increase:</b> Approved Decision Package - additional PSPRS contribution
Supplies & Services (ongoing)	\$221,705	\$197,943	12%	\$195,943	13%	\$2,000	\$179,291	\$131,921	\$157,616	\$160,679	<b>Budget Increase:</b> Increase in firearms and tactical gear/supplies; added speed sign reporting and Spillman training
<b>Direct Costs (Ongoing) Subtotal</b>	<b>\$2,881,985</b>	<b>\$2,601,527</b>	<b>11%</b>	<b>\$2,616,003</b>	<b>10%</b>	<b>(\$14,476)</b>	<b>\$2,522,023</b>	<b>\$2,225,743</b>	<b>\$2,298,071</b>	<b>\$1,939,571</b>	
Internal Charges	\$999,220	\$885,220	13%	\$885,220	13%	\$0	\$0	\$0	\$0	\$0	<b>Budget Increase:</b> Increase in funding of equipment replacement reserve
<b>Ongoing Total</b>	<b>\$3,881,205</b>	<b>\$3,486,747</b>	<b>11%</b>	<b>\$3,501,223</b>	<b>11%</b>	<b>(\$14,476)</b>	<b>\$2,522,023</b>	<b>\$2,225,743</b>	<b>\$2,298,071</b>	<b>\$1,939,571</b>	
Capital & Debt Service	\$192,512	\$213,769	-10%	\$218,700	-12%	(\$4,931)	\$642,996	\$0	\$90,915	\$54,895	<b>Budget:</b> Vehicle lease payments
<b>Patrol Total</b>	<b>\$4,073,717</b>	<b>\$3,700,516</b>	<b>10%</b>	<b>\$3,719,923</b>	<b>10%</b>	<b>(\$19,407)</b>	<b>\$3,165,019</b>	<b>\$2,225,743</b>	<b>\$2,388,986</b>	<b>\$1,994,466</b>	

**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
<b>10-5510-44 - Investigations</b>											
Personnel (ongoing)	\$326,390	\$373,990	-13%	\$360,420	-9%	\$13,570	\$252,589	\$232,416	\$204,868	\$208,888	<b>Budget Decrease:</b> Reallocation of positions
Supplies & Services (ongoing)	\$54,479	\$50,594	8%	\$50,594	8%	\$0	\$36,782	\$31,499	\$21,503	\$28,207	<b>Budget Increase:</b> Added TLO investigations database subscription; increased investigations Travel & Training
<b>Direct Costs (Ongoing) Subtotal</b>	<b>\$380,869</b>	<b>\$424,584</b>	<b>-10%</b>	<b>\$411,014</b>	<b>-7%</b>	<b>\$13,570</b>	<b>\$289,371</b>	<b>\$263,915</b>	<b>\$226,370</b>	<b>\$237,095</b>	
Internal Charges	\$96,720	\$98,280	-2%	\$98,280	-2%	\$0	\$0	\$0	\$0	\$0	
<b>Ongoing Total</b>	<b>\$477,589</b>	<b>\$522,864</b>	<b>-9%</b>	<b>\$509,294</b>	<b>-6%</b>	<b>\$13,570</b>	<b>\$289,371</b>	<b>\$263,915</b>	<b>\$226,370</b>	<b>\$237,095</b>	
Capital & Debt Service	\$0	\$0	N/A	\$0	N/A	\$0	\$0	\$38,850	\$0	\$33,200	
<b>Investigations Total</b>	<b>\$477,589</b>	<b>\$522,864</b>	<b>-9%</b>	<b>\$509,294</b>	<b>-6%</b>	<b>\$13,570</b>	<b>\$289,371</b>	<b>\$302,765</b>	<b>\$226,370</b>	<b>\$270,295</b>	
<b>10-5510-45 - Communications</b>											
Personnel (ongoing)	\$706,470	\$647,930	9%	\$621,820	14%	\$26,110	\$534,456	\$487,358	\$491,900	\$454,041	<b>Current Year Under Budget:</b> Estimated vacancy savings
Supplies & Services (ongoing)	\$52,620	\$50,290	5%	\$50,290	5%	\$0	\$39,761	\$38,547	\$33,217	\$24,192	
<b>Direct Costs (Ongoing) Subtotal</b>	<b>\$759,090</b>	<b>\$698,220</b>	<b>9%</b>	<b>\$672,110</b>	<b>13%</b>	<b>\$26,110</b>	<b>\$574,217</b>	<b>\$525,905</b>	<b>\$525,117</b>	<b>\$478,233</b>	
Internal Charges	\$366,090	\$393,710	-7%	\$393,710	-7%	\$0	\$0	\$0	\$0	\$0	<b>Budget Decrease:</b> Reduction of allocations of IT indirect costs for reduction of hardware/software maintenance costs
<b>Ongoing Total</b>	<b>\$1,125,180</b>	<b>\$1,091,930</b>	<b>3%</b>	<b>\$1,065,820</b>	<b>6%</b>	<b>\$26,110</b>	<b>\$574,217</b>	<b>\$525,905</b>	<b>\$525,117</b>	<b>\$478,233</b>	
Supplies & Services (one-time)	\$2,000	\$0	∞	\$0	∞	\$0	\$0	\$0	\$0	\$0	<b>Budget:</b> Shredder
<b>Communications Total</b>	<b>\$1,127,180</b>	<b>\$1,091,930</b>	<b>3%</b>	<b>\$1,065,820</b>	<b>6%</b>	<b>\$26,110</b>	<b>\$574,217</b>	<b>\$525,905</b>	<b>\$525,117</b>	<b>\$478,233</b>	
<b>10-5510-74 - Support Services</b>											
Personnel (ongoing)	\$374,930	\$58,860	537%	\$109,110	244%	(\$50,250)	\$0	\$16,646	\$25,615	\$57,935	<b>Budget Increase:</b> Reallocation of positions <b>Current Year Over Budget:</b> Reallocation of positions
Supplies & Services (ongoing)	\$36,160	\$12,295	194%	\$12,295	194%	\$0	\$3,630	\$1,968	\$1,651	\$3,430	<b>Budget Increase:</b> Reallocations of positions
<b>Direct Costs (Ongoing) Subtotal</b>	<b>\$411,090</b>	<b>\$71,155</b>	<b>478%</b>	<b>\$121,405</b>	<b>239%</b>	<b>(\$50,250)</b>	<b>\$3,630</b>	<b>\$18,614</b>	<b>\$27,266</b>	<b>\$61,365</b>	
Internal Charges	\$72,040	\$30,280	138%	\$30,280	138%	\$0	\$0	\$0	\$0	\$0	<b>Budget Increase:</b> Reallocations of positions
<b>Support Services Total</b>	<b>\$483,130</b>	<b>\$101,435</b>	<b>376%</b>	<b>\$151,685</b>	<b>219%</b>	<b>(\$50,250)</b>	<b>\$3,630</b>	<b>\$18,614</b>	<b>\$27,266</b>	<b>\$61,365</b>	



**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
<b>10-5510-80 - S.W.A.T.</b>											
Supplies & Services (ongoing)	\$22,360	\$17,640	27%	\$17,640	27%	\$0	\$0	\$0	\$0	\$0	<b>Budget Increase:</b> Approved Decision Package - SWAT training
<b>Direct Costs (Ongoing) Subtotal</b>	<b>\$22,360</b>	<b>\$17,640</b>	<b>27%</b>	<b>\$17,640</b>	<b>27%</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
Internal Charges	\$1,120	\$820	37%	\$820	37%	\$0	\$0	\$0	\$0	\$0	
<b>S.W.A.T. Total</b>	<b>\$23,480</b>	<b>\$18,460</b>	<b>27%</b>	<b>\$18,460</b>	<b>27%</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>10-5510-81 - Traffic &amp; Parking Services</b>											
Personnel (ongoing)	\$124,310	\$119,820	4%	\$85,260	46%	\$34,560	\$72,159	\$121,241	\$129,381	\$115,604	<b>Current Year Under Budget:</b> Estimated vacancy savings
Supplies & Services (ongoing)	\$59,680	\$47,620	25%	\$47,620	25%	\$0	\$3,497	\$12,345	\$3,170	\$1,405	<b>Budget Increase:</b> Added costs for maintenance of Paid Parking kiosks
<b>Direct Costs (Ongoing) Subtotal</b>	<b>\$183,990</b>	<b>\$167,440</b>	<b>10%</b>	<b>\$132,880</b>	<b>38%</b>	<b>\$34,560</b>	<b>\$75,656</b>	<b>\$133,586</b>	<b>\$132,551</b>	<b>\$117,009</b>	
Internal Charges	\$108,750	\$87,480	24%	\$87,480	24%	\$0	\$0	\$0	\$0	\$0	<b>Budget Increase:</b> Increase to funding of Equipment Replacement Reserve
<b>Traffic &amp; Parking Services Total</b>	<b>\$292,740</b>	<b>\$254,920</b>	<b>15%</b>	<b>\$220,360</b>	<b>33%</b>	<b>\$34,560</b>	<b>\$75,656</b>	<b>\$133,586</b>	<b>\$132,551</b>	<b>\$117,009</b>	
<b>General Fund Totals</b>											
Personnel Subtotal	\$4,490,710	\$4,033,794	11%	\$4,017,760	12%	\$16,034	\$3,404,185	\$3,431,479	\$3,354,334	\$2,932,199	
Supplies & Services (Ongoing) Subtotal	\$506,064	\$443,341	14%	\$443,341	14%	\$0	\$348,068	\$279,209	\$265,907	\$238,725	
<b>Direct Costs (Ongoing) Subtotal</b>	<b>\$4,996,774</b>	<b>\$4,477,135</b>	<b>12%</b>	<b>\$4,461,101</b>	<b>12%</b>	<b>\$16,034</b>	<b>\$3,752,253</b>	<b>\$3,710,688</b>	<b>\$3,620,240</b>	<b>\$3,170,924</b>	
Internal Charges Subtotal	\$1,741,610	\$1,627,910	7%	\$1,627,910	7%	\$0	\$0	\$0	\$0	\$0	
<b>Ongoing Subtotal</b>	<b>\$6,738,384</b>	<b>\$6,105,045</b>	<b>10%</b>	<b>\$6,089,011</b>	<b>11%</b>	<b>\$16,034</b>	<b>\$3,752,253</b>	<b>\$3,710,688</b>	<b>\$3,620,240</b>	<b>\$3,170,924</b>	
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)	\$662,996	\$38,850	\$90,915	\$121,295	
<b>One-Time Subtotal</b>	<b>\$195,712</b>	<b>\$213,769</b>	<b>-8%</b>	<b>\$218,700</b>	<b>-11%</b>	<b>(\$4,931)</b>	<b>\$662,996</b>	<b>\$38,850</b>	<b>\$90,915</b>	<b>\$121,295</b>	
<b>General Fund Total</b>	<b>\$6,934,096</b>	<b>\$6,318,814</b>	<b>10%</b>	<b>\$6,307,711</b>	<b>10%</b>	<b>\$11,103</b>	<b>\$4,415,249</b>	<b>\$3,749,538</b>	<b>\$3,711,155</b>	<b>\$3,292,220</b>	
<b>RICO Fund</b>											
<b>14-5510-43 - Patrol</b>											
Supplies & Services (ongoing)	\$5,000	\$41,000	-88%	\$41,000	-88%	\$0	\$21,341	\$14,084	\$40,859	\$40,530	<b>Budget Decrease:</b> One-time purchase of uniform replacements in FY18 <b>Current Year Under Budget:</b> Error in estimation by department
Capital & Debt Service	\$0	\$0	N/A	\$0	N/A	\$0	\$0	\$36,345	\$0	\$0	
<b>RICO Fund Total</b>	<b>\$5,000</b>	<b>\$41,000</b>	<b>-88%</b>	<b>\$41,000</b>	<b>-88%</b>	<b>\$0</b>	<b>\$21,341</b>	<b>\$50,429</b>	<b>\$40,859</b>	<b>\$40,530</b>	

**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
<b>Donations &amp; Contributions Fund</b>											
<b>15-5510-01 - Administration</b>											
Supplies & Services (ongoing)	\$13,350	\$11,350	18%	\$11,350	18%	\$0	\$7,656	\$0	\$0	\$0	<b>Budget Increase:</b> Added costs for Pink Patch Program
<b>Administration Total</b>	<b>\$13,350</b>	<b>\$11,350</b>	<b>18%</b>	<b>\$11,350</b>	<b>18%</b>	<b>\$0</b>	<b>\$7,656</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>15-5510-74 - Support Services</b>											
Supplies & Services (ongoing)	\$5,000	\$45,000	-89%	\$5,000	0%	\$40,000	\$36	\$7,672	\$43,486	\$3,109	<b>Budget Decrease:</b> Reduction in anticipated donations <b>Current Year Under Budget:</b> Donations not received for K-9 purchase as expected
<b>Support Services Total</b>	<b>\$5,000</b>	<b>\$45,000</b>	<b>-89%</b>	<b>\$5,000</b>	<b>0%</b>	<b>\$40,000</b>	<b>\$36</b>	<b>\$7,672</b>	<b>\$43,486</b>	<b>\$15,168</b>	
<b>Donations &amp; Contributions Fund Totals</b>											
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	
<b>Donations &amp; Contributions Fund Total</b>	<b>\$18,350</b>	<b>\$56,350</b>	<b>-67%</b>	<b>\$16,350</b>	<b>12%</b>	<b>\$40,000</b>	<b>\$7,692</b>	<b>\$7,672</b>	<b>\$43,486</b>	<b>\$15,168</b>	
<b>Operating Grants Fund</b>											
<b>16-5510-43 - Patrol</b>											
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	
<b>Ongoing Total</b>	<b>\$0</b>	<b>\$0</b>	<b>N/A</b>	<b>\$0</b>	<b>N/A</b>	<b>\$0</b>	<b>\$4,823</b>	<b>\$0</b>	<b>\$100,329</b>	<b>\$2,698</b>	
Capital & Debt Service	\$0	\$0	N/A	\$0	N/A	\$0	\$0	\$18,777	\$0	\$0	
<b>Operating Grants Fund Total</b>	<b>\$0</b>	<b>\$0</b>	<b>N/A</b>	<b>\$0</b>	<b>N/A</b>	<b>\$0</b>	<b>\$4,823</b>	<b>\$18,777</b>	<b>\$100,329</b>	<b>\$2,698</b>	

**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
<b>GRAND TOTALS</b>											
Personnel (Ongoing) Subtotal	\$4,490,710	\$4,033,794	11%	\$4,017,760	12%	\$16,034	\$3,409,008	\$3,431,479	\$3,354,334	\$2,932,199	
Supplies & Services (Ongoing) Subtotal	\$529,414	\$540,691	-2%	\$500,691	6%	\$40,000	\$377,101	\$300,966	\$450,581	\$285,062	
Direct Costs (Ongoing) Subtotal	\$5,020,124	\$4,574,485	10%	\$4,518,451	11%	\$56,034	\$3,786,109	\$3,732,445	\$3,804,915	\$3,217,262	
Internal Charges Subtotal	\$1,741,610	\$1,627,910	7%	\$1,627,910	7%	\$0	\$0	\$0	\$0	\$0	
Ongoing Subtotal	\$6,761,734	\$6,202,395	9%	\$6,146,361	10%	\$56,034	\$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)	\$662,996	\$93,972	\$90,915	\$133,354	
One-Time Subtotal	\$195,712	\$213,769	-8%	\$218,700	-11%	(\$4,931)	\$662,996	\$93,972	\$90,915	\$133,354	
Grand Total	\$6,957,446	\$6,416,164	8%	\$6,365,061	9%	\$51,103	\$4,449,106	\$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
Approved Decision Package - SWAT Training	\$4,500
Approved Decision Package - Additional PSPRS Contribution	\$366,300
Wage and Employee Benefits Increases	\$90,616
Decrease in One-Time Costs	(\$88,238)
Other Miscellaneous Budget Increases	(\$24,245)
FY2019 Direct Costs	\$5,215,836

**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 <sup>(1)</sup>	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 <sup>(1)</sup>	0.73	0.73	0.73	0.73
Police Support Services Technician	1.00	1.00	0.00	0.00
<b>Total</b>	<b>42.63</b>	<b>42.63</b>	<b>42.63</b>	<b>41.36</b>

Org Unit	Org Description	FY19 FTE	FY18 FTE	FY17 FTE	FY16 FTE
<b>General Fund</b>					
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
<b>General Fund Total</b>		<b>42.63</b>	<b>42.63</b>	<b>42.63</b>	<b>41.36</b>

<sup>(1)</sup> Part-time positions

# MUNICIPAL COURT

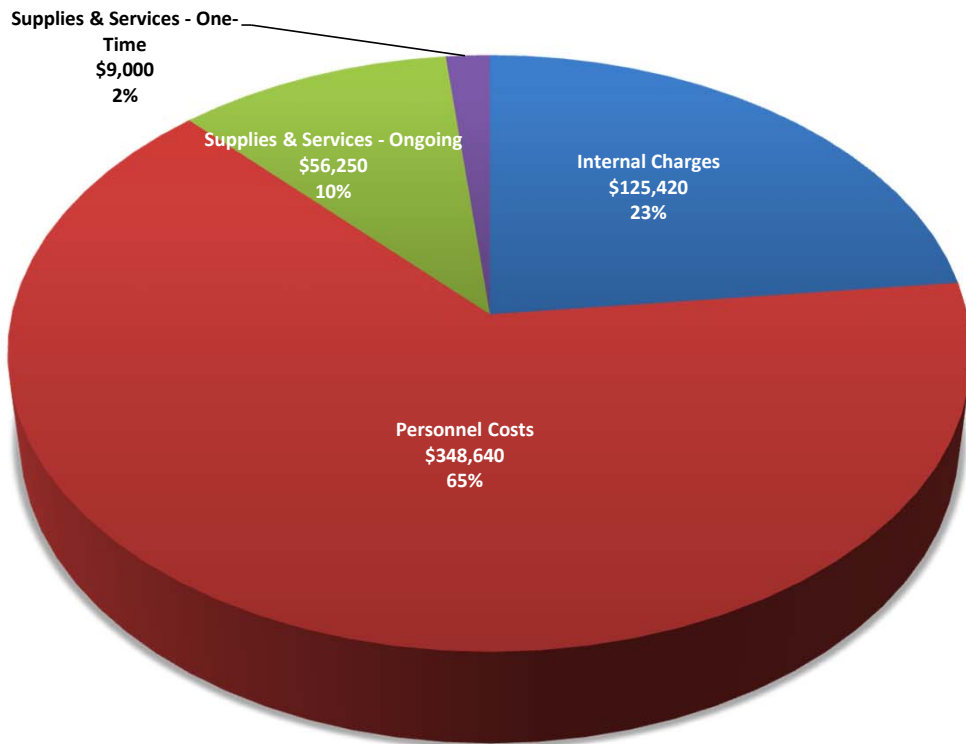
## Mission Statement

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: \$539,310



## MUNICIPAL COURT – Administration

BUDGET SUMMARY	FY2019 Budget	% of FY2019 Budget	FY2018 Budget	FY2018 Estimate	FY2017 Actual
<b>Program Expenditures</b>					
Personnel Services	\$ 348,640	65%	\$ 317,070	\$ 293,120	\$ 289,894
Supplies & Services	65,250	12%	44,300	43,400	32,127
<b>Subtotal Direct Costs</b>	<b>\$ 413,890</b>	<b>77%</b>	<b>\$ 361,370</b>	<b>\$ 336,520</b>	<b>\$ 322,022</b>
Internal Charges	125,420	23%	93,240	93,240	-
<b>Total Expenditures</b>	<b>\$ 539,310</b>	<b>100%</b>	<b>\$ 454,610</b>	<b>\$ 429,760</b>	<b>\$ 322,022</b>
<b>Expenditures by Fund</b>					
General Fund Portion	\$ 528,110	98%	\$ 454,610	\$ 429,760	\$ 320,418
Wastewater Fund Portion	\$ -	0%	\$ -	\$ -	\$ -
Other Funds Portion	\$ 11,200	2%	\$ -	\$ -	\$ 1,604
<b>Funding Sources</b>					
Allocations to Other Departments	\$ -	0%	\$ -	\$ -	\$ -
Program Revenues	\$ 11,200	2%	\$ -	\$ -	\$ 1,604
Funding from General Revenues	\$ 528,110	98%	\$ 454,610	\$ 429,760	\$ 320,418
<b>Employee Time Allocation (FTEs) (Budgeted)</b>					
	<b>4.66</b>		<b>4.25</b>		<b>4.20</b>

### 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
<b>General Fund</b>											
<b>10-5520-01 - Administration</b>											
Personnel (ongoing)	\$348,640	\$317,070	10%	\$293,120	19%	\$23,950	\$289,894	\$270,982	\$248,298	\$239,686	<b>Budget Increase:</b> Approved Decision Package - increase Court Clerk from part-time to full-time <b>Current Year Under Budget:</b> Vacancy savings
Supplies & Services (ongoing)	\$45,050	\$44,300	2%	\$43,400	4%	\$900	\$30,523	\$35,469	\$43,386	\$31,435	
<b>Direct Costs (Ongoing) Subtotal</b>	<b>\$393,690</b>	<b>\$361,370</b>	<b>9%</b>	<b>\$336,520</b>	<b>17%</b>	<b>\$24,850</b>	<b>\$320,418</b>	<b>\$306,451</b>	<b>\$291,684</b>	<b>\$271,121</b>	
Internal Charges	\$125,420	\$93,240	35%	\$93,240	35%	\$0	\$0	\$0	\$0	\$0	<b>Budget Increase:</b> Increased allocations of Facilities Maintenance costs
<b>Ongoing Total</b>	<b>\$519,110</b>	<b>\$454,610</b>	<b>14%</b>	<b>\$429,760</b>	<b>21%</b>	<b>\$24,850</b>	<b>\$320,418</b>	<b>\$306,451</b>	<b>\$291,684</b>	<b>\$271,121</b>	
Supplies & Services (one-time)	\$9,000	\$0	∞	\$0	∞	\$0	\$0	\$0	\$0	\$0	<b>Budget:</b> Furniture replacement
<b>General Fund Total</b>	<b>\$528,110</b>	<b>\$454,610</b>	<b>16%</b>	<b>\$429,760</b>	<b>23%</b>	<b>\$24,850</b>	<b>\$320,418</b>	<b>\$306,451</b>	<b>\$291,684</b>	<b>\$271,121</b>	
<b>Court Restricted Revenues Fund</b>											
<b>13-5520-48 - Court Enhancement Fees</b>											
Supplies & Services (ongoing)	\$0	\$0	N/A	\$0	N/A	\$0	\$548	\$0	\$0	\$0	
<b>Court Enhancement Fees Total</b>	<b>\$0</b>	<b>\$0</b>	<b>N/A</b>	<b>\$0</b>	<b>N/A</b>	<b>\$0</b>	<b>\$548</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>13-5520-49 - JCEF Time Payment Fees</b>											
Supplies & Services (ongoing)	\$0	\$0	N/A	\$0	N/A	\$0	\$1,056	\$830	\$0	\$0	
<b>JCEF Time Payment Fees Total</b>	<b>\$0</b>	<b>\$0</b>	<b>N/A</b>	<b>\$0</b>	<b>N/A</b>	<b>\$0</b>	<b>\$1,056</b>	<b>\$830</b>	<b>\$0</b>	<b>\$0</b>	
<b>Court Restricted Revenues Fund Totals</b>											
<b>Supplies &amp; Services (Ongoing) Subtotal</b>	<b>\$0</b>	<b>\$0</b>	<b>N/A</b>	<b>\$0</b>	<b>N/A</b>	<b>\$0</b>	<b>\$1,604</b>	<b>\$830</b>	<b>\$0</b>	<b>\$0</b>	
<b>Court Restricted Revenues Fund Total</b>	<b>\$0</b>	<b>\$0</b>	<b>N/A</b>	<b>\$0</b>	<b>N/A</b>	<b>\$0</b>	<b>\$1,604</b>	<b>\$830</b>	<b>\$0</b>	<b>\$0</b>	
<b>Operating Grants Fund</b>											
<b>16-5520-30 - AOC Security Grant</b>											
Supplies & Services (ongoing)	\$11,200	\$0	∞	\$0	∞	\$0	\$0	\$0	\$0	\$0	<b>Budget Increase:</b> Possible grant
<b>Operating Grants Fund Total</b>	<b>\$11,200</b>	<b>\$0</b>	<b>∞</b>	<b>\$0</b>	<b>∞</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	

**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
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**GRAND TOTALS**

Personnel (Ongoing) Subtotal	\$348,640	\$317,070	10%	\$293,120	19%	\$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	\$404,890	\$361,370	12%	\$336,520	20%	\$24,850	\$322,022	\$307,281	\$291,684	\$271,121	
Internal Charges Subtotal	\$125,420	\$93,240	35%	\$93,240	35%	\$0	\$0	\$0	\$0	\$0	
Ongoing Subtotal	\$530,310	\$454,610	17%	\$429,760	23%	\$24,850	\$322,022	\$307,281	\$291,684	\$271,121	
Supplies & Services (One-Time) Subtotal	\$9,000	\$0	∞	\$0	∞	\$0	\$0	\$0	\$0	\$0	
<b>Grand Total</b>	<b>\$539,310</b>	<b>\$454,610</b>	<b>19%</b>	<b>\$429,760</b>	<b>25%</b>	<b>\$24,850</b>	<b>\$322,022</b>	<b>\$307,281</b>	<b>\$291,684</b>	<b>\$271,121</b>	

**Reconciliation**

FY2018 Direct Costs	\$361,370
Approved Decision Package - Increase Court Clerk from Part-time to Full-time	\$35,000
Added AOC Security Grant	\$11,200
Increase in One-Time Costs	\$8,100
Other Budget Reductions	<u>(\$1,780)</u>
FY2019 Direct Costs	\$413,890



**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	3.00	2.60	2.60	2.00
Magistrate Judge <sup>(1)</sup>	0.60	0.60	0.60	0.60
Magistrate Judge Pro Tem <sup>(2)</sup>	0.05	0.05	0.00	0.10
<b>Total</b>	<b>4.65</b>	<b>4.25</b>	<b>4.20</b>	<b>3.70</b>

<sup>(1)</sup> Part-time position  
<sup>(2)</sup> Temporary position

Org Unit	Org Description	FY19 FTE	FY18 FTE	FY17 FTE	FY16 FTE
<b>General Fund</b>					
10-5520-01	Administration	4.48	4.25	4.20	3.70
10-5220-42	Uptown Paid Parking	0.17	0.00	0.00	0.00
<b>General Fund Total</b>		<b>4.65</b>	<b>4.25</b>	<b>4.20</b>	<b>3.70</b>

# 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

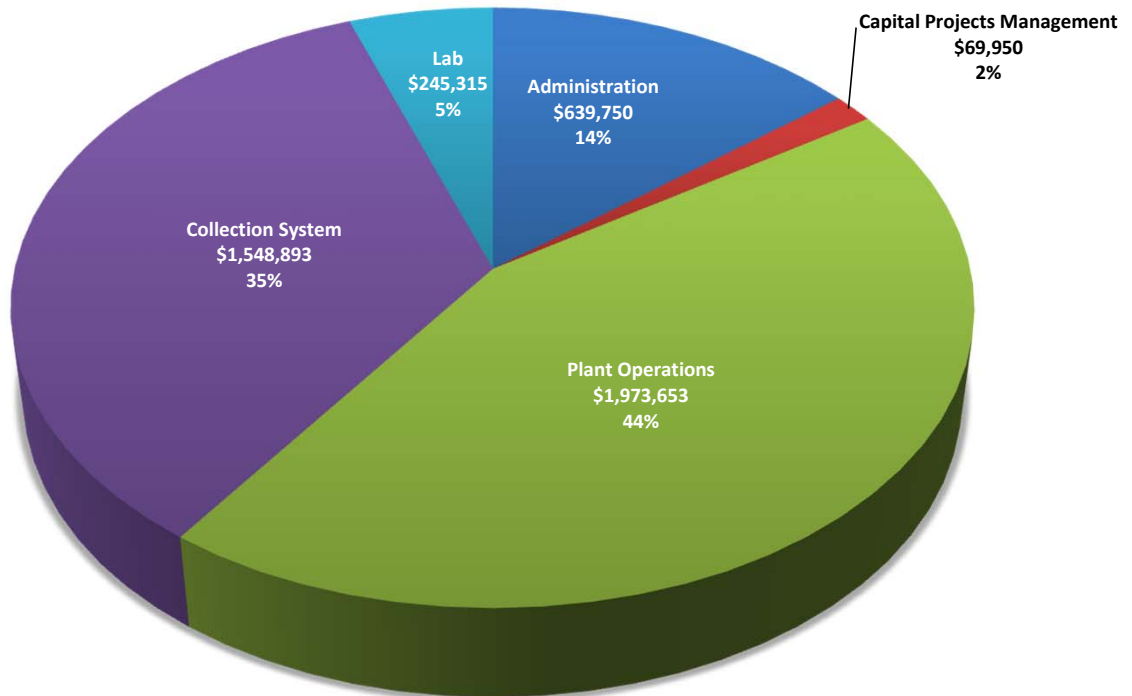
The Wastewater Department is responsible for the day-to-day operations of the wastewater collection system, treatment facility, and disposal of A+ quality treated effluent. The Wastewater Department works collaboratively with several City departments who assist in the administration, operation, and expansion 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: \$4,477,560



## WASTEWATER ADMINISTRATION – Administration

BUDGET SUMMARY	FY2019 Budget	% of FY2019 Budget	FY2018 Budget	FY2018 Estimate	FY2017 Actual
<b>Program Expenditures</b>					
Personnel Services	\$ 191,750	30%	\$ 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	-
<b>Subtotal Direct Costs</b>	<b>\$ 251,730</b>	<b>39%</b>	<b>\$ 308,269</b>	<b>\$ 219,639</b>	<b>\$ 169,280</b>
Internal Charges	388,020	61%	368,850	368,850	-
<b>Total Expenditures</b>	<b>\$ 639,750</b>	<b>100%</b>	<b>\$ 677,119</b>	<b>\$ 588,489</b>	<b>\$ 169,280</b>
<b>Expenditures by Fund</b>					
Wastewater Fund Portion	\$ 639,750	100%	\$ 677,119	\$ 588,489	\$ 169,280
<b>Funding Sources</b>					
Program Revenues	\$ 639,750	100%	\$ 677,119	\$ 588,489	\$ 169,280
<b>Employee Time Allocation (FTEs) (Budgeted)</b>	<b>2.15</b>		<b>1.65</b>		<b>1.20</b>

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
<b>Program Expenditures</b>					
Personnel Services	\$ 57,730	83%	\$ 60,540	\$ 59,040	\$ 64,796
<b>Subtotal Direct Costs</b>	<b>\$ 57,730</b>	<b>83%</b>	<b>\$ 60,540</b>	<b>\$ 59,040</b>	<b>\$ 64,796</b>
Internal Charges	12,220	17%	12,300	12,300	-
<b>Total Expenditures</b>	<b>\$ 69,950</b>	<b>100%</b>	<b>\$ 72,840</b>	<b>\$ 71,340</b>	<b>\$ 64,796</b>
<b>Expenditures by Fund</b>					
Wastewater Fund Portion	\$ 69,950	100%	\$ 72,840	\$ 71,340	\$ 64,796
<b>Funding Sources</b>					
Program Revenues	\$ 69,950	100%	\$ 72,840	\$ 71,340	\$ 64,796
<b>Employee Time Allocation (FTEs) (Budgeted)</b>	<b>0.55</b>		<b>0.55</b>		<b>0.60</b>

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.

## WASTEWATER OPERATIONS – Plant Operations

BUDGET SUMMARY	FY2019 Budget	% of FY2019 Budget	FY2018 Budget	FY2018 Estimate	FY2017 Actual
<b>Program Expenditures</b>					
Personnel Services	\$ 390,240	20%	\$ 408,340	\$ 377,750	\$ 326,046
Supplies & Services	956,983	48%	1,109,315	871,440	784,313
Capital & Debt Service	139,000	7%	224,244	224,244	37,498
<b>Subtotal Direct Costs</b>	<b>\$ 1,486,223</b>	<b>75%</b>	<b>\$ 1,741,899</b>	<b>\$ 1,473,434</b>	<b>\$ 1,147,857</b>
Internal Charges	487,430	25%	368,440	368,440	-
<b>Total Expenditures</b>	<b>\$ 1,973,653</b>	<b>100%</b>	<b>\$ 2,110,339</b>	<b>\$ 1,841,874</b>	<b>\$ 1,147,857</b>
<b>Expenditures by Fund</b>					
Wastewater Fund Portion	\$ 1,973,653	100%	\$ 2,110,339	\$ 1,841,874	\$ 1,147,857
<b>Funding Sources</b>					
Program Revenues	\$ 1,973,653	100%	\$ 2,110,339	\$ 1,841,874	\$ 1,147,857
<b>Employee Time Allocation (FTEs) (Budgeted)</b>	<b>4.45</b>		<b>5.40</b>		<b>4.30</b>

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		\$447.20	\$539.20
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
<b>Program Expenditures</b>					
Personnel Services	\$ 291,500	19%	\$ 290,080	\$ 306,120	\$ 316,811
Supplies & Services	824,383	53%	677,125	656,350	532,942
Capital & Debt Service	48,500	3%	149,500	126,500	67,935
<b>Subtotal Direct Costs</b>	<b>\$ 1,164,383</b>	<b>75%</b>	<b>\$ 1,116,705</b>	<b>\$ 1,088,970</b>	<b>\$ 917,688</b>
Internal Charges	384,510	25%	144,900	144,900	-
<b>Total Expenditures</b>	<b>\$ 1,548,893</b>	<b>100%</b>	<b>\$ 1,261,605</b>	<b>\$ 1,233,870</b>	<b>\$ 917,688</b>
<b>Expenditures by Fund</b>					
Wastewater Fund Portion	\$ 1,548,893	100%	\$ 1,261,605	\$ 1,233,870	\$ 917,689
<b>Funding Sources</b>					
Program Revenues	\$ 1,548,893	100%	\$ 1,261,605	\$ 1,233,870	\$ 917,689
<b>Employee Time Allocation (FTEs) (Budgeted)</b>	<b>3.40</b>		<b>3.40</b>		<b>3.50</b>

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
<b>Program Expenditures</b>					
Personnel Services	\$ 109,990	45%	\$ 111,890	\$ 157,690	\$ 95,919
Supplies & Services	84,095	34%	75,824	67,346	58,378
Capital & Debt Service	12,000	5%	7,500	-	-
<b>Subtotal Direct Costs</b>	<b>\$ 206,085</b>	<b>84%</b>	<b>\$ 195,214</b>	<b>\$ 225,036</b>	<b>\$ 154,298</b>
Internal Charges	39,230	16%	28,640	28,640	-
<b>Total Expenditures</b>	<b>\$ 245,315</b>	<b>100%</b>	<b>\$ 223,854</b>	<b>\$ 253,676</b>	<b>\$ 154,298</b>
<b>Expenditures by Fund</b>					
Wastewater Fund Portion	\$ 245,315	100%	\$ 223,854	\$ 253,676	\$ 154,298
<b>Funding Sources</b>					
Program Revenues	\$ 245,315	100%	\$ 223,854	\$ 253,676	\$ 154,298
<b>Employee Time Allocation (FTEs) (Budgeted)</b>	<b>1.45</b>		<b>1.00</b>		<b>1.00</b>

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
<b>Wastewater Enterprise Fund</b>											
<b>59-5250-01 - Administration</b>											
Personnel (ongoing)	\$191,750	\$178,300	8%	\$114,270	68%	\$64,030	\$138,107	\$285,958	\$326,289	\$319,700	<b>Current Year Under Budget:</b> Vacancy savings and restructuring <b>Budget Decrease:</b> HVAC replacement in FY18, separation of one-time costs <b>Current Year Under Budget:</b> 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	
<b>Direct Costs (Ongoing) Subtotal</b>	<b>\$235,680</b>	<b>\$258,269</b>	<b>-9%</b>	<b>\$179,639</b>	<b>31%</b>	<b>\$78,630</b>	<b>\$169,280</b>	<b>\$367,309</b>	<b>\$431,045</b>	<b>\$364,999</b>	
Internal Charges	\$388,020	\$368,850	5%	\$368,850	5%	\$0	\$0	\$0	\$0	\$0	
Contingencies	\$0	\$0	N/A	\$0	N/A	\$0	\$0	\$0	\$30,010	\$0	
<b>Ongoing Total</b>	<b>\$623,700</b>	<b>\$627,119</b>	<b>-1%</b>	<b>\$548,489</b>	<b>14%</b>	<b>\$78,630</b>	<b>\$169,280</b>	<b>\$367,309</b>	<b>\$461,055</b>	<b>\$364,999</b>	
Supplies & Services (one-time)	\$6,050	\$0	∞	\$0	∞	\$0	\$0	\$0	\$0	\$0	<b>Budget:</b> Refrigerator, furniture replacements
Capital & Debt Service	\$10,000	\$50,000	-80%	\$40,000	-75%	\$10,000	\$0	\$6,868	\$4,290	\$4,907	
<b>One-Time Total</b>	<b>\$16,050</b>	<b>\$50,000</b>	<b>-68%</b>	<b>\$40,000</b>	<b>-60%</b>	<b>\$10,000</b>	<b>\$0</b>	<b>\$6,868</b>	<b>\$4,290</b>	<b>\$4,907</b>	
<b>Administration Total</b>	<b>\$639,750</b>	<b>\$677,119</b>	<b>-6%</b>	<b>\$588,489</b>	<b>9%</b>	<b>\$88,630</b>	<b>\$169,280</b>	<b>\$374,177</b>	<b>\$465,345</b>	<b>\$369,906</b>	
<b>59-5252-89 - Capital Projects Management</b>											
Personnel (ongoing)	\$57,730	\$60,540	-5%	\$59,040	-2%	\$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	
<b>Direct Costs (Ongoing) Subtotal</b>	<b>\$57,730</b>	<b>\$60,540</b>	<b>-5%</b>	<b>\$59,040</b>	<b>-2%</b>	<b>\$1,500</b>	<b>\$64,796</b>	<b>\$138,707</b>	<b>\$135,227</b>	<b>\$104,228</b>	
Internal Charges	\$12,220	\$12,300	-1%	\$12,300	-1%	\$0	\$0	\$0	\$0	\$0	
<b>Capital Projects Management Total</b>	<b>\$69,950</b>	<b>\$72,840</b>	<b>-4%</b>	<b>\$71,340</b>	<b>-2%</b>	<b>\$1,500</b>	<b>\$64,796</b>	<b>\$138,707</b>	<b>\$135,227</b>	<b>\$104,228</b>	

**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
<b>59-5253-55 - Plant Operations</b>											
Personnel (ongoing)	\$390,240	\$408,340	-4%	\$377,750	3%	\$30,590	\$326,046	\$254,022	\$251,577	\$232,416	<b>Current Year Under Budget:</b> Vacancy savings and restructuring
Supplies & Services (ongoing)	\$845,783	\$1,109,315	-24%	\$871,440	-3%	\$237,875	\$784,313	\$857,628	\$705,845	\$834,734	<b>Budget Decrease:</b> Separation of one-time costs <b>Current Year Under Budget:</b> Carryovers, savings in injection well maintenance, savings in sludge hauling and disposal
<b>Direct Costs (Ongoing) Subtotal</b>	<b>\$1,236,023</b>	<b>\$1,517,655</b>	<b>-19%</b>	<b>\$1,249,190</b>	<b>-1%</b>	<b>\$268,465</b>	<b>\$1,110,359</b>	<b>\$1,111,650</b>	<b>\$957,422</b>	<b>\$1,067,151</b>	
Internal Charges	\$487,430	\$368,440	32%	\$368,440	32%	\$0	\$0	\$0	\$0	\$0	<b>Budget Increase:</b> Increased funding of equipment replacement reserve and added major maintenance reserve funding.
<b>Ongoing Total</b>	<b>\$1,723,453</b>	<b>\$1,886,095</b>	<b>-9%</b>	<b>\$1,617,630</b>	<b>7%</b>	<b>\$268,465</b>	<b>\$1,110,359</b>	<b>\$1,111,650</b>	<b>\$957,422</b>	<b>\$1,067,151</b>	
Supplies & Services (one-time)	\$111,200	\$0	∞	\$0	∞	\$0	\$0	\$0	\$0	\$0	<b>Budget:</b> 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	\$139,000	\$224,244	-38%	\$224,244	-38%	\$0	\$37,498	\$1,940	\$26,484	\$2,807	<b>Budget:</b> Replace VFDs and EIM valve, approved Decision Package - cattail cutter
<b>One-Time Total</b>	<b>\$250,200</b>	<b>\$224,244</b>	<b>12%</b>	<b>\$224,244</b>	<b>12%</b>	<b>\$0</b>	<b>\$37,498</b>	<b>\$1,940</b>	<b>\$26,484</b>	<b>\$2,807</b>	
<b>Plant Operations Total</b>	<b>\$1,973,653</b>	<b>\$2,110,339</b>	<b>-6%</b>	<b>\$1,841,874</b>	<b>7%</b>	<b>\$268,465</b>	<b>\$1,147,857</b>	<b>\$1,113,590</b>	<b>\$983,906</b>	<b>\$1,069,957</b>	

**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
<b>59-5253-56 - Collection System</b>											
Personnel (ongoing)	\$291,500	\$290,080	0%	\$306,120	-5%	(\$16,040)	\$316,811	\$299,127	\$301,360	\$306,139	<b>Current Year Over Budget:</b> Restructuring
Supplies & Services (ongoing)	\$735,383	\$677,125	9%	\$656,350	12%	\$20,775	\$532,942	\$700,337	\$683,441	\$591,515	
<b>Direct Costs (Ongoing) Subtotal</b>	<b>\$1,026,883</b>	<b>\$967,205</b>	<b>6%</b>	<b>\$962,470</b>	<b>7%</b>	<b>\$4,735</b>	<b>\$849,753</b>	<b>\$999,464</b>	<b>\$984,801</b>	<b>\$897,653</b>	<b>Current Year Under Budget:</b> In-town office addition not completed, savings in odor control
Internal Charges	\$384,510	\$144,900	165%	\$144,900	165%	\$0	\$0	\$0	\$0	\$0	<b>Budget Increase:</b> Increased funding of equipment replacement reserve and added major maintenance reserve funding.
<b>Ongoing Total</b>	<b>\$1,411,393</b>	<b>\$1,112,105</b>	<b>27%</b>	<b>\$1,107,370</b>	<b>27%</b>	<b>\$4,735</b>	<b>\$849,753</b>	<b>\$999,464</b>	<b>\$984,801</b>	<b>\$897,653</b>	
Supplies & Services (one-time)	\$89,000	\$0	∞	\$0	∞	\$0	\$0	\$0	\$0	\$0	<b>Budget:</b> Light fixture replacements, interceptor line, Uptown pump station improvements, certification trainings
Capital & Debt Service	\$48,500	\$149,500	-68%	\$126,500	-62%	\$23,000	\$67,935	\$539	\$0	\$0	<b>Budget:</b> Flir camera
<b>One-Time Total</b>	<b>\$137,500</b>	<b>\$149,500</b>	<b>-8%</b>	<b>\$126,500</b>	<b>9%</b>	<b>\$23,000</b>	<b>\$67,935</b>	<b>\$539</b>	<b>\$0</b>	<b>\$0</b>	
<b>Collection System Total</b>	<b>\$1,548,893</b>	<b>\$1,261,605</b>	<b>23%</b>	<b>\$1,233,870</b>	<b>26%</b>	<b>\$27,735</b>	<b>\$917,689</b>	<b>\$1,000,003</b>	<b>\$984,801</b>	<b>\$897,653</b>	
<b>59-5253-66 - Lab</b>											
Personnel (ongoing)	\$109,990	\$111,890	-2%	\$157,690	-30%	(\$45,800)	\$95,919	\$132,938	\$127,101	\$73,109	<b>Current Year Over Budget:</b> Restructuring
Supplies & Services (ongoing)	\$73,695	\$75,824	-3%	\$67,346	9%	\$8,478	\$58,378	\$40,508	\$50,890	\$36,723	
<b>Direct Costs (Ongoing) Subtotal</b>	<b>\$183,685</b>	<b>\$187,714</b>	<b>-2%</b>	<b>\$225,036</b>	<b>-18%</b>	<b>(\$37,322)</b>	<b>\$154,298</b>	<b>\$173,446</b>	<b>\$177,990</b>	<b>\$109,832</b>	
Internal Charges	\$39,230	\$28,640	37%	\$28,640	37%	\$0	\$0	\$0	\$0	\$0	<b>Budget Increase:</b> Increased funding of equipment replacement reserve and added major maintenance reserve funding.
<b>Ongoing Total</b>	<b>\$222,915</b>	<b>\$216,354</b>	<b>3%</b>	<b>\$253,676</b>	<b>-12%</b>	<b>(\$37,322)</b>	<b>\$154,298</b>	<b>\$173,446</b>	<b>\$177,990</b>	<b>\$109,832</b>	
Supplies & Services (one-time)	\$10,400	\$0	∞	\$0	∞	\$0	\$0	\$0	\$0	\$0	<b>Budget:</b> Furniture replacements, lab equipment replacements
Capital & Debt Service	\$12,000	\$7,500	60%	\$0	∞	\$7,500	\$0	\$4,443	\$0	\$2,499	<b>Budget:</b> Lab fume hood motor replacement and relocation
<b>One-Time Total</b>	<b>\$22,400</b>	<b>\$7,500</b>	<b>199%</b>	<b>\$0</b>	<b>∞</b>	<b>\$7,500</b>	<b>\$0</b>	<b>\$4,443</b>	<b>\$0</b>	<b>\$2,499</b>	
<b>Lab Total</b>	<b>\$245,315</b>	<b>\$223,854</b>	<b>10%</b>	<b>\$253,676</b>	<b>-3%</b>	<b>(\$29,822)</b>	<b>\$154,298</b>	<b>\$177,889</b>	<b>\$177,990</b>	<b>\$112,331</b>	

**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
<b>Wastewater Enterprise Fund Totals</b>											
Personnel Subtotal	\$1,041,210	\$1,049,150	-1%	\$1,014,870	3%	\$34,280	\$941,679	\$1,110,752	\$1,141,553	\$1,033,556	
Supplies & Services (Ongoing) Subtotal	\$1,698,790	\$1,942,233	-13%	\$1,660,505	2%	\$281,728	\$1,406,807	\$1,679,824	\$1,544,932	\$1,510,307	
Direct Costs (Ongoing) Subtotal	\$2,740,000	\$2,991,383	-8%	\$2,675,375	2%	\$316,008	\$2,348,486	\$2,790,576	\$2,686,486	\$2,543,863	
Internal Charges Subtotal	\$1,311,410	\$923,130	42%	\$923,130	42%	\$0	\$0	\$0	\$0	\$0	
Contingencies Subtotal	\$0	\$0	N/A	\$0	N/A	\$0	\$0	\$0	\$30,010	\$0	
Ongoing Subtotal	\$4,051,410	\$3,914,513	3%	\$3,598,505	13%	\$316,008	\$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	\$209,500	\$431,244	-51%	\$390,744	-46%	\$40,500	\$105,433	\$13,790	\$30,775	\$10,212	
One-Time Subtotal	\$426,150	\$431,244	-1%	\$390,744	9%	\$40,500	\$105,433	\$13,790	\$30,775	\$10,212	
<b>Wastewater Enterprise Fund Total</b>	<b>\$4,477,560</b>	<b>\$4,345,756</b>	<b>3%</b>	<b>\$3,989,248</b>	<b>12%</b>	<b>\$356,508</b>	<b>\$2,453,920</b>	<b>\$2,804,366</b>	<b>\$2,747,270</b>	<b>\$2,554,075</b>	

**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)
Approved Decision Package - Cattail Cutter (net increase)	\$45,000
Decrease in One-Time Costs	(\$213,050)
Other Miscellaneous Increases	\$11,729
FY2019 Direct Costs	\$3,166,150

## 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
<b>Total</b>	<b>12.00</b>	<b>12.00</b>	<b>10.60</b>	<b>11.60</b>

Org Unit	Org Description	FY19 FTE	FY18 FTE	FY17 FTE	FY16 FTE
<b>Wastewater Enterprise Fund</b>					
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
<b>Wastewater Enterprise Fund Total</b>		<b>12.00</b>	<b>12.00</b>	<b>10.60</b>	<b>10.60</b>